

Welcome Letter from the Vice President for Campus Life

Dear Foresters,

Welcome back to campus! Whether you are returning or joining us for the first time, we are thrilled to have you as part of our vibrant and diverse community. As we embark on another exciting academic year, we look forward to the growth, learning, and opportunities for a transformational student experience.

The start of a new year is always filled with promise—a time to set goals, make new connections, and dive into your studies with renewed energy. To help you navigate the many aspects of campus life, we are pleased to provide you with the *Student Handbook*, a vital resource that we encourage you to familiarize yourself with.

This *Handbook* is designed to be your go-to guide for understanding the policies, procedures, and resources available to you throughout your time here. It covers a range of topics, including guidelines for residential life, student organizations, student conduct, and contact information for services that are important to student success.

We understand that the transition back to campus life, or for some, the start of this journey, can be both exciting and overwhelming. The *Student Handbook* is here to make this transition smoother by providing you with the information you need to make informed decisions, understand your rights and responsibilities, and take full advantage of the resources available to you.

Our goal is to support your success—academically, personally, and socially. We believe that by understanding the guidelines and utilizing the resources outlined in the *Student Handbook*, you will be better equipped to navigate the challenges and seize the opportunities that lie ahead.

Please take the time to read through the *Handbook* carefully, and don't hesitate to reach out if you have any questions or need further clarification on any of its contents. Our staff and faculty are here to support you every step of the way.

Again, welcome back to campus! We wish you a year filled with achievement, discovery, personal growth, and a true transformational student experience!

Sincerely,

Edward G. Whipple, Ph.D.
Interim Vice President for Campus Life

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MISSION OF LAKE FOREST COLLEGE

Lake Forest College affirms that education ennobles the individual. Our curriculum engages students in the breadth of the liberal arts and the depth of traditional disciplines. We encourage students to read critically, reason analytically, communicate persuasively, and, above all, to think for themselves. We prepare our students for, and help them attain, productive and rewarding careers. We foster creative talent and independent research. We embrace cultural diversity. We honor achievement. Our faculty of distinguished scholars takes pride in its commitment to teaching. We know our students by name and prepare them to become responsible citizens of the global community. We enable students, faculty, trustees, and administrators to solve problems in a civil manner, collectively. We maintain a secure residential campus of great beauty. We enrich our curriculum with the vibrant resources of Chicago. Lake Forest College celebrates the personal growth that accompanies the quest for excellence.

- Approved by the Faculty and Trustees, May 1992; amended 2014.

INTRODUCTION

This *Student Handbook* is designed to be your guide to navigating policies for students at Lake Forest College. The mission of the College affirms the College's developmental goal to prepare students to become responsible citizens of the global community, solving problems in a civil manner, collectively. This *Student Handbook* is one tool in achieving that stated goal. Students have many partners in their developmental process – faculty, staff, peers, and often parents and mentors.

Parents are an important part of a student's educational journey at Lake Forest College. However, students hold responsibility for following the provisions of this *Student Handbook*. While Lake Forest College welcomes questions and concerns from parents, faculty and staff will deal first with the student for resolution. The College strongly believes the time spent on campus is a developmental one where students learn to resolve problems. Learning how to handle both success and failure is important to student maturation. Since the College's primary relationship is with the student, College faculty and staff will primarily engage with the student, including with respect to honoring privacy obligations.

This *Student Handbook* is **not a contract**. The College retains discretion to revise, interpret and apply the provisions in this *Student Handbook* in a manner that is not clearly unreasonable, even if others disagree with the College's exercise of this discretion. The College also retains discretion to determine reasonable exceptions to its policies and procedures.

IMPORTANT CONTACT INFORMATION

Phone (General):847-234-3100

Phone (Office of Campus Life):847-234-5200

Address:

555 N. Sheridan Road

Lake Forest, Illinois 60045

Office and Departments:

<https://www.lakeforest.edu/offices/>

[Accessibility Services](#)

[Career Advancement Center](#)

[Center for Academic Success](#)

[Center for Chicago Programs](#)

[Dining Services](#)

[Facilities Work Orders](#)

[Financial Aid](#)

[Global Engagement Office](#)

[Ice Rink / Field House](#)

[Information Technology Services](#)

[Library](#)

[President's Office](#)

[Provost's Office](#)

[Registrar](#)

[Student Accounts](#)

[Writing Center](#)

CAMPUS LIFE

Office of Campus Life (Vice President for Campus Life and Dean of Students)

Athletics

Gates Center for Leadership and Personal Growth

Health and Wellness

Inclusive Excellence

Mailing Services

Public Safety

Residence Life

Sports and Rec Center

Student Accounts

Title IX

SCOPE AND JURISDICTION

The *Student Handbook* (including the Code of Student Conduct) applies to the conduct of individual students, student organizations, and student groups both on and off campus, if conduct adversely affects the mission of the College. The *Student Handbook* is applicable from the time of admission through graduation. The *Student Handbook* does not cover academic and academic conduct policies, which can be found in the [Lake Forest College Catalog](#), and which students are also responsible for following.

The President has charged the Vice President for Campus Life or designee for administration of the Code of Student Conduct. The College responds to alleged violations of the Code through the process overseen by the Office of Campus Life. Decisions by College Officials and Hearing Boards under this Code are final unless appealed as provided in the *Student Handbook*. Appellate decisions are final and may not be further appealed.

Students must engage in responsible social conduct as members of the Lake Forest College community. The following policies outline behaviors prohibited at the College. These rules are intended to provide general guidelines for conduct, and the listed violations should not be regarded as all-inclusive. The College has discretion to impose appropriate corrective action for other forms of disruptive or inappropriate behavior and the examples cited in the Code do not replace the expectation that students will exercise sound judgment, common courtesy, and adhere to generally accepted standards of behavior. In addition, the College will respond to violations of local, state, and federal laws, where applicable. Repeat or multiple violations are subject to more severe sanctions.

Each member of the Lake Forest College community enjoys the same basic rights and is expected to respect the rights of others. Those rights include, but are not limited to:

1. freedom from prohibited abuse and threats of violence,
2. reasonable access to all College services and opportunities, and
3. a supportive living environment that enables them to participate in the life of the College.

As members of a diverse academic community dedicated to open and free inquiry, we also emphasize support for every member of our community to, within the bounds of the responsibility, honor College policy, law, others, and the College:

1. express themselves freely,
2. organize their personal lives as they choose, and
3. act according to their own vision for success.

POLICIES

1. Alcohol and Other Drugs

Lake Forest College is committed to maintaining a healthy and safe learning environment, workplace, and community that is free from the adverse effects of alcohol and illegal drug use and abuse, and complies with applicable law, including:

- Drug-Free Schools and Communities Act (Federal)
- Drug-Free Schools and Campuses Regulations (EDGAR Part 86)
- Illinois Controlled Substances Act (State)
- Illinois Cannabis Regulation and Tax Act Section 10-35, paragraph (d) (State)
- Illinois Liquor Control Act of 1934 (State)
 - Act 5, Article VI General Provisions, Section 5/6-16 Prohibited Sales and Possession
- City of Lake Forest Drug Ordinances (Local) §§ 135.029 through § 135.031
- City of Lake Forest Alcohol Ordinances (Local) § 111.076

The College is not a sanctuary protecting those who violate laws concerning illegal substances, and College officials will cooperate with legal authorities whenever necessary and deemed appropriate.

Members of the Lake Forest College community are expected to abide by all laws regarding the possession, distribution, and/or use of alcohol on campus or at College-sponsored events. The College expects students to make choices regarding alcohol in a manner that supports the College's values of responsible citizenship and mutual respect. Any items in violation that are found, observed, discovered, or surrendered will be confiscated and properly disposed of by College staff.

A. Responsible Use of Alcohol

1. Prohibited Conduct Related to Alcohol

The College prohibits students from engaging in the following conduct, which is subject to discipline up to and including dismissal, termination, and/or referral for prosecution:

- a. Possession or consumption of alcoholic beverages by anyone under 21 years of age on College property or as part of any College activities
- b. Misrepresentation of age by anyone under 21 years of age for the purpose of purchasing alcoholic beverages, including for purposes of bringing such alcohol on College property or into any College activities
- c. Possession of alcoholic beverages by anyone over 21 years of age while on College property or as part of any College activities except as specifically articulated in the section titled Responsible Use of Alcohol
- d. Consumption of alcoholic beverages by anyone over 21 years of age on College property or as part of any College activities except as specifically articulated in the section titled Responsible Use of Alcohol

- e. In rooms or apartments where all residents are under the age of 21, possession or consumption of alcohol
- f. In rooms or apartments where any resident is under the age of 21, collection of containers that contain or previously contained alcohol
- g. Public intoxication (when a student is found to be under the influence of alcohol or any other substance in a public area; this may be further demonstrated by intoxication and/or impairment that can lead to the injury of the student and/or a bystander)
- h. Abuse of alcohol (when a student drinking, intoxication, and/or other alcohol related behavior requires significant staff intervention, medical attention, and/or transport/admission to the hospital. Abuse can be demonstrated by a one-time incident or a series of events);
- i. Possession and/or consumption of alcohol in open container(s) in public areas (i.e. outdoors, lounges, balconies, outdoor quad areas, etc.)
- j. Use or possession of common containers and/or excessive amounts of alcohol (when a student possesses, uses, purchases, distributes, and/or consumes alcohol from containers such as but not limited to kegs, punch bowls, or garbage cans; and/or when a student possesses an excessive amount of alcohol as determined by College staff)
- k. Participation in drinking games (when a student participates in a game/activity where drinking alcohol is a component; this can include but not be limited to beer-die, beer-pong, century-club, etc.)
- l. Use or possession of paraphernalia (when a student possesses, or uses items demonstrated to enhance and/or speed the consumption of alcohol or designed to provide alcohol to many people; this includes¹ beer bong, kegerators, drinking game paraphernalia)
- m. In rooms or apartments where at least one roommate is 21 or older, alcoholic beverages may only be consumed by residents and their guests who are 21 years of age or older, in the privacy of their room or apartment with the door closed and in an atmosphere which does not foster excessive consumption or create significant noise or other disturbances.

The College acknowledges that some alcohol related behaviors and choices are more hazardous than others and could result in more significant harm to individuals and/or the community. The possibility of greater harm may also require a higher level of assistance from staff, such as Public Safety and Residence Life. As a result, violations of these standards require greater consideration. These violations include but are not limited to abuse of alcohol, common containers and/or excessive amounts, providing/purchasing alcohol for underage persons, drinking games, paraphernalia, and public intoxication. Corrective action may require completion of a rehabilitation program.

¹ Where this *Student Handbook* uses the term “includes,” the description following is not intended to be exhaustive; in other words, “includes” generally means “includes but is not limited to” as determined in the discretion of the College.

2. Campus Facilities

All campus facilities have individual policies and procedures in addition to the Alcohol Policy listed in the *Student Handbook*. Please consult with the manager of specific campus facilities for more information.

3. Student Organizations

Student organizations may only serve alcohol with the permission of the Gates Center. All alcohol policies in the *Student Handbook* and policies of the Gates Center must be followed.

4. Additional Provisions Involving Alcohol

All students must present their Lake Forest College ID and a state-issued photo ID to attend any event at which alcoholic beverages are served. All guests must be registered for the event and present a valid state-issued photo ID.

B. Controlled Substances

Members of the Lake Forest College community are expected to abide by all laws regarding the possession, distribution, and/or use of drugs. This includes illegal drugs and the improper/unauthorized use of prescription medication. The College prohibits students and from engaging in the following conduct, which is subject to discipline including dismissal, termination, and/or referral for prosecution:

- a. Use or possession (use or possession of illegal drugs, drugs that are not legally prescribed to them, and/or uses of prescription drugs in excess or in a manner otherwise inconsistent with the prescription)
- b. Use and possession of cannabis; while Illinois state law legalized recreational cannabis use in January of 2020, federal law still prohibits use or possession on College property or as part of College activities
- c. Use or possession of paraphernalia (possessing items that have been used to store and/or consume illegal drugs such as pipes, bongs, one-hitters, grinders, baggies with residue etc.)
- d. Misuse of legal substances (inhaling or ingesting a substance—including but not limited to nitrous oxide, glue, paint, gasoline, solvent, etc.—or using the substance other than in its intended purpose for purposes of intoxication is a violation of College policy and is prohibited)
- e. Manufacture of illegal substances (when a student is found to have manufactured and/or attempted to manufacture illegal drugs or controlled substances). Furthermore, students in possession of items found to be used for manufacturing drugs such as plant lamps, chemicals, etc., may also be considered)
- f. Distribution, (distributing, attempting to distribute, and/or demonstrated intent to distribute illegal drugs or drugs not legally prescribed), regardless of whether money and/or other considerations are exchanged; possession of large quantities of drugs and/or articles found to be used for distribution (such as scales, baggies, etc., may also be considered) may be considered in determining distribution

- g. Use, possession, distribution, manufacture, or dispensing of synthetic drugs that contain ingredients or mimic the effects of illegal drugs including but not limited to synthetic cannabis, products with illegal concentrations of THC, and salvia divinorum

As indicated above, drugs are often hazardous and could result in significant harm to individuals. In circumstances where information may indicate an effort(s) to provide drugs to the community, such a possibility requires a distinct level of attention from staff, such as Public Safety and Residence Life or even off-campus resources such as the Lake Forest Police Department. As a result, violations of these standards require greater consideration. These violations include but are not limited to: manufacture, distribution, and violations related to synthetic drugs. Corrective action may require completion of a rehabilitation program.

2. Allergy Conscious

When feasible, members of the College community should consider the allergies and sensitivities of other community members. For more information on Parkhurst Dining's policy on food allergies, visit their website: <http://www.parkhurstdining.com/our-food/allergies-sensitivities>. Students seeking disability accommodation due to allergies should contact the [Office of Accessibility Services, accessibilityservices@lakeforest.edu](mailto:accessibilityservices@lakeforest.edu).

3. Amplified Sound

Students, faculty, and staff may request sound amplification when making a request for reservation of space through the Gates Center. Any amplified sound may not disrupt or obstruct teaching, research, administration, disciplinary proceedings, other College activities, including its public service functions on or off campus, or of other authorized non-College activities when the conduct occurs on College premises. Amplified sound is allowed only in space designated by the Gates Center.

On weekdays when classes are in session, amplified sound (including bullhorns, musical instruments, and amplified speakers) is only permitted on campus between 5:00pm – 10:00pm. The Gates Center may make exceptions to this policy for all-campus events. Requests for amplified sound must be submitted for approval during the space reservation process.

Amplified sound is not allowed on campus during scheduled College-wide events (e.g., Convocation), Final Exams, and Reading Days.

If noise resulting from an event in an outdoor space interferes or conflicts with library, office, or classroom activities, the continued use of that outdoor space may be stopped.

4. Anonymous Reporting

Any individual may make an anonymous report regarding an act of alleged misconduct. The Dean of Students, College Title IX Coordinator, or, in cases of health or safety concerns, Public Safety (the latter of which has an anonymous reporting form) will receive the anonymous report and determine any appropriate next steps including individual or community steps. Depending on the extent of information regarding the incident or individuals involved, the College's ability to respond to an anonymous report may be limited. This means that, unless identifiable

information is shared in the report, the College may not be able to take action to stop the alleged misconduct, including discrimination or harassment, remedy its effects, or prevent future instances of behavior because it will not be able to engage the appropriate procedures in this policy.

5. Bicycles/Motorcycles/Skateboards/Self-Propelled Scooters

- Self-propelled scooters are banned from campus and may not be stored or used on campus property
- Bicycles must be parked in assigned bike rack areas outside the residence halls.
- Bicycles must be registered at the Department of Public Safety.
- Bicycles may not be stored in common areas of buildings (e.g., hallways, stairwells) where there are no bike racks.
- Bicycles should be locked to bike racks. Bicycles locked to anything other than the provided bike racks will be removed and turned over to the Department of Public Safety for collection.
- Motorcycles must be parked in approved parking spaces. They may not be parked anywhere else on campus.
- Skateboards, scooters, and/or in-line skates are not to be ridden or worn inside any buildings.

6. Campus Parking

Lake Forest College is a residential campus with limited parking capacity. Vehicles belonging to eligible students must display a valid permit when parked on any campus, at any time, and parking on City of Lake Forest streets surrounding the College (Deerpath, College, Rosemary, Illinois, Sheridan, and Washington Roads) is prohibited. All students are required to follow the parking policies listed on the [Public Safety website](#).

Lake Forest College assumes no responsibility or liability for the care and/or protection of any vehicle or its contents while parked on campus, and all community members and guests use the College's parking facilities at their own risk.

a. Eligibility

Student parking and academic year permit eligibility is limited to all commuting students and any junior or senior level residential students who wish to obtain one. First-year and sophomore residential students are not eligible to obtain an academic year permit and are not permitted to park on campus.

b. Medical Mobility Accommodation Requests

Students who have documented medical mobility needs [should contact the Office of Accessibility Services, accessibilityservices@lakeforest.edu](#).

7. Complaints

The College has designed and maintains this student complaint policy to address student academic and non-academic complaints that are not otherwise addressed in the *Student Handbook* or other written College policies or procedures (e.g., nondiscrimination policies). The College encourages informal resolution of complaints whenever possible at the lowest unit level, but provides, through the policies identified in this *Student Handbook* and other applicable College policies, for a formal review of complaints to provide resolution when informal resolution is not achieved. The College maintains records of all formal complaints pursuant to applicable policy(ies) along with the resolution status.

Students may bring complaints against the College about any academic or non-academic services provided to students by any representative of the College, but all complaints must claim that a College policy, regulation or established practice has been violated. No complaint will be considered unless it identifies the underlying policy, regulation or established practice which has been alleged to be violated, except as noted below.

The policy does not apply to student complaints regarding issues that can be addressed through other complaint procedures established by the College. Excluded issues, in this respect, include, but are not limited to, those regarding employment by the College, admissions or financial aid decisions, grades, fees including parking violations, academic honesty, housing, bias, sexual harassment or misconduct.

Resolution under this policy shall fall into one of two categories:

- Student Academic Complaints are complaints brought by students alleging violations of Lake Forest College's policies or practices regarding the provision of education or other academic services which affect the student in their role as a student at Lake Forest College. Student academic complaints shall not include grade disputes, academic appeals brought before the Academic Appeals Board or appeals of Academic Honesty Judicial Board decisions.
- Student Non-Academic Complaints are complaints brought by students alleging violations of policies or practices regarding the provision of non-academic services by the College. Non-academic complaints shall not include admissions or financial aid decisions, campus housing assignments, parking or residence hall fines, student conduct findings including those involving fees or violation charges, or sexual harassment or misconduct.

Students should consult this *Student Handbook* and other relevant College policies for procedures related to complaints which are excluded under this Complaints policy.

A. Informal Resolution of Student Complaints

The first stage of the complaint process under this policy must be an informal meeting with the party or parties involved and an appropriate third party such as a department chair, administrator or faculty member. If the complaint cannot be resolved informally, the student may seek formal resolution.

B. Formal Resolution of Student Complaints

If resolution is not reached through informal means, the student may bring a formal written complaint to the appropriate Dean. Student Academic Complaints shall be addressed to the Dean of the Faculty or designee while Student Non-Academic Complaints shall be addressed to the Dean of Students.

The student must submit a written explanation of the issue of concern including a full description of the issue, the College policy or policies which the student is alleging have been violated, a description of any efforts which have been made to resolve the concern informally and a statement of requested remedy. Copies of any relevant documents or other materials should be attached.

Upon receipt of a formal complaint, the Dean of the Faculty or Dean of Students (whichever is appropriately addressed by the complaint) shall designate an investigator to review the matter and make recommendations for remedy. The investigator may request a written response from any College employee or representative mentioned in the complaint and any other persons who may be able to help with the resolution of the complaint. The investigator may also conduct interviews or review documents as required.

All investigations should be completed within 21 days of the filing of the written complaint; however the appropriate Dean may extend this time for good cause. In all cases, the complaint will be reviewed and investigated as quickly as possible. The College maintains a strict policy against retaliation toward the complaining student by any College employee or representative including other students. The investigator will file a report of the findings of the investigation to the appropriate Dean along with recommended remedies, if any. The Dean of the Faculty or the Dean of Students will review the recommendations of the investigator and render a final decision regarding the resolution of the complaint. The decisions of the Dean are final and may not be appealed.

Copies of the formal complaint filed by a student along with any exhibits and attachments shall be maintained in the appropriate Dean's office for a period of two years from the date of the findings of the investigator. The College will maintain summary records of student complaints under this policy for a period of ten years. This summary will be reviewed periodically by the President of the College or a designee to determine if any institutional changes are warranted. The College maintains only the records of formal complaints filed by students or former students of the College. Informal complaints are presumed to be resolved in the absence of a formal complaint. Complaints initiated by parents, employees, members of the public or any other individuals or groups are not tracked or subject to the terms of this policy.

8. Complying with College Officials

College staff and faculty must address problem situations with the cooperation of any student(s) present. This may include, but not be limited to:

- a. Failure to comply with directions of College officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.

- b. Failure to carry and/or present ID. All students are expected to always carry their student ID and present it upon request from any College Official. Guests must also be able to present some form of identification when requested.
- c. Failure to comply with a reasonable request of a College official acting in performance of her or his duties. This may include failing to vacate the area during an emergency or College drill, disregarding a direction to quiet down, not completing sanction(s) for a violation of community standards, fleeing after receiving a verbal and/or physical order to stop or remain in a certain location.
- d. Providing false and/or misleading information, including false identification.

9. Bystander Intervention & Complicity in Violations

Students who are present during and/or associated with a violation of the Code of Student Conduct are expected to act in response to such matters. Their behavior should be such that it does not constitute permission or condone the violation. Students who find themselves in such circumstances should remove themselves from the situation, confront the behavior and attempt to end the violation(s) if appropriate, or follow-up with the other student(s) at a more appropriate time, and/or contact appropriate staff to respond.

Students are not expected to intervene in any situation that may be unsafe for them to get involved. In situations where there appear to be concerns about health and/or safety, Public Safety should be contacted. Students are reminded that they can request to remain anonymous if calling Public Safety to report a concern and there is an anonymous reporting form they can complete through Public Safety as well, should they not wish to be identified. Students should also inform themselves about the Health and Safety Report Amnesty policy found in the *Student Handbook*, which encourages students to come forward to report and get assistance for situations where health and safety are at risk.

10. Computer Facilities and Resources

Students are prohibited from:

- a. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
- b. Unauthorized transfer of a file.
- c. Use of another individual's identification and/or password.
- d. Use of computing facilities and resources to interfere with the work of another student, faculty member or College Official.
- e. Use of computing facilities and resources to send obscene, threatening, or harassing messages.
- f. Use of computing facilities and resources to interfere with normal operation of the College computing system.
- g. Use of computing facilities and resources in violation of copyright laws.
- h. Any violation of the Acceptable Use of E-Resources Policy and other ITS Policies

Students should [review this page](#) for additional information on appropriate use of information technology.

11. Damage to Property

Students are prohibited from causing damage to any College property or the property of a member of the campus community – faculty, staff, students, or visitors – including damage to property that occurs in connection with a College event or activity or while using the Lake Forest College name.

12. Demonstration, Protest, and Freedom of Expression

a. General Principles

Lake Forest College prepares students to “become responsible citizens of the global community. We enable students, faculty, trustees, and administrators to solve problems in a civil manner, collectively.” (Mission Statement). We commit to nurture a College environment where differences of opinion and experience will be a part of our community. The College affirms and supports the bedrock commitments to freedom of thought, inquiry, speech and lawful assembly. While fostering the free exchange of ideas, the College must also be able to pursue its core mission of teaching, research, and scholarship, and generally perform its everyday functions.

Priorities when managing a protest or demonstration are:

- a. Promoting the safety of the College community and demonstrators
- b. Engaging with demonstrators when they bring voice to issues of concern
- c. Preserving the function of College activities, including teaching, research, administration, and other functions, both on and off campus
- d. Educating and committing to work appropriately with demonstrators and follow up on issues of concern that were identified through the protest resolution

Lake Forest College responds to peaceful protests and orderly demonstrations in a highly facilitative, engaged, and supportive manner beginning with building trusting relationships with student groups and responding to any non-life or property threatening situation with the lowest possible level of response to de-escalate disruptive activity.

b. Demonstration Parameters & Restrictions

The College may place reasonable parameters around demonstrations. Also, to ensure the safety of the College community and to protect the health and property of individuals, encampments and overnight demonstrations are not permitted in any College location, regardless of space (indoor or outdoor). Unauthorized overnight activities will be considered trespassing and addressed. Individuals and groups may not erect structures, walls, barriers, sculptures, or other objects on College property without prior permission from the Vice President for Campus Life. Any structure erected without permission is subject to immediate removal.

Additionally, the Code of Student Conduct prohibits disruption or obstruction of teaching, research, administration, disciplinary proceedings, other College activities (including its public service functions on or off campus), or of other authorized non-College activities when the conduct occurs on College premises.

Demonstrations are not permitted in or on any of these College locations:

- a. Private offices, private residences, research laboratories and associated facilities, and computer centers.
- b. Offices, libraries, and other facilities that normally contain valuable or sensitive materials, collections, equipment, records protected by law or by existing College policy such as educational records, student-related or personnel-related records, or financial records.
- c. Classrooms, seminar rooms, auditoriums or meeting rooms in which classes or private meetings are being held or are immediately scheduled.
- d. Emergency facilities, communication systems, utilities, or other facilities or services vital to the College's continued functioning.
- e. College sculptures and statues. To preserve these structures and to reduce the risk of injury, College statues and sculptures may not be climbed on or covered with any material.

Participants in demonstrations are expected to be respectful to College employees involved in ensuring the safety of the community and compliance with these guidelines.

Demonstrations violate these guidelines if they threaten or advocate violence, create violence, or harass or intimidate College-affiliated individuals or groups based on race, religion, national origin or ancestry, identity, sexual orientation, disability, or any other protected class.

c. Counter-Protests/Demonstrations

In the instance of a counter-protest or counter-demonstration, students will be directed to a space designated by Public Safety. The designated spaces will be within sight and sound of each other.

d. Outside Organizations, Speakers, or Individuals

Individuals and organizations who are not members of the College community and who seek to intervene or agitate on College property will be treated as trespassers. Further, to preserve an orderly atmosphere and avoid possible embarrassment to invited guests, the College will prohibit two speakers representing opposing viewpoints on the same date, unless the events have been appropriately arranged in advance and unless both speakers have full prior knowledge and acceptance of the circumstances of their invitation.

The College reserves the express right to request College identification from participants engaged in events and demonstrations on campus to determine if an individual is affiliated with the College.

Non-College persons who participate in meetings, events, and demonstrations in a College location are required to comply with these guidelines and any additional instructions from other College officials, including Public Safety and the Vice President for Campus Life (or their designee).

No student may obstruct other students from accessing information exchange with a speaker, recruiter, or representative who has arranged to visit the College. No speaker, recruiter, or

representative who visits the College shall be permitted to take photographs of demonstrators or prevent students from exercising their right to demonstrate peacefully.

e. Interference with Speech of Others

Protecting speech includes not interfering with others' speech rights and protecting the speaker's rights.

Community members may protest speakers on campus with whom they disagree, but they may not do so in a way that prevents the speaker from expressing their views or prevents other members of the community from hearing or seeing the speaker.

Individuals or groups may not suppress the speech of another individual – they may not have a “heckler’s veto” over speech with which they disagree.

f. Use of Social Media

Social media can be a powerful tool for expression. However, this right is also circumscribed by principles of respect, civility, College policy, and local, state, or federal law. Online harassment and the doxing of students, faculty or staff is not permitted in that they undermine open expression, academic freedom, and physical safety. Online misconduct occurring within the scope of College policies (including violations of nondiscrimination or other conduct policies) will be addressed under procedures applicable to those policies.

Students should review [College Information Technology Policies](#) for additional information on appropriate use of information technology.

g. Livestreaming, Filming, and Media Access

Live streaming an event is not permitted except in limited circumstances where reaching a wider audience is appropriate and approved by the Event Organizers. Any third-party who wishes to film on campus for non-news-media purposes is required to work with the Office of Communications and Marketing. News media are required to produce credentials when requested by College officials and may be asked to limit filming to specific areas of campus, especially during demonstrations, to allow Public Safety to maintain campus security.

h. Enforcement

Each member of the College community is expected to know and follow these guidelines. Disrupting College operations is not permitted. This includes conduct that interferes unreasonably with the activities of other persons; causes injury to persons or property or threatens to cause such injury; holding meetings, events, or demonstrations under circumstances where health or safety is endangered; or knowingly interfering with unimpeded movement in a College location or with College operations.

The Vice President for Campus Life or their designee has the authority to determine if the guidelines are being violated by any member of the College community.

The Vice President for Campus Life or their designee may intervene to address in real time any conduct that may be in violation of the guidelines. Intervention may include instructions to participants to modify or terminate their behavior.

Refusal to comply with these instructions may lead to a referral to the Office of Campus Life, which will investigate the event and decide what disciplinary proceedings, if any, to pursue. Where appropriate, referrals may be made to law enforcement. If a member of the College community is believed to have violated College policies or guidance, the individual (or organization) will be subject to College disciplinary policies as applicable to students, faculty, residents, and staff.

Students who are believed to have violated these policies will be referred to the Office of Campus Life upon the filing of a complaint and preliminary review of the allegations. If a charge is pursued, the Office of Campus Life will follow the normal process, as appropriate.

Reports of harassment, threatening, or unsafe behavior in connection with a demonstration, protest, or online should be reported to the Division of Public Safety by calling 847-735-5555 for an immediate response or filling out the appropriate form:
<https://cm.maxient.com/reporting.php?LakeForestCollege>.

13. Disruption

Any behavior that infringes on the rights of others to access College facilities/services/activities and/or disrupts the legitimate activities of the College is prohibited. This includes disruption or obstruction of teaching, research, administration, disciplinary proceedings, other College activities (including its public service functions on or off campus), or of other authorized non-College activities when the conduct occurs on College premises.

14. Federal, State, and Local Laws

Students are expected to adhere to state, federal, and local laws, both on and off campus.

15. Fundraising by Student Organizations

College policy governing fundraising by student organizations is outlined in the Student Organization Handbook produced by the Gates Center.

16. Gambling

Any event that suggests that the College explicitly or implicitly endorses gambling is not permitted. Under Illinois law, any "game of chance or skill" is an act of gambling when played "for money or other thing of value." This definition encompasses blackjack, poker and euchre, as well as any other card game, craps, roulette, and other comparable games when these games are played for money or any other thing of value (including prizes).

Events featuring bona fide games of skill, such as darts or billiards, at which prizes are awarded, may be permissible within College activities, but betting on the outcome of the game(s) is prohibited.

Any requests for events at which games of skill will be played must be approved by the Gates Center.

17. Student Government

See the [Student Government website](#) for all Student Governance policies.

18. Guests

Students are responsible for the actions and behavior of their guests. Guests can include Lake Forest College students who are present in the student room as well as non-student visitors. Students must register all guests and their vehicles as soon as they arrive on campus using an online form on my.lakeforest.edu student tab. Students are also expected to remain with their guests while they are on campus. Students may be held responsible when a student's guest(s) violates community standards, and/or when a student hosts an event at which guests violate the Code of Student Conduct. Students may also be responsible for parking tickets issued to a guest's vehicle. Any guest to campus (e.g., speaker, recruiter) must be invited by a member of the campus community and or a recognized student organization. All guests are expected to adhere to all campus policies including the College's non-discrimination policy.

19. Hazardous Materials

Illegal or unauthorized possession of dangerous or hazardous materials or chemicals on College premises, in connection with College activities, or use of any such item, even if legally possessed and otherwise authorized, in a manner that harms, threatens or causes fear to others or poses a safety threat is prohibited.

20. Hazing

Lake Forest College explicitly and emphatically prohibits hazing. A student is responsible for hazing when they take any action and/or create a situation on or off College premises which may produce mental or physical harm, discomfort, harassment, embarrassment, ridicule, or abuse as part of any activity and/or event related to membership and/or participation in an organization. For more information on Hazing, [click here](#).

21. Health Records and Immunization

All full-time students – new, transfer, resident, and commuter – are required to complete a Health History Report and to include an Immunization Record. Students not in compliance with [the immunization requirements or applicable exemptions](#) during their first term of attendance are restricted from registering for subsequent terms until compliance is obtained, per mandate of the State of Illinois.

22. Misrepresentation and Falsification of Records

All members must act in a way that does not interfere with the rights and/or safety of other students. Acts of dishonesty are prohibited, including but not limited to, the following:

- a. Cheating, plagiarism, or other forms of academic dishonesty as outlined in the [College Catalog](#).
- b. Furnishing false information to any College official, faculty member, or office or utilizing information obtained under false pretenses.
- c. Forgery, alteration, or misuse of any College document, record, or instrument of identification.
- d. Misrepresentation and/or falsification of materials such as fabrication or alteration of documents, records, and/or identification.
- e. Attempting and/or actually possessing and/or using, through any means, information and/or records in a fraudulent and/or deceptive manner. This includes impersonating a College official, misrepresenting or acting on behalf of another person, group, and/or the College without authorization or prior consent.

23. Health and Safety Report Amnesty (Drug & Alcohol Violations)

The health, safety, and general well-being of students are of primary concern to Lake Forest College. Students who are aware of a medical emergency are obligated to call for help, even when the emergency may be linked to illegal or prohibited activities such as alcohol or other drug use.

If someone is severely intoxicated or is injured because of illegal or prohibited activities, students should seek emergency medical help immediately. Students experiencing the intoxication or injury and those assisting them run no risk of penalty from the College for alcohol and other drug violations, so long as someone has called for help. In those cases, students may be required to take advantage of educational or counseling opportunities, but no record of a conduct violation will be created. Failure to complete the recommended educational or counseling opportunity may result in further disciplinary action. Repeat or serious incidents will prompt a higher degree of concern, response, and sanctioning.

The College's Health & Safety Reporting Amnesty Policy offers no protection for civil or criminal charges that authorities may apply in association with the incident(s). Furthermore, the College reserves the right to address other egregious conduct violations that may surface during the response to the incident(s), such as sexual misconduct or fire safety violations.

24. Misuse of Keys, Facilities, or Property

Unauthorized use, distribution, duplication, or possession of any key or access device issued for any campus building, structure, room or facility is prohibited.

Unauthorized entry, use, or abuse of College owned or controlled property, facilities, equipment or resources (e.g. computer equipment, computer access lines, phones, mail services, telecommunications resources, etc.) is prohibited.

Students are prohibited from entering any residence hall room, college office, or college-owned space without authorization.

Students are also prohibited from attempting to and/or successfully possessing property that does not belong to them without permission or in a manner not intended.

25. Movie and Film Screening

Copyrighted movies borrowed from sources such as streaming services, public or college libraries, colleges departments, personal collections, etc. generally may not be used legally for showing without an appropriate license.

Films or film clips may not be used as, or as part of, a published or public event or entertainment unless the appropriate rights (copyright) have been purchased or secured. Films or film clips that individuals typically purchase or rent are generally intended for home viewing use only. These films/clips can be viewed within a student's residence hall room or a private audience. However, no public announcement or advertising may occur, as it may turn the private audience into a public one (even if the viewing still occurs in a private residence hall room) where the films/clips are subject to public performance guidelines.

Except for a Lake Forest College faculty member showing a film/clip to an officially registered class at the College (as permitted under reasonable interpretations of the “fair use doctrine”), all other public showings on campus or in connection with a College activity are prohibited unless a public performance right is secured.

Students should review [the College Copyright, File Sharing, and DMCA Policy](#) for additional information on appropriate use of copyrighted materials.

26. Neighborhood Relations

Students are expected to follow good neighbor policies and relations, including:

- Fostering and maintaining good community relations and cooperation with neighbors and authorities.
- Being respectful of and to local community members. Prohibited behavior includes, but is not limited to: littering, loitering, causing damage, public urination, public nudity, using abusive language and illegal parking that interferes with the rights of College neighbors.
- Respecting the rights of others and following all existing laws and ordinances, including the Lake Forest Noise Ordinance.
- Being responsible for making reasonable efforts to resolve neighborhood problems involving the student, household members, and College neighbors in a timely fashion.

27. News Releases and Photo Release

Lake Forest College reserves the right to disseminate information highlighting student achievements and honors on the College website and to a student's local community newspaper.

Photographs and videos are taken for a variety of purposes on campus and at College related events. Lake Forest College reserves the right to use a student's photo and/or video, audio files for the College's communication, news, marketing, and promotional purposes during their time at the College and beyond. Any student who wishes to be exempt from this policy should contact the Dean of Students at studentaffairs@lakeforest.edu.

28. Equal Opportunity, Harassment, and Nondiscrimination

a. General Policy

As provided in the College's [Non-Discrimination Policy](#), the College prohibits discrimination or harassment on the basis of race, color, religion, national origin, ancestry, sex, pregnancy, sexual orientation, gender identity, gender expression, parental status, marital status, age, disability, citizenship status, work authorization status, military or veteran status, unfavorable discharge from military service, order of protection status, arrest record, or any other classification protected by law.

Through an individualized, interactive process, Lake Forest College offers reasonable accommodations to qualified applicants, students, and employees with disabilities and reasonable adjustments to individuals who are pregnant or experiencing pregnancy related conditions.

Any inquires or concerns with respect to sex discrimination, sexual misconduct, Title IX and the College's Title IX policies and procedures, and requests may be directed to:

Erin Agidius, J.D., Interim Title IX Coordinator
555 North Sheridan Road
Lake Forest, IL 60045
TitleIX@lakeforest.edu

Any inquiries or concerns regarding Title VI (prohibiting discrimination based on race, color, or national origin), Section 504 of the Federal Rehabilitation Act of 1973 (prohibiting discrimination based on disability), or the College's Non-Discrimination Policy and Complaint Resolution Procedures may be directed to:

Lauren Slipkowski
Associate Vice President of Human Resources
555 North Sheridan Road
Lake Forest, IL60045 847-735-5036
lslipkowski@lakeforest.edu

Individuals may also contact the U.S. Department of Education's Office of Civil Rights or information.

Office for Civil Rights
U.S. Department of Education-Chicago Office
500 W Madison St., Suite 1475
Chicago, IL60661-4544
(312) 730-1560
ocr@ed.gov

i. Harassment

Prohibited harassment includes the use or expression of epithets, slurs, intimidation, negative stereotyping, threats, assault or any physical interference with an individual's normal work or

movement. Harassment may also include written or graphic material placed on walls, bulletin boards, College-related websites or social media, or elsewhere on the College's premises that denigrates, shows hostility or aversion towards an individual or group because of the characteristics identified above. Harassment does not include lawful conduct protected under College freedom of expression or academic freedom policies.

ii. Bias Incidents

Lake Forest College is committed to providing a safe and inclusive campus environment for all students, faculty, and staff. It is expected that all members of our campus community – students, faculty, staff, and administration – will strive to foster an environment that is free from bias.

Concerns regarding discrimination, bias, or harassment will be managed initially through the Equal Opportunity, Harassment, and Nondiscrimination policy: <https://www.lakeforest.edu/title-ix/policies/policies-and-intersecting-policies>

iii. Disability Accommodations and Discrimination

The College seeks to provide equitable access for all students, regardless of disability needs through accommodations, resources and support services. Students seeking disability accommodation and information on related policies and procedures should contact the [Office of Accessibility Services](#).

If a student feels there is reason to believe that discrimination because of disability has occurred, a grievance should be handled under the [Grievance Procedure](#) provided on the Accessibility Services website.

iv. Sex Discrimination

Lake Forest College prohibits discrimination based on sex, sexual orientation, gender, and/or gender identity in any College education program or activity, consistent with Title IX of the Educational Amendments of 1972, Title VII of the Civil Rights Act of 1964, and other applicable state and federal laws. Complaints of discrimination based on sex (including discrimination based on sex, sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity), sexual harassment, various forms of sexual violence, and dating/domestic violence will be addressed under the College's Equal Opportunity, Harassment, and Nondiscrimination Policy: <https://www.lakeforest.edu/title-ix/policies/policies-and-intersecting-policies>

Further information about adjustments related to pregnancy or pregnancy related conditions is available in the College's [2024-2025 Equal Opportunity, Harassment, and Nondiscrimination Policy](#) and requests for such adjustments may be directed to the College's Title IX Coordinator, including by email at TitleIX@lakeforest.edu.

v. **Commitment to Transgender Individuals**

When a student or employee notifies the College that the student or employee's gender identity is different from previous representations or records, the College will begin treating that individual consistent with the individual's gender identity. The College uses pronouns and – except as required by law – names as requested of all individuals.

Requests to amend previously existing student or employment records will be handled pursuant to the Family Educational Rights and Privacy Act and/or other relevant law and consistent with record amendment requests made under procedures applicable to students or employees.

Moreover, transgender individuals will be permitted access to sex-segregated facilities (such as bathrooms, residence halls and/or locker rooms) consistent with their gender identity.

Transgender students may participate in the College's single sex NCAA athletics programs as set forth in the NCAA guidelines regarding the same. Transgender students may participate in the College's single-sex non-NCAA athletics programs consistent with their gender identity.

vi. **Adjustments for Pregnancy and Related Conditions**

Students seeking adjustments related to pregnancy or related conditions may review the information at [2024-2025 Equal Opportunity, Harassment, and Nondiscrimination Policy](#) and and/or contact Erin Agidius, Interim Title IX Coordinator for additional information.

29. Violence, Threats of Violence, and Dangerous Physical Acts

Violent behavior and threats of violence are strictly prohibited on College property and in relation to College activities.

Any behavior that results in the injury and/or possible risk of injury to any individual(s), including oneself, is prohibited. Such behavior includes hitting, pushing, and throwing objects from a balcony or window. Furthermore, students may not interfere with others' legitimate movement and access to campus resources. Students will be held responsible for violations of this prohibition regardless of the severity of any injury and/or intention to cause harm.

30. Posting & Chalking

The College reserves the right to place reasonable restrictions on speech on campus. The content of posters, window painting, and chalking will be reviewed by the Gates Center staff for approval, and a case-by-case determination will be made whether the words and images are consistent with the policies of Lake Forest College. No postings will be approved that advertise alcohol or other drugs, include known hate speech or imagery, depict guns or acts of violence, are pornographic in nature, are known to be libelous, include photographs of body parts, are deemed to be inconsistent with the community's values, or that suggest violations of other College policies.

A. General Guidelines

- All student and student organization flyers, pamphlets, and posters (maximum size 30" by 40"), chalking and other posting materials (postings) must be approved and stamped by the Gates Center before they are hung on campus or in the community. Department and office flyers, pamphlets and posters do not need to be stamped by the Gates Center but must comply with College policies.
- Approved literature may be posted for a maximum of two weeks unless an extension is approved by the Gates Center. Within 24 hours of completion of the event, the individual or organization must remove all posters.
- Only postings promoting College-approved events will be eligible for posting, except campaign postings for student elections.
- Posting policies related to Student Government campaigning will be determined each year by the Student Government Election Committee.
- A maximum of 30 postings may be posted by any organization on campus.
- All postings must have the name of the sponsoring department/student organization clearly identified.
- All postings advertising social events must list beginning and ending times.
- All flyers and posters must contain information about providing access for people with disabilities.
- Non-water soluble, semi-permanent, and permanent substances, including spray-chalk, are not permitted on any College surface, including vertical surfaces, lampposts, informational and directional signs, and public art. Facilities Management will exercise discretion for removing any markings and determining if compliant with these guidelines. No markings of any kind are permitted on vertical surfaces.
- Light projections may not be displayed on any College building or structure without seeking express written permission from the Vice President for Campus Life, or their designee.
- To protect open expression, postings in compliance with these guidelines and other College policies will not be removed except by an authorized College official in the College's reasonable discretion, and it is a violation of these guidelines if an unauthorized individual removes them or posts over them.
- Non-compliant postings and signage, including posters, banners, and chalking, will be removed immediately and may be discarded.

b. Mohr Student Center and Stuart Commons

- A maximum of five flyers and one large poster per event may be posted in the Mohr Student Center and Stuart Commons.
- Flyers are allowed only on public posting boards and on poster strips. No flyers may be hung on walls, doors, or windows.
- Posters may only be hung in cafeteria poster cases if approved by the Gates Center for Leadership and Personal Growth.

c. Residence Halls

- All postings must be approved and stamped by the Office of Residence Life.

- Postings in residence halls are limited to one flyer per Resident Assistant.
- The Office of Residence Life will distribute the flyers to the Resident Assistants to be hung on each floor.

d. Academic Buildings

- Postings must be confined to bulletin boards and designated posting areas.
- Posting on unapproved walls, windows, and doors is strictly prohibited.
- There may be only one posting publicizing a given activity on any bulletin board.

e. Window Painting

- Approved student organizations are allowed to paint designated windows in the Mohr Student Center.
- The Mohr Student Center windows must be reserved through the Gates Center. The windows can be reserved for up to 5 days.
- Window paint and paintbrushes are available from Boomer's Den in the Mohr Student Center.
- The student organization is responsible for cleaning the windows on or before the reserved time expires. If they are not cleaned thoroughly, the student organization will be charged for having the windows professionally cleaned.

f. Posting by Off-Campus Groups

- All postings by off-campus individuals and organizations must be approved by the Gates Center in advance.
- If approved, off-campus individuals and organizations must comply with the same guidelines set for campus organizations.

g. Chalking Guidelines

- It is permissible for any registered student organizations to chalk on college sidewalks, subject to general guidelines.
- Only concrete sidewalks may be chalking. Chalking on bricks, walls, floors, or other surfaces is prohibited.
- Chalking is to be done primarily to make announcements about departmental and organization activities.

31. Privacy and Surreptitious Recording

Invasion of privacy includes any unauthorized use of electronic or other devices to make an audio or video record of any person while on College premises without their prior knowledge, or without their effective consent when such a recording is likely to cause injury or distress. This includes surreptitiously taking pictures of another person in a gym, locker room, residence hall room or restroom.

32. Property Loss or Damage

The College is not responsible or liable for student property loss or damage of any sort, including loss occurring due to situations beyond its control, in College programs or activities, or on College premises. The College is not responsible for theft or destruction of personal property. Lake Forest College does not provide insurance for personal belongings.

Students are responsible for ensuring the protection of property. It is strongly recommended that valuables be covered by homeowner's, renter's insurance, or, as applicable, auto insurance policy. Students must coordinate with roommates for the common protection of property, including through locking doors. In the event of damage by fire, water, steam, the elements, or other agents that renders a residence hall room unfit for occupancy, the College reserves the right to reassign the student to alternate College housing accommodations.

33. Family Educational Rights and Privacy Act (FERPA) Notice

Lake Forest College complies with the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, by publishing an annual notice to students explaining your rights under the act here.

34. Non-Retaliation

Lake Forest College strictly prohibits retaliation against anyone for good faith reporting or participating in investigations of alleged violations of College policies related to discrimination or bias, hazing, health and safety matters, or other conduct protected from retaliation under other College policies or procedures. In general, retaliation is any attempt to seek retribution against an individual or group of individuals who engaged in protected activities. Action in response to protected activities is retaliatory if it is reasonably likely to have a materially adverse effect on the working, academic, or other College-controlled environment of an individual; and it would not have occurred in the absence of the protected activities.

35. Pets on Campus

Pets are not permitted inside campus buildings, unless authorized by a designated College official. Pet owners are responsible for cleaning up waste left by their pet on campus, and failure to do so will result in the pet no longer being allowed on campus. Pets must also be licensed and wearing identification tags.

36. Recruiters

Students, student groups, or other entities on campus should notify the Career Advancement Center when working with any employer, external organization or individual who wishes to recruit students for part-time jobs, internships, full-time jobs or other career-related experiences. All such entities are expected to comply with established Career Advancement and other College policies and procedures.

37. Smoking

Smoking of all kinds is prohibited in all campus buildings and within 25 feet of any building entrance. Smoking refers to any kind of cigarette, cigar, pipe, joint, hookah, water pipe, ePen, vaping device, and/or any ignited paraphernalia.

38. Solicitation

Solicitation is defined as any attempt to promote, sell, distribute, or collect for commercial, political, charitable, religious, or personal purposes. Representatives of off-campus groups will not be permitted to solicit on campus without the approval of the Gates Center.

39. Speaker Policy

The College recognizes that knowledge and insight are gained from discussion not only within the academic community but also through a broader exchange. The College encourages the invitation of outside speakers willing to engage in rational dialogue with members of the College community.

Only student organizations officially recognized by the College, the College itself, or recognized College organizations may invite a speaker to the campus. Other than faculty in the context of their classrooms, no individual or unrecognized group may invite outside speakers to campus.

Student and other College organizations must ensure appropriate planning, and notification of College officials. Planning include reserving rooms (see Space Reservations), catering, setups and technical requirements, tickets, publicity, catering, etc. To schedule an outside speaker activity or event.

- For outside speaker activities or events limited to those who participate in an officially recognized organization, the advisor of the organization must provide written approval, and the organization must share this approval with the Vice President for Campus Life or designee. This type of event may not be publicized beyond the student organization.
- For events open more broadly to students, the College community, or outside individuals, the student organization must consult with the Associate Dean of Students and Director of the Gates Center, who must approve the proposed activity or event in writing, and which will work with the organization to ensure appropriate planning. Requirements will vary based on the scope of the proposed activity or event. While the College must exercise discretion in providing resources and a platform for outside speakers activities and events, approval will not be denied based on the viewpoint of the proposed speaker alone. Student organizations must be mindful of the limited resources of the College and, significantly, the further in advance the student organization contacts the Associate Dean of Students and Director of the Gates Center, the more likely it is that appropriate planning and, thus, approval can occur.
- Any publicizing for organization-sponsored outside speaker activities or events must expressly state that it is sponsored by the requesting student organization(s) and not by the College, and should specify the location, time/date, and audience for which it is intended.

- Where a student organization's requests for outside speaker approval is denied, the organization may appeal the decision to the Vice President for Students or designee.

Outside speakers activities and events are subject to other College policies, including those related to guests and recruiters, posting and chalking, demonstration, protest, and freedom of expression.

40. Sports & Recreation Center

Specific facility rules are outlined [here](#). It is the responsibility of all patrons to be aware of and observe all rules and verbal instruction from the Sports and Recreation Center staff. Failure to do so will result in loss of facility privileges. The use of athletic facilities for individual sports lessons and/or personal training of any kind, regardless of compensation, is prohibited.

41. Space Reservations

All students, student organizations, and campus guests must follow the space reservation guidelines posted on my.lakeforest in the [Student Organization Handbook](#). All student organizations and student reservation requests must be approved by the Gates Center before the event.

- The facilities of Lake Forest College, both indoor and outdoor, exist for the primary purpose of College use. Priority for the use of facilities is given first to those academic activities and then to programs of College recognized groups.
- Events are limited to members of the Lake Forest community, unless specifically stated otherwise.
- Most spaces on campus, including outdoor spaces, require more than two business days' notice to reserve.
- The need for security assessment will be made by the Vice President for Campus Life or designee in consultation with the Director of Public Safety.
- Events must occur during the stated business hours in each College location. Requests for events to occur or extend outside of stated business hours must be approved in advance by the Vice President for Campus Life or their designee.

42. Tailgating

Tailgating is allowed by registered student organizations in conjunction with Saturday or Sunday outdoor varsity contests. Requests must be submitted no later than 7 days in advance via e-mail to Assistant Athletic Director Mike Raymond (mraymond@lakeforest.edu). Approved tailgating is only allowed during the following timeframes: Fall Semester - First Saturday after classes begin through second Saturday in November or end of fall outdoor Athletics, whichever is earlier. Spring Semester - First Saturday after Spring Break through end of spring outdoor Athletics. The following policies apply: Individual students will not be approved for tailgating; however Registered Student Organizations may request permission to tailgate. Tailgating is restricted to the Halas Hall Tailgate Lot (unless otherwise designated by the Director of Public Safety), on South Campus behind the Public Safety Center. Tailgating may begin two (2) hours prior to a game's start, vacated during the game, and may resume for 90 minutes after the contest. All College policies are in effect while tailgating, including the prohibition against underage consumption and possession of alcohol. No kegs, common containers, or drinking games are allowed. Tailgaters are expected to clean up individual areas after use. Tailgaters who fail to clean up may be prohibited from future tailgating. No oversized vehicles are allowed; passenger vehicles only. Public Safety reserves the right to monitor tailgating activities and remove or restrict individuals who display inappropriate behavior. Public Safety officers may verify the legal age of any persons consuming alcohol and to take whatever actions are necessary to address violations which may include notifying the Lake Forest Police Department.

43. Use of College Name

The College regulates use of its name, including Lake Forest College, Lake Forest, or LFC, the names of its schools and programs, its trademarks, and logo to ensure that such use is related to the College's mission and promotes its objectives. Responsibility for overseeing use of the College's names and logo lies with the Office of Communications and Marketing. College faculty, staff and students may refer to their affiliation or status with the College in connection with personal activities, including consulting, provided that the affiliation or status is accurately represented, and any title or position is accurately identified, and provided that such use does not imply College endorsement of the activity, as further described below. Use of the College logo in connection with personal activities is prohibited. The College's name must not be used in any announcement, advertising matter, publication, correspondence, or report in connection with personal or non-College related activities if such use in any way could be construed as implying College endorsement of, or responsibility for, any person, project, product, or service.

44. Verbal or Other Non-physical Threats, Intimidation, and/or Abuse

Students are prohibited from acting in any manner that causes another reasonable person of ordinary sensitivity to feel threatened, intimidated, and/or abused. Such conduct can be demonstrated in a single incident and/or repeated behavior. Students are prohibited from any such conduct that is indicated as unwelcome, causes disruption, and/or otherwise deprives someone of equal access to the educational benefits, opportunities, and/or services of the College. Such behavior can be demonstrated by behavior occurring face-to-face, via computer systems (e.g., email, social media), and/or via phone (e.g., voicemails, text messages). Whenever students feel they are experiencing this type of threat, intimidation, or abuse, they are encouraged

to (1) communicate clearly to the person(s) that they want the behavior to stop and/or (2) contact staff to get support and/or file a complaint.

45. Physical Conduct

The College prohibits physical contact, abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the health or safety of any person.

46. Weapons and Hazardous Materials

Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on College premises or use of any such item, even if legally possessed and otherwise authorized, in a manner that harms, threatens or causes fear to others or poses a safety threat is prohibited.

Code of Student Conduct

A. Introduction

The Lake Forest College Code of Student Conduct policies, procedures, and process are designed to be an educational process to help students learn how to take responsibility for their actions, how their behavior affects others, and how to be accountable to the community in which they are a part. The process aims to be more informal and educational whenever possible; however, some violations or repeated violations require a more formal and more direct process.

Students who engage in the Code of Student Conduct process will:

- Understand the educational value of the Code of Student Conduct process and the behaviors that violate student conduct expectations.
- Be able to articulate, reflect, and demonstrate their understanding of how their personal values and actions impact their educational goals and future.
- Be able to articulate, reflect, and demonstrate their understanding of how their personal values and actions impact the Lake Forest community and others.
- Be able to identify behaviors, actions, and values that enhance their ability to create, maintain, and contribute to healthy relationships within their communities.

Be able to identify resources, articulate how to utilize them effectively, and apply responsible decision making to become responsible “citizens of the global community and solve problems in a civil manner, collectively,” as reflected in the College’s mission statement.

The Code of Student Conduct process does not apply to matters of alleged sex discrimination, which will be addressed under the [College’s 2024-2025 Equal Opportunity, Harassment, and Nondiscrimination Policy](#). The Code of Student Conduct process also does not apply to other matters for which College policies provide a specified process. The Code of Student Conduct process may run concurrently with other processes where a separate violation of the Code of Student Conduct is alleged.

h. Definitions

- a. **Administrative Hearing** – a meeting or meetings between a College Official and a student or student organization after an alleged violation(s) has occurred. The purpose of the Administrative Hearing is to provide the student/organization with the opportunity to review any alleged violation(s), allow the student /organization to provide relevant information on their behalf, and for the College Official to decide as to whether a student/organization is Responsible or Not Responsible for the alleged violation(s). An Administrative Hearing is less formal than a Conduct Board Hearing.
- b. **Appeal** - the process offered to parties after the findings regarding responsibility (and sanctions, if applicable) have been announced
- c. **College** - Lake Forest College
- d. **College Official** - includes any person employed by the College, performing assigned administrative or professional responsibilities in the Code of Student Conduct process
- e. **College premises** - include all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the College (including adjacent streets and sidewalks)
- f. **Conduct Board Hearing** - a more formal hearing during which a student/organization is found Responsible or Not Responsible for any alleged violations. A Conduct Board will be held for certain violations of the College's policies at the discretion of the Vice President for Campus Life.
- g. **Faculty member** - any person hired by the College to conduct classroom or teaching activities or who is otherwise considered by the College to be a member of its faculty
- h. **Member of the College community** - includes any person who is a student, faculty member, College official or any other person employed by the College
- i. **Notice of Alleged Violation** - formal notification to the student/organization that there is information to support a possible determination that they have violated College Policy
- j. **Policy** - the written rules and regulations of the College as found in, but not limited to, Prohibited Conduct (below), policies published on the College website (including those related to computer use), and the *Student Handbook*. For purposes of the Student Code of Conduct, the term Policy does not include rules related to day-to-day administration of co- or extra-curricular activities, such as rules related to being on time for theater practice or having required athletics equipment.
- k. **Preponderance of Evidence** - standard of evidence used in the Lake Forest College Student Conduct process to determine whether a student/organization is Responsible or Not Responsible for any alleged violations. Using this standard of evidence, a student or organization will not be found Responsible for a violation unless the evidence indicates that it is more likely than not that the violation occurred. This standard of evidence is used for all Hearings in this process.

1. **Student** – for purposes of the Code of Conduct, students include all persons taking one or more courses or otherwise enrolled at the College; persons who withdraw during the pendency of a Code of Conduct process after allegedly violating College Policy; persons who were but are not currently officially enrolled for a particular term but who have a continuing relationship with the College (and who have not graduated from the College); and persons who have been accepted for admission to the College but not yet matriculated.

- m. **Student organization** - any group of students that is recognized by the College as a student organization

i. Student Organizations and Conduct

A student organization may be disciplined for a violation of College Policy by an individual, whether or not the individual is a member of the organization, where the organization, or a substantial segment of it, authorizes, directs, or encourages the violation, or with reckless indifference does not make reasonable use of the organization's own influence and authority to prevent it.

Student organizations that violate College Policies are bound to the same conduct procedures as individual students.

In cases where a student organization is alleged to have violated College policy, the organization may be represented by up to two designees, who must be students who are officers of the organization or who otherwise appropriately reflect its leadership. In rare cases, a College Official may, in their discretion, decline to allow a particular student to represent the student organization, such as where the student is also charged with violating Policy, has a material conflict of interest, or has only an attenuated relationship to the organization.

j. Prohibited Conduct

In most cases, the types of alleged student or student organization misconduct described below will be addressed through the Code of Conduct process. However, the College retains discretion to determine the appropriate path for addressing alleged violations. In cases where the College determines that a student or student organization's alleged violation must be addressed with the student or organization, the College will provide reasonable notice of the process to be followed.

- a. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other College activities, including its public service functions on or off campus, or of other authorized non-College activities when the conduct occurs on College premises
- b. Violation of any College Policy, rule, or regulation
- c. Violation of any federal, state, or local law on College premises, in connection with College activities, or in a manner that materially threatens, or poses reasonable risk of threatening, the rights of members of the College community
- d. Disorderly, disruptive, lewd, or indecent conduct; breaches of peace; or aiding, abetting, or procuring another person to breach the peace on College premises or in connection with College activities
- e. Abuse of the Student Conduct process

k. Integrity and Civility in Code of Student Conduct Process

During the student conduct process, students are prohibited from:

- a. Failing to comply with a notice from a Conduct Board or College Official to appear for a meeting or Hearing as part of the Student Conduct System.
- b. Falsifying, distorting, or misrepresenting information before a Conduct Board.
- c. Disrupting or interfering with the orderly conduct of a Conduct Board proceeding.
- d. Attempting to discourage an individual's proper participation in, or use of, the student conduct system.
- e. Attempting to influence the impartiality of a member of a Conduct Board prior to, and/or during the course of a Conduct Board proceeding.
- f. Harassing (verbal or physical) and/or intimidating a member of a Conduct Board proceeding.
- g. Failing to comply with a sanction(s) imposed under the Student Code of Conduct.
- h. Influencing or attempting to influence another person to commit an abuse of the Code of Student

l. End of Term, Summer, and Recess Periods

Alleged violations of College Policies that occur when classes are not in session or when not enough time remains in the semester to follow the prescribed timeline for adjudication may be deferred to the following academic term unless there are extenuating circumstances or such circumstances exist that require the case to be heard immediately, such as a student's pending graduation or plan to study abroad. In those cases, a modified timeline may be used to adjudicate the alleged violations of Policy.

College Policies apply during recess periods and/or while classes are not in session. Students and student organizations are expected to uphold College Policies while they are enrolled at the College, including between academic sessions.

m. Code of Student Conduct Procedures

1. Oversight

The Vice President for Campus Life is designated by the College President to be responsible for the administration of this Code of Student Conduct. The Vice President for Campus Life may designate one or more College Officials (i.e. the Dean of Students, Director of Residence Life, etc.) to carry out responsibilities assigned by this Code.

2. Violation of Law and the College Policy

Lake Forest College disciplinary proceedings may be instituted against a student or student organization charged with conduct that potentially violates both the law and this Code of Student Conduct (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. The College may carry out the Code of Conduct process prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the Vice President for Campus Life or their designee. Determinations made or sanctions imposed under this Code shall not be subject to change because dispute resolution, litigation, or criminal charges arising out of the same facts giving rise to violations of College rules were dismissed, reduced, or resolved in favor of or against a student or student organization.

3. Reporting Alleged Violations

Any member of the College community may report alleged violations against one or more students or student organizations for violations of College Policy. A report shall be prepared in writing and directed to the Office of the Vice President for Campus Life. Any report should be submitted as soon as possible after the event takes place, preferably with 24 hours of notice of the alleged conduct violation.

Reports may be made by: calling the Campus Conduct Hotline (866-0943-5787), [reporting here](#), or by contacting the [Office of Campus Life](#). Reports also may be made anonymously. The College requests that those making reports provide detail, to the extent available, that will assist in identifying and, where appropriate, investigating and addressing, alleged misconduct (i.e., the what, when, where, who, why, and/or how of the alleged violation(s)). Depending on the circumstances, note that the College may be limited in its ability to review or address anonymous reports or those lacking detail, though all reports will be considered.

4. Assignment of a Hearing Officer or Conduct Board

The College Official that administers the conduct process will discern if the report(s) has merit as a potential violation of College Policy and, if not or if otherwise determined appropriate, dismiss the case.

5. Notice of Alleged Violation and Hearing

If the case is not dismissed, the assigned College Official will provide the student or student organization with a Notice of Alleged Violation letter that outlines:

- a. An explanation of procedures, including a reference to the Code of Student Conduct;
- b. A description of the alleged violation and summary of the incident;
- c. A list of charge(s), including identification of the policies alleged to have been violated;
- d. The date and time of the Hearing.

Students and student organization will be provided with a reasonable opportunity, in light of the circumstances, to ask any questions and resolve issues prior to the Hearing.

6. General Principles for promoting the safety of the College Community

The Code of Conduct process, including Hearings, will be conducted in a fair and impartial manner, as determined by the appropriate College Official. Students and student organizations will have a reasonable opportunity to respond to allegations and offer information (including potential witnesses) related to responsibility and potential sanctions.

Findings of Responsible or Not Responsible will be determined using a preponderance of the evidence standard.

Throughout the Code of Conduct process, students and others' privacy will be protected to the extent possible and consistent with relevant law.

In the event an alleged violation(s) involves multiple students or student organizations, the Vice President for Campus Life' designee will determine whether Hearings will be consolidated or scheduled separately.

7. Scheduling and Appearance At Hearings

All Hearings are scheduled considering students' academic course schedules. A College Official may request confirmation of an academic conflict from a faculty or staff member at the College to verify the need to reschedule a Hearing. In almost all cases, Hearings will not be rescheduled for work or non-academic obligations. Students with truly urgent personal conflicts (such as serious illness or injury, likelihood of serious employment discipline, or extreme family emergency) may request rescheduling, and may be asked to provide documentation supporting the urgency of such requests. Any request to reschedule must be submitted as early as reasonably possible. Such requests may be denied in the discretion of the College Official, including due to delay in submitting the request.

Student organizations should have at least one student representative present at a Hearing (and, thus, a student organization should plan to have at least two student representatives prepared to attend, in case one is unable to do so).

The student or student organization responding to alleged misconduct must attend a scheduled Hearing. If the student/organization fails to appear for a scheduled Hearing and the absence is not excused, at the discretion of the College Official or Conduct Board, the Hearing—or portion of the Hearing at which the student/organization's presence is needed—may be rescheduled one time, or the College Official or Conduct Board may proceed without the participation of the

student/organization, considering available information and reaching a decision as to responsibility. If the Hearing is rescheduled, any further lack of correspondence, confirmation, or attendance by a student/organization will lead to the case being adjudicated in their absence.

8. Administrative Hearing

As determined appropriate, a student or student organization will be directed to attend an Administrative Hearing with a College Official to review the alleged violation(s).

The Administrative Hearing will be scheduled no less than two (2) nor more than five (5) business days after the student/organization has been presented with a Notice of Alleged Violation. In certain cases, depending on the severity or the circumstances of the alleged violation, the College Official may schedule a meeting with the student/organization before the two (2) days minimum.

At the Hearing, the College Official will clarify the rights and options available, as well as describe a range of potential sanctions for the alleged violation(s). The student/organization will have an opportunity to share important information as it relates to their responsibility for the alleged violation. The College Official may consult with witnesses and others regarding the alleged violation.

At or after the Administrative Hearing and considering available information, the College Official will find the student/organization Responsible for the alleged violation(s) or find the student/organization Not Responsible for the alleged violation(s). In cases where the student/organization is found Responsible, following consultation with College officials (such as academics, athletics, or residence life officials) as determined appropriate by the College Official, the College Official will assign sanctions and close the case.

9. Conduct Board Hearing

Certain violations that could result in sanctions involving suspension of greater than 10 instructional days, expulsion/dismissal or revocation of degree, or matters in which a student organization faces possible loss of recognition may be referred to a Conduct Board Hearing (instead of an Administrative Hearing). Decisions to refer to a Conduct Board are made at the discretion of the College Official designated by the Vice President for Campus Life to administer the student conduct process.

Conduct Board Hearings shall be conducted in accordance with the following guidelines:

- a. A Conduct Board will be chaired by a designated faculty or staff member and consist of one faculty member, one staff member, and one Lake Forest College student.
- b. Conduct Board decisions of Responsible/Not Responsible are made by the three Conduct Board members by majority vote. A unanimous vote is not required for a student or student organization to be found responsible for the alleged violation(s).
- c. Members of the Conduct Board will be present throughout the Conduct Board Hearing. Admission of any other person to the Hearing shall be at the discretion of the Conduct Board Chair.

- d. The Conduct Board may arrange for witnesses to present pertinent information in a Hearing. Students may offer witnesses to provide information for the Conduct Board's consideration, and must be responsible for inviting and coordinating the attendance of their own witnesses. Names of witnesses must be submitted to the Conduct Board Chair at least two (2) school days prior to the Hearing, including an indication of the information the witnesses will provide (e.g., eyewitness to alleged violation, was told about an alleged violation by [individual], witness to conduct following or before the alleged violation). The Conduct Board may decline to allow, or limit, witness testimony where doing so is reasonable—such as if offered information is immaterial to the issue of whether a student/organization is Responsible or Not Responsible for a Policy violation or to decisions regarding any sanctions; or if the offered information is duplicative of information already provided or established.
- e. Witnesses will provide information to and answer questions from the Conduct Board. Questions may be suggested by the student/organization involved to be answered by witnesses. Questions for witnesses must be directed to the Conduct Board Chair, rather than to the witness directly.
- f. There shall be a single verbatim record, such as an audio recording, of all Hearings, except for Conduct Board deliberations, which shall not be recorded. The record shall be the property of Lake Forest College.
- g. To accommodate any reasonable concerns for the personal safety, well-being, and/or fears of confrontation among individuals involved, the Vice President for Campus Life' designee may determine appropriate accommodations, provided that requests for such special facilities are submitted to the designee at least two (2) business days before the Hearing.

Each Conduct Board Hearing shall consist of four phases:

1. Scheduling

The Conduct Board Hearing will be scheduled no less than two (2) nor more than five (5) business days after the student or student organization has been presented with a Notice of Alleged Violation. Conduct Board Hearings may be delayed or postponed when required due to typical breaks in the academic calendar or at the discretion of the Vice President of Campus Life' designee with notice to the parties involved.

2. Evidence

The initial portion of the Conduct Board Hearing will be dedicated to gathering information to help the Conduct Board members reach a decision in the case. Board members will have a chance to review any relevant reports, case notes, and documents related to the case. The student or student organization will provide an opening statement and answer questions from the Conduct Board members. Witnesses, if any, will present information and answer questions during this phase. The Conduct Board Chair retains the right to resolve any questions or disputes related to the relevant or factual nature of information shared during this phase.

- a. The student(s) or student organization(s) involved should submit pertinent records, exhibits, or written statements to the Conduct Board Chair at least two (2) business days

prior to the scheduled Hearing. Any additional documentation will be accepted during the Hearing at the discretion of the Conduct Board Chair.

- b. Witnesses may not submit written statements on their own behalf to be presented before or during the Hearing. Witnesses must be present at the Hearing to share information and respond to questions from the Board members.

A Hearing will not employ formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court proceedings.

3. Deliberation

Once all evidence has been presented, the Conduct Board Chair and members will close the Hearing for deliberations. Board members will consider all information presented and decide if the student(s) or organization(s) is Responsible or Not Responsible for the alleged violation(s) by majority vote.

If the Conduct Board reaches a finding that a student/organization is Responsible for a policy violation, the Vice President for Campus Life' designee, following consultation with College officials (such as academics, athletics, or residence life officials) as determined appropriate by the designee, determine appropriate sanctions. The Hearing Board members can make suggestions and provide input on sanctions, but the designee retains the authority to assign sanctions to the student(s)/organization(s).

4. Outcome

At the conclusion of deliberations, the Vice President for Campus Life' designee will share the outcome of the Hearing with the student(s)/organization(s), including all findings of responsible or not responsible and any assigned sanctions. The student/organization(s) will subsequently receive an outcome letter (typically within three (3) school days).

ii. Sanctions

1. Individual Student Sanctions

Sanctions will become a part of a student's conduct record. Sanctions will not become part of a student's permanent record, except suspension, expulsion/dismissal, or revocation and/or withholding of a degree, all of which are noted on a student's College transcript.

Upon graduation or withdrawal from the College, the student's conduct record will be retained for seven (7) years and then expunged, except for the more serious sanctions listed above that are marked on a transcript.

The Vice President for Campus Life (or their designee) may consult additional staff or faculty on campus to coordinate sanctions or administer additional sanctions.

One or more of the following sanctions may be imposed on a student found to have violated College Policy, in varying degrees reflecting the severity of the violation:

- a. **Warning** – A notice in writing that the student has committed a violation.
- b. **Probation** – Disciplinary Probation, which will be communicated through a written outcome letter, is for a designated period and includes the probability of more severe disciplinary sanctions if, during the probationary period, the student is found to have engaged in additional violations of College Policy. Disciplinary Probation may disqualify students from participating in off-campus programs, internships, athletics, or other privileges of College life. Academic advisors will be notified when a student receives probation. Parents of dependent students may be notified when a student receives this sanction.
- c. **Residence Hall Suspension or Expulsion**– Removal of the student from the residence halls for a definite period after which the student is eligible to return, or permanently. Conditions for readmission to residence halls may be specified.
- d. **Revocation of Admission**– Admission of a non-matriculated student to the College may be revoked in relation to a finding of Responsibility.
- e. **Revocation of Degree** – A degree awarded from the College may be revoked for fraud, misrepresentation, or other violation of College Policy in obtaining the degree.
- f. **Interim Disciplinary Suspension** – Short-term separation from the College or College premises for a defined period defined to ensure safety and wellness of members of the College community, potentially including the student, or property; or prevent disruption or interference of normal College operations. Where practicable, students may be permitted to complete academic work during an interim suspension, as specified. Conditions for return may be specified. Any student returning from interim disciplinary suspension will be placed on disciplinary probation during their first semester of enrollment after completing the suspension.
- g. **Suspension** – Termination of a student’s enrollment at the College for a definite period, after which the student is eligible to apply for readmission. Conditions for readmission may be specified. Any student readmitted to the College will be placed on disciplinary probation during their first semester of enrollment after completing the suspension.
- h. **Expulsion** – Permanent dismissal of the student from the College.
- i. **Loss of Privileges** – Denial of specified privileges (e.g., guests, campus events, access to specific facilities, certain leadership roles or eligibility, athletic participation, etc.) for a designated period.
- j. **Fines** – Previously established and published fines may be imposed.
- k. **Restitution** – Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement to those harmed by the violation.
- l. **Reflective Sanctions** – Work assignments, essays, service to the College, or other related discretionary assignments as determined by the Vice President of Campus Life’ designee.
- m. **Housing Reassignment** – If it is deemed necessary for the safety and wellness of students in on-campus housing to be separated, Residence Life will move one or multiple residents to remedy conflict or violations of the College Policy.
- n. **Withholding Degree** – The College may withhold awarding a degree otherwise earned until the completion of the Code of Conduct process, including the completion of all sanctions imposed, if any.

2. Student Organization Sanctions

The following sanctions may be imposed specifically upon student groups or student organizations:

- a. **Loss of privileges** – Denial of specified privileges (i.e., hosting campus events, student organization funding requests, etc.) for a designated period.
- b. **Loss of College funding**
- c. **Probation**
- d. **Suspension**
- e. **Dismissal (Loss of College recognition)** – Loss of all privileges, including College recognition, for a specified period.

b. Notice of Outcome

An outcome letter will be sent to the student or student organization with a summary of the findings and assigning sanctions, if applicable.

i. Appeals

Student(s)/organization(s) found responsible may appeal a decision reached in an Administrative or Conduct Board Hearing or a sanction(s) imposed by either process. No student who appeals a sanction of expulsion shall be expelled from the College without the specific consent of the President of the College.

Hearing decisions must be appealed within five (5) business days of receipt of an outcome letter. To request an appeal, a student/organization must submit an Appeal Letter to the Vice President for Campus Life. An Appeal Letter must clearly state the grounds for which an appeal is being submitted. All appeals must meet one or more of the following grounds to be considered eligible for review:

- a. New information exists material to the outcome, that was not available at the time of the Administrative Hearing/Conduct Board Hearing.
- b. Procedural errors material to the outcome were present in the Administrative Hearing/Conduct Board Hearing.
- c. Preexisting bias material to the outcome on the part of a College Official or member of the Conduct Board.
- d. The sanction(s) imposed were not appropriate for the severity of the violation which the student/organization was found to have committed.

An appeal is not intended to serve as a new Hearing. Except as required to explain the basis of new evidence or bias, an appeal shall be limited to a review of the record of the Conduct Board or Administrative Hearing and any supporting documents provided for that hearing. The Vice President for Campus Life will review whether the appeal letter sufficiently meets the criteria to considered applicable grounds for an appeal.

If the Vice President for Campus Life believes the appeal letter meets grounds for an appeal, the Vice President for Campus Life will review the record of the Conduct Board or Administrative

Hearing, and other information relevant to new evidence or bias where appropriate, to determine the merits of the appeal and whether the appeal should be granted or dismissed. If the Vice President for Campus Life believes the appeal letter does not meet grounds for an appeal, the Vice President will not review the record of the Conduct Board or Administrative Hearing and the original decision being appealed shall be considered final and binding for all parties involved.

The Vice President will generate an outcome letter to the student(s)/organization(s) when a decision has been reached. In cases of an adversarial situation involving another student, the other student may receive an outcome letter too. If the Vice President for Campus Life does not grant the appeal.

ii. Advisors

A student may be accompanied by one advisor throughout the investigation and any hearing process, provided that the involvement of the advisor does not result in an undue delay of the process. A student organization may be accompanied by its College advisor. A student is responsible for coordinating scheduling with their advisor for any meetings. An advisor is a support person present to support a student throughout an investigation and/or Hearing. An advisor may not speak, write or otherwise communicate with an investigator or with the College Official or Hearing Board on behalf of the student. Advisors may not engage in behavior or advocacy that harasses, abuses, or intimidates any party, witness or individuals involved in resolving the complaint. Advisors who do not abide by these guidelines may be excluded from the process. Advisors cannot be a witness or party in the matter and must be a member of the College Community (e.g. a student, faculty or staff member, etc.).

iii. Interim Actions

In the case where the evidence at hand indicates that a severe violation of the College's policies may have occurred, the Vice President for Campus Life can enact certain interim actions, pending the resolution of the Code of Student Conduct process. This interim action may be imposed to:

- a. ensure the safety and well-being of members of the College community or preservation of College property; or
- b. ensure a student's own physical or emotional safety and well-being; or
- c. mitigate against an ongoing threat of disruption of, or interference with, the normal operations of the College.

This action begins immediately upon notification by Vice President for Campus Life or their designee and is not subject to appeal. Interim Sanctions may be imposed in full or in part, at the discretion of the Vice President for Campus Life. The Vice President for Campus Life, in their discretion, may impose interim actions on both students and student organizations.

1. Interim Suspension

During an Interim Suspension, a student may not participate in classes, continue in their academic program, participate in athletics, nor engage in any other activities or privileges.

2. Interim Ban from Campus

During an Interim Ban from Campus, a student shall be denied access to all or certain College premises. Accommodations will be made through express written permission of the Vice President for Campus Life or their designee for participation in the Code of Student Conduct process.

3. No Contact Orders

No Contact Orders are official College directives that prohibit further contact between students or others involved in a serious incident. The goal of a No Contact Order is to preserve safety and well-being, and to encourage privacy for all involved. Students who have No Contact Orders are not permitted to contact the other party in any way through, but not limited to: in person with words or gestures, telephone calls or messages, text messages, mail, email, social media applications, nor are they allowed to have a third party make contact with the other person on their behalf through similar means.

No Contact Orders are equally applied to all parties, unless the outcome of a relevant Code of Student Conduct or Title IX case indicates that the student responsible carries a burden of greater responsibility.

Review

The Code of Student Conduct will be reviewed on an annual basis by the Student Life Committee. After review by the Vice President for Campus Life, the *Student Handbook* goes to the College President for review and approval.

Revisions

This Student Handbook replaces any previous Student Handbook. The Vice President for Students Affairs or their designee will regularly review and update this Handbook. The College reserves the right to make changes to this document as necessary, and once those changes are posted online, they are in effect. If governing laws or regulations change, or court decisions alter, the requirements in a way that impacts this document, this document will be construed to comply with the most recent governing laws, regulations, or court holdings. This document does not create legally enforceable protections beyond the protections of the background federal and state laws that frame such policies and codes, generally.

