

NATIONAL LOUIS UNIVERSITY

STUDENT GUIDEBOOK

2018–2019

The NLU Mission

National Louis University provides access to quality higher education that nurtures opportunity for students through innovative teaching, scholarship, community engagement and service excellence.



NATIONAL
LOUIS
UNIVERSITY



Illinois campuses

Chicago

122 S. Michigan Ave.
Chicago, IL 60603-3032
888.658.8632

Elgin

620 Tollgate Rd.
Intersection of I-90
(Northwest Toll Road)
and Hwy. 31
Elgin, IL 60123-9364
888.658.8632

Goose Island campus

900 N. Branch St.
Chicago, IL 60642

Lisle

850 Warrenville Rd.
Lisle, IL 60532
888.658.8632

North Shore

5202 Old Orchard Rd.
Suite 300
Skokie, IL 60077-4409
888.658.8632

Wheeling

1000 Capitol Dr.
Wheeling, IL 60090-7201
888.658.8632

Other Locations

Florida

Regional Center

5110 Eisenhower Blvd.
Suite 102
Tampa, FL 33634
888.658.8632

CONNECT WITH NLU

- facebook.com/NationalLouis
- twitter.com/NationalLouisU
- youtube.com/user/nlumarketing
- blog.nl.edu

SUBJECT TO CHANGE NOTICE

The rules, regulations, policies, fees and other charges, courses of study and academic requirements that appear in this Guidebook do not constitute a contract between the University and any student, applicant for admission or other person.

The University reserves the right to change, eliminate and add to any existing (and to introduce additional) rules, regulations, policies, fees and other charges, courses of study and academic requirements. Whenever it does so, the University will give as much advance notice as it considers feasible or appropriate, but it reserves the right in all cases to do so without notice. In addition, there are further policies that can be found in the Undergraduate and Graduate Catalog online.

Respected NLU Student,

Welcome, or welcome back, to National Louis University! This academic year will mark our 133rd commencement ceremony. We've taken such an exhilarating journey since 1886, when Elizabeth Harrison founded Miss Harrison's Training School in Chicago. That school grew over the years into the institution we now proudly call National Louis University. As a member of our community, you are contributing to our story each day and we are committed to giving you a great experience.

As you will discover while reviewing the NLU Student Guidebook, we have high expectations of respect, professionalism and collegiality. As the student experience leader, I have the great pleasure of working with many of our students every day. It is my expectation that as members of the University community, all students, groups of students and student organizations exemplify the values of National Louis University by engaging in socially responsible behavior and modeling exceptional conduct and character when participating in any University sponsored function, event or activity. This expectation ensures a high quality, respectful and enriching student experience at National Louis. Help be the difference at NLU by creating an environment of community and inclusion.

The NLU Student Guidebook is a resource intended to answer questions you may have concerning the policies and procedures of National Louis University. In addition to this publication, we encourage you to read the University's Undergraduate and Graduate Catalog and to consult the University webpage at nl.edu for additional policies and procedures. It is important to be aware of all University policies and expectations because you will be held accountable for adhering to them throughout your time in our community.

If you have any questions about the information contained in the Student Guidebook, please do not hesitate to contact the Office of Student Experience at 888.658.8632, x3568 or by email at studentexperience@nl.edu.

At National Louis, we strive for Service Excellence in everything we do. Our commitment to you, as a member of the NLU community is: "I am the NLU difference." Each of us is committed to exceptional service at NLU. We encourage you to share your NLU student experience by visiting nl.edu/letusknow and we will gladly respond.

Good luck in your academic endeavors.

Sincerely,

A handwritten signature in black ink that reads "Danielle Laban". The signature is fluid and cursive, with a large, stylized initial 'D'.

Danielle Laban

Director of Student Experience

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STUDENT RIGHTS AND RESPONSIBILITIES

A University community requires an environment conducive to the intellectual and personal growth of its students. Since the actions of each individual affect this climate, National Louis University expects responsible conduct on the part of every student who is a member of this University community. As a private institution, National Louis University reserves the right to create policies that regulate student conduct and access to campus facilities and resources. While students enjoy the rights below, the exercise of these rights may not interfere with the rights of others in the University community:

1. Applicants who meet specifically stated requirements will be eligible for admission to the University and for participation in all of its programs without regard for race, color, age, creed, religion, gender, sexual orientation, ancestry, national origin, disability, political beliefs, marital status, military status unfavorable military discharge other than dishonorable and all other classifications protected by federal, state or local laws, rules or regulations.
2. Students have the freedom to express reasoned exception to the data or views offered in any courses of study for which they are enrolled but are responsible for learning the content of the courses.
3. For purposes of gaining academic credit, students shall be evaluated in terms of stated course competencies and requirements and not on personal or political beliefs.
4. Disclosure of a student's personal or political beliefs confidentially expressed in connection with coursework will not be made public without explicit permission of the student.
5. Students will be informed of all rules, rates and regulations deriving from contractual arrangements with the University before signing any such contracts.
6. Students on campus or residing in University-owned housing will be secure against any unreasonable invasion of privacy, search or seizure but are responsible for compliance with all University regulations.
7. Students are free to form, join and participate in campus organizations for educational, religious, social, political, cultural or other purposes.
8. Students are free to use campus facilities for meetings of registered and officially recognized organizations, subject to uniform regulations as to time and manner governing the facilities.
9. Students' records may be released only in accordance with provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).
10. Students are free, individually or in association with other individuals, to engage in activities not sponsored by the University, exercising their rights as citizens of the community, state and nation, provided they do not purport to represent the University.
11. As appropriate, students will have their views and welfare considered in the formation of University policy and will be consulted by or represented on, University councils and committees that affect students as members of the University community.
12. Students are free to assemble, demonstrate, communicate and protest, recognizing that freedom requires order, discipline and responsibility, and further recognizing the right of faculty and other students to pursue their legitimate goals without interference.

13. Students will only face disciplinary action or dismissal from the University for:
 - a) Academic ineptness or lack of reasonable progress.
 - b) Failure to pay University debts.
 - c) Violation of University rules and regulations.
14. It is recognized that all members of the community have the responsibility to conduct themselves in a manner that does not violate the rights, property and freedoms of others.
15. Editorial freedom in student publications and media shall be given under the following guidelines:
 - a) Students shall be governed by the canons of responsible journalism, such as the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity and the techniques of harassment and innuendo.
 - b) All University published and/or financed student publications should explicitly state on the editorial page that, "the opinions expressed are not necessarily those of the University or of the student body."
 - c) Editors shall be protected from arbitrary suspension and removal because of student, administrative or public disapproval and editorial policy or content. Only for proper and stated causes shall editors be removed by the proper agency responsible for their appointment.

ACCESS TO HIGHER EDUCATION

Within the limits of its facilities, National Louis University is open to all applicants who are qualified according to its admission requirements.

1. The institution will publish in the Student Guidebook or the University Course Catalog the characteristics and expectations of students that it considers relevant to its programs.
2. Under no circumstances will an applicant be denied admission because of race, religion, gender, sexual orientation, ethnic background or disability.

COMPLIANCE WITH FEDERAL NONDISCRIMINATION REGULATIONS

Several federal regulations have been adopted that have as their purpose the protection of students' rights. Of particular interest are the following:

1. Equal Opportunity: National Louis University supports the principles of equal opportunity for employment to all qualified persons without regard to Race, Gender, Religion, Color, National Origin or Age.
2. Title IX: National Louis University does not discriminate on the basis of Gender, in accord with Title IX of the 1972 Education Amendments, in its Educational programs, Admission Policies, Activities or Employment Policies. This Legislation provides that no person in the United States shall, on the basis of Gender, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance. This includes protection from sexual harassment. Inquiries regarding compliance may be directed to the Title IX Coordinator, Department of Diversity, Access and Equality or to the Director of the Offices of Civil Rights, Department of Education, Washington, D.C.
3. Section 504 of the Rehabilitation Act: National Louis University does not discriminate against Individuals with Disabilities in its Educational programs, Admissions Policies, Activities, or Employment Policies. Section 504 of the Rehabilitation Act of 1973, as amended, provides that no otherwise qualified

individual with a disability shall be excluded from participation in, denied the benefits of or be subjected to discrimination solely because of their disability, under any program or activity that receives federal financial assistance. The American with Disabilities Act (ADA) of 1990 provides comprehensive civil rights protection to individuals with disabilities and prohibits discrimination on the basis of disability in employment, places of public accommodations, state and local government services and telecommunications. Inquiries regarding compliance may be directed to the University Ombudsman or to the Director of the Offices of Civil Rights, Department of Education, Washington, D.C.

4. On-campus grievance procedures for alleged violations of the non-discrimination regulations are the same as those employed for challenging violations of the Family Education Rights and Privacy Act of 1974.

EQUAL OPPORTUNITY AND NONDISCRIMINATION

National Louis University prohibits discrimination and affords equal opportunity to all qualified persons regardless of race, color, age, creed, religion, gender, sexual orientation, ancestry, national origin, disability, political beliefs, marital status, military status unfavorable military discharge other than dishonorable and all other classifications protected by federal, state or local laws, rules and regulations. Harassment on the basis of a protected classification can be a form of discrimination prohibited by this policy.

Any student with questions, complaints or concerns about discrimination or harassment based on gender is encouraged to contact the Title IX Coordinator at dlaban@nl.edu. In particular, the University has adopted the Comprehensive Sexual Misconduct and Relationship Violence policy which has been included in this Guidebook. The Comprehensive Sexual Misconduct and Relationship Violence policy addresses the role of the Title IX Coordinator, how investigations are conducted, and the services and options available to students who have experienced sexual misconduct or relationship violence.

Any student with questions, complaints or concerns about discrimination or harassment on the basis of any classification other than gender is encouraged to contact the Ombudsman at brouzan@nl.edu.

Students can raise concerns and make reports about discrimination or harassment without fear of reprisal. Retaliation against anyone who reports or assists in the investigation of a complaint of discrimination or harassment is prohibited.

Alternatively, students may contact the U.S. Department of Education's Office for Civil Rights to report discrimination based on the classifications listed above:

Illinois Regional Office • 500 W. Madison St., Chicago, IL 60661

Florida Regional Office • 61 Forsyth St. S.W., Suite 19T10, Atlanta, GA 30303

Anyone found to be engaging in any type of unlawful discrimination or retaliation against anyone who brings a complaint or assists in the investigation of a complaint may be subject to disciplinary action, up to and including permanent dismissal from the University.

WHEN A COMPLAINT ABOUT UNLAWFUL DISCRIMINATION OR RETALIATION INVOLVES CONDUCT BY UNIVERSITY FACULTY OR STAFF, THE VICE PRESIDENT OF HUMAN RESOURCES OR DESIGNEE, WILL CONDUCT THE INVESTIGATION IN COORDINATION WITH THE TITLE IX COORDINATOR OR THE UNIVERSITY OMBUDSMAN, DEPENDING ON THE NATURE OF THE ALLEGED CONDUCT.

FINANCIAL OBLIGATIONS

Students voluntarily accept the services of the University with full responsibility for the payment of all tuition, fees and other charges as scheduled in the Undergraduate and Graduate Catalog, listed on the University website and in other official notices. Electronic Statements of Account are posted to the NLU Student Portal on a monthly basis. It is the student's responsibility to review the Statement of Account, verify that financial aid is disbursed and payments have been received, and contact the Office of Student Finance with questions regarding charges within 30 days of posting. Satisfactory payment arrangements must be made with the Office of Student Finance for the settlement of all account balances before a student may register, receive a diploma, obtain a transcript or have enrollment or degrees confirmed. The cancellation of a student's enrollment may result if bills are past due or payment obligations have not been met.

Students must make restitution when they are responsible for the loss of or damage to University property or to the personal possessions of others.

IBHE INSTITUTIONAL COMPLAINT SYSTEM

National Louis University is regulated by and has degree-granting authority from the Illinois Board of Higher Education (IBHE). Students with complaints that are unresolved through NLU's Issue Resolution process may contact the Illinois Board of Higher Education.

Illinois Board of Higher Education

1 N. Old State Capitol Plaza, Suite 333, Springfield, IL 62701-1377

Phone: 217.782.2551 • Fax: 217.782.8548

General Information: info@ibhe.org

Institutional Complaint Hotline: 217.557.7359

Website: <http://complaints.ibhe.org>

STUDENTS WITH DISABILITIES

National Louis University does not discriminate against individuals with disabilities in its educational programs, admissions policies, activities or employment policies. Section 504 of the Rehabilitation Act of 1973, as amended, provides that no otherwise qualified individual with a disability shall be excluded from participation in, denied the benefits of or be subjected to discrimination solely because of their disability, under any program or activity that receives federal financial assistance. The American with Disabilities Act (ADA) of 1990 provides comprehensive civil rights protection to individuals with disabilities and prohibits discrimination on the basis of disability in employment, places of public accommodations, state and local government services and telecommunications. Inquiries regarding compliance may be directed to Library and Learning Support or to the Director of the Offices of Civil Rights, Department of Education, Washington, D.C. Academic Accommodations for Persons with Disabilities Library and Learning Support is the primary support system for students with disabilities, with the responsibility of coordinating academic accommodations in accordance with the Americans with Disabilities Act, Section 504, and University policy. All academic accommodations provided are based on individual need and may need to be substantiated by supporting documentation. For information on how to request accommodations, please contact Learning Support at ADA.Section504@nl.edu or 312.261.3329.

ANIMALS ON CAMPUS POLICY

National Louis University has a general no pet policy campus wide, including university housing, but recognizes that service and assistance animals provide individuals with disabilities enhanced independence and support.

Animal Guidelines

The guidelines ensure that students with disabilities who require the use of a service animal are accommodated, and that animals are cared for in a manner that is consistent with community standards. Animals that are ill or in poor health should not be brought to campus. It is the responsibility of the animal's owner, referred to as a Partner, to ensure the animal's behavior is appropriate and to arrange for any necessary cleaning. National Louis reserves the right to require an unclean or unruly animal to be removed from campus.

Animals in Campus Housing

For health and sanitation reasons, pets are not allowed in student housing, except for a certified service animal if required and approved in advance by the Residence Life and Housing Manager and the appointed ADA Office representative.

Service Animals

National Louis complies with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 (Section 504). Among other things, the ADA and Section 504 require the University to make reasonable modifications to its policies, practices, or procedures to permit the use of a Service Animal by a student, faculty, staff or visitor with a disability.

The ADA defines a Service Animal as "any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability." Importantly, other species of animals, whether wild or domestic, trained or untrained, are not Service Animals for the purposes of the ADA. However, under certain conditions, NLU will make reasonable modifications for a miniature horse that has been individually trained to do work or perform tasks for the benefit of the individual with a disability.

The work or task a service animal has been trained to provide must be directly related to the person's disability.

Assistance Animals

"Assistance Animals" are a category of animals that may work, provide assistance, or perform physical tasks, for an individual with a disability and/or provide necessary emotional support to an individual with a mental or psychiatric disability that alleviates one or more identified symptoms of an individual's disability, but which are not considered Service Animals under the ADA and NLU's Service Animal Policy. Assistance Animals may also be known as Emotional Support Animals (ESA). Some Assistance Animals are professionally trained, but in other cases Assistance Animals provide the necessary support to individuals with disabilities without any formal training or certification. Assistance Animals are not permitted to be on campus at any time, including university housing.

Verification of Service Animal

The University will not ask about the nature or extent of an individual's disability. However, when it is not readily apparent that the dog identified by the individual with a disability is trained to do work or perform tasks for him or her, NLU's ADA Coordinator may ask the individual with the disability if the dog is required because of a disability and what work or task the dog has been trained to perform. However, the University will not require documentation, such as proof that the dog has been

certified, trained or licensed as a Service Animal.

INFORMAL COMPLAINT PROCEDURE

If a student is comfortable doing so, s/he should speak first about the concerns with his or her faculty member, program director or college dean. In these discussions, a satisfactory resolution may be readily found. An applicant who feels s/he has been discriminated against because of a disability and is uncertain about filing a formal complaint may wish to discuss the question informally with the designated Library and Learning Support Specialist at 312.261.3329. This informal discussion may result in the development of an approach enabling the student or applicant to deal with the situation or the complaint may be taken under formal review.

FORMAL GRIEVANCE PROCEDURE

A student or applicant who decides to file a formal complaint should contact the University Ombudsman, 312.261.3461. If the grievance concerns the actions of the University Ombudsman, contact the Vice Provost Advising and University Registrar at 312.261.3031. All other grievances will be promptly investigated and reviewed by the University Ombudsman. The purpose of the review is to determine if University policy and applicable federal and local law have been followed and, if not, to address the consequences that may have resulted and take appropriate corrective action. Information relevant to the matter may be requested from the involved parties. The University Ombudsman will provide a response notifying the student or applicant of the findings and recommendations.

A student or applicant who uses the complaint procedure must not be retaliated against for doing so. The student or applicant may choose another student, faculty or staff employee to accompany him or her through the procedure. The other student or employee may help to express the complaint. A student or applicant who finds that a complaint is not resolved to his or her satisfaction may appeal to the Director of Student Experience or Vice Provost Advising and University Registrar. The finding and response from either of these officers is the final response for the University. Additionally, a student or applicant who believes that s/he has been harassed or discriminated against because of a disability can file a Charge of Discrimination at their regional U.S. Department of Education Office for Civil Rights. The Illinois regional office is located at 500 W. Madison St., Suite 1475, Chicago, IL, 60661. The Florida regional office is located at 61 Forsyth St. S.W., Suite 19T10, Atlanta, GA 30303.

UNIVERSITY POLICIES AND PROCEDURES

ACCESS TO STUDENT RECORDS

NLU prohibits the release of any personally identifiable information, other than directory information, regarding any of its students without first receiving the consent of the student. Students may examine and enter a statement about the content of their own records. Details are described in the section, The Family Education Rights and Privacy Act of 1974, found in the Undergraduate and Graduate Catalog and at nl.edu/ferpa.

APPEALS FOR REFUND OF TUITION CHARGES

Appeal for Refund of Tuition Charges following Withdrawal	
For information on steps that occur prior to the appeal stage, refer to written policies in the Undergraduate and Graduate Catalog and/or Student Guidebook.	
SITUATION	
Student has withdrawn and wishes to appeal the established University refund policy.	
PROCESS	
If grade appealed is (A, B, C, D, F, N), student must follow Academic Appeals policy procedure.	
Student must submit written request for refund to Director of Advising within 30 business days of withdrawal date as noted in Student Information System.	
Refund Appeal Committee accepts/reviews request and renders decision. Appeals are reviewed during the final week of the month.	
Student accepts decision.	Student is dissatisfied with Refund Appeal Committee decision.
Issue Resolved.	Issue unresolved, student must submit written appeal to Provost of Advising and University Registrar.
	Provost of Advising and University Registrar or designee accepts/reviews request and renders decision.
	Provost of Advising and University Registrar or designee decision is final.

This policy pertains only to a course or courses from which a student withdrew and appeal is being made for a refund beyond the established University refund policy. The tuition refund policy can be found at nl.edu/financialaid/studentaccounts/withdrawalrefundpolicy.

Note that all appeals where a grade (A, B, C, D, F, N) has already been submitted must go through the Academic Appeals policy found in this Guidebook under Academic Policies and Procedures. Appeals Process: Students may submit an appeal for a refund beyond the University refund policy by submitting a request in writing. The appeal must be submitted within 30 calendar days of the withdrawal date noted in the Student Information System (Banner). Appeals for charges for withdrawals of courses older than 30 business days cannot be considered and all charges apply. Appeals should be submitted in writing or via email to Courtney Bondi, Director of Advising at Courtney.Bondi@nl.edu or by fax to 312.261.4031.

The Refund Appeal Committee will meet monthly during the final week of the month. All appeals must be received at least 24 hours in advance of the meeting in order to

be considered. Appeals are limited to exceptions to the refund policy based on a factor related to National Louis University. Appeals may be submitted for extenuating circumstances. In cases where the appeal is based on extenuating circumstances, documentation must be included with the request for appeal.

The Refund Appeal Committee will notify the student via their NLU and personal email address of the outcome within one business day of the meeting. Students dissatisfied with the decision may appeal by submitting their request in writing within 60 calendar days to the Provost of Advising and University Registrar or designee.

CONTACT INFORMATION

Students

Students must register their current mailing address, email address and telephone number. They are also required to keep the University informed of their correct permanent address, if different from their residence during periods of enrollment. Any changes of contact information or name must be reported promptly to the Office of Admissions and Records.

Faculty

The University cannot release faculty members' home phone numbers or addresses to students. Students should contact their instructors at the beginning of each term to determine the most efficient and appropriate way of contacting them.

DAMAGE, LIABILITY, LOSS OR THEFT

The University disclaims responsibility for the loss or damage of personal property in any facility owned or operated by the University or at any University function. Thefts should be reported to Facilities Management.

Students may file official complaints against other individuals suspected of theft or believed to be responsible for damage to property with a University administrator, with the civil authorities or with both. In addition, an Incident Report of the theft should be completed at nl.edu/letusknow.

DEPENDENTS AND VISITORS ON CAMPUS

Dependents, defined as a qualifying child or relative for whom an individual has responsibility for care over and Visitors, defined as any individual brought to campus by a student that is not affiliated with the University are allowed on campus for short periods of time while accompanying adults conduct University business. Dependents/Visitors must remain supervised to prevent disruption to University operations, programs and activities, as well as for the safety of the dependent/visitor. Dependents/Visitors are not allowed in classrooms, including other spaces while classes, lectures or other academic events are in session, as well as community learning spaces (e.g. library, computer labs, study rooms, etc.), except in rare pre-approved instances for which the advance prior consent of the instructor and the college dean is required and notification is provided to the applicable campus facilities manager. Use of University facilities, equipment and resources by dependents/visitors is also not permitted.

The University does not permit students to bring dependents/visitors onto the property who will not be supervised during work or class hours, due to the liability caused for the institution.

Failure to comply with the visitor policy will result in removal from campus and/or disciplinary action for violation of university policy.

On the Chicago campus, any visitor that is over the age of 18 must check in at the front desk and verify their identity by showing a state-issued photo ID and signing into the campus guest log before receiving a visitor's pass. Visitors under 18 who do not have a state-issued photo ID are not required to show an ID but must still check in with the front desk and sign into the campus visitor log to receive their visitor's pass.

IDENTIFICATION CARDS

The NLU Identification card (NLU ID card) is the official University identification and entitles students to admission to the University's buildings, use of its libraries, use of open computer labs, printing and use of other University facilities and services. The card (1) is not transferable, (2) is the property of the University and (3) must be surrendered upon request by a University official.

Students, faculty, and staff are required to carry an NLU ID card when present on one of the campuses, academic centers or at a class function sponsored by the University. Your NLU ID card is also required to gain access into various University campus areas and classrooms, and must be scanned upon entering the Chicago campus.

NLU ID cards may be obtained at the Facilities Management office of each campus, more details on obtaining an ID card can be found in the Student Planner. The fee to replace lost NLU ID cards is \$25.00. ID cards have an expiration date, please allow yourself time to renew your ID card annually based on the date printed on your card. Failure to renew your ID card could result in revoked on campus printing privileges or delayed access to the building(s).

Individuals must meet one of the following criteria to be eligible for an NLU Student ID card:

- The student is registered for a class in one of the four terms in the current academic year.
- The student currently has an I-Grade in place (Incomplete Grade).
- The student attended NLU in the past and does not have a restriction (including but not limited to financial, student conduct) on their student record.

HEALTH AND IMMUNIZATION

It is the policy of NLU to follow the Center for Disease Control and Prevention guidelines. The Illinois and Florida Departments of Public Health have requirements for reporting the occurrence of infectious diseases. A listing of diseases, how to report an incident, and the timelines during which they are required to be reported can be found here:

Illinois Department of Public Health

www.dph.illinois.gov/topics-services/diseases-and-conditions/infectious-diseases/infectious-disease-reporting

Florida Department of Public Health

www.floridahealth.gov/diseases-and-conditions/disease-reporting-and-management/index.html

In the case that an infectious disease occurs for one of our students, the Behavioral Intervention Team (BIT) will assess the situation and create a plan of action for managing the incident and reporting to appropriate authorities. Confidentiality will be maintained as much as possible in reporting and sharing information with the campus population. Illinois law mandates the following information be reported to the Illinois Department of Public Health:

- the disease or condition being reported
- patient's name, date of birth, age, sex, race, ethnicity address and phone number
- physician's name, address and phone number
- significant lab results, if available

The BIT will seek to respect the confidentiality of any individuals involved and will determine if anyone has a “need to know” before sharing out information. Individuals that may be considered for “need to know” are listed below:

- Director of Student Experience (BIT Chair)
- Vice Provost
- Appropriate Academic Official (Dean, Program Director or Faculty)
- University Legal Representation
- Facilities Personnel

Tuberculosis and Background Checks

All School of Education students are required to read the “Guidelines for Tuberculosis (TB) Clearance and Background Checks for School of Education Students.”

Clinical Practice

Illinois State law requires that all student teachers have a current tuberculosis (TB) test for student teaching. Candidates will be required to obtain and submit an updated TB clearance after applying for Clinical Practice, if a TB clearance has not been administered within 1 year of the first Clinical Practice experience. Keep in mind that each site/school may have slightly different requirements for student teachers and may require a more recent TB test. Student teachers should discuss this with the site/school as soon as possible in the placement process.

Field Experience

Each site/school may have slightly different requirements for classroom observers/volunteers regarding proof of immunizations, TB clearance, and background checks. It is important to discuss this with the site/school early in the placement process. Specifically, students should ensure that they: > Understand the site’s/school’s rules for what an observer/volunteer is required to provide regarding proof of immunization, TB clearance, and background checks

- Have records to prove immunization to the diseases the site/school requires
- Have proof of immunization and TB clearance records that show the correct type(s) of immunization for each disease required
- Have up-to-date TB clearance (some sites/schools require clearance within the past year, others require clearance within the past 6 months)
- Have the required background check

Student Allergies Students must alert the college regarding any food allergies. It is recommended that the student utilize the Americans with Disabilities Act portion of the Academic Advising services. Depending on the severity, Kendall may not be able to accommodate the student for all coursework that interferes with the allergy.

STUDENT INSURANCE

Mandatory Health Insurance Policy

National Louis University is committed to the health and welfare of all its students and, consequently, all students in the following programs are required to obtain health insurance:

- Any student enrolled in an academic program in the Kendall College of Culinary and Hospitality at National Louis University taking 6 or more quarter hours
- Any student living in university housing

Students are automatically included in this insurance plan and the premium for coverage is added to the tuition billing unless proof of comparable coverage is furnished prior to the waiver deadline. Students who have their own health insurance and wish to opt out must complete a Student Health Insurance Waiver Statement by the established deadlines.

Insurance details and rates are located on the National Louis University website at www.nl.edu. Students that do not meet the criteria above are not eligible to obtain the student health insurance.

The deadline to waive out of this plan is September 30, 2018. For students beginning their studies in the Winter, the deadline is January 3, 2019. For students beginning their studies in the Spring, the deadline is April 5, 2019. No exceptions will be made to the waiver deadline.

Waivers will be reviewed by the Office of Student Experience upon receipt and students will be notified of the decision within five business days. In order for the waiver to be accepted, the Student Health Insurance Waiver Statement must be completed in its entirety. Submit waivers to studentexperience@nl.edu.

INSPECTION, SEARCH AND SEIZURE

National Louis University reserves the right to routinely inspect student property on campus or in residence hall facilities for the purpose of maintaining compliance with regulations and standards described in the Undergraduate and Graduate Catalog and the Student Guidebook.

In general, personal property while it is on campus, in student rooms, in locked drawers and in lockers, is considered the student's private domain; however, when there is reasonable cause to believe that the student is violating University policy, local, state or federal regulations or laws, these areas may also be subject to the right of inspection.

Procedure

When there is cause to believe that such a violation has occurred or is about to occur, University staff members will use any reasonable means to terminate the violation or render the situation harmless. Whenever possible, the University staff members shall request assistance of one or more additional staff. The University staff members will request entrance or access to the property. The staff members will attempt to persuade the student to surrender whatever evidence pertains to the violation. Upon refusal by the student to cooperate with the inspection, the room, locker or other property will be locked or otherwise secured until such time as two or more members of University authorized staff can assist. All materials that violate University policies, local, state or federal laws will be seized and, at the discretion of the senior student services office, the proper authorities will be notified.

INTELLECTUAL PROPERTY

National Louis University is committed to protecting the intellectual property of its faculty, staff and students. A full policy regarding intellectual property can be found at www.nl.edu/studentrightsandinformation.

NLU STUDENT EMAIL ACCOUNT AND COMMUNICATION

NLU's educational goals include assuring that all students have the skills essential in today's and tomorrow's electronic workplace. NLU also believes that electronic communications provide faster and more effective interactive communications than paper mail. For these reasons, NLU provides email accounts to all full-time and part-time students as soon as they register for a class. Once a student account is established, NLU will send official communications to each student via the student's NLU student email account. Messages sent to this account will not be duplicated via paper mailings. It is the student's responsibility to monitor the student's NLU student email on a regular basis. Failure to meet a deadline because a student did not read the student's email in time will not be considered an extenuating circumstance. Students may access the NLU email from any computer with an internet connection. Internet access is available at NLU campuses and public libraries. Individuals with documented disabilities that prevent them from using a computer may request accommodation through NLU's Library and Learning Support at ada@nl.edu or 312.261.3329. Other individuals who prefer paper

communications may obtain them by completing a request form and paying a fee. Forms are available on each campus. Use of the Student Email system is governed by the Acceptable Use of Information Systems policy, found in this Guidebook under Standards of Student Conduct.

For assistance with student email, contact the Help Desk at 866.813.1177 or visit the NLU website at nl.edu.

SALES AND SOLICITING

Salespersons and solicitors are not permitted to operate within campus facilities without the approval of the campus Facilities Management. Students and student organizations may conduct fundraising drives with prior permission from the Office of Student Experience or the appropriate University representative. Charitable fundraising for outside organizations is not permitted without the approval of the Office of Student Experience. The sponsoring department is responsible for obtaining all necessary site reservations and documentation through Facilities Management.

Temporary access to University properties by off-campus vendors and commercial entities is permitted to the extent that the activity becomes a complementary part of the total services and programs offered to NLU students, and is approved by the Office of Student Experience. Off-campus vendors and commercial entities may be sponsored by campus departments for special events where vendor sales are complementary to and an integral part of an overall program or service, and must not conflict with the resources, merchandise or mission of the institution.

SEX OFFENDER REGISTRATION

National Louis University considers the protection of our community to be a matter of significant importance and intends to keep the community informed about sex offenders.

The Victims of Trafficking and Violence Prevention Act of 2000 requires colleges and universities to inform students and employees about how to learn the identity of registered sex offenders on or near campus. This protocol is updated to comply with the Campus Sex Crimes Prevention Act, which took effect in October 2002.

Sex Offender Searches

Sex offender information is compiled and maintained by each state. NLU campuses in:

Illinois

The Illinois State Police maintains a website that allows searching their sex offender database online by city, county, or zip code. This database can be found at www.isp.state.il.us/sor.

The NLU Illinois campuses are located in the following jurisdictions:

Chicago	Cook County, zip code 60603
Elgin	Kane County, zip code 60123
Goose Island	Cook County, zip code 60642
Lisle	DuPage County, zip code 60532
North Shore	Cook County, zip code 60077
Wheeling	Cook County, zip code 60090

Florida

- The Florida Department of Law Enforcement maintains a website that allows searching their sex offender database online by offender name, address/zip code, University (to see offenders enrolled or employed at), or email address. This database can be found at <https://offender.fdle.state.fl.us/offender/Search.jsp>.

- The NLU Florida Regional Center is located at 5110 Eisenhower Boulevard, Suite 102, Tampa, FL 33633.

National Louis University will also maintain records of all sex offender students, employees and faculty members registered with the University. This information will be available for review by any person requesting information on registered sex offenders enrolled at or employed by the University.

Sex Offender Registration

Pursuant to the Campus Sex Crimes Prevention Act, individuals are required to register as a sex offender with law enforcement agencies in the jurisdiction where their residence is located and in the jurisdiction where the college or university they attend is located, as well as registering with the college or university. Students who fail to register their status as a sex offender will face Student Conduct action for falsifying University records. Employees who fail to register their status as a sex offender will face employment action through the Office of Human Resources. The University may also contact local law enforcement authorities and offenders may face arrest.

If you are a student: You must, within three (3) business days of registration at NLU, notify in person the law enforcement agency of jurisdiction in which you reside and the law enforcement agency of jurisdiction where you are enrolled at NLU. You must also register with the NLU Student Conduct Officer by completing and submitting the form at nl.edu/sorf within the three (3) business day period. You will be contacted for follow up once your form is received.

If you are an employee: You must, within three (3) business days of the first day of employment at NLU, notify in person the law enforcement agency of jurisdiction in which you reside and the law enforcement agency of jurisdiction where you are employed at NLU. You must also register with the NLU Office of Human Resources by completing and submitting the form at nl.edu/sorf within the three (3) business day period. You will be contacted for follow up once your form is received.

If you are already enrolled at/employed by NLU at the time you become required to register as a sex offender, you must, within three (3) business days of the registration requirement, notify in person the law enforcement agency of jurisdiction in which you reside and the law enforcement agency of jurisdiction where you are enrolled at/are employed by NLU. **You must also register with NLU by completing and submitting the form at nl.edu/sorf within the three (3) business day period.** You will be contacted for follow up once your form is received.

You must, within three (3) business days of changing your enrollment status/employment at NLU (commencement, termination, etc.) notify in person the law enforcement agency of jurisdiction in which you reside and the law enforcement agency of jurisdiction where you are enrolled at/are employed by NLU. **You must also update your registration with NLU by completing and submitting the form at nl.edu/sorf within the three (3) business day period.** You will be contacted for follow up once your form is received.

You must renew your registration annually in person with the law enforcement agency of jurisdiction in which you reside and the law enforcement agency of jurisdiction where you are enrolled at/are employed by NLU. **You must also renew your registration with NLU by completing and submitting the form at nl.edu/sorf within the three (3) business day period.** You will be contacted for follow up once your form is received. This renewal form should be submitted within one year from the date of your most recent registration and should be repeated annually until you complete your registration requirement

STUDENTS DEPLOYED UNDER MILITARY ORDERS

National Louis University is in full compliance with the Higher Education Relief Opportunities For Students (HEROES) Act of 2003 (Public Law 108-76). The HEROES Act of 2003 is intended to ensure that service members who are receiving Federal student aid are not adversely affected because of their military status and to minimize the administrative burden placed on such individuals.

Prior to deployment, students are encouraged to meet with an academic advisor and staff from the Registrar and Office of Student Finance to discuss their academic and financial standing.

Options for Students Deployed Under Military Orders

A student, or the spouse of a member if the member has a dependent child, who is deployed under military orders as an active duty military member or by the national guard or reserve forces of the United States and who is ordered to duty has the following options:

1. Withdraw from the student's entire registration and receive a full refund of tuition and mandatory fees.
2. Make arrangements with the student's instructors for course grades, or for incompletes that shall be completed by the student at a later date. If such arrangements are made, the student's registration shall remain intact and tuition and mandatory fees shall be assessed for the courses in full.
3. Make arrangements with only some of the student's instructors for grades, or for incompletes that shall be completed by the student at a later date. If such arrangements are made, the registration for those courses shall remain intact and tuition and mandatory fees shall be assessed for those courses. Any course for which arrangements cannot be made for grades or incompletes shall be considered dropped and the tuition and mandatory fees for the course refunded.

Policy regarding tuition and "I" in-progress grades for students deployed under military orders

1. Tuition for all in-class (residence) courses will be locked in at the rate students were receiving at the time of their deployment for a period of 3 years after their date of withdrawal.
2. Students who have "I" in-progress grades at the time of their deployment will have in-progress grades converted to "IE" which are in-progress extended grades. These "IE" grades denote "I" grades extended beyond the time normally allowed for completion. Grades of "IE" will not lapse to a failing grade. Current policy mandates that grades of "I" which are not removed at the conclusion of one calendar year beyond the day of the assigned "I" will automatically be lapsed into a "U" for undergraduate students and "N" for graduate students.

Procedures for processing withdrawal requests for students deployed under military orders

1. Students will be required to submit a letter to the Academic Advising Center at advising@nl.edu indicating their intent to withdraw from their program along with orders confirming deployment. This should be done prior to the time of deployment.
2. Once the letter of withdrawal and orders have been confirmed, the Academic Advising Center will drop the student from the program and remove them from the course(s) in which they are presently registered and any future courses.

Process for reinstatement of students deployed under military orders

In full compliance with the US Department of Education's Readmission Requirements for Service Members (eCFR §668.18), National Louis University does

not deny readmission to a person who is a member of, applies to be a member of, performs, has performed, applies to perform, or has an obligation to perform, service in the uniformed services on the basis of that membership, application for membership, performance of service, application for service, or obligation to perform service.

NLU will promptly readmit to the institution an individual as described above with the same academic status as the student had when the student last attended the institution or was last admitted to the institution, but did not begin attendance because of that membership, application for membership, performance of service, application for service, or obligation to perform service.

1. Prior to reinstatement, students will be required to meet with an academic advisor and staff from the Registrar and Office of Student Finance.
2. If degree programs change prior to the date students are reinstated, additional coursework may be necessary to meet the new requirements of the degree program. If students were in programs that may no longer be offered by the University, degree-completion options and guidance on a case-by-case basis will be provided. Academic advisors will discuss any changes and options during the reinstatement process.
3. Students who have "I" in-progress grades converted to "IE" which are in-progress extended grades will be required to complete all work and receive a grade prior to being reinstated into the program.
4. Outstanding tuition must be paid in full before students can be reinstated into their program.

STUDENT RIGHT TO KNOW AND CAMPUS SECURITY ACT

Overview

A federal law went into effect in 1990 entitled the Student Right to Know and Campus Security Act, Title II, Public Law 1012-542. Under the provisions of Title II of the act, known as the Campus Crime Awareness and Campus Security Act of 1990, colleges and universities are required to publish and distribute information on campus security policies and procedures and campus crime statistics.

Policy

NLU seeks to position and maintain its facilities in convenient, safe locations. This is a prime consideration the University considers when leasing and purchasing space. In addition, policies and safety procedures are established to ensure that the possibility of criminal offense is diminished and public safety is enhanced.

The University has an Emergency Response Team, which is charged with the regular review of and adjustment to all policies and practices related to public safety and security, including student and employee publications of related material. The Undergraduate and Graduate Catalog, Student Guidebook and Student Planner contain information and policies for students of the University.

Compliance

In addition to publishing and providing access to campus security policies and procedures as indicated in the above policy, and in compliance with this federal requirement, National Louis University annually collects information regarding any criminal offenses that have occurred at all University locations. The University publishes these campus crime statistics along with related information on campus security policies and procedures.

For specific information or clarification on campus security policies or procedures, contact the University Ombudsman.

Incident Reporting

If anyone should know of or see a violation of University policy, local, state or federal law taking place, an Incident Report must be completed at nl.edu/letusknow. Additionally, incidents involving criminal offenses should be reported to the local police as well as to Facilities Management.

SUBMISSION OF FRAUDULENT, INCORRECT OR MISLEADING INFORMATION PERTAINING TO STUDENT ADMISSION

It is expected by the University that all information which is material to the admissions process be accurate and true to the best of the student's or prospective student's knowledge. Any individual found to have submitted fraudulent, incorrect, plagiarized or misleading information is subject to denial of admission to or dismissal from the University.

If a University faculty or staff member discovers that this policy has been violated by an applicant for admission, that applicant shall be denied admission by the Director of Admissions.

Any University faculty or staff member who discovers that this policy has been violated by a currently enrolled student shall bring the matter to the attention of the Senior Academic Officer. The student shall be presented with the evidence. In situations where the student does not assume Responsibility for the violation, the case is handled within the Student Conduct Process.

UNIVERSITY INITIATED ADMINISTRATIVE WITHDRAWALS

Administrative withdrawals with no academic or financial penalty

Students may be administratively withdrawn with no mark on their academic record and no financial charges in cases including but not limited to:

1. Academic suspension through SAP or SAR.
2. Academic suspension from a department or failure to meet academic requirements.
3. Failure to meet a pre-requisite requirement.

Administrative withdrawals with academic record and financial obligation

Students may be administratively withdrawn with a grade on their record and financial obligation for tuition and fees based on University processes governing withdrawal (nl.edu/financialaid/studentaccounts/withdrawalrefundpolicy) in cases including, but not limited to:

1. Suspension for a violation of University policies.
2. Removal from a student teaching or internship experience.
3. Resignation from a partnership program that requires withdrawal from NLU.

Students may appeal decisions on refunds through the Appeals for Refund of Tuition Charges policy found in this Guidebook under University Policies and Procedures.

WHISTLEBLOWER (DISCLOSURE OF WRONGFUL CONDUCT)

The Whistleblower Policy protects employees, faculty and students from reprisal if they make good faith disclosures of University-related misconduct.

All employees, students and faculty are encouraged to report any University-related misconduct, including, but not limited to bribery, theft of NLU property, fraud, discrimination, unlawful harassment, violation of NLU policies and other misconduct. Reports can be made at WhistleblowerAct3820@nl.edu or the WhistleBlower Hotline at 312.261.3820. Faculty and staff are also encouraged to report University-related misconduct to their immediate supervisor; if they are

reluctant to report the misconduct to their supervisor, they can raise the issue with the department chair, dean or the Office of Human Resources. Students may report misconduct to the department head, Director of Student Experience, the University Ombudsman or the Office of Human Resources.

The University will promptly investigate reports of misconduct and take appropriate action. Faculty, staff and students who report University-related misconduct are protected under the policy against any retaliation for having made a good faith report of any misconduct.

Whistleblower Hotline: 312.261.3820

Definitions

1. "Good Faith Disclosure" means disclosure of University-related misconduct made with a belief in the truth of the disclosure, which a reasonable person in the whistleblower's position could hold based upon the facts. A disclosure is not in good faith if made with reckless disregard for or willful ignorance of facts that would disprove the disclosure.
2. "University-related misconduct" or "misconduct" includes any activity by an NLU department or by an employee that is undertaken in the performance of the employee's official duties, whether or not such action is within the scope of the individual's employment, and that is in violation of any state or federal law or regulation or NLU regulation or policy, including but not limited to corruption, bribery, theft of NLU property, fraudulent claims, fraud, coercion, conversation, discrimination, sexual or other unlawful harassment, civil rights violations, misuse of NLU property and facilities or willful failure to perform one's job duties.
3. "Whistleblowing" means good faith reporting of real or perceived University-related misconduct.
4. "Whistleblower" means any student, staff or faculty who in good faith reports real or perceived University-related misconduct.
5. "Retaliation" means any adverse action or credible threat of any adverse action taken by NLU or member thereof, in response to a whistleblower's good faith disclosure of University-related misconduct. It does not include NLU's decision to investigate a good faith disclosure of University-related misconduct.

Policy

NLU relies on its faculty, staff and students to perform their duties and responsibilities in accordance with NLU's policies and procedures. NLU provides various mechanisms to assist and encourage faculty, staff and students to come forward in good faith with reports or concerns about University-related misconduct. Faculty, staff and students may report suspected University-related misconduct without fear of reprisal or retaliation.

Guidelines

Faculty, staff and students should follow all NLU policies and procedures in carrying out his/her duties and responsibilities for NLU.

Faculty, staff and students who have a question about the propriety of any practice under NLU policies and procedures should seek guidance from his/her supervisor or an NLU official who has responsibility for overseeing compliance with the particular policy or procedure.

Faculty, staff or students who become aware of a potential or actual material violation of NLU policies or procedures should report such potential or actual conduct, regardless of whether faculty, staff or student is involved in the matter.

Faculty, staff or students may request that such a report be handled as confidentially as possible under the circumstances, and NLU will endeavor to handle all such reports with discretion and with due regard for the privacy of the reporting employee.

Faculty, staff or students may make anonymous reports, with the understanding that any investigation may be hampered due to the inability to identify the whistleblower in order to obtain a full and complete account of relevant and necessary facts from the faculty member, staff or student or to ask additional questions or seek clarification as any investigation proceeds.

Faculty, staff or students who come forward in good faith with reports or concerns about University-related misconduct shall not be subject to reprisal or retaliation for making such a report. Any faculty member, staff member or student who believes that s/he is being retaliated against for making such a report should immediately report the retaliation.

This policy does not apply to reports of concern over how a faculty or staff member is performing his/her job duties where the conduct in question does not rise to the level of University-related misconduct. Faculty, staff or students who are concerned about the conduct of a University faculty or staff member which does not rise to the level of University-related misconduct (e.g., concern about the style or manner in which the faculty or staff member is performing his/her job duties) are encouraged to discuss these concerns with the person whose conduct is the subject of concern. If a student, faculty or staff member does not feel comfortable talking directly with the student, faculty or staff member whose conduct is the subject of concern, the concerned party is encouraged to talk with the University Ombudsman or Office of Human Resources.

Students

Students are encouraged to report misconduct at nl.edu/letusknow, to a Department Head, the Director of Student Experience or University Ombudsman.

If a faculty member, staff member or student is concerned about reporting misconduct using the procedure described above, the individual may use the local Whistleblower Hotline — 312.261.3820. The person may also call the Office of Human Resources 847.947.5275. NLU will endeavor to keep the whistleblower's identity confidential to the extent possible within the limitations of law and policy and the need to conduct a competent investigation.

If any member of NLU's faculty, staff, board of directors or other NLU official receives a complaint about University-related misconduct, that individual should encourage the complaining individual to report the complaint. If the complaining individual does not want to put the complaint in writing, then the person to whom the report is made should document the oral report with a written summary. Once the complaint is documented, it should be forwarded to the Office of Human Resources for immediate investigation.

Anti-Retaliation

No members of the NLU community shall engage in retaliation in response to the reporting of University-related misconduct or to the filing of a complaint. Any student who believes that s/he has been the victim of retaliation for reporting an incident or cooperating in an investigation should immediately contact the Office of Student Experience at 888.658.8632 x3568.

Actions are considered retaliatory if they are in response to a good faith disclosure of real or perceived University-related misconduct and the actions have a materially adverse effect on the working or academic conditions of the whistleblower or if the whistleblower, as a result of the actions, can no longer effectively carry out his or her NLU responsibilities.

NLU will make every reasonable effort to stop retaliation immediately, to conduct a complete and thorough investigation of alleged acts of retaliation in a timely manner, to provide remedies to victims of retaliation and to sanction the perpetrators of retaliation as appropriate.

The act of good faith disclosure of University-related misconduct shall not be used to make any decision to the whistleblower's detriment or to subject the whistleblower to adverse conditions that create a hostile working or learning environment.

To encourage and protect whistleblowers, it is NLU's policy that no reference to the good faith disclosure of University-related misconduct shall be made in personnel files, letters of recommendation, performance appraisals or any other permanent evaluative documents without the concurrence of the whistleblower.

Reports of any University-related misconduct that are not made in good faith are not protected under this policy. Those who make false reports in bad faith will be disciplined as appropriate through regular NLU procedures.

ACADEMIC POLICIES AND PROCEDURES

ACADEMIC APPEALS

Fairness of academic decisions shall be ensured by permitting a student to appeal an academic decision for any of the following reasons:

1. The criteria and procedures for the decision were not published.
2. The published criteria and procedures were not consistent with college, school, division, department or program policy and procedures or violate a student's rights.
3. The published criteria and procedures were not followed in making the decision. This includes factual and calculation errors or major errors in judgment.
4. The decision was substantially influenced by factors other than published criteria.

Admission and re-admission decisions are specifically excluded from the Academic Appeals policy. The decision to deny admission cannot be appealed.

Introduction

A variety of academic decisions and judgments are essential to the orderly operation of an educational institution. Awarding transfer credit, course grades, admission to a specific program and certification for graduation are examples of academic decisions that affect an individual student enrolled in the University.

Students have a right to expect that these important decisions will be made fairly by application of published policies and procedures. Individual students are entitled to a reasonable and timely review of academic decisions. At the same time, the collective good of the academic community requires the establishment and consistent application of policies, procedures and standards. University faculty and staff also have a right to expect reasonable freedom to exercise collective and individual professional judgment within their recognized areas of expertise. This policy has been developed to ensure fairness to all parties involved in such academic decisions.

This policy is limited to the review of academic decisions that are based on the application of established policies, procedures or standards. It does not establish any individual rights to review established policies, procedures or standards or limit any existing rights to individually or collectively petition individuals or groups responsible for University policy.

Policy Definitions and Concepts: Reasonable and Customary Academic Judgment

Faculty and academic administrators are said to be exercising "reasonable and customary judgment" when they are faithfully following published criteria and procedures. Reasonable and customary judgments also include those academic decisions made within a faculty member's recognized areas of expertise.

When an academic administrator decides at Step II of this policy, that a faculty member's decision was "reasonable and customary," and thus not qualifying for appeal, the student will be so advised. A student may appeal the administrator's decision by complying with Step III of this policy. The faculty governance units at that level may sustain the Step II decision or ask the administrator to review the initial appeal.

Academic Policies and Procedures

The Undergraduate and Graduate Catalog is the primary source of published academic and admissions standards. Additionally, institutional and college generated student guides and handbooks, program/course guides (which students have access to) and faculty generated course syllabi are also sources of documented

academic standards. Verifiable, in-class verbal instructions relative to grading criteria/assignments may be considered in an appeals process; however, faculty are cautioned that primary consideration will be given to documented instructions and that decisions influenced by other than published criteria are subject to review in accordance with this policy.

A policy or procedure may not be appealed; only appeals based on academic decisions under a policy and procedure may be heard. This does not prevent students from petitioning for reform of academic policies and procedures outside of the academic appeals process. In such cases, the student should be directed to the individual or academic unit responsible for developing the decision in question.

An Academic Unit

For this policy, an academic unit is defined as a division, department, program or other subdivision of a college.

Academic Administrators

Academic administrators include the Senior Academic Officer (Provost and Vice Provost for Academic Programs and Faculty Development), the college deans and the individual college department heads, program director or administrator designated by the college deans, all of whom are responsible for academic decision makers (other administrators [registrar, admissions, etc.], faculty and staff) who administer the faculty generated admissions standards and academic standards. At the college department/program level, the administrator must have responsibility for the curriculum/program in which the student (appellant) was enrolled at the time of the academic decision under appeal; this academic administrator will attempt to resolve contested academic decisions at Step II of the appeals process.

Academic Decisions

An academic decision is a decision made by a faculty member, a faculty admissions team, a faculty governance unit, an academic administrator (as defined above) or by an academic staff agency staff member (i.e. registrar, admissions, assessment) acting in accordance with academic policies and procedures.

Discriminatory Practices

In order for an academic decision to be appealed on discriminatory grounds, the student must contend in writing that the decision was influenced by factor(s) that relate to any of the parties involved being a member of a protected class. Protected classes are defined in federal and state laws and regulations or in University policies.

For more information about protected classes, please go to eeoc.gov/laws/types.

Procedure

Step 1. Informal Review by the Individual Responsible for the Decision

Students must initiate the appeal process within 15 business days following formal (documented) notification of the decision by contacting the individual responsible for the decision (e.g., the instructor who assigned a grade or the administrator who informed the person of the decision) to attempt informal resolution of the disagreement. The student may also consult with an academic advisor, program director, department chair or student services professional to obtain informal assistance. Such consultation does not initiate the appeal process.

When a student requests that an academic decision covered by this policy be reviewed, the individual responsible for the decision is required to:

1. Attempt informal resolution of the disagreement.
2. Identify for the student the department head or administrator responsible for

Grade Appeal for Completed Courses (Academic Appeal policy)

For information on steps that occur prior to the appeal stage, refer to written policies in the Undergraduate and Graduate Catalog and/or Student Guidebook.

SITUATION

Student is dissatisfied with course final grade.

PROCESS

Student must contact course instructor to request informal resolution within 15 business days of grade notification.

Step 1: Course instructor informally reviews final grade within 10 business days of original appeal date.

Step 1: Course instructor unavailable/unresponsive for 5 business days following student appeal date; unit administrator initiates Step II.

Step 1: Course instructor accepts decision.

Student is dissatisfied with course instructor's decision.

Issue resolved.

Issue unresolved, student must appeal to College Academic Unit within 20 business days of original appeal date.

Step 2: College Academic Unit reviews grade, renders decision within 30 business days of original appeal date.

Student accepts decision.

Student is dissatisfied with College Academic Unit decision.

Issue resolved.

Issue unresolved, student must appeal to College Appeals Unit within 40 business days of original appeal date.

Step 3: College Appeals Unit reviews grade, renders decision within 50 business days of original appeal date.

Student is dissatisfied with College Appeals Unit decision.

Student accepts decision.

Issue unresolved, student must appeal to University Level (Office of Provost) within 60 business days of original appeal date.

Issue resolved.

Step 4: Office of Provost reviews appeal within 70 business days of original appeal date. Office of Provost may convene hearing committee within 75 business days of original appeal date; hearing committee would render decision within 85 business days of original appeal date.

After being notified of the Office of Provost's decision, either party may appeal to Office of Provost for final administrative review within 90 business days of original appeal date.

Office of Provost decision is final (and rendered within 100 days of date of original appeal).

the academic unit involved in the appeal. An academic unit is defined as a division, department, program or other subdivision of a college.

3. Inform the student about the academic appeal process including any review procedures/options that exist within the academic unit.
4. Document in writing the initiation of the review process and the terms of any agreement reached. Agreements reached during the informal review process are not to be placed in the official University record of either party, but shall be retained in the administrative files of the department or program. Both individuals shall retain a signed copy of the agreement.

The instructor who assigned the grade or administrator who informed student of the decision should resolve this matter within 10 business days of the date of original appeal.

If the individual responsible for the decision is unavailable or unresponsive within 5 business days of the date of original appeal, the administrator responsible for the unit shall initiate Step II.

Step II. College Academic Unit Level Review

If a reasonable effort by the student and the individual who made the contested decision does not result in informal resolution of the complaint, the student may submit a written request for review to the responsible academic unit department head or administrator within 10 business days of the Step I decision. The request for review must state:

1. The decision that is being appealed.
2. The name(s) of the individual(s) responsible for the decision.
3. The date of notification.
4. The basis for appeal in relation to the criteria stated above.

The department head or administrator responsible for the unit shall review the written appeal and:

1. Determine that the appeal is within the scope of this process.
2. Meet informally with the student and others involved in the decision to identify possible solutions and promote informal resolution.
3. Serve as a mediator as part of the unit's informal review process.
4. Or, determine that further informal review by the unit is not likely to resolve the disagreement and refer the appeal to the college unit responsible for hearing student appeals.

The department head may authorize implementation of any informal agreement that is reached with the individual (Step I) or decide the appeal on its merits.

When deciding an appeal on its merits, there is an expectation that academic administrators at the college department or program level will review and make decisions regarding student appeals of faculty and staff decisions within their departments. Appeals that may require exceptions to customary practice (i.e., situations that are unique or uncommon) must be forwarded to Step III for review by the appropriate faculty governance unit.

If an agreement is not reached within the academic unit, the academic unit administrator will refer the appeal to the college governance unit responsible for hearing student appeals within 30 business days of the date of original appeal.

Step III. Appeals Unit Review

If a reasonable effort by the student and the department head or administrator does not result in a resolution of the complaint, the student may submit a written request for review to the college governance unit responsible for hearing student appeals within 10 business days of the date of the Step II decision.

The college governance units are:

1. National College of Education — Academic Policies Committee
2. College of Professional Studies and Advancement — Committee on Admissions and Academic Standards
3. Pathways Professional Program — Student Academic Conduct and Performance Committee
4. Library and Learning Support — Library Curriculum Council

There is an expectation that the faculty governance unit will review and make determinations regarding student appeals of academic administrators, faculty, and staff decisions within their college within 10 business days following receipt of the written appeal.

Each college governance unit may develop a specific process (procedure) for implementing its decision making process.

The appellant will have the right and option to go on to Step IV — University Level Review, when dissatisfied with a Step III decision.

Step IV. University Level Review

If a student is not satisfied with the resolution/remedy of the complaint as determined at the college level, the student may submit a formal written appeal to the Senior Academic Officer or designee within 10 business days from the date of the Step III decision. The formal written appeal must include:

1. The decision that is being appealed.
2. The name(s) of the individual(s) responsible for the decision.
3. The date of notification.
4. The basis for the appeal in relation to the criteria stated above.
5. A summary of the evidence supporting the claim, including written documents and the names of individuals who have first-hand information relating to the appeal.
6. A summary of attempts to reach formal/informal resolution under Steps I, II and III.
7. Any proposed settlements that were rejected by either party.

The Senior Academic Officer shall, within 10 business days following receipt of the written appeal, review the document to determine if:

1. The student has made a reasonable attempt at resolution at the college level following published procedures and timelines (the appeal may be remanded to the college if warranted); and
2. There is reasonable preliminary evidence that the appeal is based on one (or more) of the reasons stated in the introduction to this policy.

If these conditions are met, the Senior Academic Officer may sustain, mitigate or reverse the action/remedy taken at the college level, or submit the appeal to a formal hearing. The Senior Academic Officer and/or the appointed hearing committee will not reverse a decision of a college faculty governance unit without consulting with that unit and considering the rationale for the college level decision. In the event of a formal hearing, the Senior Academic Officer will:

1. Forward a copy of the petition to the individual whose decision is being appealed.
2. Appoint a hearing officer to conduct a formal hearing. The hearing officer shall be a full-time employee of the institution with appropriate experience in the type of decision under review, but not directly involved in the specific decision.
3. Request that the chair of the faculty senate (or in his/her absence the chair-elect) appoint two faculty members who were not directly involved in the original decision to serve with the hearing officer as members of the hearing committee.
4. The hearing committee procedures are as follows:
 - a) Within 5 business days following appointment, the hearing officer shall schedule a hearing and notify the involved parties of the procedures to be followed.
 - b) The hearing officer shall make a good faith effort to schedule the hearing at a time and place that is mutually agreeable to all persons involved.
 - c) The members of the hearing committee shall determine the number of meetings, as it deems necessary.
 - d) Any and all written materials which a party wishes to submit to the hearing committee shall be submitted at least three (3) business days prior to the first hearing date. Any additional materials will be accepted at the discretion of the hearing committee. Within three (3) business days prior to the first hearing date, each party shall also provide the hearing committee with a list of anticipated witnesses.
 - e) Each party may be accompanied at the hearing by an advocate of his/her choice. Within three (3) business days prior to the hearing, each party shall provide the hearing committee with the name and relationship of any such advocate.
 - f) No verbatim transcript or tape recording will be made of the hearing or the hearing committee's deliberations.
 - g) The hearing committee may deliberate in closed session at any time in its discretion.
 - h) Should the hearing committee independently gather any documents, witness statements or depositions, the parties shall be informed that the committee has done so, and the parties shall be allowed to review and comment on the same before the hearing committee concludes its deliberations.
 - i) The parties shall respond to any request of the hearing committee within three (3) business days. The hearing committee may extend the response period upon the request of a party for good cause shown.
 - j) The hearing officer shall preside over the hearing. No formal rules of evidence or parliamentary rules shall apply. All persons concerned shall strive to conduct themselves in a spirit of collegiality.
 - k) After the evidence has been presented, the hearing committee shall deliberate in private and determine by majority vote if the original decision should be sustained or overturned, and if overturned or mitigated, what remedy should be recommended.
 - l) The hearing committee shall make a good faith effort to provide a final written report within 10 business days of the first hearing date. The recommendation of the hearing committee shall be forwarded to the Senior Academic Officer for review/implementation.

5. Within 5 business days following notification of the decision of the hearing committee, either party may appeal to the Senior Academic Officer for final administrative review. The Senior Academic Officer will render a final decision within 10 business days. The involved parties shall be informed in writing of the final decision.

ACADEMIC HONESTY

National Louis University subscribes to the principle that academic quality and a productive learning environment are inextricably linked to academic honesty.

Like other colleges and universities, National Louis University has expectations regarding academic honesty on the part of students, faculty and staff, and, indeed, professional people at all levels of academic activity.

With respect to the academic honesty of students, it is expected that all material submitted as part of any class exercise, in or out of class, is the actual work of the student whose name appears on the material or is properly documented otherwise. The concept of academic honesty includes plagiarism as well as receiving and/or giving improper assistance and other forms of cheating on coursework. Students found to have engaged in academic dishonesty are subject to disciplinary action and may be dismissed from the University.

Faculty has the right to analyze and evaluate students' coursework. Students may be asked to submit their papers electronically to a third party plagiarism detection service. Students who are asked to submit their papers and refuse must provide proof for every cited work comprising the cover page and first cited page for each source listed in the bibliography.

When evidence of academic dishonesty is discovered, an established procedure (see below) of resolution will be activated to bring the matter to closure.

Procedure for Handling Incidents of Academic Dishonesty

1. A faculty member (or other University employee) who has reason to believe that a student has violated the University's Academic Honesty policy has an unequivocal obligation to confront the student for an explanation and resolution.
2. The faculty member (or other University employee) shall arrange a private meeting (online, by telephone or in person) within fourteen (14) business days of the occurrence of the alleged incident of academic dishonesty or within fourteen (14) business days of the date s/he learned of the incident to: (1) explain the allegation(s) of violation of the Academic Honesty policy; (2) present the reasons or evidence to support such allegations; and, (3) provide a copy of the University's Academic Honesty policy. The desired outcome of this meeting shall be the identification of a mutually satisfactory remedy (see below) by which to correct the breach of the Academic Honesty policy. The outcome of this meeting becomes a part of the official record only at such time as (3), below, is activated. If the faculty member (or other University employee) and the student are unable to agree mutually on an available remedy (see below), either party may petition for a formal hearing procedure to resolve the matter.
3. The petitioning party shall file a petition for Hearing on Academic Dishonesty (hereinafter petition) within ten (10) business days of the private meeting described, above. Said petition shall be filed with the Senior Academic Officer of the University.
4. The Senior Academic Officer or designee, after determining that the petition falls within the purview of this policy will, within ten (10) business days of receiving the petition or such other time as may be mutually agreed among

the parties, convene a hearing committee (hereinafter committee) which shall hear and decide the matter. The petitioner's presence is required. An accused student shall have a right to appear at the hearing with or without an advocate. However, the absence of an advocate shall not abrogate the Committee's responsibility to proceed and reach resolution.

5. The Committee shall evaluate all available evidence and materials, including the direct personal statements of the parties in attendance and others who have direct knowledge of the matters under review. The Committee shall then, in private session, decide upon the remedy (see below) to be applied. That decision shall be reported within five (5) business days to the Senior Academic Officer who shall inform both parties in writing of the decision and place a copy of said notification in the student's file maintained by the Office of Admissions and Records.
6. Either party shall have the right to file a written appeal of the committee's decision. Said appeal shall be received in the Senior Academic Officer's office within ten (10) business days of the committee's decision.
7. The Senior Academic Officer shall act on said appeal within ten (10) business days of receipt, using whatever means of fact-finding that may be available. All parties shall be notified of his/her decision. This action shall be the final administrative remedy available to resolve matters concerning academic dishonesty. Any remedy requiring further action by the President or Board of Trustees shall be carried out within a reasonable period of time.

1 It may be appropriate for the faculty member to have a witness present during the private meeting with the student.

2 The Hearing Committee shall be comprised of a hearing officer appointed by the Senior Academic Officer and two faculty members appointed by the Chair of the Faculty Senate. None of the above individuals may sit on the Committee if s/he is a party in the dispute.

Remedies

1. No further action.
2. Further investigation.
3. Mediation by a third party.
4. Extra or repeated assignments.
5. Re-examination.
6. Lowered grade or no credit for assignment, examination, thesis, course or internship.
7. Suspension from the University.
8. Dismissal from the University.
9. Rescission of an awarded certificate.
10. Recommendation to the Board of Trustees to rescind an awarded degree.

Note: Remedies #7-#10 shall be imposed only by the President.

Timelines

- Day 1 Date of alleged incident of academic dishonesty or the date the accusing party learned of said incident.
- Day 14 Deadline for private meeting between accusing party and student.
- Day 24 Deadline to petition Senior Academic Officer for a hearing on academic dishonesty.

Day 34 Deadline for Senior Academic Officer to convene the Hearing Committee.

Day 39 Deadline to report committee's decision(s).

Day 49 Deadline to file written appeal of committee's decision.

Day 59 Deadline for Senior Academic Officer to act on appeal.

Note: All days are business days, not calendar days.

Definitions and Guidelines

Plagiarism

Appeal of Academic Dishonesty Outcome
For information on steps that occur prior to the appeal stage, refer to written policies in the Undergraduate and Graduate Catalog and/or Student Guidebook.
SITUATION
Student/Faculty is dissatisfied with decision of Provost's Hearing Committee regarding violation of Academic Honesty policy.
PROCESS
Student/Faculty must submit written appeal to Office of Provost within 10 business days of the Hearing Committee decision.
Office of Provost accepts/reviews appeal and acts within 10 business days of receipt.
Office of Provost decision is final.
*Appeals are exhausted (course grade cannot be further appealed using Grade Appeals Process).

In general, plagiarism is commonly defined as using the words or ideas of another person without proper acknowledgment. In previous times, the term "plagiarism" was applied only to unacknowledged borrowing from published or otherwise copyrighted work; today, it is generally agreed that the concept and term "plagiarism" can apply to improper use of anyone's materials from any print or electronic source, whether or not that material has been previously published or copyrighted.

It is important to note that the definition does not limit the term "plagiarism" only to extensive borrowing (e.g., a sentence or more). A few words (or even one single word, if it is a key term or a freshly coined term) can be considered plagiarism, if not properly attributed to the original author. Moreover — and here is where many writers run into trouble — ideas contained in the work of another, even if they are rewritten into new words, must be attributed to their original author unless they fall into the category of "common knowledge," a term which will be explained shortly.

To summarize: (1) any verbatim reproduction of the work of another, no matter how brief, must be properly documented; (2) any summary or paraphrase of the ideas of another, unless they are common knowledge, must be properly documented.

By way of example, consider the following excerpt from a personal opinion essay appearing in Newsweek on September 24, 1984. Note that it is not "straight news" (which might be considered a "matter of public record"), but one person's viewpoint. It is entitled Space Odysseys on Tight Budget by Joseph N. Horodyski:

“Further down the road and far more frightening is President Reagan’s Star Wars program...which will cost hundreds of millions of dollars in its final form, place an unprecedented strain on this country’s budget and lead to the eventual militarization of space, perhaps the last natural environment to feel man’s violence. Faced with this prospect, American space science as an intellectual endeavor might cease to exist.”

Almost everybody knows that quoting a sentence or more of Mr. Horodyski’s ideas, without quote marks, would be plagiarism. However, these following samples would also qualify as plagiarism.

1. The use of key phrases: Far more frightening is the Star Wars plan of President Reagan; We could see the end of American space science as an intellectual endeavor.
2. The patchwork of borrowed words and phrases: Further down the road is the Star Wars plan which is far more frightening. Costing hundreds of billions of dollars, it will raise taxes and place an unprecedented strain on this country’s budget. Thus space, the last natural environment, will be spoiled.
3. The unattributed use of ideas: President Reagan’s Star Wars program poses a still greater danger. If our country begins to see space as a military arena worth hundreds of billions of dollars to exploit, we may lose the concept of space exploration as a true intellectual science.

As they presently stand, all three of the above samples exhibit incorrect (and unethical) use of a source, and would be in violation of NLU’s Academic Honesty policy. What might be done, in each case, to correct the problem? In simple terms, the writer must make it clear that he is using a source and that he is not attempting to conceal that fact.

More specifically: In cases #1 and #2 the writer must first decide whether the phrases copied from the original are valuable enough as quotations to be kept as such. If so, each word or phrase must be enclosed in quotation marks and a formal reference must be added according to the required style: APA or MLA itself indicating the source. The faculty will determine the specific style manual for citing references.

On the other hand, it is often the case that the quoted material is simply saving the writer the trouble of composing his own prose. In such cases it is better to eliminate the verbatim quotations entirely. This may well produce a situation like that of the third sample; i.e., paraphrased, summarized or otherwise borrowed ideas. In these cases no quotation marks are necessary but the source must still be cited, perhaps near the end of the passage. Some brief phrase like, “These ideas were discussed in...” will tell the reader that the ideas appeared, in some form, in another person’s work.

There is one situation where ideas found in the work of another do not need to be documented as a source. That is the area of “common knowledge.” Ideas which appear repeatedly in discussions of certain subjects in the work of various individuals are usually considered to be in the public domain, and it may not be necessary to give credit for these ideas to any particular individual. Descriptions or explanations of things like autism or mainstreaming or the double helix can now even be found in encyclopedias and, assuming no direct verbatim quotations are used, can be considered shared cultural information. Also, facts which are available to any observer, such as the length of the Brooklyn Bridge or the plot of a book or movie or who is married to Elizabeth Taylor, are not considered to be the property of any individual and sources for them do not need to be cited (although, it usually does no harm to tell the reader where the fact was verified).

In the above sample, for instance, Mr. Horodyski's personal opinions, right or wrong, are considered to belong to him; but items of general news (which would appear, in similar form, in many newspapers and news magazines) could be considered a matter of public record and, if no direct quotations were used, a writer could choose whether or not to mention where he obtained the information. In all cases, however, a general rule applies: WHEN IN DOUBT, CITE.

Receiving and/or Giving Improper Assistance and Other Forms of Cheating

In addition to plagiarism, the academic community categorizes several other kinds of behavior as "dishonest" and liable for disciplinary or even legal action. In general, these can be divided into five types:

1. Turning in an assignment (test or paper) written wholly or partly by another person or agency without so specifying.
2. Turning in an assignment (test or paper) substantially edited or otherwise improved by another person without so specifying. (The relative or friend who retypes a paper and corrects all of its errors fits in here).
3. Turning in an assignment (test or paper) written wholly or partly for another course for which academic credit was received without so specifying.
4. Otherwise defeating the purpose of the course by dishonestly violating the NLU policies.
5. Cheating on an assignment (test or paper).

Students, like all professionals, must recognize the following fact: since the evaluation of student work results ultimately in a formal grade recorded on a student's official transcript, any work offered in support of that grade which reflects the unacknowledged efforts of another person is an attempt at fraud and must be dealt with as such.

For resources on how to cite properly and avoid plagiarism, go to Learning Support (nl.edu/lis) and the NLU Library (nl.edu/library).

DISRUPTIVE CLASSROOM BEHAVIOR

National Louis University recognizes a student's right to speak, inquire or dissent but requires that these freedoms be exercised in an orderly and responsible manner. The University, therefore, prohibits any student or group of students from interfering with the personal rights of another individual, the holding of classes, the carrying out of University business or the progress of any authorized event on campus.

National Louis University shall not tolerate disruptive behavior in a learning environment convened by a faculty member.

Disruptive behavior by a University student is defined as any act that denies others the freedom to speak, to be heard, to study, to teach or pursue research. Such behavior negatively impacts academic freedom and the rights of all members of the academic community.

Initial situations of mildly disruptive behavior shall be managed informally by a faculty member based upon that faculty member's personal judgment at the time. However, if disruptive behavior progresses or is of a serious nature in its initial form, the formal procedure shall be as follows:

1. An instance of disruptive behavior may result in an immediate oral and public warning by the faculty member.
2. A subsequent instance may result in the expulsion of the student for the remainder of the class period by the faculty member.

3. Continued disruptive behavior may result in the expulsion of the student from the course or field/cluster group by the faculty member. A statement of the reason for expulsion shall be given in writing by the faculty member to the student, the chairperson of his/her major department or program, the chairperson of the department or program in which the course is offered and the Registrar.
4. The disciplinary actions listed in Paragraph (3), above, may be appealed by the student in accordance with the provisions of the Academic Appeals policy.

In addition, disruptive behavior that constitutes a threat to persons and/or property will be immediately referred to the appropriate University official by filing an Incident Report at nl.edu/letusknow. Any sanctions imposed may be appealed only through the appeals process contained in that document. Cases of imminent danger to life and property shall be referred to appropriate law enforcement authorities.

The above provisions notwithstanding, parties are encouraged to resolve matters relating to disruptive behavior amicably whenever possible. In addition, all parties are urged to document for their own records all matters relative to the purview of this policy.

UNDERGRADUATE AND GRADUATE CATALOG

The Undergraduate and Graduate Catalog contains official statements on University programs and academic policies. It is each student's responsibility to become familiar with his or her program requirements as well as University and college policies. While every effort is made to provide accurate and current information, National Louis University reserves the right to change without notice statements in the Undergraduate and Graduate Catalog concerning rules, policies, curricula, courses or other matters. Any academic unit may issue additional or more specific information that is consistent with approved policy.

Additional information about the Undergraduate and Graduate Catalog can be found at nl.edu/catalogs.

ENROLLMENT AND REGISTRATION

Please refer to the catalog at nl.edu/catalogs.

GRADING

Please refer to the catalog at nl.edu/catalogs.

LEAVE OF ABSENCE FOR GRADUATE AND DOCTORAL STUDENTS

Please refer to the catalog at nl.edu/catalogs.

OBSERVANCE OF RELIGIOUS HOLIDAYS

National Louis University is committed to respecting cultural and religious diversity. Therefore, faculty members and students should make reasonable efforts to provide alternative means to meet academic requirements when conflict arises between religious observances and those requirements. Whenever feasible, students should be given an opportunity to make up, within a reasonable time, any academic assignment that is missed due to individual participation in religious observances. Similarly, faculty members also retain the right to religious observance and, therefore, faculty members may reasonably alter the traditional schedule of class meetings, assignments and other academic events.

PROTESTS AND DEMONSTRATIONS

While National Louis University respects the freedoms and rights of every individual, there remains an expectation for all who interact on campus that their behavior be guided by University policies. The right to freedom of expression at NLU includes peaceful protests and orderly demonstrations. At the same time, the University recognizes that the right to protest and demonstrate does not include the right to engage in conduct that disrupts the University's operations or endangers the safety of others.

RECORDING OF SYNCHRONOUS CLASSROOM ACTIVITY

Instructors have the right to prohibit audio and video recording of their lectures, unless the requesting student is registered with the Library Learning Support Specialist (LLSS) and recording of class sessions has been deemed a reasonable accommodation for that student. For more information visit the full policy at www.nl.edu/studentrightsandinformation

LLSS Exception

A student approved for reasonable academic access accommodations, is allowed to record, if an audio and/or video recording of classroom activity will specifically address the student's need for equal access to the learning environment. Library and Learning Support must approve this request in advance. This policy addresses the intellectual property rights of faculty; the recording of human conversations without all party's knowledge of the recording as allowed by Illinois State Law (Illinois Compiled Statutes: 720 ILCS 5/26-4a); and complying with student academic accommodations under federal law (Section 504 of the Rehabilitation Act of 1973. 29 U.S.C. § 701 et seq.; 34 C.F.R. § 104.44.).

www.nl.edu/librarylearningsupport/adaaccommodations

Students in violation of the University Policy on Recording of Synchronous Classroom Activity should be addressed directly by the course instructor through the University Policy on Disruptive Classroom Behavior.

RESEARCH INVOLVING HUMAN PARTICIPANTS

The Code of Federal Regulations, (Title 45, Code of Federal Regulations, Part 46), published by the Office for Protection from Research Risks (OPRR) was adopted by National Louis University as institutional policy in 1990. The policy is administered by the Office of the Provost and Institutional Review Board (IRB). The Office of the Provost and IRB ensure compliance with NLU's policies and procedures for conducting ethical research involving human participants. Any activity that gathers or will use information which involves human participants (directly or indirectly) may fall within the definition of research and be under the purview of IRB review. This includes any research conducted by NLU faculty and NLU students that is considered part of one's academic work at NLU, funded research and research involving NLU students by outside institutions. IRB application form, guidance for writing informed consent documents and resources related to review of research with human participants may be obtained from the Office of the Provost's IRB website nl.edu/about/leadership/provost/institutionalresearchreviewboard.

STANDARDS FOR ACADEMIC REVIEW

The purpose of the Standards for Academic Review is to monitor students attending National Louis University to ensure that they receive the support necessary to succeed and achieve their goals. The policy also addresses eligibility for continuation at and readmission to the University.

All students will have their academic progress reviewed at the end of each quarter.

If a student's review warrants a change in standing, as described below, it will be communicated to the student in writing.

The information given here is the general policy of the University. In addition to these rules, individual programs have their own specific requirements regarding repeating courses, grade point averages and acceptable grades. Please see individual programs for specific restrictions.

Eligibility for financial aid is governed by the Satisfactory Academic Progress Policy.

Withdrawal and In-Progress (Incomplete) Grades

Courses with withdrawal (W, WW, WS, WF, WN) grades and those with in-progress/incomplete (I, IE) grades are included in hours attempted but not in hours passed.

Failure to Meet Academic Standards

ACADEMIC WARNING

The first term a student drops below the required cumulative GPA or completion ratio/pace of 67% s/he will be placed on Academic Warning. It is recommended that students meet with their academic advisors to improve their academic work. If the student meets the review criteria the next term, s/he will return to good academic standing.

ACADEMIC SUSPENSION

The second consecutive term a student does not meet academic standards s/he will be placed on Academic Suspension. At this time the student is required to meet with his or her academic advisor and develop an academic plan within 14 days of the Academic Suspension notification email.

If the plan is accepted, the student will be placed on Academic Probation. If the student meets academic standards the following term, s/he will return to good academic standing.

ACADEMIC PROBATION

A student on Academic Probation must meet the terms of his or her academic plan to remain on Academic Probation. If s/he does not meet the terms of the plan, s/he will be subject to Academic Dismissal.

ACADEMIC DISMISSAL

If a student on Academic Suspension fails to submit an academic plan, s/he is subject to Academic Dismissal. If a student on Academic Probation fails to meet the terms of the academic plan, s/he will be subject to Academic Dismissal. A student may petition to appeal to the Office of the Registrar.

Upon dismissal, eligibility for all federal, state and institutional aid for NLU courses is withdrawn. Please note that students receiving financial aid are also required to meet the terms of Satisfactory Academic Progress, which is a separate policy governed by federal financial aid regulations.

Appeal of Satisfactory Academic Progress (SAP) Suspension Status
For information on steps that occur prior to the appeal stage, refer to written policies in the Undergraduate and Graduate Catalog and/or Student Guidebook.
SITUATION
Student loses financial aid eligibility as a result of failing to meet minimum federally regulated Satisfactory Academic Progress requirements.
PROCESS
Student/Faculty must submit written appeal to Office of Provost within 10 business days of the Hearing Committee decision.
Office of Registrar reviews appeal and decides whether to place student on SAP probation, allowing for continued financial aid eligibility as long as student meets approved academic plan to return to meeting SAP requirements in a defined time period.
Office of Registrar decision is final.

Academic Review Criteria

There are two criteria for measuring academic progress at NLU.

Qualitative: Students must maintain a minimum GPA of 2.0 for undergraduate students or 3.0 for graduate students.

Quantitative: Students must receive passing grades of A, B, C, D, P or X in at least 67% of credits attempted. Credit hours attempted also include withdrawals (WW, WS, WF or WN), in progress evaluation (I, IE), no credit (N) and failing (F, FX) grades.

These criteria are cumulative and include all periods of the student's enrollment.

Appeal Procedures

Appeal of Standards of Academic Review (SAR) Suspension/Dismissal Status
For information on steps that occur prior to the appeal stage, refer to written policies in the Undergraduate and Graduate Catalog and/or Student Guidebook.
SITUATION
Student placed on SAR academic suspension status and later dismissed from the University.
PROCESS
Student must wait 2 terms of nonenrollment, then must submit written appeal to Office of Registrar during 2nd term of nonenrollment, at least 2 weeks prior to start of third term.
Office of Registrar decision is final.
*If appeal submitted after 1 year of nonenrollment, request is subject to Policy on Returning to NLU.

ACADEMIC DISMISSAL APPEAL PROCEDURES

A student dismissed for reasons of academic ineligibility may be permitted to return to NLU after two terms of non-enrollment. The student must submit a written appeal documenting any exceptional circumstances to the University Registrar during the second term of non-enrollment, at least two weeks prior to the start of the third term. If the request is submitted after one year of non-enrollment, the request will be subject to the Policy on Returning to NLU.

FINANCIAL AID APPEAL PROCEDURES

Students who have been suspended from financial aid eligibility for not meeting minimum required academic progress, may need to follow a separate appeals process. See the Satisfactory Academic Progress Appeal Instructions to determine eligibility to submit a financial aid appeal.

OTHER APPEALS

Dismissals for reasons other than academic ineligibility, including those related to student conduct decisions, may be enforced for a longer period or prohibit a student from reinstatement. Please refer to the Student Conduct Process for more details.

STANDARDS OF STUDENT CONDUCT

The University requires an environment conducive to intellectual and personal growth of its students. National Louis University seeks to cultivate a sense of personal integrity in each of its students. Students are expected, therefore, to strive toward this objective and to develop as individuals in a manner that is consistent with the educational purposes of the University. A student is subject to the Student Conduct Process for allegations of misconduct in violation of the following policies:

- Acceptable Use of Information Systems
- Comprehensive Sexual Misconduct and Relationship Violence
- Conceal and Carry
- Disruption of University Business or Events
- Falsification of Records
- Gambling
- Hazing, Bullying and Cyber-Bullying
- NLU Property
- Requests by Officials of the University
- Substance Use/Abuse
- Violations of University Policy, Local, State or Federal Laws
- Violence and Threats of Violence

ACCEPTABLE USE OF INFORMATION SYSTEMS

National Louis University provides resources to the University community (which includes all NLU students, staff, faculty, board members, alumni and administrators) through its Information Systems and services (as defined in Guidelines for Users of Information Systems in the National Louis University Community). NLU is responsible for providing University community members with Information Systems and services adequate to support the mission of the University. NLU is accountable to University community members for providing Information Systems and services adequate to support the goals and objectives of the University.

Use of Information Systems and services must be consonant with the mission, goals and objectives of the University. Therefore, NLU community members are responsible for their activities and accountable for their individual conduct while using NLU Information Systems and services.

The NLU Acceptable Use policy outlines those responsibilities and provides a framework for accountability for appropriate use of the University Information Systems and services.

Responsibilities of NLU Community Members

NLU community members are responsible for the following:

1. Abiding by United States copyright and intellectual property laws applicable to computer-accessible materials.
2. Using information resources for educational, instructional, service, research and other purposes consistent with their roles in the University community.
3. Respecting the integrity of NLU Information Systems and services, including refraining from activities to gain unauthorized access to or use of University Information Systems or software which are intended to circumvent security measures.

4. Conducting themselves in a professional and ethical manner in all communications conducted via University Information Systems.

The above policy will be implemented according to the Guidelines for Implementation of Acceptable Use of NLU Information Systems policy, below.

Guidelines for Implementation of Acceptable Use of NLU Information Systems Policy Definitions

National Louis University Information Systems refers to all computers and Information Systems owned or operated by NLU and includes hardware, software, data and communication networks associated with these systems and services. These systems range from multi-user systems to single-user terminals and personal computers, whether freestanding or connected to networks.

System users are all those individuals with privileges to use NLU computing systems and services, including but not limited to students, faculty, University staff and administrative officers.

Deans and vice presidents with the assistance of LITS (Learning and Information Technology Services) system administrators will determine who is permitted access to a particular system. LITS system administrators and other designated system users hold responsibility for the maintenance and security of NLU Information Systems as a part of their stated responsibilities as academic or non-academic employees. LITS system administrators report directly to the NLU Technical Director. The NLU Technical Director directly reports to the NLU Chief Information Officer who reports directly to the University President. The NLU Chief Information Officer holds ultimate responsibility for the maintenance and security of NLU Information Systems.

1. Adherence to Laws Governing Ownership and Copyright Law

Users must observe intellectual property rights including, in particular, copyright laws as they apply to software and electronic forms of information.

Users may use only legally obtained, licensed data or software in compliance with license or other agreements and federal copyright and intellectual property laws.

Users shall not place copyrighted material (software, images, music, movies, etc.) on any NLU computer without prior permission from the copyright holder or as granted in a license agreement or other contract defining uses.

Peer-to-peer File Sharing

Peer-to-Peer (P2P) file sharing is the use of a P2P application that shares files with other users across the internet, making the computer act as a client and server simultaneously. P2P applications such as BitTorrent, Kazaa, Bearshare, Morpheus, Gnutella, LimeWire and others, are used to download files, as well as to make them available for others to download. When using P2P applications, be aware that the content of the "shared" folder on your machine will be available to other P2P users. As a result, a P2P user can download music, movies, games or other digital files directly from someone else's machine, without knowing if the material is copyright protected. This process of file sharing can be a source of illegal distribution of copyright protected material, which may result in civil and criminal penalties. Further, users of P2P software may inadvertently share sensitive files like tax returns, bank statements or confidential business files.

National Louis University raises awareness about copyright law and takes appropriate action in support of enforcement as required by policy and law. The University's Acceptable Use of Information Systems Policy states that all members of the University must comply with US copyright law and it explains the fair use standards for using and duplicating copyrighted material. In addition, the policy

prohibits the duplication of software for multiple uses, meeting the Digital Millennium Copyright Act (DMCA) requirements.

2. Authorized Use

Individuals using NLU Information Systems and services must be identified either through the physical location of an office or instructional computer or through an authorized NLU computer account, as with multiple user systems. System users may not access or use another user's computer account or allow another person to use his or her account.

LITS system administrators create accounts and regulate access to NLU Information Systems by authorized system users. System administration privileges are granted only for official purposes and under the authority of designated academic and administrative officers. Unauthorized usage or assignment of administrative privileges is expressly prohibited.

Users must not conceal their identity when using NLU systems, except when anonymous access is explicitly provided (as with anonymous FTP).

NLU computing systems and services may not be used as a means of unauthorized access to computing accounts or systems inside of or outside of the University's Information Systems.

Other uses of the University's Information Systems may be permissible including revenue-generating activities subject to policies and procedures governing contractual agreements.

3. Privacy

All access to protected information stored in NLU records systems will be in strict compliance with the provisions of federal and state laws. The Family Educational Rights and Privacy Act (FERPA) or "Buckley Amendment" (34 C.F.R. Part 99, as amended by 61 Fed. Reg. 59291 Nov. 21, 1996) provides for protection against unwarranted disclosure of private information contained in "official" University records. FERPA guarantees all postsecondary students the right to consent to disclosures of personally identifiable information contained in student education records, except to the extent that FERPA authorizes disclosure www.edlaw.net.

Computer System users must respect the privacy of others by refraining from inspecting, broadcasting or modifying data files without the consent of the individual or individuals involved. Administrative users may inspect or repair data files (including email stored on NLU mail systems) as required as part of their employment, and then only to the extent necessary to maintain the integrity and operations of NLU systems.

University employees and others may not seek out, examine, use, modify or disclose, without authorization, personal or confidential information contained in a computer, which they access as part of their job function. Employees must take necessary precautions to protect the confidentiality of personal or confidential information encountered in the performance of their duties.

Use of internet systems (IP) to transmit information does not guarantee privacy and confidentiality. Sensitive material transferred over Information Systems (including email and the World Wide Web) may be at risk of detection by a third party. Users should exercise caution and care when transferring such material in any form.

4. Malicious and Destructive Uses of NLU Information Systems

The following uses of NLU computers and Information Systems are specifically prohibited:

- Use of computer programs to decode passwords or access control information.
- Attempts to circumvent or subvert system or network security measures.
- Engaging in any activity that might be purposefully harmful to systems or to any information stored thereon, such as creating or propagating viruses, disrupting services or damaging files or making unauthorized modifications to University data.
- Wasting computing resources or network resources, for example, by intentionally placing a program in an endless loop, printing excessive amounts of paper or by sending chain-letters or unsolicited mass mailings.
- Using mail or messaging services to harass, libel, intimidate or distribute misinformation, for example, by broadcasting unsolicited messages, by repeatedly sending unwanted mail or by using someone else's name or user ID.
- Users must not access or attempt to access data on any system they are not authorized to use. Users must not make or attempt to make any deliberate, unauthorized changes to data on an NLU system. Users must not intercept or attempt to intercept data communications not intended for that user's access, for example, by "promiscuous" bus monitoring or wiretapping.

5. Enforcement

Authorized LITS system administrators may monitor computer activity for the sole purpose of maintaining system performance, security and integrity. In instances when individuals are suspected of violating policies, the contents of user files may be inspected only upon the approval of the University officer having clear responsibility for the activity of the user.

At the discretion of the LITS system administrator(s) responsible for the resource or service in question, in collaboration with the appropriate administrative authority, Information System computer use privileges may be temporarily or permanently revoked, following due process appropriate for the parties involved, pending the outcome of an investigation of misuse or finding substantiating violations of these guidelines.

6. Due Process

NLU Information System users have the right to due process (consistent with respective policies governing the categories of users) in cases of discipline resulting from violations of the guidelines outlined in this document.

When a LITS systems administrator believes it necessary to preserve the integrity of facilities, user services or data, s/he may suspend any account, whether or not the account owner (the user) is suspected of any violation. Where practical, 24-hour notice will be given in advance of revocation.

If, in the judgment of the LITS systems administrator, the violation warrants action beyond the LITS system administrator's authority, s/he will refer the case first to the University administrator or disciplinary body appropriate to the violator's status (e.g., in the case of a faculty member, his/her dean), and, as deemed appropriate, to a law enforcement authority.

An NLU Information System user accused of a violation will be notified of the charge and have an opportunity to respond (consistent with respective policies governing the categories of users) before a final determination of a penalty. If a penalty is imposed, the accused violator may request a review by the designated administrator or body empowered to assure due process and an impartial and timely review of the charges.

Note: National Louis University supports the EDUCAUSE Code of Software and Intellectual Rights. Users should consider the EDUCAUSE Code as a standard to guide their ethical use of electronic resources and information:

Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to works of all authors and publishers in all media. It encompasses respect for the right to acknowledgment, right to privacy, and right to determine the form, manner, and terms of publication and distribution.

Because electronic information is volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access and trade secret and copyright violations, may be grounds for sanctions against members of the academic community.

(See: "Using Software: A Guide to the Legal and Ethical Use of Software for Members of the Academic Community," Educom/ITAA, 1987. net.educause.edu/ir/library/html/code.html)

COMPREHENSIVE SEXUAL MISCONDUCT AND RELATIONSHIP VIOLENCE

National Louis University is committed to maintaining a learning environment for all students that supports educational advancement on the basis of academic performance. Sexual misconduct and relationship violence are not tolerated at National Louis University.

The University will respond to complaints, reports or information about incidents of sexual misconduct and relationship violence by stopping the prohibited conduct, eliminating hostile environments, taking steps to prevent the recurrence of prohibited conduct, and addressing its effects on campus or in any University programs and activities regardless of location.

The purpose of this policy is to define sexual misconduct and relationship violence and describe the process for reporting violations of the policy, investigating alleged violations of policy, and identifying resources available to students who are involved in an incident of sexual misconduct or relationship violence.

Scope of Policy

This policy applies to all members of the University community - faculty, staff, and students – regardless of gender, sexual orientation, or gender identity. Members of the University community shall not engage in sexual misconduct or relationship violence against students. Persons who do so are subject to disciplinary action, up to and including discharge for employees and dismissal for students. The University also prohibits sexual misconduct by third parties,

This policy applies to all forms of sexual misconduct and relationship violence committed by or against a student when

- The conduct occurs on campus;
- The conduct occurs off-campus in the context of University programs or activities, including but not limited to University sponsored internships, graduate/professional programs, athletics, or other University-affiliated programs; and/or
- The conduct occurs off-campus outside the context of a University program or activity but has continuing adverse effects on campus or in any University program or activity.

For the purposes of this policy, the Complainant is any person who submits a complaint or report of sexual misconduct or relationship violence or any other violation of this policy. In many cases, the Complainant also will be the victim of

the alleged sexual misconduct or relationship violence, but persons other than the alleged victim who are aware of acts of sexual misconduct or relationship violence are authorized to submit complaints or reports to the Title IX Coordinator. When used in this policy, Complainant refers to both the person making the complaint or report and the victim. The services and supports to Complainants described in this policy are available to the victim, even if the victim is not the Complainant.

The Respondent is any person who is accused of sexual misconduct or relationship violence, including a University student, employee or a third party. Respondents who are University students are referred to as Responding Students. The University's Student Conduct Process also refers to the student as the Responding Student.

This policy also confirms NLU's obligation to provide survivors of sexual violence with concise information, written in plain language, concerning the survivor's rights and options, upon receiving a report of an alleged violation of this policy. A copy of NLU's student notification of rights and options can be obtained by contacting the Title IX Coordinator or on nl.edu/sexualrespectandTitleIX

Jurisdiction

The University's Title IX Coordinator will investigate complaints that students engaged in prohibited conduct or any other form of gender or sex discrimination, including complaints by students, employees and third-parties. The Title IX Coordinator also will investigate complaints by students that other students, University employees and third-parties engaged in prohibited conduct or any other form of gender or sex discrimination. The Title IX Coordinator is responsible for making available to Complainants the interventions and other supports available to students as described in this policy. When the Respondent is a University Employee, Vice President of Human Resources or designee will support the investigation and ensure that the investigation complies with University policies and procedures regarding the investigation and discipline of employees.

The University's Vice President of Human Resources will investigate complaints that University employees engaged in prohibited conduct or any other form of gender or sex discrimination. In cases where a University employee is the Respondent, the Title IX Coordinator shall support the investigation and insure that the procedural safeguards, interventions and accommodations provided to students in this policy are available to the Complainant.

If the Complainant is a student-employee and the Respondent is a student, the complaint will be investigated by the Title IX Coordinator. If the Respondent is a student, and If the Complainant is a student-employee and the Respondent is an employee, the complaint will be investigated by the Vice President of Human Resources if the Respondent is an employee.

The procedures for investigating complaints by employees about other employees and third-parties and the supports available to Complainant employees are beyond the scope of this policy. For information regarding procedures and policies related to complaints by University employees, please contact the Vice President of Human Resources or designee, or consult the employment policies posted on the University's website.

When a student or employee reports they have been a victim of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off-campus, the University will provide the student or employee interim measures and accommodations. The Title IX Coordinator will complete an investigation into any allegation of gender discrimination as defined within this policy to remedy and prevent future occurrences of the misconduct no matter where the incident occurred.

Gender Discrimination

Title IX of the Educational Amendments of 1972 prohibits gender discrimination at institutions of higher education. The University prohibits gender discrimination in any of its programs or activities. Sexual harassment, sexual assault and other kinds of sexual violence, is a form of gender discrimination. This policy and its related procedures apply to complaints alleging all forms of gender discrimination (including sexual harassment, sexual assault, and sexual violence) against and by students. For the purposes of this policy, references to sexual misconduct include sexual and gender-based harassment, assault, and violence.

Title IX Coordinator

The University's Title IX Coordinator is responsible for the University's compliance with federal and state laws and University policies and procedures regarding gender discrimination, harassment, relationship violence, stalking, and other forms of sexual misconduct. The Title IX Coordinator is responsible for investigating all allegations of prohibited discrimination and harassment, relationship violence, stalking, and sexual misconduct, and provides training to recognize and prevent such incidents. The Title IX Coordinator also collaborates with other campus offices to encourage best practices to promote a culture of inclusion. The Title IX Coordinator is available to advise any individual, including the Complainant and the Respondent about University and community resources and reporting options and is available to provide assistance to any University employee regarding how to respond appropriately to a report of sexual misconduct or relationship violence. The Title IX Coordinator cooperates with and assists the Vice President of Human Resources or designee in the investigation of complaints alleging that University employees have engaged in conduct prohibited by this policy and other University policies that prohibit sexual harassment.

Contact Information

Danielle Laban, Title IX Coordinator • dlaban@nl.edu • (p/f) 312.261.3162

File an incident report at nl.edu/letusknow

Resources nl.edu/sexualrespectandtitleix

Faculty and Staff Reporting Obligations

If any member of the NLU faculty or staff learns of sexual misconduct prohibited by this policy, he or she is obligated to immediately report that information to the Title IX Coordinator. Employees who receive information about sexual misconduct in a confidential relationship as defined in this policy, including Confidential Advisors and employees authorized to receive confidential disclosures, are not subject to this reporting obligation.

PROHIBITED CONDUCT

Relationship Violence and Sexual Misconduct

"Relationship violence" and "sexual misconduct" are broad terms that encompass sexual harassment, sexual violence, domestic violence, dating violence, and stalking. Definitions for each of these terms are provided below.

- I. **Relationship Violence** encompasses domestic violence, dating violence, and stalking. Definitions for each of these terms are provided below.
 - A. **Domestic Violence** is defined as an act of violence committed by any of the following individuals:
 1. A current or former spouse or intimate partner of the victim
 2. A person with whom the victim shares a child in common
 3. A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner

4. A resident or former resident of the victim's household
 5. An incident of domestic violence can consist of a single act of violence or a pattern of violent acts that includes, but is not limited to, sexual or physical abuse.
- B. **Dating Violence** is defined as an act of violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim that does not fall within the definition of "domestic violence." For the purposes of this definition:
1. Whether the relationship is of a romantic or intimate nature is determined by a variety of factors, including the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
 2. A relationship of a romantic or intimate nature means a relationship that is characterized by the expectation of affection or sexual involvement between the parties.
 3. An incident of dating violence can be a single act of violence or a pattern of violent acts that includes, but is not limited to, sexual or physical abuse, or the threat to engage in such abuse.
- C. **Stalking** is defined as engaging in a course of conduct that is directed at a specific person that would cause a reasonable person to feel fear for herself or himself or for the safety of others, or to suffer substantial emotional distress.
1. A "course of conduct" means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
 2. "Substantial emotional distress" means significant mental suffering or anguish that may but does not necessarily, require medical treatment or professional counseling.
 3. A "reasonable person" means a reasonable person under similar circumstances and with similar identities to the victim.
 4. Stalking includes cyber-stalking, a form of stalking in which electronic media such as the internet, social networks, blogs, texts, cell phones, or other similar devices or forms of contact are used. This policy prohibits all stalking, not just stalking that occurs within the context of a relationship.
- II. **Sexual Misconduct** encompasses sexual harassment, sexual violence, and sexual exploitation. Definitions of relevant terms and a discussion of First Amendment protections are included below.
- A. **Sexual Harassment** is a form of discrimination on the basis of gender or sex. Sexual harassment means unwelcome sexual advances, unwelcome requests for sexual favors, or other unwelcome behavior of a sexual nature.
1. Sexual harassment can occur in the following situations:
 - a. Submission to such behavior is made, explicitly or implicitly, a term or condition of an individual's employment or status in a course, program, or activity; or
 - b. Submission to or rejection of such behavior is used as a basis for a decision affecting an individual's employment or participation in a course, program, or activity; or

- c. The conduct creates a hostile, intimidating or offensive education environment that has the effect of unreasonably interfering with a student's academic or work performance or limits a student's ability to participate in educational programs or activities.
2. In determining whether behavior is sexual harassment, the totality of the circumstances, including the nature of the behavior and the context in which it occurred, must be considered. Sexually harassing conduct often involves a pattern of offensive behavior. A single incident may also constitute sexual harassment, depending on the severity of the conduct and on factors such as the degree to which the conduct affected the student's education; the type of conduct; and the relationship between the alleged harasser and the student. The conduct does not have to be directed at a specific person or persons to constitute harassment.
 3. All forms of sexual misconduct and relationship violence described in this policy are also prohibited forms of sexual harassment.
 4. Examples of Sexual Harassment (non-exhaustive list);
 - a. Threats or insinuations that lead the student reasonably to believe that granting or denying sexual favors will affect the student's reputation, education, advancement, or standing at NLU.
 - b. Sexual advances, sexual propositions, or sexual demands that are not agreeable to the recipient.
 - c. Unwelcome sexually explicit material sent by email, text message, or other electronically transmitted communication.
 - d. Sexual misconduct such as stalking, cyberstalking, recording or transmitting sexual images without an individual's permission, and voyeurism
 - e. Unwelcome and persistent sexually explicit statements or stories that are not legitimately related to employment duties, course content, research, or other University programs or activities
 - f. Repeatedly using sexually degrading words or sounds to a person or to describe a person
 - g. Unwanted and unnecessary touching, patting, hugging, kissing or other physical contact
 - h. Recurring comments or questions about an individual's sexual prowess, sexual deficiencies, or sexual behavior
 - i. Remarks about an individual's gender, nonconformity with gender stereotypes or actual or perceived sexual orientation.
- III. **Sexual Violence** is defined as a physical sexual act attempted or perpetrated against a person's will or when a person is incapable of giving consent, including without limitation, sexual assault, sexual battery, sexual abuse, and sexual coercion. A number of different acts can fall within the definition of sexual violence, including rape and sexual assault.
- A. **Sexual Assault** is defined as having or attempting to have sexual intercourse or sexual contact with another individual by force or threat of force; without consent; or where that person is incapacitated.
1. **Sexual intercourse** includes vaginal or anal penetration, however slight, with a body part (e.g., penis, tongue, finger, hand) or object, or oral penetration involving mouth to genital contact.

2. **Sexual contact** includes intentional contact with the intimate parts of another, causing another to touch one's intimate parts, or disrobing or exposure of another without permission. Intimate parts may include the breasts, genitals, buttocks, groin, mouth or any other part of the body that is touched in a sexual manner.
- B. **Rape** is defined as sexual penetration, however slight, of another person without that person's consent. Penetration can be of the mouth, vagina, or anus, and can be with a penis, tongue, finger, or foreign object.
- IV. **Sexual Exploitation** occurs when an individual takes non-consensual or abusive sexual advantage of another for one's own advantage or benefit, or to benefit or advantage anyone other than the one being exploited. Examples of sexual exploitation include:
 1. Surreptitiously observing another individual's nudity or sexual activity or allowing another to observe consensual sexual activity without the knowledge and consent of all parties involved, or in which the person observed or induced to perform such act has not attained 18 years of age;
 2. Non-consensual sharing or streaming of images, photography, video, or audio recording of sexual activity or nudity, or distribution of such without the knowledge and consent of all parties involved, or in which the person recorded or viewed or induced to perform such act has not attained 18 years of age;
 3. Exposing one's genitals or inducing another to expose their own genitals in non-consensual circumstances, or in which the person induced to perform such act has not attained 18 years of age;
 4. Knowingly exposing another individual to a sexually transmitted disease or virus without their knowledge;
 5. Inducing incapacitation for the purpose of making another person vulnerable to non-consensual sexual activity;
 6. Arranging for others to have non-consensual sexual contact with a victim; and
 7. The recruitment, harboring, transportation, provision, or obtaining of a person for the purpose of a commercial sex act where such an act is induced by force, fraud, or coercion, or in which the person induced to perform such act has not attained 18 years of age.

RETALIATION

Persons who report sexual misconduct or relationship violence, file a complaint or participate in the University's investigation and handling of such reports or complaints, shall not be subject to retaliation (including retaliatory harassment) for reporting or participating, even if the University finds that no sexual misconduct or relationship violence occurred. The University will take strong responsive action if retaliation occurs.

Retaliation is defined as an adverse action or adverse treatment against an individual involved in an investigation by an individual who knew of the individual's participation in the investigation.

If a Complainant or witness believes that she or he is being subjected to retaliation (including retaliatory harassment), she or he should promptly contact the Title IX Coordinator.

Individuals who engage in retaliation in violation of this policy are subject to the full range of sanctions that can be imposed against them under applicable policies, including termination of employment or administrative withdrawal from the University.

CONSENT

Consent means the voluntary, willful, unambiguous and freely given agreement to engage in a specific sexual activity during a sexual encounter. Consent cannot be given by someone who is:

- Under 18 years of age;
- Sleeping or unconscious;
- Unconscious, unaware, or otherwise mentally or physically incapacitated due to the use of drugs or alcohol (“incapacitated”);
- Unable to understand the nature of the sexual activity due to a mental disability or condition (“mentally incapable”); or
- Under duress, threat, deception, coercion, misuse of professional authority/status, or force.

Consent must be clear and communicated by mutually understandable words or actions. Silence, passivity, or the absence of physical or verbal resistance, (for example, the absence of a verbal “no” or “stop”) does not constitute consent, and relying solely on non-verbal communications may result in a violation of this policy. A person’s manner of dress does not constitute consent. It is important not to make assumptions. If confusion or ambiguity arises during a sexual interaction, it is essential that each participant stops and verbally clarifies the other’s willingness to continue. Prior consent does not imply current consent or future consent; even in the context of a prior or current relationship, consent must be sought and freely given for each instance of sexual contact.

Consent to any one form of sexual activity does not constitute consent to other forms of sexual activity. Consent can be withdrawn at any time during a sexual encounter. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another.

INCAPACITATION

Incapacitation is a state where an individual cannot consent to make an informed and rational decision to engage in sexual activity because the individual lacks conscious knowledge of the nature of the act (e.g., to understand the “who, what, where, when, why or how” of the sexual interaction) and/or is physically helpless. An individual is also considered incapacitated, and therefore unable to give consent, when asleep, unconscious, or otherwise unaware that sexual activity is occurring.

Incapacitation may result from the use of alcohol and/or other drugs. Consumption of alcohol or other drugs, inebriation or intoxication are insufficient to establish incapacitation. The impact of alcohol and drugs varies from person to person, and evaluating incapacitation requires an assessment of how the consumption of alcohol and/or drugs impacts an individual’s:

- Decision making ability;
- Awareness of consequences;
- Ability to make informed judgments; or
- Capacity to appreciate the nature and circumstances of the act.

Evaluating incapacitation also requires an assessment of whether a Respondent

knew or should have known that the Complainant was incapacitated when viewed from the position of a sober, reasonable person.

In general, sexual contact while under the influence of alcohol or other drugs poses a risk to all parties. Alcohol and drugs impair a person's decision-making capacity, awareness of the consequences, and ability to make informed judgments. It is especially important, therefore, that anyone engaging in sexual activity be aware of the other person's level of intoxication. If there is any doubt as to the level or extent of the other person's intoxication or impairment, the prudent course of action is to forgo or cease any sexual contact or activity.

Signs of incapacitation may include:

- Slurred speech
- Smell of alcohol on breath
- Inability to focus
- Shaky balance
- Vomiting
- Difficulty concentrating
- Outrageous or unusual behavior
- Bloodshot eyes
- Clumsiness
- Confusion
- Stumbling or falling down
- Poor judgment
- Combativeness or emotional volatility
- Unconsciousness

Being intoxicated or impaired by drugs or alcohol is never an excuse for misconduct and does not diminish one's responsibility to obtain consent.

IMMEDIATE VICTIM ASSISTANCE AND INTERIM PROTECTIVE MEASURES

Medical Care and Crisis Center Services

The University has established formal partnerships with local sexual assault and domestic violence crisis centers near each NLU Campus. These centers provide confidential services for a range of sexual misconduct and relationship violence issues and have agreed to work with NLU to serve members of the NLU community. The following centers are available to NLU students:

- Chicago/
Goose Island Between Friends • 800.603.4357 • betweenfriendschicago.org
 Mujeres Latinas en Accion • 312.738.5358
 mujereslatinasenaccion.org
- Elgin Community Crisis Center • 847.697.2380 • crisiscenter.org
- Lisle Family Shelter Service • 630.469.5650 • familyshelterservice.org
- North Shore YWCA Evanston/North Shore • 847.864.8780 • ywca.org
- Wheeling Northwest CASA • 888.802.8890 • nwcasa.org
- Florida The Spring of Tampa Bay Hotline
 813.275.SAFE (7233) • thespring.org

Additionally, there are many local health care sites that can provide treatment for injuries or sexually transmitted diseases, as well as perform rape kits in order to preserve evidence should a victim want to pursue charges at a later point. Several of these resources staff Sexual Assault Nurse Examiners (SANE) who hold specialized training in providing rape kits in a victim-sensitive manner.

The following medical facilities are nearest to each campus of NLU. The facilities nearest to NLU's Illinois campuses may provide medical forensic examinations at no cost to the victim pursuant to the Illinois Sexual Assault Survivors Emergency Treatment Act.

Chicago/Goose Island	Northwestern Memorial Hospital 251 E Huron St., Chicago, IL 60611 312.926.2000
Elgin	Presence Saint Joseph Hospital 77 N Airlite St., Elgin, IL 60123 847.695.3200
Lisle	Advocate Good Samaritan Hospital 3815 Highland Ave., Downers Grove, IL 60515 630.275.5900
North Shore	Presence Saint Francis Hospital 355 Ridge Ave., Evanston, IL 60202 847.316.4000
Wheeling	Glenbrook Hospital 2100 Pfingsten Rd., Glenview, IL 60026 847.657.5800
Florida	Tampa General Hospital 1 Tampa General Cir., Tampa, FL 33606 813.844.7000

For more information on ways to receive immediate assistance after an incident, please visit nl.edu/sexualrespectandTitleIX or contact the Office of Student Experience at 888.658.8632 x3568.

PRESERVATION OF EVIDENCE

Whether a Complainant files a complaint under this policy or with a local law enforcement agency, any person who has experienced sexual misconduct, and in particular persons who have experienced sexual or relationship violence or sexual assault, should preserve to the extent possible any evidence that may assist investigators in determining whether the alleged misconduct occurred or might be relevant to the issuance of an order or protection. Actions to preserve evidence include, but are not limited to, the following:

- Do not dispose of or destroy or alter any physical evidence, including clothing.
- If you suspect that a drink has been drugged or tampered with, inform a medical care provider or law enforcement official immediately to they can attempt to collect physical evidence, including the drink and urine or blood samples.
- Preserve any electronic communications related to the misconduct, including voice mail messages, text messages, emails, instant messages, social media pages, digital photographs or videos, etc.

If you need any assistance in preserving evidence related to the misconduct, you should contact emergency medical personnel, law enforcement and/or the Title IX Coordinator.

APPOINTMENT OF CONFIDENTIAL ADVISOR AND VICTIM SUPPORT

Pursuant to the Illinois Preventing Sexual Violence in Higher Education Act, survivors of sexual violence have access to Confidential Advisors who can provide emergency and ongoing support to survivors of violence. Under the act, "sexual violence"

means physical sexual acts attempted or perpetrated against a person's will or when a person is incapable of giving consent, including without limitation rape, sexual assault, sexual battery, sexual abuse, and sexual coercion. A survivor of sexual violence is a student who has experienced sexual violence, domestic violence, dating violence or stalking while enrolled at NLU. NLU, however, provides access to Confidential Advisors are authorized and trained to provide the following services:

- Inform the Complainant of the Complainant's choice of possible next steps regarding the Complainant's reporting options and possible outcomes, including without limitation reporting pursuant to this policy and notifying local law enforcement.
- Notify the Complainant of resources and services for survivors of sexual violence, including, but not limited to, student services available on campus and through community-based resources, including without limitation sexual assault crisis centers, medical treatment facilities, counselling services, legal resources, medical forensic services, and mental health services.
- Inform the Complainant of the Complainant's rights and NLU's responsibilities regarding orders of protection, no contact orders, or similar lawful orders issued by NLU or a criminal or civil court.
- Provide confidential services to and have privileged, confidential communications with Complainant in accordance with Illinois law,
- Upon the Complainant's request and as appropriate, liaise with campus officials, community-based sexual assault crisis centers, or local law enforcement and, if requested, assist the Complainant with contracting and reporting to campus officials or local law enforcement.
- Upon the Complainant's request, liaise with the necessary campus authorities to secure interim protective measures and accommodations for the Complainant.

NLU has entered into agreements with the following agencies to provide individuals to serve as Confidential Advisors.

24/7 Confidential Advisor
Mujeres Latinas en Accion — Chicago
Crisis Hotline: 312.738.5358 • www.mujereslatinasenaccion.org

University Confidential Advisor
Rolanda Brown
Skylight Counseling Center
rolanda@skylightcounselingcenter.com

Skylight Counseling Center
312.631.3775 • 847.529.8300
counseling@nl.edu

For an updated list of Confidential Advisor agencies, please consult NLU's website at nl.edu/sexualrespectandTitleIX or contact the Title IX Coordinator at dlaban@nl.edu or 312.261.3162.

Counseling

In addition to the services described above, the University also can provide counseling referrals and resources to anyone affected by an incident of sexual misconduct or relationship violence. Students seeking counseling referrals for licensed mental health professionals should contact the Office of Student Experience at 888.658.8632 x3568 or email counseling@nl.edu.

Academic Accommodations

Immediately following a reported incident and while investigation is ongoing, the University reserves the right to take whatever measures it deems necessary to protect a student's rights and personal safety. These efforts may include changes to academic, living, dining, transportation, and working situations, obtaining and enforcing impact course/work schedules, class assignments, presence on NLU campuses and other measures. The University may provide accommodations and take other protective measures regardless of whether the student pursues a complaint pursuant to this policy or report the incident to local law enforcement.

COMPLAINT PROCEDURES

The University has an obligation to promptly take steps to investigate or otherwise determine what occurred and then to address instances of relationship violence and sexual misconduct when it knows or should have known about such instances, regardless of Complainant cooperation and involvement. Therefore, the University encourages persons who believe that they have experienced sexual misconduct or relationship violence to contact the University. The University will accept anonymous reports.

Reporting Sexual Misconduct or Relationship Violence

All individuals are encouraged to promptly report conduct that may violate this policy to the University. In addition, all individuals are encouraged to report conduct that may also violate criminal law to both the University and to local law enforcement. These processes are not mutually exclusive.

Any University student who seeks to make a complaint or report may:

- Make an internal report to the NLU Title IX Coordinator.
- File a University incident report at nl.edu/letusknow
- Contact local law enforcement to file a criminal complaint.

Complainants may pursue an internal NLU complaint and a criminal complaint.

When talking to the Title IX Coordinator, a student does not need to know whether they wish to request any particular course of action. Complainants do not need to know how to label what happened. Choosing to make a complaint and deciding how to proceed after making the complaint, can be a process that unfolds over time. The University also encourages individuals who have been sexually assaulted to undergo a health assessment by a Sexual Assault Nurse Examiner (SANE) as soon as possible. A SANE is a registered nurse specially trained to provide care to sexual assault patients. The SANE conducts medical forensic examinations and can serve as an expert witness in a court of law. If you decide to have a SANE exam you can choose whether or not to make a police report.

The University can most effectively investigate and respond to allegations of sexual misconduct or relationship violence if the complaint is made as promptly as possible after the alleged violence or misconduct occurs. The University does not, however, limit the time frame for reporting. If the Respondent is not a member of the NLU community at the time of the report, the University will still seek to meet its legal obligations by providing reasonably available support for a Complainant, but its ability to investigate and/or take action may be limited. The University will, however, assist a Complainant in identifying external reporting options.

A student who believes that he or she has been involved in an incident of sexual misconduct or relationship violence, or any member of the University who becomes aware of an incident of sexual misconduct or relationship violence is strongly encouraged to report the incident through one or more of the following options. As with all types of incidents, the University prohibits and will address any retaliation

against anyone who files a good faith complaint or discloses an incident of sexual misconduct or relationship violence.

REPORTING INCIDENTS TO NLU

A victim or witness has the right to file a written complaint making the University aware of a sexual misconduct incident by submitting an Incident Report at nl.edu/letusknow.

Complaints can also be made to NLU's Title IX Coordinator, Danielle Laban, by email at dlaban@nl.edu or by phone/fax at 312.261.3162. NLU will make every effort to safeguard the identities of students who seek help and/or report sexual misconduct.

Contact Information

Danielle Laban, Title IX Coordinator • dlaban@nl.edu • (p/f) 312.261.3162

- **Disclosures to Responsible Employees** — Most University officials are considered Responsible Employees, which means they are required by law to report to the Title IX Coordinator all details shared with them regarding incidents of sexual misconduct or relationship violence. To ensure a prompt response to a complaint, the University strongly encourages students to submit reports directly to the Title IX Coordinator through nl.edu/letusknow. If a student reports to a Responsible Employee, that employee is obligated to submit the student's report to the Title IX Coordinator.
- **Partially Confidential Disclosures** — NLU has identified specific faculty/staff members who are able to keep reports of sexual misconduct or relationship violence partially confidential if a victim or witness so wishes. These officials are required to report to the Title IX Coordinator that an incident has occurred and they must provide general details about the incident, but they are not required to disclose any personally identifiable information about the victim/reporting party. For a list of partially confidential on-campus sources, please see nl.edu/sexualrespectandTitleIX/ under Reporting Options.
- **Confidential Disclosures** — A victim or witness who wishes to keep the incident completely confidential can speak to someone at a local crisis and support center or contact the university confidential advisor. Any information shared with an advocate or counselor at these agencies will not be shared or discussed with NLU officials and will not constitute a complaint or formal report. For a complete list of fully confidential sources where NLU has established a formal partnership please see nl.edu/sexualrespectandTitleIX/.

REPORTING INCIDENTS TO LAW ENFORCEMENT AGENCIES

Whether or not a victim chooses to make an official report to the Title IX Coordinator or law enforcement, he or she is encouraged to seek appropriate help, which includes medical attention, obtaining information, support and counseling. The University cannot file a criminal complaint on behalf of the student. The student must make this decision and initiate this complaint with the local police department.

- **Criminal Complaints** — In addition to violating University policy, sexual misconduct and relationship violence may also constitute criminal activity. Every victim of sexual misconduct maintains the personal right to file criminal charges with the appropriate local law enforcement agency in addition to or instead of filing an Incident Report with the Title IX Coordinator. The chances of a successful criminal investigation are greatly enhanced if evidence is collected and maintained immediately by law enforcement officers. Victims may discuss the matter with a law enforcement officer without making a formal criminal complaint or a formal University complaint. The Title IX Coordinator, Student Conduct Officer or another University official are available to assist victims in reporting a crime of sexual misconduct to law enforcement.

Chicago/Goose Island	Chicago Police Department 1718 South State St Chicago, IL 60616 Non-emergency: 312.745.4290
Elgin	Elgin Police Department 151 Douglas Ave Elgin, IL 60120 Non-emergency: 847.289.2700
Lisle	Lisle Police Department 5040 Lincoln Ave Lisle, IL 60532 Non-emergency: 630.271.4200
North Shore	Skokie Police Department 7300 Niles Center Rd Skokie, IL 60077 Non-emergency: 847.982.5900
Wheeling	Wheeling Police Department 1 Community Blvd Wheeling, IL 60090 Non-emergency: 847.459.2632
Florida	Tampa Police Department 411 N. Franklin St Tampa, FL 33602 Non-emergency: 813.276.3200

- **No Contact Orders** — Victims of domestic violence, sexual assault or stalking also have the right to obtain an Order of Protection or No Contact Order through the county court where either the victim or Responding Party resides, or the county in which the allegations occurred.

Explanation of Rights and Options

Upon receipt of a report of sexual misconduct or relationship violence, the Title IX Coordinator will provide a written explanation to the Complainant and Responding Student summarizing their respective rights and options. This written explanation will include information about reporting procedures, investigation procedures, law enforcement, legal options, confidentiality protections, campus resources, interim measures, and campus disciplinary procedures. Notices to University employees who are Respondents shall follow applicable University Human Resources procedures.

Requests for Confidentiality or Anonymity

While steps are taken to protect victims' privacy and empower victims to pursue their chosen course of action, the University may be legally required to investigate an incident and take action to ensure the safety of the victim and the NLU community, whether or not a victim chooses to pursue a complaint. In cases indicating pattern, predation, threat, weapons and/or violence, the University will likely be unable to honor a request for confidentiality. In cases where the victim requests confidentiality and the circumstances allow the University to honor that request, the University will offer interim support and remedies to the victim and the community, but will not otherwise pursue formal action.

Formal reporting still affords privacy to the Complainant, and only a small group of University officials who need to know will be told, including but not limited to: Title IX Coordinator, Student Conduct Officer, Behavioral Intervention Team and security personnel if needed. The circle of people with this knowledge will be kept as tight as possible in each case in order to preserve a reporting party's rights and privacy.

Victims of sexual misconduct relationship violence or may request confidentiality or anonymity, including that their name not be shared with the Respondent, that the Respondent not be notified of the report, or that no investigation occur. If the victim wants to tell the Title IX Coordinator or a Responsible Employee

what happened, but also wants to maintain confidentiality or anonymity, the employee should tell the victim that the University will consider the request but cannot guarantee confidentiality or anonymity. The incident will be disclosed only to those officials with a legitimate institutional interest in knowing the information. In reporting the details of the incident to the Title IX Coordinator, the Responsible Employee will inform the Title IX Coordinator of the victim's request for confidentiality or anonymity. Every effort will be made to maintain confidentiality of any accommodations or interim protective measures that are arranged for the reporting party unless such confidentiality prevents the institution from providing those accommodations or protective measures.

The Title IX Coordinator will weigh the victim's request for confidentiality or anonymity against the University's obligation to provide a safe, non-discriminatory environment for all students and employees, including the victim. The Title IX Coordinator will consider a range of factors in weighing the request, including:

- The associated risk that the Respondent will commit additional acts of relationship violence or sexual misconduct, such as:
 - o Whether there have been other sexual misconduct or relationship violence complaints about the same Respondent;
 - o Whether the Respondent has a history of arrests or records from a prior school indicating a history of violence;
 - o Whether the Respondent threatened further sexual misconduct or relationship violence against the victim or others;
 - o Whether the sexual misconduct or relationship violence was committed by multiple Respondents;
 - o Whether there have been threats to kill or harm the victim; and/or
 - o Whether the sexual misconduct or relationship violence was perpetrated with a weapon
- Whether the victim is a minor
- Whether the University possesses other means to obtain relevant evidence of the sexual misconduct or relationship violence (e.g., security cameras or personnel, physical evidence)
- Whether the victim's report reveals a pattern of sexual misconduct or relationship violence at a specific location or by a particular group

If the University honors the request for confidentiality, the Title IX Coordinator will explain to the victim that the University's ability to meaningfully investigate the incident and pursue disciplinary action against the Respondent may be limited.

The Title IX Coordinator will also explain that the University prohibits retaliation for filing a complaint and will take steps to prevent retaliation and take strong responsive action if any retaliation occurs. If the Complainant continues to ask that his or her name not be revealed, the University will take all reasonable steps to investigate and respond to the complaint consistent with the request as long as doing so does not prevent the University from responding effectively to harassment and preventing harassment of others.

At times, in order to provide a safe, non-discriminatory environment for members of the campus community, the University may not be able to honor a victim's request for confidentiality. In such circumstances, the Title IX Coordinator will inform the victim prior to starting an investigation and will share information only with people involved in the University's investigation. The victim is not required to participate in the investigation. Should the victim choose not to participate in an investigation, the Title

IX Coordinator will explain that the University's ability to meaningfully investigate the incident and pursue disciplinary action against the Respondent may be limited.

Regardless of whether the request for confidentiality is honored, the university will take steps to limit the effects of the alleged sexual misconduct or relationship violence and prevent its recurrence when possible. Such steps might include providing increased security or supervision at locations or activities where a pattern of sexual misconduct or relationship violence exists; providing education and training materials for students, student groups, or employees; reviewing applicable sexual misconduct and relationship violence disciplinary policies; and conducting climate surveys regarding relationship violence and sexual misconduct.

Reports from Witnesses and Bystander Intervention

Students, employees and third parties who witness acts of sexual misconduct or relationship violence perpetrated by a member of the University community (faculty, staff or student) or occurring during a University program or event or on University property are strongly encouraged to report the misconduct to the Title IX Coordinator.

The University encourages all witnesses of sexual misconduct or relationship violence to engage in bystander intervention when safe to do so. As explained on the notalone.gov website, "the bystander role includes interrupting situations that could lead to assault before it happens or during an incident; speaking out against social norms that support sexual assault, domestic violence, dating violence, and stalking; and having skills to be an effective and supportive ally to survivors."

Amnesty for Drug or Alcohol Possession and Consumption Violations

The University encourages students to report all incidents of sexual misconduct or relationship violence. Therefore, students who in good faith report sexual misconduct or relationship violence or other violations of this policy will not be disciplined by the University for student conduct violations such as underage drinking and misuse of alcohol, unless NLU determines that the violation was egregious, including without limitation actions that place the health or safety of another person at risk.

Sexual Misconduct and Relationship Violence by Third Parties

The University prohibits relationship violence and sexual misconduct by third parties towards members of the University community when the third party has been brought into contact with the member of the University community through a University program or activity. Although individuals who are not students or employees of the University are not subject to discipline under the University's internal processes, the University will take prompt, corrective action to eliminate relationship violence and sexual misconduct and prevent its recurrence in those circumstances.

If a University student believes that she or he has experienced sexual misconduct or relationship violence in a University program or activity by an individual who is not a University employee or student, the student should report the conduct to the Title IX Coordinator and the administrator (e.g., supervisor, department chair, or dean) responsible for that program or activity.

Investigations Without a Complaint

When necessary to meet its commitment to provide an environment free of unlawful sexual misconduct or relationship violence, the University may investigate allegations of sexual misconduct or relationship violence of which it becomes aware, even if no complaint has been filed, the individual(s) involved is unwilling to pursue a complaint or participate in an investigation, or the individual(s) involved requests to participate anonymously.

Informal Resolution of Complaints

Informal resolution means any type of resolution provided by the University in situations involving violations of the Sexual Misconduct and Relationship Policy which does not involve disciplinary action against the Respondent. Informal resolution is typically used when a Complainant requests to participate in an informal resolution, requests anonymity, does not consent to participation in an investigation, or the alleged conduct, even if it does not rise to the level of a policy violation, suggests the need for remedial, educational or preventive action. Depending on the form of informal resolution used, it may be possible for a Complainant to maintain anonymity.

The decision to use informal resolution will be made when the University has sufficient information about the nature and scope of the conduct, which may occur at any time. Where the Title IX Coordinator concludes that informal resolution may be appropriate, the University will take immediate and corrective action through the imposition of individual and community remedies designed to maximize the Complainant's access to the educational, extracurricular, employment and other activities at the University and to eliminate any hostile environment. Participation in informal resolution by a Complainant is voluntary, and either party may request to end informal resolution at any time and begin the formal stage of the complaint process.

There are some instances when use of informal resolution options is inappropriate, for example, cases involving sexual assault or a student complaint of sexual harassment against an employee in a position of authority over the student. The University will not compel a Complainant to engage in mediation, to directly confront the respondent, or to participate in any form of informal resolution. Such participation shall be completely voluntary for the Complainant.

The Title IX Coordinator will maintain records of all reports and conduct referred for informal resolution, which will typically be completed within sixty (60) calendar days of the initial report.

Processing Complaints and Reports

All reports of sexual misconduct or relationship violence are reviewed by Title IX Coordinator. The University will process all complaints and reports of sexual misconduct or relationship violence it receives, regardless of where the conduct which is the basis for the complaint occurred. The Title IX Coordinator may also determine that an investigation is warranted without a complaint if the University has sufficient notice that sexual misconduct or relationship violence may have occurred.

Even if the Title IX Coordinator determines that a formal investigation is not warranted, the University will take prompt, responsive action to support a Complainant and will take steps to eliminate, prevent, or address a hostile environment if it determines that one exists.

Where a University employee is the Respondent, the Director of Diversity and Employment will conduct the investigation in coordination with the Title IX Coordinator, taking into account any additional procedures specified in the University's human resources policies.

Investigation Procedures

This section provides a general outline of the investigation procedures and protocols to be employed by the Title IX Coordinator or his or her designee when conducting an investigation of sexual misconduct or relationship violence. Each investigation will be specific to the facts and may vary depending on the circumstances of each case. In general, the following procedures will be followed:

- a) Evaluate which University policies are related to the complaint or report.
- b) Provide interim measures to stop sexual misconduct or relationship violence.
- c) Provide information on the importance of preserving physical evidence of sexual misconduct, in particular sexual or relationship violence.
- d) Provide information on the availability of a medical forensic examination at no charge to the victim.
- e) Meet separately with the Complainant and the Respondent, interview them and identify additional witnesses.
- f) Collect, preserve and review available evidence, including information provided by the Complainant, the Respondent and witnesses and physical evidence such as documents, emails, photographs, video and audio recordings, text messages and other available evidence.
- g) Interview other witnesses.
- h) Contact and cooperate with law enforcement, when applicable.
- i) Assess the credibility and reliability of the evidence.
- j) Issue a Title IX report summarizing all evidence and recommendations for resolution of the incident. The preponderance of the evidence standard means it is more likely than not that a fact is true or that an incident occurred.
- k) Complete an investigative report that is distributed to the Student Conduct Officer (if the Respondent is a student), the Office of Human Resources (if the Respondent is a faculty or staff member) or the director or vice president with authority to impose sanctions on the Respondent (if the Respondent is a third-party).
- l) Distribute investigative report to the Complainant and the Respondent.
- m) File the investigative report in the Title IX Office.

Alternate Options for Resolution of Complaints

Students who believe they are a victim of sex-based discrimination in an educational program may file a complaint under Title IX with the regional enforcement office of the Office for Civil Rights, U.S. Department of Education at the following address:

Illinois Office for Civil Rights, Chicago Office
 U.S. Department of Education
 Citigroup Center 500 W. Madison Street, Suite 1475
 Chicago, IL 60661-4544
 Phone 312.730.1560 • Fax 312.730.1576
 OCR.Chicago@ed.gov

Florida Office for Civil Rights, Atlanta Office
 U.S. Department of Education
 61 Forsyth Street S.W., Suite 19T10
 Atlanta, GA 30303-8927
 Phone 404.974.9406 • Fax 404.974.9471
 OCR.Atlanta@ed.gov

Relationship between Human Resources and the Title IX Coordinator

The process for conducting investigations of complaints against Respondents who are University employees is similar to the process for investigating complaints against students, subject to University policies and procedures that apply to the Respondent. Human Resources has primary responsibility for investigations of complaints against employees, with support from the Title IX Coordinator to ensure that Complainant is provided all notices required by this policy and receives the appropriate supports as provided for in this policy. Investigative reports will be distributed to the Complainant and the Respondent employee and filed in the Title IX Office and in the Human Resources file related to the Respondent employee.

Relationship Between Law Enforcement Investigations and Internal Investigations

Law enforcement agencies investigate to determine whether there has been a violation of criminal laws. The Title IX Coordinator investigates to determine whether there has been a violation of University policy. The investigations proceed concurrently, and the outcome of one investigation does not determine the outcome of the other investigation.

Occasionally, the Title IX Coordinator may need to briefly suspend the investigation at the request of law enforcement while the police are in the process of gathering evidence. The Title IX Coordinator will maintain regular contact with law enforcement to determine when it may complete its investigation. Even if the Title IX Coordinator's investigation is briefly suspended, the University will nevertheless communicate with the Complainant regarding his/her rights, procedural options, and the implementation of appropriate interim measures to assist and protect the safety of the Complainant and the campus community and to prevent retaliation. The Title IX Coordinator will promptly resume his or her investigation as soon as notified by the police department that it has completed its evidence gathering process, or sooner if the University determines that the evidence gathering process will be lengthy or delayed.

Grievance/Adjudication Procedures

The process of formal review that will be followed by the University after an investigation is completed depends on the status of the Respondent. If the Respondent is a student, the Title IX Investigation Report will be submitted to the Office of Student Experience, where formal charges may result per the Student Conduct Process.

If the Student Conduct Process results in a finding that the Responding Student is Responsible, sanctions may include, but are not limited to, the remedies recommended in the Title IX Investigation Report, including suspension or dismissal from the University.

Remedies including but not limited to educational and developmental activities may be imposed on the Responding Student even if the Student Conduct Officer decides not to file formal charges.

Per Title IX, the standard of evidence in all sexual misconduct and relationship violence fact-finding and related disciplinary and grievance proceedings will be preponderance of evidence.

A copy of the final course of action will be kept on file in the Title IX Office.

If the Respondent is a University employee, the University's policies and procedures applicable to the employee will be followed.

The entire grievance process, including the investigation and all formal review processes must be completed within 60 calendar days of the incident.

Appeals

If the Respondent is a student, the appeal process provided in the Student Conduct Process shall be available to the Complainant and the Responding Student.

If the Respondent is a tenured member of the NLU faculty and the Investigative Body established in the National Louis University Policy for Termination of Tenured Faculty for Cause, FP 115, determines there is not sufficient evidence to refer the Complaint for investigation by the Investigative Panel, the Complainant may file an appeal to the Investigative Panel by submitting the appeal in writing to the Vice President for Human Resources or designee. Upon receiving the appeal, the Investigative Panel will review the appeal and the record submitted by the Investigative Body and determine

whether further investigation is warranted. The Investigative Panel will notify the Complainant and the Respondent of its final determination, including the results of any investigation it conducts regarding the complaint.

If the Respondent is a University employee who is not a tenured member of the NLU faculty, and the Vice President of Human Resources; designee finds that the Respondent did not engage in the conduct alleged by the Complainant or the Complainant disagrees with the sanction imposed on the Respondent, the Complainant may appeal in writing to the Vice President for Human Resources. Upon receiving the appeal, the Vice President for Human Resources or designee, who shall be someone other than the Vice President of Human Resources' designee, will review the appeal and the record submitted by the Director of Diversity and Employment. The Vice President for Human Resources or designee will notify the Complainant and the Respondent employee of his or her final determination.

Conflicts of Interest

The University does not allow conflicts of interest, real or reasonably perceived, by those investigating allegations under this policy or its related procedures. A conflict of interest exists when an individual's knowledge of the matter or personal or professional relationships with the Complainant, Respondent, or witnesses would preclude the individual from being able to investigate the case fairly and impartially. Individuals who wish to challenge an investigator because of a conflict of interest may do so by filing a challenge with the Title IX Coordinator or, in matters being investigated by the Office of Human Resources, the Vice President of Human Resources or designee. If the challenge is to the Title IX Coordinator, the challenge may be filed with the Vice Provost. If the challenge is to the Vice President of Human Resources' designee, the challenge may be filed with the Vice President of Human Resources.

Crime Reporting and Timely Warnings

As part of its annual reporting obligations under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act, as amended by the Violence Against Women Act, and related regulations, the University discloses statistics regarding domestic violence, dating violence, stalking, and sexual assaults that meet the definition of forcible and non-forcible sex offenses under federal law. The report, the Annual Security and Fire Safety Report, is published every October and is located on NLU website at nl.edu/legalpages/consumerinfo/annualecurityreport.

Victims of sexual misconduct should also be aware that University administrators must issue immediate timely warnings for incidents reported to them that are confirmed to pose a substantial threat of bodily harm or danger to members of the NLU community. The University will make every effort to ensure that a victim's name and other identifying information is not disclosed while still providing enough information for community members to make safety decisions in light of the danger. www.nl.edu/legalpages/consumerinfo/annualecurityreportclery

PREVENTION EDUCATION AND TRAINING

NLU will provide training on sexual misconduct prevention, reporting and response for all Responsible Employees and students through various platforms. Training is required of all Responsible Employees and will be provided online to faculty and staff at time of hire and annually. Students will be offered online training at the time of New Student Orientation. Continuous training events and programming will be held virtually and on various campuses throughout the year for the NLU community including a robust Sexual Assault Prevention Month every April. Those University officials with increased duties of response, advocacy and confidentiality will be required to attend additional training.

CONCEAL AND CARRY



Illinois law permits individuals with an Illinois Firearm Owner's identification card (which is already required to purchase guns or ammunition) to obtain a concealed-carry permit, subject to various restrictions. This permit allows an individual to carry concealed firearms. In accordance with the law, NLU has elected to ban concealed firearms from being carried on all campuses. This ban is demonstrated by posting signs like the example at entry ways.

Copies of these signs are posted at all entry ways at NLU campuses. If anyone enters one of the campuses with a concealed firearm, they should be asked to leave immediately and 911 should be called if they refuse to leave. The University will not store firearms for a student, faculty, staff, guest or visitor while they are on campus.

Individuals that bring concealed weapons on campus can be charged with misdemeanors and have their permits suspended or revoked. Any local, state or federal employee who is also faculty, adjunct or a currently enrolled student may request an exception to the policy by contacting Richard Schak, Criminal Justice program director, for official University approval at Richard.Schak@nl.edu, 312.261.3579. If anyone who is not exempt from this prohibition is found to have a firearm in his/her possession, consequences include but are not limited to charge of misdemeanors, permit suspension or revocation, immediate dismissal from employment and/or expulsion from the University.

DISRUPTION OF UNIVERSITY BUSINESS OR EVENTS

This policy applies to behavior that disrupts nonacademic University business/ events and other disruptions falling outside the scope of the Disruptive Classroom Behavior policy found in this Guidebook under Academic Policies and Procedures. National Louis University recognizes a student's right to speak, inquire or dissent but requires that these freedoms be exercised in an orderly and responsible manner. The University prohibits any student or group of students from interfering with the personal rights of another individual, the carrying out of University business or the progress of any authorized University event.

Any student who causes disruption or interruption of university business or events may be asked by a university official to leave the premises for a temporary period. A few examples of potential disruption to university business or events includes, but is not limited to: excessive noise in hallways through loud conversation and/or arguments and/or using profane language on university property. Students are expected to display respect for other members of the community and cease the behavior of concern if approached by university staff. If behavior is repetitive, fails to stop when confronted, or is egregious the university official will then report the incident to the appropriate staff by completing an incident report at nl.edu/letusknow.

FALSIFICATION OF RECORDS

Falsification of records and official documents is prohibited by the University. This includes altering academic or business records, forging signatures of authorization or falsifying information on any other documents, including but not limited to transcripts, letters of permission, petitions and drop-add forms. Forgery of any type, such as the alteration or misuse of University business or academic records or papers, is forbidden. Also expressly forbidden is the forgery of the signature of any employee of the University.

Any University faculty or staff member who believes that this policy has been violated by a currently enrolled student shall promptly report the issue by filing an Incident Report at nl.edu/letusknow.

Any student found to have falsified records is subject to disciplinary action through the Student Conduct Process.

GAMBLING

National Louis University prohibits gambling, the sponsoring of lotteries and the sale of lottery tickets.

GREEK LIFE POLICIES

It is the responsibility of all students, staff, faculty and members of the University community to ensure an atmosphere of learning, social responsibility and respect for human dignity. This is achieved by providing positive influences and constructive development for current and aspiring members or participants of any group or organization at NLU. In accordance with Illinois law, National Louis strictly prohibits the practice of hazing of any student by other student or groups of students. Conduct that would actively or passively support acts of hazing will not be tolerated.

Students, Student Groups, and Student Organizations found to be in violation of this Policy may face sanctions set forth in the Student Guidebook, as well as possible criminal prosecution. Silent participation or acquiescence in the presence of Hazing are not neutral acts; they are violations of this Policy and Student Guidebook.

STUDENT ORGANIZATION STANDARDS AND ACCOUNTABILITY

Student Organizations are expected to abide by all University policies, including the policies in the student guidebook www.nl.edu/student-services/student-guidebook

Be sure to review these policies to insure compliance. In addition to students being held responsible for their actions, including in their role as an officer a group or organization may be held responsible for the actions and behaviors of its member and guests. Please see Student Org policy and procedure for further disciplinary measures.

HAZING, BULLYING AND CYBER-BULLYING

In accordance with Illinois law, National Louis University strictly prohibits the practice of hazing, bullying and/or cyber-bullying of any student by any other student or groups of students. Conduct that would actively or passively support acts of bullying; hazing or cyber-bullying will not be tolerated.

Hazing is defined as any intentional or reckless action or situation which promotes emotional or physical harassment, discomfort or ridicule; hazing is usually connected with the initiation or entry of a new individual or group of individuals into an already existing group or with the discipline of a member by other members of a group.

Specifically, the following hazing activities directed toward any pledge, initiate or new member of an organization or team are prohibited:

1. Any and all forms of strenuous physical activity which are not part of an organized constructive event and which may reasonably be expected to bring harm.
2. Paddling, beating, pushing, shaving, restraining, immobilizing or striking.
3. Activities that result in the unreasonable loss of sleep or study time.
4. Forcing or coercing a person or persons to eat or drink amounts of any substance, including alcohol, drugs, foods or other substances.
5. Abduction and/or forced relocation or exposure to extreme weather.
6. Cruel psychological treatment.
7. The intentional creation of cleanup work or labor for new members by active/inactive members or alumni.
8. Nudity or lewd behavior.
9. Walking in a line/formation.

10. Wearing of uniform.

11. Behavior which disrupts the normal functioning of the University; behavior which forces another person(s) to participate in an illegal, publicly indecent or morally degrading activity; or behavior which violates rules, regulations and policies of National Louis University.

Bullying is intentional aggressive behavior toward another that is severe or repeated and that would be likely to intimidate, hurt, demean, control or diminish a reasonable person. Bullying may be verbal or physical and may occur through electronic means (cyber-bullying). Bullying can occur through one isolated but severe incident, or through a pattern of repeated incidents.

Cyber-bullying and Social Media

Cyber Bullying is defined as any activity that deliberately threatens, harasses, intimidates an individual, places an individual in reasonable fear of harm to the individual or damage to the individual's property; or has the effect of substantially disrupting the orderly operation of the individual's daily life via the use of electronic information and communication devices, to include but not be limited to: e-mail messages, instant messaging, text messaging, cellular telephone communications, internet blogs, social media sites, internet chat rooms, internet postings.

Cyber bullying by a member of the NLU community directed towards another is prohibited. It includes, but is not limited to:

1. Sending mean, threatening or harassing messages to another person through texts, email, web pages, or instant messaging.
2. Spreading lies and rumors about victims through the internet or text messages.
3. Posting pictures without the consent of the individual.
4. Tricking someone into revealing their personal information and sending it to others.
5. Creating websites, polls, or blogs about the individual that are meant to embarrass or hurt the person.
6. Recording conversations or videos without the individual's consent and then posting it online.

The university may suspend network privileges for as long as necessary in order to protect the university's computing resources for violations of this policy. In addition, any violation of this policy is "misconduct" and subject to disciplinary action, up to and including dismissal for employees and expulsion for students, in accordance with the applicable disciplinary process. Additional sanctions may also include civil and/or criminal actions.

Intimidation

Bullying, intimidation, and harassment: a person acts with the purpose to bully, intimidate, and harass another by:

1. Making, or causing to be made, a communication or communications (including the use of electronic and/or social media) anonymously or at extremely inconvenient hours, or in offensively coarse language, or any other manner likely to cause annoyance or alarm; or
2. Subjecting another to striking, kicking, shoving, or other offensive touching, or threatening to do so; or
3. Engaging in any other course of alarming conduct or of repeatedly committed acts with purpose to alarm or seriously annoy such other person, such that the behavior substantially disrupts or interferes with the orderly operation of the institution or the rights of other students to participate in or benefit from the educational program.

Any allegations of hazing, bullying or cyber-bullying are to be promptly reported through an Incident Report at nl.edu/letusknow.

NLU PROPERTY

Students are accountable for the care of any facility used by the University and for the property of the University and its students. Unauthorized entry or attempted entry into University facilities is prohibited, as are acts of vandalism, such as damage or destruction of property owned by the University or its students. Theft of any kind, including seizing, receiving or concealing property with the knowledge that it has been stolen, is forbidden. Sale or possession of property without the owner's permission is also prohibited. Repair or replacement costs and/or disciplinary action will result when damage, liability, loss or theft occurs. The University further reserves the right to contact local authorities to address those acts that are in violation of the law.

Fires and Fire Safety

No fires or open flames are permitted on University property or in any facility operated by the University. Staff and faculty are obliged to immediately stop any such use and report the event through the Incident Report form at nl.edu/letusknow.

Students are to cooperate fully whenever a fire alarm is sounded and proceed to fire exits quickly and calmly. Failure to cooperate with University or fire department personnel will result in disciplinary action.

Please be advised, false activation of a fire alarm is a crime which is vigorously prosecuted as a felony. Law enforcement considers these offenses to be serious as they represent the potential for serious injury during an evacuation and diversion of critical fire department personnel. The University does not tolerate or excuse intentional discharge of the fire alarm stations on its properties. National Louis University will prosecute, to the fullest extent allowed by law, anyone found making or causing a false activation of the fire alarms. Further, it will take disciplinary actions against such individuals up to and including dismissal from the University. Punishment for conviction of false fire alarm activation includes significant monetary fines and felony imprisonment with terms as long as 3 years.

REQUESTS BY OFFICIALS OF THE UNIVERSITY

Students are expected to comply with reasonable and lawful requests or direction by members of the faculty, administrative staff and others acting in the performance of their official duties. Students are also expected to report any behavior or misconduct that appears to violate University policy by completing the appropriate

form at nl.edu/letusknow. Failure to report an observed incident could result in a violation of this policy.

Students must respond promptly to summons from faculty members, administrative officers, residence hall staff, and officers involved in student conduct proceedings. It is considered a violation of the Standards of Student Conduct for a student to provide false or misleading information to a University official.

STANDARDS OF DRESS

National Louis requires students enrolled in the Kendall College of Culinary and Hospitality Management to dress appropriately for safety and strongly encourages students to dress in a way that conveys professionalism whenever on campus. All instructors, regardless of academic program, can require specific dress (e.g., business professional) for classes, guest speakers, field trips, presentations, career fairs, etc.

Dress Code — Hospitality Management Program

Students are strongly encouraged to dress in business casual attire whenever on campus. Business casual extends to footwear. Examples of business casual include:

- Pants paired with blazers, vests, tailored shirts, or sweaters
- Skirts paired with blazers, vests, tailored shirts, or sweaters
- Dresses or dresses paired with sweaters or blazers
- Appropriate footwear includes dress shoes, loafers, boots, flats, dress sandals, or deck or boat shoes

Dress Code — Culinary Arts Program

Culinary Arts students who are in a teaching kitchen, in culinary classes, baking and pastry classes, or representing the college are required to be dressed in full uniform. When on campus and not in culinary classes or the kitchens, students must be either in full uniform or adhere to the above referenced business casual guidelines. A partial uniform is not appropriate. Immediately upon entering campus, culinary students are required to change into appropriate attire. Students are not permitted to wear any part of their chef uniform off campus.

Dress Code Enforcement

Instructors will enforce the dress code in all Culinary and Hospitality classes. Instructors have the final decision making authority to determine whether or not a student's dress meets the dress code policy. First offenses will result in a conversation between instructor and student. Second offenses will be reported to the dean or program director and the Associate Director of Student Development. Third offenses will result in one of the following sanctions:

- Inability to participate in course
- Loss of participation points
- Lowering of final grade by one letter grade

Students with multiple offenses will be referred to the Associate Director of Student Experience and may face additional sanctions.

In the case when an instructor requires formal business attire and a student is not in compliance, the student will not be permitted to participate in class regardless of the number of offenses. Staff and faculty will also enforce the dress code policy when students are not in class. All dress code policy violations that occur outside of the classroom will be reported to the Associate Director of Student Development and students may be asked to leave the building. Students with multiple offenses may face sanctions.

SUBSTANCE ABUSE

In accordance with the Drug-Free Schools and Communities Act of 1989 National Louis University forbids the unlawful use, possession, distribution or sale of drugs or alcohol by a student anywhere on University property. Students receiving prescription medications from a physician must have the prescription in their possession. Students in violation of state, federal or other local regulations with respect to illegal drugs or alcohol may be subject to both criminal prosecution and University disciplinary action.

The United States Congress has established legislation that requires educational institutions to provide information to students regarding illicit drugs and alcohol abuse. This legislation is commonly referred to as the Drug-Free Schools and Communities Act of 1989. Colleges and universities are asked to certify that they attempt to prevent the unlawful possession, use and/or distribution of drugs and alcohol by students.

National Louis University is committed to maintaining a drug-free environment for students. Disciplinary sanctions that National Louis University may impose for violations of University policies are found under the Student Conduct Process section of this Student Guidebook. Any students who would like to receive additional information or confidential assistance may contact the Office of Student Experience at 888.658.8632 x3568.

Per the Drug-Free Schools and Communities Act, National Louis University works to foster a culture of care, where students are informed about the risks associated with consuming alcohol or drugs and the responsibility for healthy behavior and a safe learning environment is shared by all. The primary aspects of the University's policy on alcohol and other drugs are outlined below, please refer to the Student Wellness Page and the Annual Security Report for full policy details.

www.nl.edu/legalpages/consumerinfo/annualecurityreportclery

Student Wellness

www.nl.edu/substanceabuse

Annual Security Report

www.nl.edu/legalpages/consumerinfo/annualecurityreportclery

Alcohol

NLU prohibits students, student groups and employees from the following unlawful and/or unauthorized conduct involving alcohol, including being on campus or participating in University sponsored events under the influence of alcohol:

- Use, possession, distribution or sale of alcohol or containers that previously contained alcohol by anyone under 21 years of age;
- Use, possession, distribution or sale of alcohol or containers that previously contained alcohol anywhere on University property, regardless of age (except as expressly authorized by University facilities personnel);
- Providing alcohol to or procuring alcohol for anyone under 21 years of age;
- Intoxication that results in disruption of University business or raises concern for a student's well-being, regardless of age;
- Drinking games or other practices that promote intoxication or encourage participants to consume alcohol;
- Other violations of University policy or federal, state or local laws pertaining to alcohol.

Drugs

NLU prohibits students, student groups and employees from the following unlawful and/or unauthorized conduct involving drugs or controlled substances, including being on campus or participating in University sponsored events under the influence of illegal drugs or controlled substances:

- Use, misuse, possession, manufacture, distribution or sale of illegal drugs or controlled substances (except as expressly permitted by legal authority, such as a student possessing a physician's prescription and using the substance only as prescribed);
- Use, possession, manufacture or distribution of any drug paraphernalia;
- Intoxication that results in disruption of University business or raises concern for a student's well-being;
- Being in the presence of the use or misuse of illegal drugs or controlled substances on University property;
- Other violations of University policy or federal, state or local laws pertaining to illegal drugs or controlled substances.
- Use or being under the influence of medical marijuana on all University campuses and at any University sponsored event or activity.

Additional Information Regarding Drugs

Although Illinois' Compassionate Use of Medical Cannabis Pilot Program Act (H.B. 1) allows patients to possess and consume limited amounts of marijuana for certain medical conditions, this state law conflicts with federal laws governing marijuana. National Louis University is subject to the federal Drug Free Schools and Communities Act Amendments, which mandate that University communities be free of controlled substances (including marijuana). Thus, the use, possession, manufacture, distribution or being under the influence of medical marijuana on University property or at University-related activities is prohibited and violates this policy.

Effects of Alcohol and Drug Use

Even occasional use of alcohol or drugs can have lasting impacts on health and behavior. Some of these effects include impaired judgment, addiction, negative physical symptoms, negative impact on relationships, reduced brain activity, increased risk of cancer and other organ damage and death. For a complete list of health effects and warning signs of alcohol or drug abuse, see www.nl.edu/substanceabuse.

Treatment Resources

The University urges students who are experiencing alcohol or drug related concerns to seek help immediately. For a list of assessment tools to determine if you or someone you care about may be struggling with alcohol or drugs, see www.nl.edu/substanceabuse. Additionally, the following treatment centers are located near NLU campuses:

- **Peer Services, Inc.** — Adult and adolescent outpatient services. Evanston/Glenview <http://peerservices.org>
- **Gateway Foundation** (Chicago West) — Adult inpatient and outpatient treatment center. Multiple locations across northern, central and southern Illinois <http://recovergateway.org>
- **Harborview Recovery Center** — Adult inpatient and outpatient treatment. Chicago www.presencehealth.org/medical-services-behavioral-health-addiction-treatment

To find additional treatment centers in your area and learn more about which treatment center may be right for you, check out www.recovery.org.

Sanctions

Disciplinary sanctions that National Louis University may impose for violations of University policies are found under the Student Conduct Process section of this Student Guidebook. Students in violation of state, federal or other local regulations with respect to alcohol, illegal drugs or controlled substances may be subject to both criminal prosecution and University disciplinary action, including criminal charges and/or suspension or exclusion from the University. For more information on legal sanctions for violating federal, state or local law, refer to www.dea.gov/druginfo/ftp3.shtml.

VIOLATIONS OF UNIVERSITY POLICY, LOCAL, STATE OR FEDERAL LAWS

Students are expected to comply with all local, state and federal laws and ordinances. They are subject to all rules and regulations, both academic and co-curricular, developed by the University and included in any of its publications. A student alleged to have violated one or more rules, laws or regulations will be subject to disciplinary action in accordance with the Student Conduct Process and/or disciplinary action by the civil authorities.

VIOLENCE, THREATS OF VIOLENCE AND WEAPONS

National Louis University strives to maintain an environment that is free from intimidation, threats (direct or implied) or violent acts. The University maintains a zero tolerance policy for any violence on University premises or in connection with the University's programs and activities. Violence includes physically harming another person or oneself, shoving, pushing, intimidating, coercing, making threats of violence or self-harm, as well as the carrying of or use of weapons. Violent behavior may include oral or written statements, gestures, social media exchanges, or expressions that communicate a direct or indirect threat of physical harm or intimidation. Any object, regardless of its nature or intended purpose, is considered a weapon when used in a threatening or violent manner.

Procedure

Individuals who believe they have been subject to any of the behaviors listed above or who observe or have knowledge of a violation of this policy must immediately report the incident: if the violence or threat is imminent, individuals should notify emergency personnel; if the violence or threat is not imminent, individuals should submit an Incident Report at nl.edu/letusknow. Anyone who threatens or displays violence on campus may be subject to immediate removal without prior notice and will be permitted to return to campus upon meeting with the Student Conduct Officer. Likewise, anyone found to have brought charges of violence by another University community member in bad faith will be considered in violation of the anti-retaliation policy. All threats of violence are considered credible and serious and will be thoroughly investigated. To the greatest extent possible, the confidentiality of an individual who reports a threat of violence will be maintained. Anyone who fails to report such threats may also be subject to disciplinary action under this policy.

STUDENT CONDUCT PROCESS

The Office of Student Experience assumes formal responsibility for issues of student conduct. This includes:

1. Counseling students involved in student conduct matters.
2. Processing communication and maintaining a central file of student conduct records.
3. Maintaining student rights and responsibilities through equity and accountability to University policies.
4. Mediating conflict between students.
5. Collaborating across the university to ensure student safety and success.

National Louis University focuses attention on the development of a student's potential by encouraging self-awareness, fostering a respect for the experiences of others and encouraging cooperation with the expectations of the University. Therefore, the Student Conduct Process provides opportunity for students to:

1. Reassess those aspects of their personal behavior that necessitated University intervention.
2. Increase their awareness of the expectations that the campus community holds.
3. Accept responsibility for modifying their behavior to better meet these responsibilities.
4. Continue their education and development through their student conduct experience.

Such a program requires a positive regard for the welfare of the individual student and a rational commitment to resolving student conduct situations in a constructive and educational manner. Additionally, sanctions may be imposed as an expression of the community's interest in achieving a positive living and learning environment.

Conduct Process Overview

When the University receives an Incident Report that names a student as its subject (Responding Student), the following process is initiated:

1. Incident Report or Complaint received.
2. Incident is assessed for possible policy violation.
3. Upon assessment of an incident, the incident is documented in online Student Conduct management system. If incident does not rise to the level of a policy violation, incident is dismissed and does not constitute a record of student conduct. Except in cases pursuant to the Comprehensive Sexual Misconduct and Relationship Violence the reporter will be notified of this decision..
4. Informal Resolutions are determined by the administrator, as well as the severity of the policy violation. Informal Resolution are an educational tool to prevent the recurrence of behavior. Informal Resolution will not be considered a part of a permanent conduct file, however, will be documented and considered in the event of future conduct violations, except in cases pursuant to the Comprehensive Sexual Misconduct and Relationship Violence.
5. Formal Resolutions are determined by the administrator, as well as the severity of the policy violation. The purpose of a formal resolution is to determine if the Responding Student holds any responsibility for the policy violations.
 - a. Administrative Action: If the Responding Student assumes Responsibility for the violation(s), the Office of Student Experience reviews the case and impose sanctions.

b. Student Conduct Hearing: If the Responding Student does not assume Responsibility for the alleged violation(s) or a hearing is required pursuant to the Comprehensive Sexual Misconduct and Relationship Violence policy, the Office of Student Experience will convene a Student Conduct Hearing Committee. The Student Conduct Hearing Committee is comprised of an Office of Student Experience staff member (serves as hearing administrator) and two trained faculty/staff members of the Student Conduct Hearing Board. In hearings conducted pursuant to the Comprehensive Sexual Misconduct and Relationship Violence policy, the members of the Hearing Committee will have received training related to sexual violence, domestic violence, dating violence and other training required by law.

6. Written notice of the results of the formal resolution is provided.

7. If applicable, Responding Student are provided the right to appeal the outcome of the process pursuant to the right to appeal outlined below..

Investigative Process Overview

1. The Office of Student Experience reviews the Incident Report, meets with all involved parties to investigate the incident, and collects evidence. This may include the reporting party (the Complainant), the Responding Student and any witnesses who may have information related to the incident.

2. When an allegation is made that a student engaged in conduct prohibited by the Comprehensive Sexual Misconduct and Relationship Violence policy, the Title IX Coordinator or designee is responsible for conducting the investigation that informs the Student Conduct Process and for providing the information, support and services required by the Comprehensive Sexual Misconduct and Relationship Violence policy.

3. At any point during the Student Conduct Process, the Office of Student Experience or the Title IX Coordinator or designee may place interim restrictions or requirements on a Responding Student or other involved parties to ensure the safety and security of the campus community. These actions include, but are not limited to, no contact orders, limiting presence on campus or modifications to class attendance. In situations where temporary suspension is recommended, the decision rests with the Office of Student Experience, Title IX Coordinator or designee.

4. During investigative interviews, the Office of Student Experience provides the Responding Student with a copy of the Incident Report, the University policies, and explains the Student Conduct Process to all involved parties. Investigations of complaints subject to the Comprehensive Sexual Misconduct and Relationship Violence policy will be conducted pursuant to that policy.

5. The investigator will use a preponderance of the evidence standard (“more likely than not”) in determining whether the Responding Student violated any policies or rules of the University. For investigations conducted pursuant to the Comprehensive Sexual Misconduct and Relationship Violence policy, the Title IX Coordinator or designee will issue an Investigative Report with recommendations for resolution of the incident and will distribute the Report to the Office of Student Experience when the Responding Student is a student.

6. Following the completion of the investigation, the Office of Student Experience or the Title IX Coordinator or designee will communicate in writing via NLU email to notify the Complainant and Responding Student whether

formal charges will result from the alleged behavior within three business days. Investigations of complaints subject to the Comprehensive Sexual Misconduct and Relationship Violence policy will be conducted pursuant to that policy.

7. If no formal charges result, the Student Conduct Process is complete and this incident does not constitute a student conduct record for the Responding Student. For complaints subject to the Comprehensive Sexual Misconduct and Relationship Violence policy, however, the Complainant may file an appeal with the Vice Provost Advising and University Registrar or designee and request a hearing according to that policy. The Vice Provost Advising and University Registrar or designee will review the investigative file and the appeal and determine whether the evidence indicates a hearing is appropriate.
8. If formal charges result or a hearing is scheduled pursuant to the Comprehensive Sexual Misconduct and Relationship Violence policy, the written communication shall include:
 - a. A description of the alleged misconduct.
 - b. Specific provisions of University policy that are alleged to have been violated.
 - c. Directions and deadline to the Responding Student regarding his/her choice to plead Responsible or Not Responsible for each alleged violation.

Student Rights and Procedural Considerations

The following procedures are designed to determine, without bias, what is best for the Complainant, the Responding Student and the NLU community.

1. The Responding Student is entitled to a Student Conduct Hearing if the matter cannot be resolved through Administrative Action. Reasonable efforts will be made to hold the hearing in not less than 5, nor more than 15 business days from the date of the charge notification, unless the Responding Student expressly waives all or part of the notice period or a continuance is granted by the Office of Student Experience.
2. The Complainant in hearings related to the Comprehensive Sexual Misconduct and Relationship Violence policy shall have the opportunity to request that the hearing begin promptly and proceed in a timely manner.
3. The Complainant and the Responding Student will be notified of the time and place of the hearing at least 5 business days prior to the hearing date. At the time of this notification, the Office of Student Experience will provide the names of available witnesses and any available evidence to the Complainant and the Responding Student. If the Complainant or the Responding Student wishes to bring witnesses to the hearing, they must provide the names of witnesses and any related materials within 2 business days of the date of the hearing. All individuals who participate as witnesses must submit a written statement as directed by the Office of Student Experience. The number of witnesses permitted to attend any hearing is at the discretion of the hearing administrator.
4. The Complainant and the Responding Student may challenge the participation of any member of the Student Conduct Hearing Committee for good and substantial reasons, including a conflict of interest, and request the substitution of that member of the Hearing Committee. The challenge and request for substitution must be filed in writing with the hearing administrator no later than 2 business days before the scheduled commencement of the hearing. The committee member's continued participation is at the discretion of the hearing administrator. Challenges to the participation of the hearing administrator will

be submitted to the Vice Provost Advising and University Registrar or designee no later than 2 business days before the scheduled commencement of the hearing. The hearing administrator's participation is at the discretion of the Vice President for Student Services or designee..

5. The Complainant and the Responding Student may appear in person and present evidence. The Complainant and the Responding student will not be compelled to attend the hearing or to make statements or testify at the hearing. If the Complainant or the Responding Student does not attend, the hearing body may proceed in his/her absence. The absence of the student will be noted in the record without prejudice.
6. The Complainant and the Responding Student may be assisted during the hearing by an advocate of his/her choosing. The advocate will not be permitted to participate directly in the hearing and will be available only to consult privately with the student regarding questions the student may have during the course of the hearing. Decisions regarding the extent of advocate/student consultation will be determined by the hearing administrator.
7. All proceedings are closed to the public. Persons in attendance shall be limited to members of the hearing body, Complainant, Responding Student, Complainant's advocate, Responding Student's advocate, witnesses and Title IX Coordinator where appropriate. All persons involved in a proceeding shall agree to hold information related to the student conduct case confidential.
8. It is within the discretion of the hearing administrator to determine whether witnesses may be present at the hearing when they are not testifying.
9. The Complainant and the Responding Student and their advocates may be present for the entire hearing.
10. In hearings proceeding pursuant to the Comprehensive Sexual Misconduct and Relationship Violence policy, the Complainant is entitled to the same procedural rights afforded to the Responding Student.
11. Hearing Committees are required to determine whether the Responding Student is Responsible or Not Responsible for each alleged violation. The decision of the Hearing Committee shall be made only on the basis of statements and other evidence relevant to the case. The standard of review used to reach a decision is preponderance of evidence, or "more likely than not." Decisions of the Hearing Committee will be determined by simple majority. If the Hearing Committee determines that a Responding Student is responsible for a violation of University policy, the Responding Student's past offenses or other relevant information may be considered for purposes of determining sanctions.
12. The Responding Student and Complainant are each entitled to written notice of the results of the Student Conduct Hearing sent via NLU email no later than 5 business days after of the hearing date.
13. An audio recording of the Student Conduct Hearing shall be made by the hearing administrator and filed in the Office of Student Experience. The Complainant and the Responding Student may request access to the audio recording.

Format of Student Conduct Hearing

Procedural aspects of the hearing are at the discretion of the hearing body, inclusive of the Student Rights and Procedural Considerations above and the hearing elements listed in (a)-(h).

- a) The charges stated and the case presented by the hearing administrator.
- b) A statement made by the Complainant.
- c) A statement made by the Responding Student.
- d) Statements made by witnesses, if appropriate.
- e) Questions are asked by members of the Student Conduct Hearing Committee. If the Complainant or Responding Student has questions during the proceeding, the questions will be submitted in writing to the hearing administrator. The hearing administrator has the discretion to determine whether proposed questions are relevant to the proceedings and consistent with University policy. Only the hearing administrator will read questions submitted by the Complainant or Responding Student.
- f) Any final statements made by the Complainant.
- g) Any final statements made by the Responding Student.
- h) Closing statements made by the hearing administrator notifying hearing body of deliberation instructions and notifying involved parties of decision timeline.
- i) In hearings conducted pursuant to the Comprehensive Sexual Misconduct and Relationship Violence policy, the Complainant has the right not to provide opening or closing statements, or testify in the presence of the Responding Student. When the Complainant asserts this right, the University will provide a procedure in which the Complainant is allowed to speak to the Hearing Committee outside the presence of the Responding Student. The procedure will allow the Responding Student to hear the Complainant's statement or testimony without being physically present in the hearing room.

Sanctions

The following sanctions may be imposed upon students found Responsible for violations of University regulations:

1. Reprimand: an official rebuke that makes the misconduct a matter of record.
2. Warning: verbal or written notice that the behavior has been inappropriate. May be considered part of student conduct record in future student conduct action.
3. Restriction: limitation of a student's privileges or freedom.
4. Probation: a period during which continued enrollment is conditioned upon continued cooperation. Suspension may occur should another violation take place.
5. Suspension: a temporary separation from the University.
6. Dismissal: a permanent separation from the University.
7. Other: at the discretion of the hearing body or a senior administrator of the University.

Note: Sanction #6 shall be imposed only by the President.

Right of Appeal

The Complainant or the Responding Student have the right to appeal when they allege a procedural error occurred, new information exists that would substantially change the outcome of the finding or the sanction is disproportionate to the violation. The appeal must be submitted in writing no later than 10 business days after notification of the decision. This appeal must be made to the Vice Provost Advising and University Registrar or designee, 122 S. Michigan Ave., Chicago, IL 60603. The Vice Provost Advising and University Registrar or designee will review

the appeal and the record. The Complainant and the Responding Student will be notified within 5 business days after a decision regarding the appeal has been made.

Appeal of Student Conduct Decision
For information on steps that occur prior to the appeal stage, refer to written policies in the Undergraduate and Graduate Catalog and/or Student Guidebook.
SITUATION
Complainant or Responding Student is dissatisfied with Administrative Action or Student Conduct Hearing outcome due to procedural error, new information that would substantially change the outcome of the finding or sanction is disproportionate to the violation.
PROCESS
Complainant or Responding Student must submit written appeal to the Vice Provost Advising and University Registrar or designee within 10 business days of decision notification.
The Vice Provost Advising and University Registrar or designee reviews appeal and notifies Complainant and Responding Student of decision regarding the appeal within 5 business days of the date of appeal.
Vice Provost Advising and University Registrar decision is final.

Records of Student Conduct Matters

All student conduct records are kept in the Office of Student Experience. This information is not recorded on academic transcripts, nor released to any persons outside the University except when authorized by the student involved or when under legal compulsion.

Records of student conduct actions are maintained for 7 years from the date the incident was reported.

Conflicts of Interest

With the exception of the process for challenging members of the Hearing Committee described previously in this section, if there is a real or perceived conflict of interest involving the actions of the designated University official or University office typically responsible for handling matters of concern, the Complainant or the Responding Student may challenge the participation of the official or University office for good and substantial reasons. The challenged member’s continuation is at the discretion of the Vice Provost Advising and University Registrar.

Alternate representatives may include the Office of Student Experience, the Title IX Coordinator, the University Ombudsman, the Provost’s Office or the Office of Human Resources. The alternate University representative or office may then designate an impartial and appropriate University official to resolve the matter following applicable University policy.

A conflict of interest exists when an individual’s knowledge of the matter or personal or professional relationships with the Complainant, respondent, or witnesses would preclude the individual from being able to investigate or adjudicate the case fairly and impartially.

Challenges to the participation of the Title IX Coordinator in matters related to the Comprehensive Sexual Misconduct and Relationship Violence policy are subject to the provisions of that policy.

UNIVERSITY CONTACT INFORMATION

888.NLU.TODAY (888.658.8632) | nl.edu/contact

Any extension can be reached from the University toll-free number.

College of Professional Studies and Advancement	P: 888.658.8632 x3378, x3609
National College of Education	P: 888.658.8632 x5065
Academic Advising	P: 888.658.8632 x5900 • F: 312.261.3044 Advising@nl.edu • nl.edu/advising
Admissions Processing	P: 888.658.8632 x5151 • F: 847.465.5730 Admissions@nl.edu • nl.edu/oar
Career Development	P: 888.658.8632 x3270 CareerDevelopment@nl.edu nl.edu/careerdevelopment
Counseling Center	counseling@nl.edu
Enrollment	P: 888.658.8632 nl.edu/admissions F: Chicago: 312.261.3407 F: Lisle: 630.874.4491
Facilities Management	P: 888.658.8632 • Chicago x3333 Elgin x8080 • Lisle x4444 Skokie x2222 • Wheeling x5555
International Students	P: 888.658.8632 x3461
Learning Support	P: 888.658.8632 x3374 • Learn@nl.edu nl.edu/lis
Library	P: 888.658.8632 x3376 • Library@nl.edu nl.edu/library
Ombudsman	P: 888.658.8632 x3461
Prior Learning:	P: 888.658.8632 x4319 • nl.edu/pla
Registrar	P: 888.658.8632 x5718 • F: 847.465.4746 Registrar@nl.edu • nl.edu/oar
Response Center	P: 888.658.8632
Student Experience	P: 888.658.8632 x3568 StudentExperience@nl.edu nl.edu/studentexperience
Student Finance/Financial Aid	P: 888.658.8632 x5350 • F: 847.465.5894 StudentFinance@nl.edu nl.edu/studentfinance
Technical Student Support/Help Desk	Off campus: 866.813.1177 On campus: x4357 nl.edu/lits
Virtual BookStore	P: 877.284.6744 BookStore@ecampus.com ecampus.com/nlu

