

STUDENT HANDBOOK



ACADEMIC YEAR 2023-2024

Dean of Students Office

Chicago - AUD 204

312-341-2004

dos@roosevelt.edu

Table of Contents

Table of Contents

Welcome to the 2023-24 Academic Year! 4

About the Student Handbook..... 5

Publication and Distribution 5

Revisions 5

Supplemental Handbooks..... 5

Consumer Information..... 5

Section One: University Overview 6

 Mission..... 6

 Vision..... 6

 Core Values 6

 Resources to Know and Student Support Services 7

 Academic Catalog..... 8

 Academic Success Center and Learning Commons 8

 Bookstore..... 8

 Campus Dining 8

 Career Services..... 8

 Prayer and Meditation Room 9

 Food and Hygiene Pantry..... 9

 Counseling and Wellness 9

 Financial Aid 9

 Global Scholars Services..... 9

 Veteran and Military Center 9

 Students of Concern..... 9

 Information Technology Services..... 10

 University Housing..... 10

Section Two: Student Rights and Responsibilities 11

 Overview 11

 Student Records (FERPA) 11

 Civility Statement..... 11

 Responsibility to Act 12

 Violation of the Student Code of Conduct..... 12

Campus Safety Information (Clery Act)	12
Emergency Management and Notifications	12
Missing Residential Student Notification.....	12
Concealed Carry	13
Title IX and Sexual Harassment.....	13
Title IX Coordinator	13
Policy and Complaint Procedures	14
Confidential Resources and Reporting Obligations	14
Sexual Violence Awareness and Education.....	14
Smoke-Free/Tobacco-Free Campus.....	14
Accommodations for Students with Disabilities.....	14
Alcohol and Other Drugs.....	15
Recreational Cannabis	15
Social Media Posting Guidelines	15
Medical Amnesty (Good Samaritan).....	16
Student Absence Notification to Faculty	16
Late Course Withdrawal.....	17
Complaints and Grievances	17
Section Three: Student Code of Conduct.....	19
Community Standards	19
General Information	19
Authority and Jurisdiction.....	19
Violations of the Law	19
Other Disciplinary Procedures	19
Sexual Misconduct and Title IX.....	19
Student Status and Registration Holds	20
Guest Behavior.....	20
Student Misconduct Policies.....	20
Section Four: Student Conduct Procedures.....	25
Reporting Student Misconduct	25
Responsibility to Report Violations.....	25
Submitting a Report	25
False Reports.....	26

Reviewing Reports 26

Notice to the Student..... 26

Interim Measures..... 26

Types of Interim Measures 27

No Contact Directive Policy..... 27

Notification of Interim Measures..... 29

Interim Suspension 29

Notification of Interim Suspension 29

Conduct Hearings..... 29

Rights of Students in the Conduct Process 31

Outcomes/Sanctions..... 31

Welcome to the 2023-24 Academic Year!

As your Dean of Students, it is my pleasure to welcome you to Roosevelt University for the 2023-24 academic year. During your time at Roosevelt, I encourage you to take an active role in your education and our community as a whole. As a member of this community, it is your responsibility to know our policies as they establish a model for civility, care, honesty, and respect on our campus. I ask that you review this Student Handbook and abide by the conduct policies.

The Dean of Students Office (DOS) works with students to advocate and provide access across a wide spectrum of areas. DOS works closely with university services and community agencies and clears a pathway to success in areas ranging from university policies and procedures to academic performance and personal crises. If you need assistance, I encourage you to contact my office. Here are some of the ways we can help:

- Provide an opportunity for students to share their feedback, questions, or concerns.
- Help students understand and navigate through the university policies and procedures.
- Support students in making decisions related to educational, personal, and other barriers that may impede on the completion of their academic goals.
- Connect students with campus and community resources regarding food and housing needs.
- Provide initial notification to university faculty/staff in the event of a major illness/injury.
- Assist with emergencies that impact a student's educational experience.
- Consult with the campus community about addressing student behavior, including misconduct, disruptive behavior, students of concern, or students in distress.

Our Student Code of Conduct, along with other university policies, will give you clear guidance on both what you can expect from RU faculty and staff and what we will expect from you. The Student Handbook also contains helpful information, guides, and directories that will make navigation of campus life easier.

I encourage you to explore new ideas and continue to challenge yourself this academic year. I hope to have an opportunity to talk with you and if you see me on campus, please say hello. I am truly delighted that you have chosen to attend Roosevelt University.

If after reading through this Handbook you have questions, please do not hesitate to contact the Dean of Students Office in AUD 204 or at 312-341-2004 or dos@roosevelt.edu.

Warm regards,

Corey M. Williams

Associate Provost for Student Affairs and Dean of Students

About the Student Handbook

The policies and procedures in the Student Handbook are a comprehensive source of all of the university's policies and procedures. Students are subject to all applicable laws and university policies, rules, and regulations, and are responsible for informing themselves about their responsibilities and obligations. Language in the handbook may differ slightly from official university policies to provide organization and clarity. While there are no substantive changes or procedural implications due to rephrasing, the original policies are available for review at our [policies page](#) and the University [catalog](#). The Dean of Students Office can answer questions about interpretation or application of the Student Handbook or the [Student Code of Conduct](#).

Publication and Distribution

To inform members of the campus community about the Student Handbook, the Dean of Students Office publishes it online and electronically distributes it annually. Printed copies are available upon request in the Dean of Students Office.

Revisions

The Office of the Dean of Students reviews this handbook prior to the start of each academic year. The university reserves the right to revise the handbook at other times effective upon publication so long as there is appropriate notice. Proposed changes to the handbook are welcome from all Roosevelt University community members.

Supplemental Handbooks.

Supplemental handbooks addressing expectations and procedures for specific programs and/or student populations work together with this handbook to best address community expectations and present policies related to specific requirements and standards.

Consumer Information

Federal regulations require all institutions to provide specified information to prospective and current students, staff, and the general public. This information provides current and prospective students with resources and campus metrics in a variety of areas related to general institutional information, student services, student financial aid, campus safety, and student outcomes. For convenience, this information has been collected and published centrally [here](#).

The 2023-24 Student Handbook is effective August 28, 2023.

The most current version is located on the Dean of Students website and is compatible with many e-readers and other assistive devices.

Section One: University Overview

Mission

Reflecting the ideals of its founders in 1945, Roosevelt University is a private, nonsectarian community of educators, scholars, and learners committed to academic, creative, and service excellence who value differences in personal experiences and perspectives; ask the difficult questions; and promote mutual understanding, inclusion, social consciousness, and action toward social justice. Recognizing that difference broadens perspectives, Roosevelt University seeks and serves a diverse, promising student body from metropolitan Chicago and around the world.

The hallmarks of the Roosevelt University experience are strong student-faculty interaction and engagement with metropolitan Chicago as both a laboratory for learning and as an expression of its commitment to social justice. The experience is created through the efforts of a strong faculty dedicated to excellence in teaching, research, and creative activity and a staff equally focused on helping students grow and achieve their educational and life goals.

Roosevelt is a metropolitan university that is an active partner in the social, economic, and cultural development of the communities it serves. It offers a broad array of academic programs, from associate degrees to doctoral degrees, in a highly interactive environment where students can explore, discover, and develop their unique abilities and interests.

Vision

Roosevelt University prepares students to become socially conscious citizens who are leaders in their professions and their communities. With the integration of Robert Morris University Illinois, the expanded University will be nationally recognized as a catalyst for students from all walks of life to receive transformational learning experiences.

Core Values

Roosevelt's institutional culture and mission stem from the commitment to diversity, inclusion, and access on which the University was founded. The University has championed social and racial justice since its beginnings and continues in this spirit today. Our view of justice is based in a belief that fairness, honesty, integrity, equity, and critical agency should resonate throughout every institution within a civil society. Over the years, Roosevelt University has fortified this singular dedication to democratic ideals through teaching, research, community partnerships, advocacy, and public outreach--the kind of learning that transcends the classroom. By reinforcing the importance of learning and progressive action on behalf of fairness and equity to our students and to the greater community, the University plays a significant role in shaping the world's next generation of socially conscious and ethical citizens and leaders.

Resources to Know and Student Support Services

<p>ACADEMIC ADVISING WB 1M10 (312) 341-4340 advising@roosevelt.edu roosevelt.edu/advising</p>	<p>Library Chicago Campus: Murray Green Library AUD 10th Floor (312) 341-3643 Schaumburg Campus: Robert R. McCormick Tribune Foundation Library Room 104 (847) 619-7980 roosevelt.edu/library/email-library roosevelt.edu/library</p>
<p>BOOKSTORE WB Lobby (312) 341-3592 roosevelt.bncollege.com</p>	<p>RESIDENCE LIFE Emergency Housing and Shower Services WB 1413 (312) 341-2005 reslife@roosevelt.edu roosevelt.edu/residence-life</p>
<p>CAMPUS SAFETY Chicago Campus: (312) 341-2020 Schaumburg Campus: (847) 619-8989 campussafety@roosevelt.edu roosevelt.edu/campuses/campus-safety</p>	<p>STUDENT EMPLOYMENT (866) 421-0935 studentjobs@roosevelt.edu roosevelt.edu/student-employment</p>
<p>CAREER SERVICES WB 324 (312) 341-3560 career@roosevelt.edu roosevelt.edu/career</p>	<p>TECHNOLOGY HELP DESK (312) 341-4357 helpdesk@roosevelt.edu</p>
<p>STUDENT ENGAGEMENT AND INTERCULTURAL EXPERIENCE WB 323 (312) 341-2015 eei@roosevelt.edu roosevelt.edu/eei</p>	<p>THE LEARNING COMMONS Academic Success Center Peer Tutoring Writing Center (312) 341-3811 learningcommons@roosevelt.edu roosevelt.edu/learning-commons</p>
<p>DINING SERVICES (312) 341-6576 roosevelt.campus-dining.com</p>	<p>FINANCIAL AID (866) 421-0935 fas@roosevelt.edu roosevelt.edu/tuition-aid</p>
<p>Global Scholars Services AUD 686 (312) 341-3531</p>	<p>VETERAN AND MILITARY CENTER AUD 280 (312) 341-2282 ovs@roosevelt.edu roosevelt.edu/veterans</p>

Academic Catalog

The University Academic Undergraduate and Graduate Catalog (Academic Catalog or simply, Catalog) publishes information about the academic colleges and programs. The Academic Catalog is a comprehensive listing of current information regarding:

• Degree Requirements	• Admissions Information
• Course Offerings	• Financial Assistance
• Undergraduate Rules and Regulations	• Graduation Rules and Regulations
• Academic Calendar	• Tuition and Fee Payment Policies

Students should keep a copy of the catalog for the year they first enrolled for reference throughout their academic career. Information in the catalog is subject to change and does not constitute a contract or guarantee that the university will indefinitely offer the program in which a student enrolls. The university expressly reserves the right to change, phase out, or discontinue any program or course of study. Such changes take precedence over catalog statements.

The most current catalog is available on the Academic [Catalog](#) website.

Academic Success Center and Learning Commons

The Learning Commons provides student support that goes beyond the classroom to meet individuals where they are to help them achieve academic and personal goals. The Learning Commons offers a variety of academic support services and works closely with students, faculty, and staff, to provide writing assistance, subject tutoring, academic recovery plans, disabilities services, and other retention programs and initiatives. For more information visit this [link](#).

Bookstore

The Bookstore located in the Wabash building lobby is managed by Barnes & Noble, sells textbooks, RU and Laker gear, and other academic supplies. Please view our Bookstore [website](#) for more information.

Campus Dining

The McCormick Dining Center is located on the second floor of the Wabash building and is a great place to grab a meal or snack. You will find hot specials every day for lunch and dinner. Aladdin Food Service is the University's dining partner. More information is available [here](#).

Career Services

The Office of Career Services is the centralized office serving undergraduate and graduate students, and alumni. The Office offers powerful resources and knowledgeable staff to support the student to career journey. They offer one-on-one career advising, career readiness programs, and events that connect you with opportunities. For more information visit this [link](#).

Center for Student Engagement and Intercultural Experiences

The Center for Student Engagement and Intercultural Experiences is where involvement and learning meet. Through engagement with the SEIE services and programs students will advance their critical thinking, social consciousness, cultural competency, and personal development skills. For more information visit [Laker Connect](#).

Prayer and Meditation Room

The interfaith prayer and meditation room is located in WB 323.

Food and Hygiene Pantry

In partnership with the Greater Chicago Food Depository, the Food and Hygiene Pantry is located in the Laker Union on the Chicago Campus and SCH 130 H on the Schaumburg Campus. It offers non-perishable food, as well as toiletries to students. Appointments are available by reaching out to hfi@roosevelt.edu.

Counseling and Wellness

All currently enrolled students can create an account with TimelyCare to access virtual medical and mental health care. This includes both scheduled and on-demand counseling as well as on-demand medical care. TimelyCare also offers a variety of wellness programs through wellness coaching, scheduled wellness events, and on-demand videos. There are no out-of-pocket costs for care.

Financial Aid

The Office of Financial Aid administers federal, state, institutional, and private sources of aid. This office is located on 1M of the Wabash building. Please refer to the Office of Financial Aid [website](#) for the most current and up-to-date information.

Students who have been accepted should complete the Free Application for Federal Student Aid (FAFSA) in order to be considered for federal, state, and institutional resources. Funding may be based on financial need or may be based on academic, athletic, or other merit.

The Free Application for Federal Student Aid (FAFSA) is available October 1 of each year.

Global Scholars Services

The Office of Global Scholars Services serves all international students, exchange visitors, and students interested in studying abroad at Roosevelt University. The office assists students with any immigration status including undocumented students and DACA recipients. Information on how to maintain your visa status can be found [here](#). In addition, information on work eligibility and reporting requirements can be found [here](#). Questions about being an international student or studying abroad while completing your degree at Roosevelt can be directed to international@roosevelt.edu.

Veteran and Military Center

Veteran and military connected students can receive support and guidance related to VA benefits, financial aid, and academic planning/advising by visiting the Veteran and Military Center in AUD 280. Please visit their [website](#) for the most current information.

Students of Concern

Students of Concern is an initiative by the Dean of Students Office to strengthen support for student success. The Students of Concern Committee connects students facing personal difficulties to campus and community resources.

What we do:

- We connect students to academic tutoring and planning services

- We connect students to community resources
- We refer students to healthcare and counseling services
- We provide information to faculty and staff related to best options for students in crisis

To report a student of concern complete this [form](#).

Information Technology Services

Each student is provided with a student email address to be used as a secure and official method of communication. Students are encouraged to check their student email for important notifications at least once a day.

Technology support can be found in the IT Knowledge Base or by creating and Help Ticket [here](#).

University Housing

Residential students have the option to live in either the Wabash Residence Halls or the University Center. Please visit [Residence Life](#) and view the housing contract for more information regarding general information and policies.

Section Two: Student Rights and Responsibilities

As stated, the policies and procedures listed within the Student Handbook do not constitute a comprehensive outline of all the university's rules and regulations. Students are subject not only to all applicable laws, but also to all university policies, rules, regulations, and are responsible for informing themselves about their responsibilities and obligations.

Overview

Roosevelt University recognizes the basic rights and responsibilities of the members of the university and strives to provide for its members the opportunities and protections that best serve the nature of the educational process. Students have the right to a safe environment to support the pursuit of their educational and personal goals. Students also have the right to provide feedback to university faculty, staff, and administrators through informal and formal processes as outlined in this handbook (i.e. grievances, complaints, appeal processes).

Students will:

- Treat students, faculty, and staff of the university with fairness and respect;
- Honestly represent themselves;
- Respect university property and the activities conducted at university facilities, or university sponsored events;
- Respect the property of others; and
- Uphold university policies and all applicable laws.

The University will:

- Treat students of the university with fairness and respect;
- Afford students procedural due process before taking disciplinary actions;
- Communicate policies and procedures to students; and
- Uphold university policies and all applicable laws.

Student Records (FERPA)

As required by the Family Educational Rights and Privacy Act (FERPA) ensures that students have certain rights regarding their educational records. Under FERPA, the University may not disclose student records (except to Roosevelt University officials who have a legitimate educational interest) without the student's written consent. For more details about FERPA, please [refer to the Family Education Rights and Privacy Act \(FERPA\) policy](#).

Students can give parents, legal guardians or other trusted parties access to view certain pieces of their educational records and other student information online. This access is referred to as proxy access, and the person who is granted this authorization is called the Roosevelt University proxy. More information is available at the [Proxy Access](#) site. Students can reach out to Office of Student Progress in AB1M10 regarding FERPA and Proxy Access.

Civility Statement

The faculty, staff and students of Roosevelt University, can expect to be treated with respect and consideration and are expected to treat others similarly.

All members of the community must treat other members with civility and respect while recognizing that disagreement and informed debate are valued in an academic community. Demeaning,

intimidating, threatening, or violent behavior, either in verbal or written form, that affects the ability to learn, teach, or work in the university community are unacceptable and violate Roosevelt University's standards for civility and respect.

Individuals covered by this statement include all members of the Roosevelt University community. Contractors and vendors, as well as visitors to the campus, are also expected to comply with the requirements of this statement.

Responsibility to Act

A member of the community who is involved in or is a witness of behavior on campus that imposes imminent danger to people or property should immediately contact Campus Safety. In non-emergency situations that do not involve imminent danger, contact a supervisor, division/department chair, dean, the Department of Human Resources, the Office of the Provost, or the Dean of Students Office for advice on the proper course of action, or to make a complaint.

Violation of the Student Code of Conduct

A university community member who has violated the student code of conduct may be subject to disciplinary action up to and including separation from the university, consistent with established disciplinary procedures. Non-compliant behavior by contractors, vendors, or visitors may lead to removal from the campus, at the discretion of Roosevelt University.

Campus Safety Information (Clery Act)

Establishing and maintaining a safe and secure environment for our staff, students, and visitors is of primary importance to Roosevelt University. The Clery Act (Student Right to Know and Campus Security Act of 1990) is a federal mandate that requires that all current students and employees receive information on policies and procedures involving campus security, the reporting of criminal activity or other emergencies, and the enforcement authority of security personnel.

As part of our commitment to campus safety and in compliance with the Clery Act, the Campus Security Report is published on the Campus Right to Know [website](#).

Emergency Management and Notifications

Roosevelt University has plans in place to protect the life and safety of university students, faculty, and staff, and to preserve university property and assets in the event of an emergency.

Roosevelt University notifies the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff. Notifications regarding emergencies are sent to students by phone, email, social media, and more. Students should update their contact information in RU Access regularly to ensure receipt of emergency notifications.

Missing Residential Student Notification

Roosevelt University strives to offer the safest learning environment for all members of the campus community. The Higher Education Opportunity Act of 2008 requires all institutions of higher education to establish a missing student notification policy for students that reside in on-campus housing. The Act requires such institutions to ensure that on-campus residential students have a process for which they

can register confidential contact person information as well as procedures for implementation of the policy.

Concealed Carry

The Illinois Firearms Concealed Carry Act, 43 ILCS 66, was developed to prohibit anyone from knowingly bringing a firearm onto property owned or controlled by an institution of higher education. The Act also authorizes RU to restrict persons from carrying concealed firearms onto campus property, including university vehicles, to regulate student, employee, or visitor misconduct or violations of regulations, and to establish regulations for the storage and maintenance of firearms on university property.

The restriction of firearms, includes weapons that shoot a projectile, are explosive, or are designed or traditionally used to inflict harm, and includes threatening, intimidating, or bullying actions in the restricted activities. It also places restrictions on the movement and storage of firearms or weapons in privately owned vehicles on university property.

Title IX and Sexual Harassment

Roosevelt University is committed to maintaining a community in which students, faculty, and staff can work and learn together in an atmosphere free of all forms of unlawful discrimination and harassment, including sexual and gender based misconduct. Such misconduct violates the dignity of the individual and the integrity of the university as an institution of higher learning, and thus, will not be tolerated.

Title IX is the comprehensive federal law that prohibits discrimination on the basis of sex in any federally funded education program or activity. For more information about Title IX and definitions of sexual misconduct, review the [Title IX and Sexual Misconduct Policy](#). Prohibited conduct includes, but is not limited to: sexual harassment, sexual assault, domestic violence, dating violence, and stalking.

Consistent with our legal responsibilities and institutional values, the university is committed to taking all appropriate steps to eliminate sexual misconduct, prevent its recurrence, and address its effects. The university encourages all members of our community to participate in the process of creating a safe, welcoming and respectful environment on campus.

Title IX Coordinator

If you experience sexual misconduct or know someone who has, we encourage you to report it to the Title IX Coordinator so that we can help create a university community free of any such conduct. Please contact at titleix@roosevelt.edu or one of the individuals below for more details.

Title IX Coordinator

Shana Ware
AUD204
sware05@roosevelt.edu
312-341-3761

Deputy Title IX Coordinator

Jenni Jordan
AUD T-1735
jjordan22@roosevelt.edu

312-341-2198

University Designated Confidential Advisor

Toyia K. Stewart

tkstewart@roosevelt.edu

Advisor Hotline: (312) 244-0577

Use the link below to file a formal complaint.

[Formal Complaint Form](#)

Policy and Complaint Procedures

Definitions of prohibited conduct and related terms, grievance procedures, and supportive measures are detailed in the [Title IX and Sexual Misconduct Policy](#).

Confidential Resources and Reporting Obligations

Most university employees, unless specifically exempted, must immediately report allegations or disclosures of sexual misconduct to the Title IX Coordinator. If you wish to speak confidentially without filing a formal report, students may contact the University's confidential advisor at 312-244-0577 or confidentialadvisor@roosevelt.edu.

Sexual Violence Awareness and Education

In addition to Title IX, Roosevelt University also complies with Illinois Legislative Public Act 110 ILCS 155: Preventing Sexual Violence in Higher Education Act which requires that the institution adopt a comprehensive policy concerning sexual violence, domestic violence, dating violence, and stalking consistent with governing federal and state law. Accordingly, as a student you may be asked to participate in education and outreach related to the prevention of sexual violence. Students are expected to participate in all required training and educational programs to ensure state and federal compliance and help create a welcoming and respectful campus community.

Smoke-Free/Tobacco-Free Campus

Per (110 ILCS 64/) the Smoke-Free Campus Act, as of July 1, 2015, Roosevelt University prohibits smoking and the use of tobacco products indoors and outdoors on campus property. Littering the remains of tobacco products or any other related waste product on campus property is further prohibited.

The purpose of the Smoke-Free/Tobacco-Free Campus Policy is to provide a healthy environment that promotes and encourages the health, well-being, and safety of students, faculty, staff and visitors by minimizing the negative effects of secondhand smoke, to improve safety, and to encourage a more sustainable environment.

Accommodations for Students with Disabilities

Under the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, Roosevelt University must provide reasonable accommodations to qualified students with a disability.

The Academic Success Center provides academic assistance to students and works closely with faculty to facilitate access in the learning environment. The Learning Commons provides students with temporary or permanent disabilities, reasonable accommodations, and services in compliance with the Americans with Disabilities Act.

The Academic Success Center assists in creating an accessible environment of educational opportunities for students with documented disabilities. Legally mandated access and accommodations are available to all qualified students who self-identify with the Academic Success Center. Students must provide documentation by a qualified professional that can verify the functional impact of the disability as well as recommendations for appropriate accommodations.

The information provided by students is voluntary and confidential. For more information and/or to arrange for accommodations please visit the Learning Commons [page](#).

Alcohol and Other Drugs

The health and well-being of students, faculty, and staff are critical components of the overall health of our university community. Roosevelt University seeks to maintain a campus environment that is free from illegal use of alcohol and other drugs. Consistent with its mission as an institution of higher education, the university is committed to educating students, faculty, and staff on the dangers of alcohol and drug abuse, and to establishing standards of conduct that maintain a campus environment in which such abuse is prohibited.

Roosevelt students are expected to comply with local, state, and federal laws related to the use of drugs, alcohol, and crimes of violence. The Student Code of Conduct details expectations for students' behavior regarding alcohol and drugs as well as possible sanctions for violations of these policies, which include disciplinary sanctions and education programs.

Recreational Cannabis

Recreational cannabis, while legal in Illinois, is not legal under federal law. Possession, use, manufacture, distribution, or sale of any controlled substance, including cannabis, or drug paraphernalia is prohibited on university property and at any university-sponsored activity. There are no medical exemptions regarding cannabis use on campus.

Social Media Posting Guidelines

Roosevelt University supports social connectivity and information sharing through social media (i.e. posting, blogging, vlogging, commenting or other forms of expression). Roosevelt University does not monitor social media activity among current, historical, or future members of the University community. Students are expected to meet the expectations of the University when either formally or informally sharing their experiences. Students must be thoughtful when mentioning Roosevelt University and realize that doing so presents the perception that they are acting as a representative of the University.

If the Office of Student Rights and Responsibilities receives information of a posting that may be in violation of the Student Code of Conduct, an investigation will be opened, and the formal student misconduct process may begin. Examples may include but are not limited to the following: Content that can be interpreted as infringing on the rights of individual or group identities, may impact the Roosevelt University brand, bring harm to another individual or group affiliated with Roosevelt University, content that clearly violates items in the current Student Code of Conduct, and/or content

that violates current state or federal laws. In addition, anything communicated through social media should not disrupt the learning environment or residential community, programs, athletic events, and/or intentionally inflict emotional distress. If content that may be considered disruptive and/or may inflict emotional distress is received other parties may be informed through Roosevelt University's processes which may include, but is not limited to, wellness checks, and initiation of Student of Concern or Behavioral Assessment Team reporting [insert links and refer back to these processes].

Medical Amnesty (Good Samaritan)

The health and safety of each student are important and the Dean of Students Office recognizes that potential disciplinary action may deter students from seeking medical assistance for another student or themselves. As a university, we support and encourage all students to reach out for assistance in the case of a medical emergency or when they see others in need.

Under the Medical Amnesty practice, students are encouraged to be active bystanders and respond to potentially risky circumstances (such as alcohol or drug intoxication) without consequence from the university. A student who makes an effort to obtain medical assistance will not face formal disciplinary action for possession or use of alcohol (under 21) or other drugs so long as there are no other violations of the Student Code of Conduct. A student may still be required to meet with the Dean of Students Office to discuss the incident.

Behavior that violates local, state, and/or federal laws are still subject to criminal charges.

For medical assistance, contact Campus Safety at 312-341-2020 or dial 911. All students who reach out for assistance must self-identify so that the university can recognize your amnesty.

Student Absence Notification to Faculty

A student may request faculty notification for a documented absence of 3 or more days due to:

<ul style="list-style-type: none"> Personal prolonged illness or injury; 	<ul style="list-style-type: none"> Compliance with a valid subpoena, jury duty, or other legal matters such as citizenship or naturalization processes;
<ul style="list-style-type: none"> Life-threatening or serious illness or injury of an immediate family member; 	<ul style="list-style-type: none"> Significant and compelling circumstances beyond a student's control such as an act of nature that destroys a student's primary residence.
<ul style="list-style-type: none"> Death of an immediate family member; 	

Absence notification is not provided in advance or during an absence and requests must be made within 10 business days after a student has returned to classes.

Absence notification is intended to provide faculty with verified information that they may use to determine whether or not to excuse the absence and/or permit late or make-up work. Absence notification neither guarantees that the absence will be excused nor ensures that late or make-up work will be permitted. The authority rests solely with individual instructors.

Complete this [form](#) to submit an Absence Notification.

Late Course Withdrawal

A student wishing to withdraw from a course after the withdrawal deadline has passed may petition for a late W grade in one or more courses by submitting a [Petition for Late Withdrawal form](#).

- Petitions for a Late Withdrawal are entertained only because of extraordinary non-academic circumstances, such as unforeseen medical or other personal circumstances that have significantly and unexpectedly inhibited the student's ability to complete the course(s).
- Students may request a late withdrawal at any time within one calendar year of course completion.
- If the Petition for Late Withdrawal is approved, students will receive a 'W' grade on their transcript for the course(s) listed in the petition for the semester in question.
- Approval of a Petition for a Late Withdrawal does not guarantee a refund or adjustment of tuition paid. Financial adjustments made to paid tuition for the semester in question are determined in a separate process by the Tuition Adjustment Committee. For more information about this process, visit the following link: [Petition for Tuition Adjustment](#)

Complaints and Grievances

Complaint and grievance procedures have been established to foster open communication and ensure that Roosevelt University uses student feedback to continuously improve.

Complaint vs. Grievance

A complaint is a general concern about an action, practice, or decision within the control or responsibility of the university. A student may submit a complaint to provide general feedback to improve the overall student experience. Typically, a student submitting a complaint does so for the university's continuous improvement and is not seeking a personal remedy or resolution. Complaints may be submitted anonymously.

A grievance is a matter to be formally investigated. As student may file a grievance if they believe there has been a university error that cannot be resolved informally or allegations of discrimination or harassment. Generally, a grievance will either be academic or non-academic:

- Academic Grievances include the issuance of final course grades, academic advising, and other academic-related matters. Academic grievances are managed by the respective College, Library, or Undergraduate Academic Advising Center.
- Non-Academic Grievances include, but are not limited to, issues regarding registration, financial aid, and other non-academic related matters. Non-academic grievances are managed by the Dean of Students Office.

Academic Grievance Procedure

Academic integrity is a critical component of the academic experience at Roosevelt University. An act of academic dishonesty violates the spirit of a university. It undermines the student's own learning; it is unfair to other students who do their own work; it violates the trust between the professor and the student; and it diminishes the value of the degree for all students. To that end, this Policy and Appeals Procedure addresses a student's responsibilities with respect to academic integrity, the potential

consequences for engaging in academic dishonesty, and the procedures that govern allegations of academic dishonesty. More information is available [here](#).

Non-Academic Grievance Procedure

A grievance report may assist students with navigating a non-academic issue they need addressed. More information and the reporting form are available [here](#).

Section Three: Student Code of Conduct

Community Standards

Community Standards are in place to promote a safe and secure environment while upholding the rights of all community members. The program promotes student learning and development as well as a campus culture of respect and responsibility. The Dean of Students Office is responsible for administering the Student Code of Conduct, which is the primary policy used to outline the university's expectations for student behavior.

General Information

Authority and Jurisdiction

The Dean of Students Office has primary responsibility for resolving matters of non-academic student misconduct. Faculty and academic colleges have primary authority for resolving academic misconduct. The Dean of Students Office is responsible for all administrative details involved in non-academic student conduct and academic misconduct, when requested by faculty/academic colleges.

The Student Code of Conduct is applicable to misconduct both on- and off-campus, including university premises and university sponsored activities, and through the use of any electronic media. Online postings such as blogs, web postings, chats, and social networking sites are in the public sphere and are not private. These postings can subject a student to allegations of misconduct if evidence of policy violations is posted online. All students and registered student organizations are expected to follow all relevant policies and procedures listed within the university policy directory and their respective program of study.

Violations of the Law

When students violate a university policy, they are subject to disciplinary action by the university whether or not the conduct violates the law. When a student is subject to allegations that may violate federal, state, and/or local laws, the university may simultaneously and independently investigate and address potential conduct code violations. The university conduct process shall proceed notwithstanding any criminal or civil complaint that may arise from the same incident.

Other Disciplinary Procedures

The Dean of Students Office may work with other appropriate offices to address any conflicts associated with concurrent processes to address the same behavior. Students who are athletes, leaders, employees, or hold other relationships with the University, and whose behaviors violate the Student Code of Conduct, may also fall within the jurisdiction of another University policy or process associated with that relationship. Likewise, employees who enroll as students may be held accountable for behavior that falls under the Student Code of Conduct in addition to any action they may be subject to as an employee.

Sexual Misconduct and Title IX

Allegations of sexual misconduct will be referred to the Title IX Coordinator for an initial assessment. Formal complaints alleging conduct that meets the definition of sexual harassment under Title IX will follow the procedures outlined in the [Title IX and Sexual Misconduct Policy](#). All other allegations of discrimination, harassment, and/or retaliation based on an individual's actual or perceived sex, gender,

gender identity, gender expression, and/or sexual orientation will be addressed through the Student Code of Conduct described in this handbook.

Student Status and Registration Holds

A hold is an administrative notation on a student's account that prevents the student from registering for classes, dropping or adding courses, and/or obtaining transcripts. A hold may be placed on a student's account when a student has failed to complete a sanction by the deadline, failed to attend a required meeting with the Dean of Students Office, or was not currently enrolled when the alleged violation was reported.

A student charged with violating policies may not avoid the conduct process by withdrawing from courses and/or the university. Student conduct proceedings may continue as described in this handbook without the student's participation or a hold may be placed on the student's account.

Guest Behavior

Students and their guests are expected to follow the rules and regulations defined in the Student Code of Conduct and/or housing contract. Students may be held responsible for the actions of their guests that violate the Student Code of Conduct, including restitution (payment) for property damage.

Student Misconduct Policies

Non-Academic Misconduct

To [report a violation of the student code of conduct](#) please complete the online form.

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, or knowingly benefitting from false information provided to the University by you or others;
3. Disruption includes behavior which reasonably alarms or disturbs another person or group; obstruction or disruption to the learning environment, University community, or of other University activities or functions;
4. Disorderly conduct is prohibited and includes but is not limited to causing, inciting, or participating in any conduct that presents as an imminent threat to self or others, causes physical distress or harm to others, and/or results in damage to or destruction of property;
5. Physical altercations include but are not limited to 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;

6. Sexual misconduct is prohibited. Sexual misconduct encompasses sexual harassment, gender-based harassment, sexual assault, sexual exploitation, domestic violence, stalking, and dating and relationship violence. Title IX sexual misconduct violations are independent of the Student Code of Conduct, and will follow separate policies, procedures and sanctions under our [Title IX Process](#). Any allegation of sexual misconduct that does not meet the standards of Title IX sexual misconduct will follow policies and procedures under our Student Code of Conduct;
7. 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;
8. Smoking in all forms, including but not limited to cigarettes, e-cigarettes, hookah, cigars, or vaporizers;
9. Theft of or damage to University property or the property of any other person;
10. Unauthorized entry to or use of University facilities;
11. 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;
12. Violation of [computer and network usage policy](#) or [student email policy](#);
13. Violation of rules governing University-owned or controlled Residence Halls;
14. Failure to comply with directions of University officials acting in the performance of their duties;
15. Conduct which adversely affects the student's suitability as a member of the academic community;
16. Drug Violations:
 1. Use, possession, manufacturing, distribution, or sale of marijuana, heroin, narcotics, or any other controlled substance which is prohibited by state or federal law; intentionally or recklessly inhaling or ingesting substances (e.g., nitrous oxide, glue, paint, etc.) that will alter a student's mental state;
 2. 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;
 3. Possession of drug paraphernalia, including but not limited to bongs, glass pipes, hookahs or any makeshift paraphernalia constructed for the purpose of using drugs;
17. Alcohol Violations:
 1. Underage possession or consumption;

2. Being in the presence of alcohol while under the legal age of 21, if you are not an occupant of a room where someone 21 or over lives;
3. Public intoxication; appearing at a University activity or on the University campus in a state of intoxication;
4. 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](#);
5. Distribution or sale of alcoholic beverage to any person under 21;
6. 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;
7. 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;
8. Possession or use of alcohol apparatuses with an intended use of excessive consumption and/or high risk drinking

18. Hazing: Roosevelt University acts in accordance with the Illinois Hazing Act.

1. 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:
 1. 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;
 2. 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;

3. 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;
 2. In response to allegations of hazing under this regulation it is not a defense that:
 1. The victim gave consent to the conduct;
 2. The conduct was not part of an official organizational event or sanctioned or approved by the organization;
 3. The conduct was not done as a condition of membership in the organization;
19. The storage, possession, or use of firearms, fireworks, explosives, or weapons of any kind, including replicas or facsimiles, anywhere on campus; (Students who are deputized law enforcement officers and are legally qualified to carry firearms may do so while on-campus after checking in with security, and if their presence does not constitute a disruption as defined under Code #3);
20. Recording: Audio, Photography, and Video recording of Roosevelt University students without their knowledge or consent prohibited in public spaces and University sponsored residence halls. The State of Illinois is a two-party consent state which means that in Illinois it can be considered a criminal offense to make a recording unless all parties agree to be recorded. In addition, students may not make an audio (voice/sound) or video recording of a member of the Roosevelt University Community in a location where the individual holds a reasonable expectation of privacy without the person's permission. This includes, but is not limited to, hallways, gyms, locker rooms, residence hall spaces (including Ring-style and/or in-room surveillance cameras), and restrooms. If an audio or video recording is submitted in connection with a suspected violation of the student code of conduct, the Office of Student Rights and Responsibilities reserves the right to consider whether or not to consider the content as evidentiary or whether to implement conduct proceedings against the individual who made the recording. Students who hold an accommodation specifically for the purpose of recording their classes from the Learning Commons may be considered exempt if the recording takes place in an academic setting.
21. Social Media: While all individuals have a right to freedom of speech and expression through online activity (i.e. social media), Roosevelt University expects students to use these platforms responsibly. Students should not confuse their right to make a statement with the idea that their actions will not have consequences. Examples may include but are not limited to the following: Content that can be interpreted as infringing on the rights of individual or group identities, may impact the Roosevelt University brand, bring harm to another individual or group affiliated with Roosevelt University, content that clearly violates items in the current Student Code of Conduct, and/or content that violates current state or federal laws (i.e. recordings, drug, or alcohol violations).

22. Biased motivated behavior and/or the use of derogatory language intentionally or unintentionally used to target an individual, group or the university community;
23. 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. Obstruction or interference with the Conduct Process, including failure to schedule or appear at a hearing, violating and/or failure to complete conduct sanctions;
24. Obstruction or interference with the Conduct Process, including failure to schedule or appear at a hearing, violating and/or failure to complete conduct sanctions;
25. The assistance or encouragement of others to commit violations of the Code or failure to report violations.
26. 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.

Academic Misconduct

Academic integrity is a critical component of the academic experience at Roosevelt University. All uses of generative artificial intelligence (AI) must adhere to instructors' policies on AI use in their courses. Unauthorized content generation will be considered a violation of RU's academic integrity policy. Students should always confirm with their instructors whether and which AI uses are permitted in each course. An act of academic dishonesty violates the spirit of a university. It undermines the student's own learning; it is unfair to other students who do their own work; it violates the trust between the professor and the student; and it diminishes the value of the degree for all students. To that end, this Policy and Appeals Procedure addresses a student's responsibilities with respect to academic integrity, the potential consequences for engaging in academic dishonesty, and the procedures that govern allegations of academic dishonesty. More information is available [here](#).

Section Four: Student Conduct Procedures

Reporting Student Misconduct

The Dean of Students encourages students and any other member of the university community to report violations of the Student Code of Conduct by filing a formal [report](#). A report is the written record of the information brought forth regarding the alleged violation(s) of the Student Code of Conduct.

Responsibility to Report Violations

Although other policies and procedures may exist to address student misconduct, the following matters must be referred to the Dean of Students Office for consideration of formal Student Conduct proceedings (either instead of or in addition to other applicable policies or procedures):

1. Behavior that poses an imminent risk to the safety of the student or any members of the university community;
2. Serious infractions of the Student Code of Conduct including, but not limited to: the destruction of property; possession of weapons; bomb threats; use, sale, or possession of controlled substances; or violations of local, state, or federal laws;
3. All incidents of alleged sexual misconduct, which include sexual assault, domestic violence, stalking, and dating violence.

Submitting a Report

Report alleged misconduct as soon as possible after the incident occurred. A report should describe what happened, the alleged violation(s) of the Student Code of Conduct, and identify the individuals involved in or witness to the incident. Additional materials that support the alleged misconduct may be included (e.g., photos, written correspondence, copies of emails and/or text messages). If the report does not contain adequate documentation, the Dean of Students Office may contact you requesting additional information or clarification regarding the incident.

Type of Concern/Issue	Purpose	Form Link	Recipient
Non-academic misconduct	Report potential violations of the Student Code of Conduct	Form available here	Office of Student Rights and Responsibilities
Academic misconduct	Report potential violations of academic dishonesty	Form available here	Office of the Provost
Student of Concern	Report knowledge of a student struggling with academic or personal concerns	Form available here	Director for Student Advocacy
Behavior Assessment Team	Report knowledge of ongoing student behavior issues	Form available here	Dean of Students Office
Title IX/Sexual Misconduct	Report sexual assault, harassment, dating/domestic violence, and stalking	Form available here	Title IX Coordinator

In some instances, anonymous reporting is available but may limit the university's ability to take meaningful action. The Dean of Students Office reserves the right to initiate a case without a formal complaint and to investigate the anonymous report.

False Reports

The University considers the intentional filing of a false report as a serious matter. It is a violation of the Student Code of Conduct to make an intentionally false report.

Reviewing Reports

The Dean of Students Office reviews reports Monday-Friday between 9 a.m. and 4 p.m. when the university is open. A report may be processed in one of the following manners:

- A. **Set Aside:** If there does not appear to be credible or sufficient information to suggest that a violation occurred, the report will not move forward through the formal Student Conduct process. The report and any information gathered will be kept to document that the situation was reviewed.
- B. **Informal Response:** If the behavior described is concerning, but does not appear to be a violation or falls outside the jurisdiction of the Student Code of Conduct, there may still be an institutional response without the initiation of the formal Student Conduct process. For example, the student may be asked to meet with a staff member to discuss the incident or may receive a formal letter of notification.
- C. **Referral to Academic Colleges:** Reports alleging a violation related to academic dishonesty that are submitted by someone other than the instructor of record will be referred to the academic college.
- D. **Office of Student Rights and Responsibilities Review:** Reports alleging a violation of non-academic conduct policies will be reviewed by the Office of Student Rights and Responsibilities and referred for a conduct violation notification or conduct hearing.
- E. **Referral to Title IX Coordinator for Investigation:** If the conduct described in the complaint suggests a possible violation of the Title IX and Sexual Misconduct Policy, the information will be submitted to the Title IX Coordinator for review.

Notice to the Student

All communication regarding the conduct process will be sent to a student's Roosevelt student email account. Students are responsible for reading and responding to their university email. If a conduct case is referred, the student will be notified of the alleged violations and student conduct procedures. In extenuating circumstances, notices may also be mailed to a student's address as listed in the official records held by the Registrar or hand-delivered to the student on campus.

Interim Measures

Interim measures may be put in place at any time after the initial reporting of alleged misconduct, prior to a conduct hearing, for reasons including but not limited to:

- 1. To protect the health, welfare, or safety of a student or the university community;
- 2. To prevent or address significant disruption to the educational process and/or the normal operations of the university; or
- 3. To provide legally mandated supportive measures in accordance with Title IX or a court order.

Interim measures will not include termination of a student's status or be a finding of responsibility. A student's failure to abide by any interim measures may be considered a violation of the Student Code of Conduct.

Types of Interim Measures

Interim Measures may include, but are not limited to:

- A. Change of University Housing room assignment or removal/ban from University Housing;
- B. Change dining arrangements;
- C. Restrictions on participation in student organizations, athletics, and/or student activities;
- D. Change in work schedules/assignments;
- E. Alteration of academic schedules;
- F. Limited access to University services;
- G. Restricted access to University buildings/facilities;
- H. No contact directive;
- I. Hold on a student account.

No Contact Directive Policy

Roosevelt University is committed to providing support and resources to any student who may be the recipient of persistent unwanted or harassing contact by another student. In certain circumstances, it may become necessary for the University to formalize an arrangement between two students to prohibit contact with each other (direct and/or indirect) other than that which is necessary for either party to continue their academic pursuits. This policy is intended to inform students of the circumstances in which No Contact Directives will be implemented, what a No Contact Directive means, and the process for reversal of a No Contact Directive. No Contact Directives are typically enacted by the Office of Residence Life, Office of the Dean of Students, or the Office of Student Rights and Responsibilities. For matters pertaining to the Policy Against Sexual Misconduct, the Director for Student Advocacy and Title IX Coordinator, or designee, may also enact No Contact Directives.

What is a No Contact Directive?

A No Contact Directive instructs two RU students that they are to have no contact with one another. This includes, but is not limited to, in person, by telephone, email, text message or other electronic means of communication, or through a third party. No Contact Directives may be unilateral or mutual, depending on the underlying circumstances.

When would this be implemented?

If a student conflict escalates to the point of physical altercation, and/or causes a significant disturbance or disruption to the normal operation of the Roosevelt community, the professional staff member on call (or any other Student Affairs professional staff member, including but not limited to staff in Residence Life, the Dean of Students Office, and the Office of Student Rights and Responsibilities) has the authority and discretion to enact a temporary no contact directive. The two students will also be separated if they are roommates or suitemates (again, at the discretion of Residence Life or other professional staff) in order to ensure that no further conflicts arise while the incident is investigated.

It is important to note that students must be able to demonstrate a significant threat to their physical well-being in order for a no-contact directive to be implemented. Disliking a person or the person

behaving inappropriately towards you may not be sufficient grounds for requesting a no contact directive.

What if I disagree with a No Contact Directive that was initiated toward me?

Whenever a No Contact Directive is initiated, this means that the Student Misconduct Process is also being initiated. A conduct officer will be in touch with you within 72 business hours to schedule an initial conference, at which point you can discuss the removal of the no contact directive. Typically, no contact directives are kept in place throughout the duration of the misconduct investigation. The removal of the No Contact Directive would then be at the discretion of the conduct hearing officer.

What happens if I Violate the No Contact Directive?

Students who are found in violation of a No Contact Directive may face additional conduct action, up to and including suspension or expulsion from Roosevelt University.

What if I have classes with the person named in the no contact Directive?

In most cases changing courses is not an option; therefore, classwork is an acceptable reason to be in the same space as the person with whom you share a no contact directive. You should talk with your faculty and ask to not have any groupwork or other shared projects assigned with this person; your conduct hearing officer can assist you in having these conversations, if necessary.

What about other campus spaces?

Because of the small size of Roosevelt's campus, there may be times in which being in the same physical space as the person with which you have a no contact directive may be inevitable. This includes but is not limited to the dining hall, auditorium or theatre spaces, sporting events, etc. In these cases, it is expected that you place yourselves as far apart as physically possible and do not communicate with one another.

What about off campus?

Roosevelt's jurisdiction does not extend to off-campus spaces. The exception to this is if you are traveling for something like a sport or other student event. We recommend discussing any of these needs to your conduct officer so that they can help you navigate any of these needs.

When is a No Contact Directive lifted?

Typically, no contact directives will be lifted one of two ways:

1. The conduct officer leading the investigation will determine that the no contact directive was not necessary; OR,
2. Both students involved request that the no contact directive be lifted.

It is important to note that the final decision lays with the conduct officer in charge of the investigation; if it is determined that the two students cannot communicate in a calm manner or in a way that is not disruptive to the community, Student Affairs reserves the right to hold the no contact directive in place.

Students who withdraw or suspended should assume the No Contact Directive stays in effect on the Roosevelt University campus. Withdrawn students should notify the Office of the Dean of Students

when they plan to be on campus. A student seeking modification or rescission of a No Contact Directive shall so request the administrator who issued the No Contact Directive. The issuing administrator shall consult with both parties before determining whether or not to modify or rescind the No Contact Directive.

Notification of Interim Measures

If interim measures are necessary, the students' affected by the measures will be provided with a written notice outlining the restrictions or changes that have been imposed. The interim measure notices will be sent to both parties and will specify the measures that have been put into place and the reason(s) for the action. Interim measures will vary depending upon the facts of each case.

Interim Suspension

The Dean of Students Office may impose an interim suspension on a student whose continued participation in a specific program or activity, or presence on campus, poses an immediate threat to the health or safety of others or significant disruption to normal campus operations. Interim suspensions are to respond to extraordinary situations where, in the judgement of the Dean of Students Office, the prescribed Student Conduct process is not appropriate or cannot be applied in a timely enough manner.

An interim suspension may include, but is not limited to the following:

- A. Restriction from some or all university premises, including University Housing;
- B. Loss of privilege to participate in classes, either in person or electronically/virtually;
- C. Loss of privilege to participate in some or all university-related activities;
- D. Registration hold;
- E. Notification of program suspension.

Notification of Interim Suspension

The student will be notified of the interim suspension status by official Roosevelt student email. The notification will include an explanation for the interim suspension and outline the restrictions. After the issues of the notification, the Dean of Students Office will inform all appropriate campus administrative departments of the necessary information. Failure to abide by the terms of the interim suspension may result in additional disciplinary action. A student who questions the interim suspension may submit a written request for a hearing before the Associate Dean of Students to review the interim suspension.

Conduct Hearings

Student(s) who have allegedly violated the Student Code of Conduct will have the opportunity to participate in a conduct hearing to discuss the alleged violations and respond to the charges. The conduct process is not a criminal or judicial trial/practice. The hearing process is designed to educate students and hold them accountable for their conduct and decision-making.

During the academic year, cases are typically assigned to a hearing officer or the Student Conduct Hearing Board. Exceptions include, but are not limited to:

- Periods when the Student Conduct Hearing Board is not in session (e.g., academic break periods, summer term, university break periods, and the week prior to the end of each semester).
- Cases that require special need for confidentiality

Formal Conduct Hearing

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. 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.

Student Conduct Hearing Board

A Student Conduct Hearing Board is an option for a formal conversation between a respondent and a committee of faculty, staff, and students who have been trained to hear serious/repeat offenses of university and residential policies regardless of where the incident occurs. The Conduct Committee hearing process provides the student with an opportunity to:

- Review the available case information, including the alleged violations
- Share their perspective on what happened, including presenting witnesses and relevant evidence
- Describe the effects the incident has had on the student and others, both negative (harm caused) and positive (lessons learned).

Student Conduct Hearing Board Proceedings

Hearing proceedings will follow the format described below. The hearing is not conducted as a civil or criminal proceeding and consequently strict rules of evidence do not apply. Instead, the Student Conduct Hearing Board uses the preponderance of evidence standard. At the discretion of the members, changes may be made to the hearing format to accommodate special circumstances. The Chair is responsible for asking all relevant questions, making decisions based on the materials and information provided, and imposing sanctions where appropriate. The Student Conduct Hearing Board determines the relevance of any information, materials, or testimony, and may refuse to direct questions to the parties/witness and/or refuse to accept information, materials, or testimony it considers immaterial or irrelevant.

The Student Conduct Hearing Board will utilize the following format:

1. Introduction/Review of Alleged Violations: The Chair of the Student Conduct Hearing Board will convene the hearing by requesting that all individuals present state their name and role. The Chair will then review the alleged violations of the Student Code of Conduct.
2. Opening Statements: The complainant and respondent may each make a brief opening statement for the purpose of providing the Student Conduct Hearing Board with a short summary of their positions relevant to the complaint and the materials/witnesses to be presented.

3. **Presentation of Evidence:** The complainant and respondent may present to the Student Conduct Hearing Board any and all information, materials, and witness testimony to support their position. The Student Conduct Hearing Board may call any witnesses or investigators to present relevant findings to the Student Conduct Hearing Board. Witnesses may only be present at the hearing while providing their testimony.
4. **Questioning of Parties/Witnesses:** After each respective presentation, the Student Conduct Hearing Board, complainant, and respondent will have the opportunity to ask questions. The Chair may recall any witnesses. Once all information, materials, and testimony have been presented, the members, complainant and respondent are provided a final opportunity to ask additional questions or provide additional information to the Student Conduct Hearing Board.
5. **Closing Statements:** The complainant and respondent may each make a closing statement. The closing statement should be a short summary of the materials and information presented during the hearing and any relevant information that the student would like to share with the Student Conduct Hearing Board.
6. **Executive Session:** The Chair will excuse all participants and enter into executive session during which the committee will assess the information presented as well as the credibility of the parties and witnesses. The hearing committee will decide (based on a simple majority vote):
 - a. Whether or not, by a preponderance of the evidence standard, the respondent is responsible for the alleged violation(s) of the Student Code of Conduct, and, if so;
 - b. What sanctions are appropriate.

Only after determining responsibility will the members review and consider any previous sanctions imposed on the respondent. The review of any previous sanctions will include all disciplinary actions taken in any prior conduct proceedings. The deliberations of the executive committee are not recorded.

Rights of Students in the Conduct Process

Students are given due process rights in compliance with the Fourteenth Amendment of the U.S. Constitution. The Fourteenth Amendment requires all public institutions of higher learning to afford students due process prior to taking disciplinary actions, including notifying students of allegations and providing an opportunity for the student to respond to the allegations.

Students charged with violations of the Student Code of Conduct are advised of their rights when they meet with the hearing officer assigned to their case.

The University strives to complete the Student Conduct process, including the time for any hearings or appeal processes, within sixty (60) days. There are, however, many factors that may affect the length of time needed to complete various portions of the resolution process fairly and equitably. Consequently, some matters will be resolved before the designated time frame and some may require additional time.

Outcomes/Sanctions

Sanctions are designed to promote the university's educational mission, safety of the university community, and to deter students from behavior that violates the Student Code of Conduct. Some behavior may be so harmful or disruptive to the university community or to the educational process that it may require more severe sanctions. More than one sanction may be imposed in any one case.

The following factors are generally considered when determining sanctions for a particular case:

Administrative Sanctions

- A. **Warning:** A written warning or official notice that previous conduct was unacceptable and that future misconduct may result in more severe disciplinary action.
- B. **Disciplinary Probation:** A specific period during which a student must conduct themselves in a manner consistent with university policy. Future violations of university policy while on disciplinary probation may result in more severe disciplinary action, including separation from the university. Students on probationary status may not be eligible for participation in student activities, intercollegiate athletics, awards, prizes, or scholarships when conduct acceptable to the university is a condition of such participation.
- C. **Loss of Privilege:** The withdrawal of a university privilege including but not limited to the use of services, participation in a program, event, or activity for a specified period, or removal from an appointed position of authority.
- D. **No Contact Directive:** A no contact directive prohibits contact between specific individuals through any means or media including, but not limited to: in-person, phone, voicemail, text message, social media, instant messenger, email, notes, cards, letters, flowers, or other gifts. This includes contact via any third party (family, friends, or acquaintances) on either party's behalf. The no contact directive also requires that the individuals will take responsible measures to maintain a distance of 30 feet away from one another whenever possible and will not threaten or retaliate against the other individual.
- E. **Restitution:** Requires a student to pay for damages to, or misappropriation of, university property, or the property of visitors to, or members of, the university community. Such restitution may be charged to any student who alone, or through group conducted activities, organizes, or knowingly participates in the events causing damages or costs. Restitution may be imposed separately or in addition to any other sanction(s).
- F. **Loss of Recognized Student Organization/Club Status:** Loss of all privileges identified within the student club/organization protocols, for a specified period.

University Housing Sanctions

- A. **Loss of Guest Privileges:** Revocation of a resident's ability to host guests or for a non-residential student to be a guest for a defined period of time.
- B. **Housing Reassignment:** Reassignment to a new room.
- C. **University Housing Probation:** University housing probation is a specific period during which a student must conduct themselves in a manner consistent with university and housing policy. Failure to comply with the terms of probation or future violations while on probation may result in more severe disciplinary action, including removal from university housing.
- D. **University Housing Suspension:** Temporary separation of the student from university housing for a specific period, after which the student is eligible to return. Conditions for return may be specified.
- E. **University Housing Expulsion:** Permanent separation of the student from University Housing.

Educational/Developmental Sanctions

- A. **Educational Activities:** Educational activities include programs and assignments designed to increase awareness and education about the impact of misconduct on self and community. This

may include, but is not limited to, modules, assigned papers, mediation, community service, workshops, or meetings with appropriate university personnel.

- B. Recommendation for Assessment: A recommendation may be made for the student to seek assistance with anger/conflict, substance use, or other matters from trained professionals and/or service providers. An assessment is designed to assist students in examining emotions and behaviors. The assessment provides a structured opportunity to assess individual behavior and identify potential strategies to manage emotions/conflict or risk. The Dean of Students Office Staff may ask for permission to confirm attendance and/or speak with the professional to determine progression and necessary supportive measures.

Elevated Sanctions

- A. University Suspension: Temporary separation of the student from the university for a specific period, after which the student is eligible to return. Conditions for return may be specified. Suspension excludes the student from registration, class attendance, and use of university facilities during the specified period.
- B. University Dismissal: Permanent separation of the student from the university. Dismissal excludes the student from registration, class attendance, and use of university facilities with no promise (implied or otherwise) that the student may return at a future time. Use of university facilities is prohibited without authorization from the Dean of Students Office.

Financial Responsibility

A student who is suspended or dismissed from the university and/or from university housing due to misconduct maintains responsibility for all financial obligations to the university that they incurred.

Registration Holds for Overdue Sanctions

A hold may be placed on a student's account when a student has failed to complete a sanction by the deadline. A hold will not be removed until the student has completed their outstanding sanctions. Students who wish to have their hold temporarily removed to register for classes must contact the Dean of Students Office.