



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 2017-18 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,

Ali Malekzadeh
President

CONTENTS

ABOUT ROOSEVELT		
2017-2018 Academic Calendar	2	
Roosevelt University History	3	
Roosevelt University Alma Mater	3	
Locations.....	3	
Access to Campus Facilities.....	3	
University Lingo and Terminology.....	3	
Emergency Information.....	5	
Closings and Cancellations.....	7	
Nondiscrimination Statement	7	
MISCONDUCT		
Good Samaritan Protocols	8	
Academic Dishonesty.....	9	
Non-Academic Misconduct.....	9	
Concerning Behavior.....	9	
Discrimination	9	
Harassment	9	
Sexual Misconduct.....	9	
Student Grievance Process.....	10	
STUDENT CODE OF CONDUCT		
Student Code Defined	10	
Student Organization Code	11	
Residence Life Policies.....	12	
Related Policies.....	16	
Process for Resolution of a Violation.....	16	
Sanctions for the Violation	19	
Definitions.....	21	
UNIVERSITY POLICIES		
Academic Standing Policies	21	
Acceptable Use of Electronic Resources	21	
Accommodations for Persons with Disabilities	21	
Accommodations for Residential Students with Disabilities.....	21	
Accommodations for Students for Religious Holidays	21	
Anti-Discrimination Policy and Procedure	22	
Anti-Harassment Policy	22	
Campus Access Policy	22	
Class Attendance Policy	22	
Concealed Carry Policy.....	22	
Drug and Alcohol-Free Campus Notification	22	
Equal Opportunity Policy	22	
Hover Board Campus Restriction Policy	22	
Immunization Policy	22	
Mental Health Designated Contact Policy	22	
On-Campus Residency Policy	22	
Political Activity and Student Organizations	22	
Privacy Rights of Students	22	
Satisfactory Academic Progress (SAP) Policy	23	
Sexual Misconduct Policy	23	
Student Email Policy.....	23	
Student Academic Grievance Other than Final Grade Appeal	23	
Student Non-Academic Grievance.....	23	
Whistleblower Protection and Anti-Retaliation.....	23	
STUDENT RESOURCES		
Academic Advising	23	
Academic Success Center.....	23	
Admission	23	
Athletics.....	24	
ATMs.....	24	
Behavioral Assessment Team (BAT).....	24	
Blackboard.....	24	
Bookstore	24	
Bursar, Office of the.....	25	
Campus Safety.....	25	
Career Development.....	26	
Center for Student Involvement (CSI).....	26	
Computer Labs	26	
Counseling Center.....	26	
CTA/Ventra U-Pass	27	
Dining Services	27	
Early Childhood Education Center.....	28	
Email	28	
English Language Program (ELP)	28	
Financial Aid Services (FAS)	28	
Fitness and Recreation	29	
Grades.....	29	
Grade Point Averages.....	30	
Grade Reports.....	30	
Health Insurance	30	
Health Resources	30	
Identification Cards	31	
International Programs and Study Abroad	31	
Jury Duty.....	31	
Learning Commons.....	32	
Writing Center.....	32	
Math Lab.....	32	
Academic Success Center (Disability Services).....	32	
Tutoring Center.....	32	
Libraries	33	
Lockers.....	34	
Lost and Found.....	34	
Military Deployment.....	34	
Parking and Travel Between Campuses	34	
Peer Mentor.....	35	
Registrar	35	
Residence Life	36	
RU Access.....	36	
RU Online.....	37	
Student Rights and Responsibilities, Office of.....	37	
Student Government Association	37	
Student Organizations.....	37	
Study Abroad	37	
Technical Support.....	37	
Transcripts	37	
Verification of Enrollment	38	
Voter Registration in Illinois	38	

2017–2018 ACADEMIC CALENDAR

FALL 2017	
First Day of Classes	Mon, Aug 28
Labor Day Holiday (NO CLASSES)	Sat, Sept 2
Labor Day Holiday (NO CLASSES)	Mon, Sept 4
Begin Thanksgiving Holiday (NO CLASSES)	Tue, Nov 21
End Thanksgiving Holiday (NO CLASSES)	Sun, Nov 26
Regular Session Classes End	Sat, Dec 9
Final Exams Begin	Mon, Dec 11
Fall 2016 University Commencement	Fri, Dec 15
Final Exams End	Sat, Dec 16
Grades Due	Thu, Dec 21

SPRING 2018	
New and Transfer Student Orientation	Fri, Jan 12
Martin Luther King Jr. Day (NO CLASSES)	Mon, Jan 15
First Day of Classes	Tue, Jan 16
Begin Spring Break	Mon, Mar 5
End Spring Break	Sun, Mar 11
Regular Session Classes End	Mon, April 30
Final Exams Begin	Tue, May 1
Final Exams End	Mon, May 7
Spring 2017 University Commencement Ceremony – all colleges, including the College of Pharmacy	Fri, May 11
Grades Due	Sat, May 12

SUMMER 2018	
Memorial Day Holiday (NO CLASSES)	Sat, May 26
Memorial Day Holiday (NO CLASSES)	Mon, May 28
First Day of Classes	Tue, May 29
First Day of Classes for Mon/Wed, Mon/Wed/Fri, and Monday Only Sessions	Mon, June 4
Independence Day Holiday (NO CLASSES)	Wed, July 4
Regular Session Classes End	Mon, Aug 6
Grades Due	Sat, Aug 11

ROOSEVELT UNIVERSITY HISTORY

Roosevelt University is a private, non-profit 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 emphasized 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*

LOCATIONS

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

Wabash Building (WB) – Chicago Campus (CC)

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

Auditorium Building (AUD) – Chicago Campus (CC)

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

Albert A. Robin Campus (AARC) – Schaumburg Campus (SC)

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, have more limited access. A current Roosevelt University photo identification card is required at all times and is needed to enter the Auditorium, Wabash, Goodman and 218 S. Wabash buildings on the Chicago Campus and the Schaumburg Campus. 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 minor if deemed necessary by University personnel.

Although the University strives to provide an open academic environment, persons who are not members of the Roosevelt University community or do not have a valid purpose for entering or being in the facilities may be denied access and/or required to leave by Campus Safety, University officials, or local law enforcement.

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

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)

Monday7:30 a.m.–10 p.m.

Tuesday–Friday7:30 a.m.–11 p.m.

Saturday–Sunday7:30 a.m.–6 p.m.

Holidays closed

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

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 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 that may threaten campus safety. Visit roosevelt.edu/security/reporting/bat for information.

Blackboard

Website used for online courses and to supplement campus courses.

Career Central

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

CC – Chicago Campus

The Chicago Campus includes the Auditorium and Wabash 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.

Fala

University Mascot; Scottish Terrier pet of Franklin and Eleanor Roosevelt

First Stop

Student and faculty service area located on the Schaumburg Campus.

GC – Goodman Center

Athletic and recreation facility named for Lillian and Larry Goodman.

GPS – Graduation Plan for Success

Career readiness program offered through Career Development

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.

NetID

Your NetID is the user name you'll use to access a variety of computer services at Roosevelt. NetIDs are the first part of your email address (e.g., jdoe) and are assigned when admitted to the university.

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 buses 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

CRITICAL INFORMATION**EMERGENCY NOTIFICATION/
EMERGENCY PROCEDURES**

roosevelt.edu/security

EMERGENCY TEXT MESSAGING

The safety of all members of the Roosevelt University is of the utmost importance. The University will timely notify the Roosevelt community of emergencies through its emergency notification system, through which you may receive these messages by text message, Roosevelt email, and the Roosevelt homepage. To receive the text message, check your RU Access account and verify your cell phone number is entered. As a general matter, emergency notifications will contain information that will aid in the prevention of similar occurrences in the future. From time to time, however, the University will exercise its discretion to limit the information it provides if there is clear and convincing evidence that sharing the information would jeopardize an ongoing investigation or an individual's safety, would cause a suspect to flee or evade detection, or otherwise compromise efforts to assist a reporter of a crime or safely address the emergency.

FIRE PROCEDURES

roosevelt.edu/contact/emergency

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
3. **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
 - University Center, (312) 924-8911
4. The first priority is following your building's evacuation procedures and, if possible, assisting students and other persons in immediate danger. For the Wabash Building, Auditorium Building, Goodman Center, and Schaumburg Campus, please evacuate the building. For Residence Halls, please follow the evacuation procedures specific to that building.

EMERGENCY EVACUATION ASSISTANCE

roosevelt.edu/contact/evacuation-assistance-form

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 (312) 341-4173 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/campuses/campus-safety

If a member of the Roosevelt University community at large has reason to believe that a student who attends Roosevelt University has been missing for 24 hours, they must immediately notify the Roosevelt Campus Safety Department at (312) 341-2020. Roosevelt Campus Safety will immediately notify the Director of Campus Safety and the Dean of Students or their designee. The Roosevelt Campus Safety Department will generate a missing person report and initiate an investigation.

Within twenty-four hours after a student is determined to be missing, the University will notify the following:

- For all missing students, Roosevelt will notify the local law enforcement agency, unless the local law enforcement agency was the entity that made the determination that the student is missing.
- If a student is under 18 years of age and not emancipated, Roosevelt must also notify a custodial parent or guardian within twenty-four (24) hours of the determination that the student is missing.
- If a student is under 21 years of age, local law enforcement may also notify the National Crime Information Center ("NCIC").
- In addition, any student may identify an individual to be contacted by the Dean of Students or their designee if the student is determined to be missing for more than twenty-four (24) hours. If a student has identified such

an individual, the Dean of Students or their designee will notify that individual no later than 24 hours after the student is determined to be missing.

Students who reside on campus will identify two emergency contacts each year with the Office of Residence Life. If a student resident wishes 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 emergency contact information will be accessible only by authorized campus officials and law enforcement in the course of the investigation and it will not be disclosed outside of a missing person investigation or other emergent situation.

ARMED VIOLENCE—ACTIVE SHOOTER

If an active shooter incident occurs on campus, the following guidelines will keep you and your colleagues safe. 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 get out fast**

- Have an escape route and plan in mind
- Leave your belongings behind
- Keep your hands visible
- Call 911 as soon as safe to do so – do not assume someone else is making the call
- If possible, keep others from entering the building

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:**

- Whenever possible, flee the area
- Call 911, if able to do so
- Attempting to overcome the suspect is always a last resort to only be considered in extreme circumstances. Any attempts to negotiate with or physically overpower an active shooter are at your own risk. It is always preferable to get out or securely hide.

1. **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 x 8989 from an internal telephone.

- a. Be aware that the Campus Safety phone lines are likely to be overwhelmed. Program the security numbers into your cell phone for backup.
- b. 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.

2. **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

3. **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, 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.

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

NONDISCRIMINATION STATEMENT

Roosevelt University has been committed in its programs and activities from its inception to a policy of non-discrimination. No person shall be discriminated against in the University's in its programs and activities 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.

MISCONDUCT

As a general matter, "misconduct" means any behavior that violates the Student Code of Conduct or any of the other policies at the University. The sections below will describe various forms of misconduct and the way in which allegations of misconduct are reported, investigated, and resolved.

A. Statement of Shared Responsibility

Each member of our community – including each student – is responsible for advancing the University's commitment to a caring and socially-just atmosphere in which each person respects their neighbor's human dignity and individual differences. The result of this shared responsibility is a safe and respectful learning environment. The purpose of the Student Code of Conduct is for the University to communicate its expectations of each student, to describe the potential sanctions for any deviation from those expectations, and to establish due process rights for investigations, the imposition of discipline, and any appeals.

B. Authority and Scope

The Student Code of Conduct is the University's primary – but not exclusive – process for handling incidents of student misconduct. All students who are registered at Roosevelt University at all campus locations, including online, are subject to the Code of Conduct with respect to both their on-campus and off-campus conduct. This is particularly true where a student engages in off-campus behaviors that may impact the University or educational environment. A student's withdrawal from the University does not preclude the completion of the misconduct process and resulting disciplinary action.

C. Student Code of Conduct and Federal, State, and Local Law

Students continue to be subject to federal, state, and local 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.

GOOD SAMARITAN PROTOCOLS

Roosevelt University has adopted a 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.

Good Samaritan Protocols promote life-saving actions that enable people to make responsible decisions and remove barriers to seeking medical assistance by providing that a person will not be disciplined for requesting medical attention for themselves or for another person. Roosevelt University students have the obligation and the responsibility to seek medical assistance for anyone thought to be experiencing a medical emergency, including as a result of the person's involvement in a case of sexual misconduct, or the person's 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 or cases of sexual assault when they would otherwise hesitate. Please know that requiring the completion of an appropriate rehabilitation program is not considered to be discipline.

The Good Samaritan Protocol is as follows:

- A. Students either receiving medical assistance in an alcohol or other controlled substance medical-related emergency, reporting a sexual assault, 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 or Campus Security (x2020).
 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.
 4. **AND**, 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; (see E. for further information)
 5. The student has not received protection under this Protocol more than twice in one academic year. (This does not apply to students who are reporting acts of sexual assault or other violations of Title IX).
- B. The Protocol does not preclude or prevent action by police or other legal authorities.
- C. Students who receive protection under this Protocol must meet with a staff member in the Dean of Students office upon their return from medical transport.
- D. Any student involved in the incident may be referred to the Office of Student Rights and Responsibilities to discuss their 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 emergency within an academic year, the instance will be considered as a second offense and the student will not be eligible for protection. (This does not apply to students who are reporting acts of sexual assault or other violations of Title IX.).
- E. 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.
- F. 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.

TYPES OF MISCONDUCT

The sections below under "Types of Misconduct" will address the ways in which various types of conduct can be reported. If you have any doubt about where to report any safety risk, misconduct, or concerning behavior, please report them immediately to the Behavioral Assessment Team via the [online Person of Concern report form](#) or to BAT@roosevelt.edu.

A. Academic Dishonesty (Student Code of Conduct Violation)

Examples of academic dishonesty include but are not limited to:

- Cheating
- Using unauthorized material on examinations
- Submitting the same paper for different classes without acknowledgement
- Fabrication of information or making up sources
- Improper collaboration
- Plagiarism

The [Student Code of Conduct](#) governs instances of academic dishonesty.

Reporting: Potential instances of academic dishonesty should be reported to the Office of Student Rights & Responsibilities via the [Student Misconduct Report Form](#).

B. Non-Academic Misconduct (Student Code of Conduct Violation)

Examples of student non-academic misconduct include but are not limited to:

- Adverse behavior that indicates a student lacks suitability to continue in the University community
- Biased behavior
- Computer & network usage policy violations
- Disruption to the learning environment
- Drug and alcohol paraphernalia, manufacturing, possession, use, distribution
- Failure to comply with directions from a University official
- Forgery
- Guest violations
- Harassment
- Hazing and/or reckless endangerment
- Obstruction of misconduct process
- Physical altercations
- Residence Life Community Standards (see section III of the Student Code of Conduct)
- Sexual misconduct (see [Sexual Misconduct Policy](#))
- Smoking
- Theft
- Unauthorized entry
- Violations of university policies
- Weapons, explosives

The Student Code of Conduct governs instances of student non-academic misconduct.

Reporting: Potential instances of student non-academic misconduct should be reported to the Office of Student Rights & Responsibilities via the [Student Misconduct Report Form](#).

C. Concerning Behavior

Examples of concerning behavior include but are not limited to:

- Extreme emotional distress
- Extreme classroom disruption
- Suicidal or homicidal ideas and thoughts
- Severe anxiety or depression
- Significant inability to manage self or needs
- Threats of harm

Roosevelt University's Behavioral Assessment Team (BAT) is responsible for reviewing information submitted for safety risks; may consult with others as appropriate to gather more information; may recommend appropriate interventions depending on the circumstances; makes recommendations to appropriate authoritative entity regarding action to be taken with person of

concern. More information about BAT can be found on the [website](#).

Reporting: Potential instances of concerning behavior should be reported to the Behavioral Assessment Team via the [online Person of Concern report form](#).

D. Discrimination

As a general matter, discrimination occurs when a person is treated differently because of a protected social identity (e.g., age, ancestry, citizenship, color, creed, disability, gender, gender identity, genetic information, marital status, military status, national origin, parental status, pregnancy, race, religion, sexual orientation, source of income, unfavorable discharge from military service, veteran status, as a result of being the victim of domestic or sexual violence or other classes protected by law). The University strictly prohibits discrimination.

Policies governing this type of misconduct are the University Anti-Discrimination Policy, Equal Opportunity Policy, and Student Code of Conduct

Reporting: Potential instances of discrimination should be reported to the Office of Student Rights & Responsibilities or Human Resources:

- Discrimination by a student: [Student Misconduct Report Form](#)
- Discrimination by a university employee: hr@roosevelt.edu

E. Harassment

Harassment becomes a University violation 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 putdowns, offensive objects or pictures, and interference with work performance.

It is against Roosevelt University's policy for any student or employee to harass another student or employee based upon such person's age, ancestry, citizenship, ethnicity, race, disability, gender/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(s).

Policies governing this type of misconduct are the University [Anti-Harassment Policy](#) and the [Student Code of Conduct](#).

Reporting: Potential instances of harassment should be reported to the Office of Student Rights & Responsibilities or Human Resources:

- Harassment by a student: [Student Misconduct Report Form](#)
- Harassment by a university employee: hr@roosevelt.edu

F. Sexual Misconduct

Sexual misconduct includes, but is not limited, to sexual harassment, gender-based harassment, sexual orientation-based harassment, sexual assault, sexual exploitation, domestic violence, stalking, and dating and relationship violence, absence of affirmative consent, retaliation in response to a sexual misconduct case.

The policy governing this type of misconduct is the University [Sexual Misconduct Policy](#).

Reporting: Potential instances of sexual misconduct should be reported to the Office of Title IX Compliance via the [online Title IX](#)

Complaint form

Roosevelt University's Office of Title IX Compliance is responsible for receiving, reviewing, investigating, and responding to reports of potential sexual misconduct. Additional information and resources for involved parties and reporters can be found on the office [website](#).

G. Student Grievance Process

The student grievance process exists to protect students from unfair acts being committed against them by University faculty, staff, or other student(s). A student may file a grievance if they believe their rights as a student have not been fully recognized and/or respected. Examples of grievances include challenges with receiving service from a university department or university employee or a conflict with another student. The Office of Student Rights & Responsibilities staff will provide a combination of coaching, assistance, mediation, and advocacy in helping the student address their concerns.

NOTE: The office does not address grade appeals or grievances with a faculty member. All grade appeals and faculty issues should be submitted through the academic college according to that college's policy/procedure.

The complete student grievance process can be found on the Office of Student Rights & Responsibilities [website](#).

Reporting: Potential grievances should be reported to the Office of Student Rights & Responsibilities via the [online report form](#).

STUDENT CODE OF CONDUCT:

- I. STUDENT CODE OF CONDUCT DEFINED
- II. STUDENT ORGANIZATION CODE DEFINED
- III. RESIDENCE LIFE POLICIES
- IV. RELATED POLICIES
- V. PROCESS FOR RESOLUTION OF A CODE OF CONDUCT VIOLATION
- VI. SANCTIONS FOR VIOLATIONS OF THE STUDENT CODE OF CONDUCT
- VII. APPEAL PROCESS
- VIII. DEFINITIONS

I. 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(*);
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, intentionally inflicting bodily harm upon any person; taking any action for the purpose of inflicting physical harm upon any person; taking reckless action that results in physical harm to any person; taking any action that creates a substantial risk of physical harm to any person; or threatening by any means of transmission the use of force to physically harm or injure any person;

5. Sexual misconduct is prohibited. Sexual misconduct encompasses sexual harassment, gender-based harassment, sexual orientation-based harassment, sexual assault, sexual exploitation, domestic violence, stalking, and dating and relationship violence. 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 racial harassment;
7. Smoking in all forms, including but not limited to cigarettes, e-cigarettes, hookah, cigars, or vaporizers;
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;
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, or use of a prescription drug in any way not prescribed by a medical professional;
 - c. Possession of drug paraphernalia, including but not limited to bongs, glass pipes, hookahs or any makeshift paraphernalia constructed for the purpose of using drugs;
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 the ages 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;
 - g. Possession or use of alcohol apparatuses with an intended use of excessive consumption and/or high risk drinking
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. 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);
- 19. Biased motivated behavior and/or the use of derogatory language intentionally or unintentionally used to target an individual, group or the university community;
 - 20. University guests or visitors must adhere to all policies and procedures established by the University. Behavior of guests or visitors is the responsibility of the host; allowing a guest or visitor to violate the Student Code of Conduct and/or other University policies is prohibited.
 - 21. Obstruction or interference with the Conduct Process, including failure to schedule or appear at a hearing, violating and/or failure to complete conduct sanctions;
 - 22. The assistance or encouragement of others to commit violations of the Code or failure to report violations.
 - 23. Violation of any other University policy communicated via the Student Handbook, University Departments, or other University authorized entities.

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.

II. STUDENT ORGANIZATION CODE DEFINED

Statement

Roosevelt University (RU) is committed to creating and maintaining a safe, educational learning environment for all students, staff and faculty. Student Organizations with behavior inconsistent with the RU's Student Organization Code of Conduct will be addressed through the misconduct process. Outlined below are unacceptable behavior(s) that could result in disciplinary action.

Factors that will be considered when making a determination of responsibility include, but are not limited to the following:

1. The behavior/actions were committed by one or more officers or authorized representative(s) of the organization
2. The actions committed were condoned by the majority of the organizations members
3. The actions committed were in connection with an event hosted, publicized or advertised by the organization or group
4. The actions were a result of a policy or practice of the organization
5. The action(s) were committed by a member who otherwise would not have been involved with the situation if it were not for their affiliation with the organization and/ or group

The policies listed below are to be followed by all organizations and groups, whether registered or recognized by RU. If violated, the organization and/or individuals will be subject to disciplinary action, which will vary based on the circumstances of the particular incident.

1. **Alcohol** – Student organizations/groups are responsible for following the alcohol policy set forth in the Student Code of Conduct. Student organizations/groups will be found in violation of the alcohol policy if there are individuals under the age of 21 consuming alcohol at any activity or event sponsored by said organization.
2. **Drugs** – Use, possession or manufacturing of drugs and/ or drug paraphernalia is strictly prohibited.
3. **Falsification of Information** - Forgery, alteration, or misuse of organization identification, records, or documents, or knowingly furnishing false information to the University and/or Center for student Involvement.

4. **Failure to Comply** –
 - a. Failure to comply with requests of University officials acting in their professional/official capacity.
 - b. Failure to follow all policies listed in this document, Center for Student Involvement Resource Manual, Student Handbook and the Student Code of Conduct.
5. **Guests** - Organizations and groups are responsible for the behavior of their guest and are responsible for informing all guests of said policies and procedures.
6. **Hazing** - Roosevelt University acts in accordance with the Illinois Hazing Act. 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:
 - a. 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;
 - b. 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;
 - c. 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.
 - d. 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;
7. **Misuse/Damage of Property** – Willful or careless misuse or damage to University property, not limited to destruction, defacement, or tampering.
8. **Obstruction of University Activities** - Obstruction or disruption of the learning environment, University community, or of other University activities or functions.
9. **Physical Violence** – Behavior that threatens the safety of student, staff, faculty or guests is strictly prohibited, including physical abuse, threats, and intimidation
10. **Posting and Advertising** – Postings and advertisements without proper CSI approval is prohibited.
11. **Protest/Demonstration** – Expression and/or opposition of an event, department, organization, etc. must be done in accordance with Campus Safety's Student Occupations Policy. All behaviors demonstrated to express discontent

should not disrupt the learning environment, nor should they prevent any other RU sanctioned programs or events from taking place.

12. **Sexual Misconduct**- All instances of sexual misconduct (sexual assault, harassment, stalking, etc.) are strictly prohibited. Violations of this policy will be adjudicated separately through Roosevelt's Title IX investigation process. Here is a link to Roosevelt University's [Sexual Misconduct website](#)
13. **Theft**- Unauthorized possession of property or services, owned or maintained by Roosevelt University.

In addition to the policy outlined above, student organizations are expected to abide by the policies outlined in the Resource Manual by the Center for Student Involvement. Additionally, Greek Letter Organizations must follow the guidelines and policies stated in this policy, SAFAC policies, and Greek Community Relationship Statement. Failure to do so may result in the initiation of the Student Organization Misconduct Process.

III. RESIDENCE LIFE POLICIES

A. 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-Campus Housing 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-Campus Housing 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-Campus Housing 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-Campus Housing 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 12 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-Campus Housing Regulations.
- i. The collection of empty alcohol bottles, used as a display, is prohibited.

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-Campus Housing 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-Campus Housing 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

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 remaining in the halls during an evacuation, because of a drill or imminent danger will go through the conduct process.

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.–12 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 nine overnight visits in a month. Overnight hours begin at 12am and end at 6am. Residents may not host guests for more than three consecutive nights.
- 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 seven days 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.

B. 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. You must register your bike at the Chicago Campus to use the Bike Room.

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 two routine Health and Safety Inspections per room each academic semester. Additional checks will be conducted as needed.

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 with the approval of the university disability services office.

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. & Energy Star 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 12 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.

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.

C. 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.

D. 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 X 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.

D3. 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.

IV. RELATED POLICIES

University affiliated individuals (students, faculty and staff) must adhere to all policies mandated by the University. Listed below are policies that may also be administered through the Office of Student Rights and Responsibilities.

- [Campus Access Policy](#)
- [FERPA \(Family Educational Right and Privacy Act\)](#)
- [Access to Roosevelt University's Auditorium and Wabash Building](#)
- [Political Activity and Student Organizations at Roosevelt University](#)
- [Hover Board Campus Restrictions](#)
- [Involuntary Withdrawal Process](#)
- Good Samaritan Protocol (see page 8)

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

Actions taken may include, but not limited to:

A. Initiation of a Misconduct Report

Any person may file a misconduct report against a student for an alleged violation of the Code. Any student who is alleged to have violated the Student Code of Conduct, will be referred to as the "respondent(s)". Any party who reports that a student has violated the Code of Conduct, will be referred to as the reporting party. For incidents that do not happen in the Residence Halls, incidents may be reported in one of two ways: by 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. 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 by the Office of Student Rights & Responsibilities for conduct action.

B. Review by the Office of Student Rights and Responsibilities

OSRR shall review any report and assign a case manager. OSRR will decide on a method of resolution that best fits the alleged violation(s).

1. Conflict Management: Conflict Coaching, Mediation, Restorative Practices (informal)
2. Acceptance of Responsibility Resolution Process (AOR)
3. Administrative Hearing Misconduct Resolution Process
4. Student Conduct Board (SCB or Board) Hearing Misconduct Resolution Process

In any method of resolution, the reporting person, student cited for a violation, or witnesses may be requested to meet with the assigned case manager for an initial conference or formal misconduct 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 them 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 their discretion, the case manager may allow for more time if they are 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 either the initial conference or formal misconduct hearing the case manager or Student Conduct Board may proceed with the misconduct resolution process described below, and based upon the review of the report, a decision may be made in absentia.

After the initial conference and subsequent formal misconduct hearing, the case manager or Student Conduct Board will decide whether a violation of the Student Code of Conduct has occurred. If it is found that the Student Code of Conduct has been violated, an appropriate sanction may be applied by the case manager or Student Conduct Board.

OSRR may at any time temporarily suspend, ban or deny re-admission to a student, pending final resolution, when they believe that the presence of the student on campus could seriously disrupt the University; constitute a danger to the health, safety or welfare of the University, its members or the student; or when the student's conduct adversely affects the student's suitability as a member of the academic community.

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 and faculty or staff, 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 the formal misconduct process.

D. Acceptance of Responsibility Resolution Process

The Acceptance of Responsibility Resolution Process is only administered for low level violations of the Student Code of Conduct, specifically guest, noise, identification, and health and safety cleanliness violations. When OSRR receives an incident report alleging one of the above mentioned policy violations, the student(s) involved will be sent an Acceptance of Responsibility Allegation Notification. Students may choose to forego a formal hearing by accepting responsibility for the alleged violation. To accept responsibility, the student must reply to the email notification from the case manager via e-mail with the following statement, "I accept responsibility for the alleged violation(s)." If the student fails to reply within five (5) business days, the case will automatically be sent through the Administrative Hearing Misconduct Resolution Process. If the student instead wishes to have an Administrative Hearing, they can respond to the notification by saying that they do not accept responsibility and an Initial Conference will be scheduled by the Case Manager. If the student chooses to accept responsibility for the cited violation(s), a written warning will be issued as a sanction. Any student who chooses to accept responsibility for cited violations under this process waives their right to appeal, and acknowledges the finality of the outcome and sanction.

E. Procedures for resolution through the Administrative Hearing Misconduct Resolution Process

1. Initial Conference

- a. The purpose of the initial conference is to inform the student of their 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. During the initial conference, any student who has been alleged to have violated the Code of Conduct will have the right to request a Student Conduct Board hearing be held in place of an administrative hearing. If this option for resolution is selected, the case manager will forward the case back to OSRR for further processing. The respondents will be shown a copy of the incident report during the initial conference. 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 2 business days in advance. An advisor will only be allowed to confer with their advisee. No advisor may speak at any time in place of the student. The Case Manager reserves the right to exclude an advisor from the conduct proceedings for failure to abide by these guidelines. Students called to an initial conference may be the reporting party, the respondent, 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.

- b. 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 respondent 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 respondent is consenting to immediately begin their formal misconduct hearing and is therefore waiving their right to the additional three (3) business days' notice.

2. Formal Misconduct Hearing

- a. Following the period of fact finding, the respondent 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 respondent for a violation of the code of conduct, and for the student to view the incident report and any evidence that has been gathered by the case manager at the time of the meeting. The student may not keep a copy of this incident report.
- b. Any student called to a formal misconduct hearing may bring an advisor for support, however, the case manager must be notified at least 2 business days in advance. An advisor will only be allowed to confer with their advisee. No advisor may speak at any time in place of the student. The Case Manager reserves the right to exclude an advisor from the hearing proceedings for failure to abide by these guidelines.

3. Resolution

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 respondent whether or not the student is found to have violated the Student Code of Conduct. The case manager will make a determination that will be made in accordance with the preponderance of the evidence standard.

(* Academic dishonesty charges follow a separate process under the Consequences of Academic Dishonesty

F. Procedures for Resolution through the Student Conduct Board Hearing Misconduct Resolution Process

1. Assignment of a Case to the Student Conduct Board. A case may be assigned to the Student Conduct Board in two (2) ways:

- OSRR assigns the case directly to the Student Conduct Board because of the nature of the allegation(s);
- A respondent, who was assigned to have their case heard through the Administrative Hearing process, chooses to have their case sent to the Student Conduct Board during their initial conference

2. Initial Conference

The purpose of the initial conference is to inform the respondent of their rights under the Student Code of Conduct, to explain the Student Conduct Board hearing misconduct process, share the members of the Student Conduct Board who will serve on the panel, and to allow them the opportunity to view the incident report and any evidence that has been gathered by the case manager at the time of the meeting. This meeting will be held with the student's assigned case manager. A copy of the incident report will 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 2 business days in advance. An advisor will only be allowed to confer with their advisee. No advisor may speak at any time in place of the student. The Case Manager reserves the right to exclude an advisor from the hearing proceedings for failure to abide by these guidelines. 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.

Students who participate in the Student Conduct Board Misconduct Process will not have the option of waiving their right to the three (3) business days' notice between the initial conference and formal Conduct Board Hearing.

3. Student Conduct Board Hearing Procedures

a. Hearing Guidelines

Conduct Board hearings are non-adversarial, fact finding proceedings. It is the responsibility of the hearing Board to ask all relevant questions, to determine the relevance of all materials, to make decisions based on the materials, and to impose sanctions where appropriate.

b. Composition of a Student Conduct Board Hearing

The Student Conduct Board Hearing Panel will be made up of either three (3) or five (5) members. If a respondent is concerned about the ability of a Board member to act impartially, they can request that the OSRR Case Manager review the fitness of the particular Panel member to hear their case during the Initial Conference. The role of the Case Manager in the SCB Hearing is to ensure that the Panel follows the process set forth in this document, clarify any questions about the policies and procedures, and to provide consultation on available sanctions. The Case Manager will not have a vote in determining if the respondent has violated the Code of Conduct.

c. Notice of Hearings

The respondent, complainant, and witnesses shall be given notice in writing and/or electronic form no less than three (3) business days prior to the date and time of the conduct hearing. All RU faculty, staff, and student notifications will be sent to their RU e-mail address.

d. Privacy of Hearings

All Conduct Board hearings will be closed to protect the privacy of the respondent(s). Only those individuals who have been invited to participate in the hearing (Panel members, case manager, respondent, complainant, advisors, and witnesses) are allowed to be present during the proceedings. Witnesses will be allowed to be present only when they are providing their statements to the board. Admission of any other person to the hearing will be at the discretion of the Case Manager.

e. Advisors

The respondent, complainant, and witnesses may be accompanied by an advisor in a student conduct board hearing. However, the Case Manager, must be notified at least 2 business days in advance of the meeting, and the advisor may not participate in the meeting in any way. An advisor will only be allowed to confer with their advisee. No advisor may speak at any time in place of the student. The Case Manager reserves the right to exclude an advisor from the hearing proceedings for failure to abide by these guidelines.

f. Witnesses

The respondent or complainant may arrange for witnesses to present pertinent information to the Panel. Unless called by OSRR, it will be the responsibility of the respondent or complainant to arrange for the attendance of their respective witnesses at the hearing. Witnesses shall provide information about the incident and answer questions from the Panel. Witnesses will be excluded from the hearing until called and will only be present for their testimony, unless circumstances require a modification as fundamental fairness requires.

g. Hearing Format

Hearings will follow the sequence below. Modifications to this order may be made at the discretion of the Case Manager to accommodate special circumstances. The hearing is not conducted as a court proceeding, therefore the State and Federal rules of evidence do not apply.

1. Reading of Cited Violations

The Case Manager will convene the hearing by reading the alleged violation(s) and requesting that all persons present state their identity for the record.

2. Opening Remarks

The reporting party and the respondent may each make opening remarks for the purpose of providing the Panel with a short summary of information regarding the reporting party and the materials to be presented. The statement of both parties will not exceed 10 minutes.

If a case has no reporting party, this right is reserved for the respondent. If there is both a respondent and complainant, the complainant will provide their opening remarks first. (This order will be followed in all subsequent sections of this policy, except for cases where no complainant is present)

3. Presentation of Information

The complainant will first present any information they believe to be relevant (i.e. witnesses, witness statements, documents, photos, written reports, objects related to the incident) followed by the respondent. The Case Manager, at their discretion, may deem any piece of information irrelevant to the proceedings and may bar its consideration by the Panel.

4. Questioning

After each participant has presented their information, the Panel will be given the opportunity to ask any relevant questions they may have. When the Panel has completed their questions, the complainant and respondent may then pose pre-approved questions, through the Case Manager. Any questions that the respondent or complainant have for the other party must be submitted no later than one (1) business day prior to the hearing. These questions must be submitted in a word document to OSRR@roosevelt.edu. If questions are not submitted within the time outlined, that party will not be allowed to ask questions of the other party. Any questions posed by the Panel or by participants should be relevant to the conduct proceedings. The Case Manager will determine if the question is relevant and should be answered.

5. Final Remarks

The complainant and respondent will each be given an opportunity to make final remarks. The final remarks should be a short summary of the materials and statements presented, and should not exceed five (5) minutes.

6. Closed Conference

After all information is presented in a SCB Hearing, the Panel shall determine whether the accused student is found "responsible" or "not responsible" for each alleged violation. The Board will deliberate the policy violations and sanctions in private, with consultation from the Case Manager. The determination shall be made by majority vote of the Panel. The Panel's determination shall be made in accordance with the preponderance of the evidence standard. If the Panel makes a "responsible" determination, they will move on to the sanctioning phase of the deliberation process. The Panel will be given the respondents previous conduct history and will consider any sanctions imposed on the student in the past, in determining what sanctions should be applied. A majority vote is required to issue a sanction. Each member of the Panel will have one vote. The deliberations of the Panel will not be recorded.

The case manager reserves the right to modify the decision of the Panel in the interest of fundamental fairness if a finding or sanction is grossly disproportionate to the weight of the evidence or violation cited.

7. Notification of Decision

The Case Manager will notify the accused student, in writing, within two (2) business days after the deliberation. Notification will be sent to the students RU email address.

h. Record of Hearings

OSRR will maintain a record of the hearing which may be in the form of a written summary of the proceedings or an audio recording. OSRR will audio record the hearing. Any party involved is welcome to take notes and audio record during

the hearing process. Video recordings by the parties are not allowed. Deliberations shall not be recorded. Conduct case records are only shared in accordance with FERPA and other University records policies.

Failure to Attend a Student Conduct Board Hearing -- It is the responsibility of the respondent to attend the scheduled hearing. If the student fails to notify the Case Manager of any conflicts and/or fails to attend the hearing, the Student Conduct Board may proceed with the misconduct resolution process in their absence. Based upon the review of the report, a decision may be made in absentia.

G. Amendments to the Misconduct Resolution Process

During specific times of the academic year, the Misconduct Resolution Process will be altered. If a student is documented, during finals week, for violating the Student Code of Conduct the Office of Student Rights and Responsibilities will contact them, within 24 business hours, to schedule an appointment. This meeting will include both the Initial Conference and Formal Misconduct Hearing. During this time students will not have the right to 3 business days in between each meeting, as outlined above. This temporary change is implemented during finals week to prevent unresolved incidents at the end of each academic semester.

Instances in which students are incapable of attending the Formal Misconduct Hearing, (due to personal matters such as hospitalization) a determination will be made in their absence and communicated via their Roosevelt email. However, the appeal process will be altered and extended to a specific date determined by the case manager.

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

When a student is found responsible for violating the Student Code of Conduct, they can be assigned a sanction. Sanctions are dependent on which policy or policies were violated, to what degree they were violated, and the student's prior conduct history. Sanctions can also be tailored to fit the needs of a specific student or group of students. Students will be allotted a specific amount of time to complete their sanctions. If a student has a viable excuse as to why they could not finish their sanction in time, an extension may be issued. Failure to complete sanctions can lead to more disciplinary actions. Examples of possible sanctions include:

Individual Disciplinary Sanctions

Formal written warning - A university warning is assigned as official notice to a student that their behavior was inappropriate and in violation with the Student Code of Conduct. Warnings should only be issued for minor violations.

Referral to university office - University Office Referrals are sanctioned to students whose actions are in direct relation to dissonance they may be experiencing with a specific area related to the university.

Educational Sanctioning - Educational sanctions include but is not limited to an event, workshop, special project, or community service hours. The purpose of this sanction is to provide the student with an experience in which they can reflect on their actions, identify the harm or potential harm caused to themselves and/or community, and explore how they could identify alternative behaviors, in line with the Student Code of Conduct, in the future.

Financial Restitution - Financial Restitution is monetary compensation required of students who have taken, misused,

damaged, or destroyed University, public or private property or services. Amounts charged to students may include cost of repair, replace, recover, clean or otherwise account for the property or services affected.

Loss of privileges - Student who engage in misconduct may temporarily or permanently lose privileges they once were afforded as a student at Roosevelt University. Examples include guest privileges, network access, email access, facility access, etc.

Housing Reassignment - There are situations that call for an immediate housing reassignment and/or due to misconduct in a particular space a student will be relocated to promote an environment in which the student is able to succeed.

Probation of housing contract - Probation of housing contract requires that a student's conduct be reviewed and evaluated for a designated period of time. If during this period, the student is found to be in violation of any University policy, additional, more severe actions may be applied, including but not limited to cancellation of their housing contract.

Termination of housing contract - Termination of housing contract requires a student to move out of the residence hall permanently. Once their move is complete they are unable to return to the residence hall to enter or reside.

University Disciplinary Probation - University Disciplinary Probation is a time assigned to allow students to reflect on their actions and demonstrate, in future behavior, an understanding and ability to abide by the Student Code of Conduct. A student on disciplinary probation is not in good standing with the University.

Suspension from the University, a program or activity for a specific period of time - Suspension is a duration of time in which a student will be separated from the University and unable to enroll and register for class until a minimum of a full semester has passed. During this time students no longer possess the privileges of an enrolled student and should not be found on University property or in attendance at University events. Re-enrollment parameters may be set by the hearing officer and clearly outlined and stated in the sanction description.

Expulsion from the University, a program or activity on a permanent basis - Expulsion is the most serious action and means there is permanent dismissal from the University. Expulsion includes all rights and privileges afforded as a student as well as degree(s) conferred by the institution. Any student expelled from the university may not be on campus premises unless preapproved and in writing by the Assistant Vice President for Student Affairs/Dean of Students.

Group Disciplinary Sanctions

Group Deactivation - Termination of the organization's recognition by the University. This action is total separation of the group from the University. This includes total restriction on the organization and its members' or supporters' conducting any activity on the campus(es) of the University or at off-campus University associated events that in any way promote the goals, purposes, identity, programs, membership or activities of the organization.

Group Suspension - Group suspension means total separation from the University as an organization for a specified period of time. This includes total restriction on the organization and its members or supporters conducting any activity on the campus of the University or at off campus events, affiliated with the University, that promote the goals, purposes, identity, programs, membership or activities of the organization.

Group Probation - A status imposed on a student group or organization for a specific period of time to allow the group to reflect on its choices and behavior and to demonstrate the ability to abide by University policies and procedures. Any policy violations committed during this time may result in additional or more serious sanction, including deactivation or group suspension.

Group Formal Warning - Formal notice and censure that a student's group or organization violated a University policy, that such actions are not acceptable in our community, and that future violation may result in more serious disciplinary action.

Educational Sanction - an event, workshop, special project, or community service hours. The purpose of this sanction is to provide the student group or organization with an experience in which they can reflect on their actions, identify the harm or potential harm caused to themselves and/or community, and explore how they could identify alternative behaviors, in line with the Code of Conduct(s), in the future.

Financial Restitution - Restitution is monetary compensation required of students who have taken, misused, damaged, or destroyed University, public or private property or services. Amounts charged to the organization/groups may include cost of repair, replace, recover, clean or otherwise account for the property or services affected.

Loss/Restricted Privileges or Activities - The withdrawal of the use of services or privileges, including but not limited to SAFAC Funding, room reservations, etc.), as a student group or organization or the loss of the privilege to participate in an activity or event.

Please note more than one sanction can be assigned to a student found Responsible for violating the Student Code of Conduct. 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.

VII. APPEAL PROCESS

If a student is found responsible for a violating a code of conduct in the student misconduct process, they have the right to appeal based on the following criteria:

1. New evidence can be submitted that was not available at the original Formal Misconduct Hearing and would substantially change the outcome;
2. The sanction(s) are thought to be disproportionate to the violation(s); or
3. The conduct process as described 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 will stand during the appeal process.

All appeals will be sent to OSRR for review. OSRR 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 Formal Misconduct 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 of the Student Code of Conduct if they failed to participate in the initial conference, Administrative Formal Misconduct Hearing, or Student Conduct Board Hearing. A student who agrees to the AOR resolution process also may not appeal.

VIII. DEFINITIONS

Advisor – a person who may accompany a respondent to their meetings and hearings with the case manager. The advisor's role is to provide a comforting and familiar presence for the individual(s) involved. Advisors may assist students in decision making and understanding of policy and processes, but are not able to represent the student in aforementioned meetings.

Allegation – a claim or assertion that someone violated university policy.

Determination – the decision or final outcome of an incident determined by the preponderance of the evidence standard.

Fact Finding – the collection of information by the case manager to gain an understanding of behavior, actions, and conversation that occurred during the incident in question. This includes but is not limited to the incident report, respondents statements, witness' statements, etc.

Incident Report – formal complaint received by the Office of Student Rights and Responsibilities from a Roosevelt University community member alleging student misconduct.

Preponderance of the Evidence – the standard of evidence use to determine a respondent's level of responsibility in an incident. This standard of proof is defined as "more likely than not", 50% plus one.

Proceedings – the formal process and procedures completed during the outlined Misconduct Resolution Process.

Respondent – the student alleged to have violated the Student Code of Conduct.

Retaliation – action taken by or on behalf of a person or group against another person or group in response to someone reporting an incident to the University or participates in the conduct process.

Sanction – an educational, developmental, or deterrent measure assigned to a respondent found responsible for an allegation in the conduct process. Sanctions are not optional; failure to complete sanctions may result in additional disciplinary action.

Student Conduct Board – a peer to peer adjudicative student group selected and trained by the Office of Student Rights and Responsibilities to hear and resolve cases of alleged misconduct.

Student Rights - the rights students receive during the Misconduct Resolution Process and during all interactions with the Office of Student Rights and Responsibilities. The following rights are communicated to students during the Initial Conference.

Student have the right to:

- Notification of alleged violations of the Student Code of Conduct
- Have a formal misconduct hearing no sooner than three (3) business days after the initial conference
- Waive the three (3) business days after the initial conference before the formal misconduct hearing can be held
- View the incident report received by the Office of Student Rights and Responsibilities
- Provide witnesses or witness statements at the formal misconduct hearing
- Bring an advisor to the formal misconduct hearing or other conduct meetings
- Appeal the decision of their case based on the criteria listed in the appeal process
- Request case to be heard by the Student Conduct Board (SCB)

Witness – an individual who was present to observe the respondent during the incident under question. This person should be able to speak to the behaviors and actions of the respondent involved in the incident under question. The purpose of a witness does not include speaking on the character of the respondent.

UNIVERSITY POLICIES

ACADEMIC STANDING POLICIES

[Undergraduate Academic Standing](#)

[Graduate Academic Standing](#)

ACCEPTABLE USE OF ELECTRONIC RESOURCES POLICY

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 Academic Success Center/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

ACCOMMODATIONS FOR STUDENTS FOR RELIGIOUS HOLIDAYS

ANTI-DISCRIMINATION POLICY AND PROCEDURE

ANTI-HARASSMENT POLICY

CAMPUS ACCESS POLICY

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 campus facilities. The Roosevelt ID is also required to enter the Gage Bldg., the Goodman Center and the 218 S. Wabash CCPA Studios, and the Schaumburg Campus.

The ID card is the property of the university, must be carried at all times, and is non-transferable. It can only 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 or misuse (such as using the ID of another individual) of Roosevelt's ID card are 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) free incidents of forgetting their ID. Each time the student forgets their ID, they will be given a slip by the Campus Safety Desk which re-iterates the ID policy. **For every subsequent violation, beginning with the fourth, the student will be assessed a \$25.00 fine that will be charged to their student account. The \$25.00 fine is a separate charge from the cost of replacing the ID. The student's number of ID policy violations will return to zero on the first day of each academic semester**

This process is pursuant to Code 10 of the Student Code of Conduct: "*Violation of University policies or campus regulations . . .*"

This policy is also supported by the University's ID Policy: "*...Students and employees must maintain and carry a current ID card for the entire duration of their academic or professional life at Roosevelt University...*"

Lost or Stolen ID Cards:

When an ID card cannot be found it must be placed on an ID card "lost" status. Placing a card on "lost" status protects the student by de-activating the associated ID card privileges. Lost or stolen cards

must be reported to Roosevelt University Campus Safety either in person or by calling (312)341-2020 in Chicago or (847)619-8989 in Schaumburg.

Damaged ID Cards:

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 \$25.00 non-refundable ID card replacement fee, payable by cash or check or charged to the student's account. A replacement ID card may be obtained by students from the Office of the Registrar.

Full version of the ID Policy at roosevelt.edu/~media/Files/pdfs/Policies/CampusSafety/AUD-WB-Access.ashx?la=en

CLASS ATTENDANCE POLICY

Undergraduate

Graduate

CONCEALED CARRY POLICY

DRUG AND ALCOHOL-FREE CAMPUS NOTIFICATION

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.

HOVER BOARD CAMPUS RESTRICTION POLICY

IMMUNIZATION POLICY

MENTAL HEALTH DESIGNATED CONTACT POLICY

ON-CAMPUS RESIDENCY POLICY

POLITICAL ACTIVITY AND STUDENT ORGANIZATIONS

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

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

[Undergraduate](#)

[Graduate](#)

[Components to the Satisfactory Academic Progress Policy](#)

SEXUAL MISCONDUCT POLICY

STUDENT EMAIL POLICY

STUDENT ACADEMIC GRIEVANCE OTHER THAN FINAL GRADE APPEAL

STUDENT NON-ACADEMIC GRIEVANCE

WHISTLEBLOWER PROTECTION AND ANTI-RETALIATION

STUDENT RESOURCES

ACADEMIC ADVISING

roosevelt.edu/advising

Chicago Campus

Wabash Building, Room 1M10

(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 ADVISERS:

- Review and interpret transfer 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, have 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 advisor 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, or Performing Arts). Early advising provides the best opportunity to enroll in the classes needed at the times preferred.

Students should contact their adviser 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.

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

rooseveltlakers.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 Illinois and Saint Xavier.

Students interested in trying out for varsity teams, or those just interested in supporting the Lakers, should visit

rooseveltlakers.com for more information. 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, a CardTronics ATM is located on the 14th floor of the Wabash Building and an independent ATM is located on the first floor of the Gage Building. Please note: that if you selected to have your refund processed by BankMobile you have access to over 55,000 surcharge-free ATMs worldwide through the Allpoint network.

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

Blackboard is the Learning Management System used at Roosevelt University to access online, blended and on-campus courses. Each course on Blackboard allows students to download course material, submit assignments electronically, view grades, and communicate with their instructors either by email or through the electronic discussion board.

To access Blackboard, students login using their NetID and password. Information about Blackboard training available to students can be found on the Help Tab located on Blackboard.

BLACKBOARD SUPPORT IS AVAILABLE 24 HOURS A DAY
7 DAYS A WEEK

For support between 9:00 a.m. and 5:00 p.m., Monday-Friday

- Submit a Ticket: Faculty and Students may email Academic Technology Solutions with their request for help and state the issue/question specifically. The email address for help is blackboardhelp@roosevelt.edu. Tickets will be processed as quickly as possible and a response will come from an Academic Technology Solutions staff member.
- Call us: There are two numbers available for phone contact
 - Academic Technology Solution's direct line at **(312) 341-3650**
 - Roosevelt University Help Desk at **312-341-HELP (312-341-4357)**

For support between 5:00 p.m. and 9:00 a.m. Monday-Friday and all day on Weekends and Holidays

- Call the Roosevelt University Help Desk at **312-341-HELP (312-341-4357)**

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.

BURSAR, OFFICE OF THE

Chicago Campus

Wabash Building, Room 1M19

Monday, Tuesday, Thursday and Friday: 9 a.m.–5 p.m.

REASONS TO VISIT THE OFFICE

If you have a balance for a past term you may contact our collections team to set up a payment arrangement. Please note that all past due balances must be paid in full before you can register or receive transcripts/diploma.

FINANCIAL CLEARANCE

Financial Clearance is a requirement for each semester where a student certifies 100 percent financial coverage of the courses they are registered for, housing and meal plans, and any other charges associated with a student's tuition account.

Financial coverage may include the following:

- Financial aid
- Payment plan
- ROOSTR
- Third-party payment agreement
- VA payments

Students must be financially cleared before the start of each term to avoid having classes cancelled. Please see the important dates section at roosevelt.edu/current-students/academics/important-dates for details. If your tuition and fees are covered entirely by financial aid no payment plan is needed. Although you may be financially cleared, this does not necessarily mean that your account is paid in full. It is important that you routinely monitor your account balance to assure you are paying the latest amount due as it is updated instantly when you add or drop a class, if your financial aid is reduced or does not pay your charges in full, or have other activity occur on your account.

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 through Bank Mobile. Students should log on to [refundselection](https://roosevelt.edu/refundselection).

[com/refundselection/#/welcome/continue](https://roosevelt.edu/refundselection/#/welcome/continue) to choose a refund preference.

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/current-students/academics/important-dates 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.

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.
- For 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
- Schaumburg Campus – Room 102

The Roosevelt University Campus Safety Department is an unarmed, proprietary security force of uniformed officers, an assistant director 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 324
(312) 341-3560

career@roosevelt.edu

Monday–Thursday: 9 a.m.–6 p.m.

Friday: 9 a.m.–5 p.m.

Schaumburg Campus
Room 125

(312) 341-3560 (Please call to schedule an appointment)

career@roosevelt.edu

The staff of the Office of Career Development is 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.symphlicity.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.

COMPUTER LABS

roosevelt.edu/its/labs

Wabash Building, Room 311

Wabash Building, Room 1500L
(Residence Hall Accessible Only)

Open computer labs provide computer access to all currently enrolled students who present a valid Roosevelt ID card. Labs are staffed by students. The print kiosks in the open labs and libraries can be used for Web Print. Web Print allows you to upload documents from any computer, including personal computers, and print them wherever there is a GreenPrint kiosk.

Labs will be open 24/7 starting in the Fall 2017 semester. Hours may vary due to holidays, semester breaks and during lab maintenance. 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 to schedule an appointment

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/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.

Hours are subject to change

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 Indochina 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 \$1850 per semester in dining spending. A Deluxe Plan is available which offers \$2075 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 \$1875 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 \$8.25. 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.

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

Roosevelt email accounts are provided when a student is admitted to the university. A welcome message with instructions detailing how to enroll the new NetID and access the email account is sent to the student personal email address 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 SERVICES

roosevelt.edu/financialaid

Chicago Campus
Wabash Building, Room 1M16
(866) 421-0935

fas@roosevelt.edu

Mon.–Thu.: 9 a.m.–6 p.m.

Friday: 9 a.m.–3 p.m.

Reasons to visit the office:

- Questions about your financial aid
- Questions about payment plans
- Questions answered regarding tuition and billing

Current tuition charges and fees are listed at roosevelt.edu/tuition-aid/tuition. There is a general fee and a student activity fee assessed on the student's account upon registration. For full-time undergraduate students, the General and Activity Fees are included in tuition. 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/current-students/academics/important-dates for details. For the payment plan schedule, visit roosevelt.edu/current-students/money-matters/pay-my-bill.

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. **January 1** 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.

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.

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 toward 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.

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 roosevelltakers.com.** Students, faculty and staff must have a valid University ID to use the Barry Crown Fitness Center.

Intramurals and Recreation

roosevelltakers.com

Check the Intramurals and Recreation page on roosevelltakers.com for the schedule of indoor and outdoor intramural and recreation activities throughout the year.

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 advisers, and they must meet with a financial aid adviser 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 at roosevelt.edu/current-students/academics/important-dates. For official transcript information, refer to the transcript section of this handbook.

HEALTH INSURANCE

For more information, visit roosevelt.edu/studentssuccess/health.

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.

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 Jan. 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 [ID Card Policy and Procedures](#).

INTERNATIONAL PROGRAMS AND STUDY ABROAD

roosevelt.edu/international

roosevelt.edu/studyabroad

Chicago Campus
Wabash Building, Room 116
(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.

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 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.

LEARNING COMMONS

roosevelt.edu/asc

Chicago Campus
Murray Green Library
10th Floor Auditorium Bldg

Schaumburg Campus, Room 125

See websites for hours of operation

The Learning Commons is a collaborative learning environment located in the library. This space allows currently enrolled students easy access to the Writing Center, Math Lab, Academic Success Center (disability services), as well as the Tutoring Center. In the Learning Commons, students can work with peer tutors or faculty on specific writing needs or math problems, or they can use the center as a place to receive tutoring help in other subjects, speak with a peer mentor or discuss projects, paper topics or ideas.

WRITING CENTER

roosevelt.edu/writingcenter

Chicago Campus
(312) 341-3818

Schaumburg Campus
(847) 619-7978

The Writing Center provides supportive writing consultation for all students and members of the University community who want to further develop their writing strategies or improve their confidence around writing. Students can schedule an appointment in person at the Writing Center or online. At the Writing Center, students work with trained undergraduate and graduate student writing consultants who can converse with writers about any writing task at any stage in the writing process, from brainstorming and drafting to revision and editing. Some of the kinds of writing that Writing Center consultants can help with are:

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

MATH LAB

roosevelt.edu/current-students/get-help/academic-assistance/math-lab

Chicago Campus
(312) 341-3818

Schaumburg Campus
(847) 619-7978

Math tutoring is provided for free by the Mathematics and Actuarial Science Department. All sessions are walk-in session with no appointment necessary. Visit the Math Tutoring Center [webpage](#) for math tutor available times and additional math resources.

ACADEMIC SUCCESS CENTER (STUDENT DISABILITY SERVICES)

roosevelt.edu/asc

Chicago Campus
(312) 341-3811

Schaumburg Campus
(847) 619-7978

The Academic Success Center (ASC) houses four programs that provides support for students. Programs include: Disability Services, the Learning and Support Services Program (LSSP), the Social Skills Group, and the Peer Mentor Program (Chicago Campus).

The 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 requiring accommodations must to register with the office in order to be evaluated for, and provided with appropriate accommodations for regular and online courses.

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 Peer Mentor Program is a student-centered program that provides one-on-one peer mentoring services to any Roosevelt Student. Services include, but are not limited to, one-on-one mentoring sessions, group outings, workshops, and referrals to university resources.

The Social Skills Group is for students on the Autism Spectrum and/or those with non-verbal disabilities who need extra support in navigating university life, both inside and outside of the classroom.

TUTORING CENTER

roosevelt.edu/asc

Chicago Campus
(312) 341-3818

Schaumburg Campus
(847) 619-7978

All tutoring sessions are free for currently enrolled students. Appointments can be scheduled online at roosevelt.edu/asc.

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

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

LIBRARIES

roosevelt.edu/library

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

The libraries provide access to print, electronic, and media resources, and offer personalized research assistance, educational technology, and a variety of quiet and group study spaces to students.

USER SERVICES – INFORMATION DESK

Chicago Campus, Murray-Green Library

Auditorium Building, Room 1009

(312) 341-3639

refdt@roosevelt.edu

Chicago Campus, Michigan Avenue Lobby Library

Auditorium Building, 1st Floor

(312) 341-3748/49

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 the RU catalog, databases and resources.

Use I-Share to create a library account and request materials from 84 libraries in Illinois. Materials can be delivered to your campus of choice. Click "My Library Account" at roosevelt.edu/library/accounts.

QUICK HELP

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

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

INTERLIBRARY LOAN

I-Share

Use your I-Share account to obtain books and other media not owned by Roosevelt University. Click "My Library Account" at roosevelt.edu/library/accounts.

ILLiad

Use your ILLiad account to obtain journal articles and other materials not available in Roosevelt's databases or in I-Share.

libguides.roosevelt.edu/illiad

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, including one with a piano, have audio and video playback.

MARSHALL BENNETT INSTITUTE OF REAL ESTATE LIBRARY

Wabash 1210C

(312) 281-3269

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.edu/library/locations/universityarchives.

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.

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.

PEER MENTOR

The Roosevelt University Peer Mentor Program, as part of the Academic Success Center, is a student-centered organization that provides one-on-one peer mentoring services to freshmen, nontraditional students, students with disabilities, and any student seeking to learn and grow from the experience of working with a trained Roosevelt Peer Mentor. Services include, but are not limited to: one-on-one mentoring sessions, group outings, workshops, and easy-access to peer support.

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 adviser, 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 advisers 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 at roosevelt.edu/graduation.

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

1. Go to roosevelt.edu/graduation
2. Select Registration & Other Student Services
3. Click on Student Records
4. 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 must complete the Graduation survey as part of the Graduation application process.

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. For more details view the Graduation Check list: roosevelt.edu/registrar/graduation/gradchecklist

Degree Checks

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

Graduate Students: Contact your adviser 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

* 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 chairperson. (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 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 of residential students as they pursue their academic goals. Resident Advisers (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 Director (RHD). The RHD is a live-in professional staff member, who provides oversight for the residential community and supervision of the RA staff. The RHD 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. Students login to RU Access using their NetID and password. 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

RUOnline is Roosevelt University's fully online learning program. Join students around the globe in engaging, interactive and enriching learning experiences.

RUOnline offers master's and bachelor's degree programs as well as credentials and individual courses. We have been recognized for academic integrity by Blackboard, the Association for Talent Development, and have received full accreditation from the Higher Learning Commission.

Students enroll in online courses, just like any other course at Roosevelt. Online course content is accessed through Blackboard, Roosevelt's Learning Management System. To access Blackboard, visit roosevelt.blackboard.com. Student's log into Blackboard using their NetID and password.

For more information or for assistance, call Academic Technology Solution's direct line at (312) 341-3650 or email blackboardhelp@roosevelt.edu.

STUDENT RIGHTS AND RESPONSIBILITIES, OFFICE OF

roosevelt.edu/studentsuccess/conduct

Chicago Campus
Auditorium Building, Room 204
(312) 341-2024
Monday–Friday: 9 a.m.–5 p.m.

The Office of Student Rights and Responsibilities (SR&R) 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, SR&R 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.

OSRR 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. Conflict mediation

STUDENT GOVERNMENT ASSOCIATION (SGA)

roosevelt.edu/csi/sqa

facebook.com/RooseveltUniversitySGA

sqa@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.

STUDY ABROAD

roosevelt.edu/current-students/get-help/student-resources/international-students

Chicago Campus
Wabash Building Room 116
(312) 341-3531
international@roosevelt.edu
Monday–Thursday: 9 a.m.–6 p.m. Friday: 9 a.m.–5 p.m.

The International Programs Office 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.

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 student account current. Please reference **Pay My Bill** at roosevelt.edu/current-students/money-matters/pay-my-bill 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

VERIFICATION OF ENROLLMENT

Certificates of enrollment for insurance, housing, childcare 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 Dean of Students Office: AUD Building, Room 204, 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.

Student Handbook