MISSION STATEMENT

May 1992; Amended 2014

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.

LAKE FOREST COLLEGE CONTACT INFORMATION

Phone:
847-234-3100

Address:
555 N. Sheridan Road
Lake Forest, Illinois 60045

Office and Departments:
https://www.lakeforest.edu/offices/
# TABLE OF CONTENTS

## Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>MISSION STATEMENT</td>
<td>2</td>
</tr>
<tr>
<td>LAKE FOREST COLLEGE CONTACT INFORMATION</td>
<td>2</td>
</tr>
<tr>
<td>TABLE OF CONTENTS</td>
<td>3</td>
</tr>
<tr>
<td>LIVING ON CAMPUS</td>
<td>6</td>
</tr>
<tr>
<td>Mission</td>
<td>6</td>
</tr>
<tr>
<td>Administrative Outcomes</td>
<td>6</td>
</tr>
<tr>
<td>Eligibility for Housing</td>
<td>6</td>
</tr>
<tr>
<td>Housing Contract</td>
<td>7</td>
</tr>
<tr>
<td>Room and Board Charge</td>
<td>7</td>
</tr>
<tr>
<td>Board Plan</td>
<td>7</td>
</tr>
<tr>
<td>Room Entry</td>
<td>7</td>
</tr>
<tr>
<td>Room Searches</td>
<td>8</td>
</tr>
<tr>
<td>Dates of Occupancy</td>
<td>8</td>
</tr>
<tr>
<td>Housing Procedures</td>
<td>9</td>
</tr>
<tr>
<td>Room Selection Process</td>
<td>11</td>
</tr>
<tr>
<td>Housing Cancellation</td>
<td>12</td>
</tr>
<tr>
<td>Summer Housing</td>
<td>13</td>
</tr>
<tr>
<td>Damage Policy and Vandalism</td>
<td>14</td>
</tr>
<tr>
<td>Residence Hall Community Involvement</td>
<td>17</td>
</tr>
<tr>
<td>Community Room Reservations</td>
<td>18</td>
</tr>
<tr>
<td>Student Organization Lounges</td>
<td>18</td>
</tr>
<tr>
<td>Residence Hall Policies</td>
<td>18</td>
</tr>
<tr>
<td>Visitation/Guest/Hosting Policy</td>
<td>25</td>
</tr>
<tr>
<td>Fire Safety</td>
<td>26</td>
</tr>
<tr>
<td>HEALTH RECORDS &amp; IMMUNIZATION</td>
<td>28</td>
</tr>
<tr>
<td>COMMUNITY STANDARDS &amp; CONDUCT</td>
<td>29</td>
</tr>
<tr>
<td>Article I: Definitions</td>
<td>29</td>
</tr>
</tbody>
</table>
TABLE OF CONTENTS

**Policies and Procedures**

- Article II: Proscribed Conduct ................................................................. 30
- Article III: Student Conduct Procedures .................................................. 32
- Article IV: Interpretation and Revision ..................................................... 36
- Summary Actions .................................................................................. 36
- Emergency Amnesty Policy .................................................................. 37
- Code of Conduct .................................................................................. 37

**Campus Involvement** ............................................................................. 45

- Student Government ............................................................................. 45
- Students and the Board of Trustees ....................................................... 46
- Residence Hall Programs and Activities .................................................. 47
- Student Organizations .......................................................................... 47
- Fraternities and Sororities .................................................................... 47

**Policies and Procedures — Non-Academic** ............................................. 50

- Alcohol and Other Drug Policy ............................................................. 50
- Good Neighbor Policy .......................................................................... 56
- Off-Campus Events ............................................................................. 58
- Tailgating ................................................................................................. 59
- Hazing ................................................................................................ 59
- Gambling ............................................................................................... 61
- Services for Students with Disabilities .................................................. 62
- Reasonable Accommodations and Auxiliary Aids ................................... 64
- Allergy Conscious Policy ..................................................................... 66
- Sexual Discrimination and Misconduct Policy ....................................... 66
- Nondiscrimination Policy .................................................................... 89
- Discrimination — Federal Regulations and Grievance Procedures ........... 89
- Retaliation Policy .................................................................................. 90
- Harassment Free Environment ............................................................ 90
- Bias Incident Response Process ............................................................ 90
- Student Complaint Policy .................................................................... 95

**Policies and Procedures — Academic** ..................................................... 97

**Principles for Professional Conduct** ..................................................... 97

- Pets on Campus ................................................................................... 97
- Student Posting Policy ........................................................................ 98

Lake Forest College Student Handbook 2019-2020; updated January 2020
# Table of Contents

<table>
<thead>
<tr>
<th>Subject</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sports &amp; Recreation Center Policies</td>
<td>99</td>
</tr>
<tr>
<td>Family Educational Rights and Privacy Act Notice</td>
<td>100</td>
</tr>
<tr>
<td>News Releases and Photo Release</td>
<td>101</td>
</tr>
<tr>
<td>Property Loss or Damage</td>
<td>101</td>
</tr>
<tr>
<td>Smoking Policy</td>
<td>102</td>
</tr>
<tr>
<td>Campus Parking</td>
<td>102</td>
</tr>
<tr>
<td>Specific “Campus” Rules of Use</td>
<td>107</td>
</tr>
<tr>
<td>Speed Limit</td>
<td>108</td>
</tr>
<tr>
<td>South Campus Parking Restrictions - Information &amp; Dates</td>
<td>108</td>
</tr>
<tr>
<td>Use of College Vehicles</td>
<td>109</td>
</tr>
<tr>
<td>Fundraising by Student Organizations</td>
<td>110</td>
</tr>
<tr>
<td>Reservations of Campus Facilities</td>
<td>111</td>
</tr>
<tr>
<td>Keys to Academic Buildings</td>
<td>111</td>
</tr>
<tr>
<td>Use of Video/Audio Surveillance Equipment</td>
<td>111</td>
</tr>
<tr>
<td>Solicitation by Off-Campus Individuals or Organizations</td>
<td>111</td>
</tr>
<tr>
<td>Movie and Film Screening Guidelines</td>
<td>113</td>
</tr>
<tr>
<td>Speaker Policy</td>
<td>114</td>
</tr>
<tr>
<td>Guests and Recruiters</td>
<td>115</td>
</tr>
<tr>
<td>Whistleblower Policy</td>
<td>115</td>
</tr>
<tr>
<td><strong>Governance</strong></td>
<td>119</td>
</tr>
<tr>
<td><strong>ARTICLE I: COLLEGE POLICIES AND PERSONNEL</strong></td>
<td>119</td>
</tr>
<tr>
<td><strong>ARTICLE II: ACADEMIC LIFE</strong></td>
<td>123</td>
</tr>
<tr>
<td><strong>ARTICLE III: STUDENT GOVERNMENT</strong></td>
<td>127</td>
</tr>
<tr>
<td><strong>ARTICLE IV: COMMUNICATION</strong></td>
<td>128</td>
</tr>
<tr>
<td><strong>ARTICLE V: GENERAL PROCEDURES</strong></td>
<td>128</td>
</tr>
<tr>
<td><strong>ARTICLE VI: RATIFICATION AND AMENDMENT PROCEDURES</strong></td>
<td>132</td>
</tr>
</tbody>
</table>
LIVING ON CAMPUS

Mission

The Office of Residence Life enacts the College’s mission by fostering a residential environment for students that encourages critical thinking, personal development, and meaningful engagement with others of diverse background and thought.

Learning Outcomes

Lake Forest College students who participate in Office of Residence Life programs, services, and processes...

- ...will learn how to live, interact, and succeed in a community living environment.
- ...will establish a positive sense of belonging in the campus community.
- ...will be exposed to and gain awareness of individual differences as they engage in a community setting.
- ...will achieve a higher level of student success through access to learning resources and engaging in a residential environment that supports academic goals.

Administrative Authority for Housing

Housing and specific room assignments are privileges that may be canceled, withdrawn, or changed at any time at the discretion of Residence Life, Student Affairs, or other College officials. Lake Forest College reserves the right to use residence halls for housing students or for other purposes during recess periods.

Eligibility for Housing

All students attending Lake Forest College with an academic course load of three or more course credits may reside in College-owned residential facilities. If a student who has selected or been assigned a room decides not to use the room assigned, the student must notify Residence Life by completing and submitting a Housing Contract Release Request for consideration by the Housing Contract Exemption Committee. Housing contracts are binding agreements and release is not guaranteed.

All students participating in approved off-campus study programs must also complete and submit a Housing Cancellation Application, in addition to the Housing Application for assignment to housing during the semester in which they return.

Residency Requirement

In 2014, the College implemented a three-year residency requirement. All first, second, and third year students are required to live on campus unless they meet the stated exemption requirements:

- Live at home with parent/guardian within 30 road miles of the College;
- Age 23 or older;
- Have dependent children;
- Are married;
- Active members of the armed force; or
- Have completed 24 credits or more (not including AP or IB credits).
Reduction of Academic Course Load
Students who have an academic course load that is part-time (fewer than three courses) are not eligible for on-campus housing. Resident students must seek permission from the Director of Residence Life in order to remain in housing when reducing their course loads to part-time status.

Married Students and Students with Children
The College has no provisions for housing students who are married and/or have children who would live in the residence halls.

Housing Contract
In order to receive a housing assignment, students must complete the housing application-contract. No student will receive an assignment without first completing the form. The form is available online in the housing portal. Students will receive a link to the full application-contract in advance of any selection or assignment process.

Room and Board Charge
Students have several options in type of room and number of roommates. Charges for room types are listed on the College’s website, along with manner and schedule of payments. Residence accommodations are assigned for the full academic year (or individual semester, based on approved off-campus study plans).

When the Housing Contract is terminated at any time during a given semester for disciplinary reasons, no refund for room and board will be given. Students will be responsible for any damages that occur to residence hall property.

Housing Refund
Refund policy guidelines are published on the College’s Website. When the Housing Contract is terminated at any time during a given semester for disciplinary reasons, no refund for room will be given. Board plan may be prorated depending on the situation.

Board Plan
For specific information regarding meal plans, please visit the College’s website.

Room Entry
Designated College staff members, including Public Safety officers, Student Affairs staff, Residence Life staff, and Facilities Management personnel, have the authority to enter and inspect rooms for health and safety purposes, conduct repairs, or investigate any just cause of student endangerment or policy infractions, at any time without permission or consent of the student occupant(s). Students are expected to comply with reasonable requests for entry.

College staff will try whenever possible to respect students’ privacy in their rooms; however, representatives of the College will enter a student’s room under the following conditions:
1. When, under the authority of the Dean of Students, the Director of Residence Life, or the Director of Public Safety, there is evidence that College or Residence Hall policies have been violated.
LIVING ON CAMPUS

2. In emergency circumstances when there is the possibility of imminent danger to life, health, safety, or property.
3. For inspection of general physical conditions and/or damage of the room, for inspections of fire safety or health standards, or when the student has requested inspection or repair work.
4. During recess periods, for inspections of all rooms after they are vacated to ensure proper closing of all residence halls. If violations are apparent, staff will issue Notices of Alleged Violation.
5. When there are noises or disturbances left unaddressed that may affect others. (e.g. an alarm clock).

Room Searches

Any College official who is in a student’s room may react to any violation of the law or College policies based on visible evidence—for example, stolen property, weapons, illegal drugs or drug paraphernalia, and health hazards. Unless the student is present and consents to one, any kind of physical search, however, can be authorized only by court authority or by permission of the Dean of Students. If the Dean of Students is unavailable, the Associate Dean of Students may also authorize a physical search. A reasonable effort will be made to have the student occupant(s) in question present, if possible, during such a search.

Dates of Occupancy

Residence Hall Opening

For new students in the fall semester, residence halls open at 9:00 a.m. on the Friday prior to the first day of classes; for returning students the halls open on the Tuesday prior to the first day of classes. Returning students may not move in prior to their designated residence hall opening time. Residents are required to check in with a member of the Residence Life staff. During the check-in process, residents receive their room keys and receive information regarding the Room Condition Report (RCR). The RCR is an inventory of the condition of the furniture, fixtures, floors, walls, door, and ceiling. Residence Life staff assess the room condition prior to check-in. It is the student’s responsibility to review this form carefully prior to signing. By accepting a key and occupying a room, the student agrees to all policies and procedures as outlined in the Student Handbook.

Winter Break Closing and Spring Semester Opening

Residence halls are closed, and students are not permitted to enter or occupy them, during the winter break period, which begins at noon on the day after the last day of final examinations. Students must leave campus no later than 24 hours after their last final exam or by noon on the day immediately following the last day of final exams. An exception is made for students who have applied for, and received permission, to remain on campus during the Winter Break period. Information about Winter Break housing is disseminated to students on or before November 15.

Students are not allowed to return to campus or move in until 9:00 a.m. on the Sunday before the first day of classes for spring semester.

Early Return/Arrival and Late Departure Fines

Students may not move in before designated hall opening times and must leave prior to hall closing times. If a student attempts to move into a residence hall before the times specified or fails to vacate the residence hall room by the times specified in the Housing Contract, the student will be assessed fines, will be subject to disciplinary action, will not be issued a key, will not be able to drop off belongings in the room, and/or will be required to vacate the premises by College officials. In the event that a student encounters unexpected circumstances precluding them from following the ordinary return/arrival/departure guidelines, the student
LIVING ON CAMPUS

should contact the Office of Residence Life immediately. In these situations, the student may be assessed a $100 per day for early arrival or late departure.

Residence Hall Closing
At the conclusion of each semester, all residence halls close at noon on the day after the last scheduled exam. At the end of the spring semester, resident undergraduates who are not graduating must check out and vacate their rooms within 24 hours after their last exam or by noon the day after the last scheduled exam prior to Commencement, whichever is earlier. Those who are graduating are required to check out and vacate by noon on the Sunday following Commencement. In order to properly check out, residents must set up an appointment at least 24 hours in advance of their desired check-out time with a member of the Residence Life staff. During this appointment, the resident will complete a room inspection form and return the room key. Failure to properly check out with the Residence Life staff or to return the room key will result in fines. It is the expectation of the College that students leave their rooms clean and damage-free at the end of the semester. Failure to do so will result in fines or restitution for damage and cleaning.

Housing Procedures

Key Pick-Up
Residence hall room keys are available from the Residence Life staff during check-in and must be returned to the Residence Life staff when the student checks out. A room key is issued to each student. Residents should carry their room keys with them at all times.

Lost Key Charges
An individual who loses a room key or fails to return a room key at check-out will be charged $50.00, and the lock on the door will be changed. When a student loses their room key, the student must report their key as lost to a Residence Life staff member, who will submit a work request to have the lock changed. The student will be billed $50.00, which will appear on the student’s account.

Lock-Outs
Students who are locked out of their rooms and request entry from a College official will be charged $5 per incident. If a resident is locked out of their room during Resident Assistant (RA) duty hours, the resident must have a student ID and may approach their Resident Assistant or the Residence Life staff member on duty to open the room. If a resident is locked out of their room during the day (between 8:30 a.m. and 5:00 p.m.), and if no member of Residence Life staff is in the building, then they may obtain a temporary key from Facilities Management to use for twenty-four hours only. In the event the key is not returned to Facilities Management within twenty-four hours, a work order will be generated to change the lock, new keys will be issued, and a $50.00 fee will be charged to the student’s account. If a resident is locked out in the middle of the night or prior to duty in the evening, they may call the Department of Public Safety to get into the room.

Room Changes
The room change process is a self-service, online process that begins following the academic add/drop period and lasts seven days. Students will be permitted to request a move to another room based on availability of spaces and the student’s eligibility to live in a specific community. Room changes are not guaranteed, as the Office of Residence Life cannot predict the availability of rooms.
LIVING ON CAMPUS

Students who participate in the online, self-service room change process will receive confirmation of their successful room change via email from the Office of Residence Life. That email will contain further instructions, including a timeline, for obtaining keys and moving to the newly selected room as well as checking out of the current assignment.

If a room change request is made because of a roommate conflict, all other means of resolution (e.g., roommate contracts, mediation, etc.) must be exhausted before a room change will be granted. Consultation with Residence Life staff (e.g., your Resident Assistant or Residence Director) is expected prior to submitting a room change request. It is the expectation of the Office of Residence Life that students make every effort to live together in a civil and responsible manner. Room changes are not considered a valid method of mitigating conflict.

The room change process lasts one week each semester. Room changes for emergency situations will be made at the discretion of the Office of Residence Life after that one-week time period.

Room Change Instructions

Students who have been granted a room change and receive a Room Change Confirmation must check in and check out during the time allotted for moves, or the move may be canceled at the discretion of the Office of Residence Life.

1. After receiving the Room Change Confirmation, make an appointment with your Residence Life staff member from your new building to check in.
2. Pack everything from the “old” room.
3. Meet with the Residence Life staff member from the new building. Go to the new hall and complete the Room Condition Report (RCR) for the new room with a Residence Life staff member from the new building.
4. Check into the new room with the Residence Life staff member:
   a. Complete the check-in portion of the RCR for the new room.
   b. Obtain the keys to the new room.
5. Make an appointment with your Residence Life staff member in your old building.
6. Move all your belongings to the new room and clean the old room.
7. Meet with the Residence Life staff member of your old building to check out of your old room.
   a. Complete the check-out portion of the RCR.
   b. Turn in your key to your old room.

Vacancies in Residence Hall Rooms

If a vacancy occurs in a student’s room at any time, students have two options:

1. The current resident(s) living in the room may find someone they would like as a roommate. If they agree, they should inform the Office of Residence Life. The friend should participate in the online, self-service room change process. Students should not move until they are authorized to do so by the Office Residence Life.
2. If the current resident does not have someone with whom they would like to live it is possible that a new roommate may be assigned at any time. Space for a new roommate must be kept available at all times and should include a clear and empty bed, closet space/wardrobe, dresser, desk, and chair. The space will more than likely be filled by Residence Life with a student who requests a room change or is just moving onto campus. Once Residence Life has started the process or assigning someone to a current resident’s room, it is too late for the current occupant(s) to request someone specific. Space for the newly assigned student must be made immediately and the current resident is expected to treat the new roommate with respect. If the Residence Life staff have reason to believe that a resident is acting in an unwelcoming manner in hopes of forcing the roommate to move out so that the resident can maintain the room to themselves, conduct action may be taken.
Abandoned Property
Occasionally a student vacates their campus housing assignment during the course of the academic year. In these circumstances, students are expected to remove all of their belongings, return the room key, and otherwise follow proper check-out procedures. A student has 48 hours from the date of cancellation and/or departure to make arrangements with the Office of Residence Life to complete the move-out/check-out process. If a student fails to check out properly and/or remove their property from the room within 48 hours indicated, any belongings left behind will be considered abandoned. When possible abandoned property will be stored or shipped at the student’s expense, although it may be disposed of or donated.

Room Selection Process
Room Selection is the process by which students select a room for the following academic year. This process begins in early spring each year for the following academic year. In order to be eligible to participate in Room Selection, students must complete the housing application-contract before the stated deadline. All students must also clear their student accounts of any outstanding balances, thus leaving their matriculation deposit. The matriculation deposit is only refundable when a student leaves the College. Failure to meet the announced deadline will jeopardize the student’s eligibility and assignment for housing. A complete schedule of dates for the Room Selection process will be made available early in the spring semester.

Gender Inclusive Housing
The College permits all residents to self-select a room assignment. Gender Inclusive room assignments are available to all residents by mutual request.

Living Learning Communities and Special Interest Housing
Various living learning communities (LLCs) and special interest housing options are available for students who wish to live with others working toward common interest. All LLCs and special interest housing options are available by application. Applications for LLCs and special interest housing are available in early-mid spring semester, prior to the Room Selection process. Special interest housing may require an application which will be made available to students before general room selection. Please contact the Office of Residence Life for more details.

General Room Selection
Students who are not assigned via an application process may select a room that is available at General Room Selection using their randomly assigned lottery number. In order to select a room during General Room Selection, students must form a complete roommate group in order to completely fill the designated room occupancy (1=single, 2=double, etc.) for the academic year.

Housing Wait List
No wait list will be established following the spring Room Selection process. As spaces are available, they will be assigned. Students who want housing at any other time must complete the housing application-contract in the online housing portal. During the academic year, assignments will be made as soon as possible and as space becomes available.
Housing Cancellation

Contract Release Request
Students who are assigned to housing for the current or upcoming academic year may request a release from their housing contract by completing a Housing Contract Release Request. Requests for release are reviewed on the grounds of a medical or psychological diagnosis that cannot be accommodated on campus or a change in financial situation since the time the contract was signed. Requests for release from the contract require appropriate documentation, which must be provided with the form. Documentation and forms are reviewed by a committee.

Check-Out Procedures
In order to properly check-out of a room during an academic term, students must contact the Office of Residence Life for specific instructions and check-out procedures.

An Improper or Late Check-Out charge may be assessed for students who fail to complete any of the steps as instructed by the Office of Residence Life.

Fall Semester Housing
The following charges apply for requesting a release from the housing contract after the contract start date of the fall semester.

<table>
<thead>
<tr>
<th>If you notify the Office of Residence Life:</th>
<th>The charge is:</th>
</tr>
</thead>
<tbody>
<tr>
<td>After Room Selection and before June 1st</td>
<td>No charge</td>
</tr>
<tr>
<td>On or after June 1st, before July 1st</td>
<td>$500</td>
</tr>
<tr>
<td>On or after July 1st</td>
<td>$750</td>
</tr>
<tr>
<td>On or after first day of Fall classes</td>
<td>$750 plus prorated room and board charges</td>
</tr>
</tbody>
</table>

Spring Semester Housing
The following charges apply for requesting a release from the housing contract during the spring semester. These charges only apply to new housing applicants for the spring semester.

<table>
<thead>
<tr>
<th>If you notify the Office of Residence Life:</th>
<th>The charge is:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before December 1</td>
<td>No charge</td>
</tr>
<tr>
<td>On or after December and before first day of Spring classes</td>
<td>$150</td>
</tr>
<tr>
<td>On or after first day of Spring classes</td>
<td>$150 plus prorated room/board charges</td>
</tr>
</tbody>
</table>

If a release from contract request is granted, the Office of Residence Life will notify all other administrative offices (including the Business Office, Parkhurst Dining Services, the Department of Public Safety, and the Dean of Students). Any room and board charges/refunds will be determined in alignment with the College’s tuition refund schedule. Flex dollars from meal plans are not refundable. Any other charges/fines upon checking out of the residence halls will be determined by policies in this Student Handbook and as outlined above.
LIVING ON CAMPUS

Changing of Residency Status from Nonresident (Commuter) to Resident
During the academic year, nonresident/commuter students who wish to live in campus housing for the current academic year must submit a housing application-contract via the online housing portal to the Office of Residence Life. Students who wish to live on campus for the following academic year must participate in the Room Selection process that takes place in the spring semester.

Off-Campus Programs and Residence Life
Students participating in off-campus programs should consult with the Office of Residence Life regarding housing cancellation and re-application for housing. In general, students who are studying off-campus for the Fall Semester should not participate in room selection, but rather re-apply for housing prior to returning in the spring semester. Students who are studying off-campus during the Spring semester must submit a Housing Cancellation Form as per the above mentioned schedule and should re-apply for housing for the Fall semester.

Removal from Housing—Disciplinary Sanction, Academic Suspension, or Dismissal
A student who is required to vacate housing as part of a disciplinary sanction, academic suspension, or dismissal must do so before the deadline given in a notice by the Dean of Students or the Director of Residence Life. Once the notice has been issued, the Office of Residence Life will contact a Resident Assistant or Residence Director to inform them that a move-out is required.

The student must complete all steps outlined in the Check Out Procedures. Failure to complete any steps in the checkout procedures may result in additional charges.

If upon the stated deadline, the room is not vacated:
   a. The Residence Life staff member will notify the Director immediately.
   b. The Director will notify the Dean of Students immediately.
   c. The Director will contact a Public Safety officer to locate the student at their room or on campus.
   d. The Public Safety officer will escort the student to the Dean of Students’ office.
   e. The Director will consult with Facilities Management to have the lock changed at the student’s expense.
   f. The student will not be permitted to enter the room without being escorted by a Public Safety officer. The Public Safety officer will supervise the student in packing and gathering all belongings, and the student will check out with a Residence Life staff member.
   g. The student will be escorted from the residence hall and campus by a Public Safety officer.
   h. If deemed necessary by the Dean of Students or the Director of Residence Life, all items in the room that belong to the student will be packed and stored or shipped at the student’s expense.

When the Housing Contract is terminated at any time during a given semester for disciplinary reasons, no refund for room and board will be given.

Summer Housing

Eligibility for Summer Housing
Summer housing applicants will be assigned to housing on a space-available basis in the following order:
   1. Richter Scholars
   2. Students registered for Summer Session (May Term, June Term, or July Term) and are returning to Lake Forest College in the fall or completing work for graduation during the summer
   3. Students participating in a College-sponsored internship for academic credit.
LIVING ON CAMPUS

4. Students working on campus for a minimum of 25 hours per week
5. All other students, who can verify ongoing enrollment at the College, based on space availability.

If students choose to work on campus during the summer, they will have to complete a Summer Hire Form. Students may not work more than 7.5 hours per day, and, if after 7 hours per day, must indicate taking a 30-minute break on their timecards. FICA tax is withheld for months when school is not in session for U.S students only.

Because of the short time between the end of Commencement and the beginning of Summer Session May Term, rooms may not be in a “clean/ready” condition at the time of check-in for residents for Summer Session May Term. Accepted residents for Summer Session May Term will check in to Summer Housing on the Monday following Commencement, when current on-campus residents move to their summer session rooms.

Summer Housing Applications are available on the housing portal following Spring Break and are due prior to finals week. Late applications will be accepted as space is available. The cost of summer housing is determined in the spring by the Business Office.

Payment for Summer Housing
Students are responsible to pay summer housing charges if residing on campus during the summer. The student must complete a housing application-contract. The student is required to pay for housing, but if not paid, the amounts will be automatically deducted from the student's payroll. If payroll or payments are not sufficient to cover the balance due, the college will bill the student’s tuition account.

Disciplinary Records and Summer Housing
Students must be in good disciplinary standing to be eligible for summer housing. All College policies apply during Summer Sessions. Please be familiar with all College and Residence Hall policies as stated in the Student Handbook. Students with significant disciplinary records are ineligible for summer housing.

Summer Residence Hall Use and Dates of Occupancy
Space is extremely limited during the summer. Occupancy during the summer is restricted to the dates of Summer Session May Term, June Term, and July Term. One residence hall is used as summer housing for Lake Forest College students. All other residence halls are utilized by the Office of Summer Conferences and/or maintained by Facilities Management. Students must meet the requirements for summer housing to be approved.

Damage Policy and Vandalism
“Damage” is any change in the condition of College-owned property occasioned by carelessness, accident, or intentional action on the part of students or their guests. At checkout the room is inspected and occupants will be charged for missing or damaged items. Damages within individual rooms will be charged only to the responsible student, if the individual responsible for damage can be identified. When the responsible student cannot be identified, those persons living or present in the area may be charged. Students are prohibited from repairing any damage.

“Common area damage” is any damage occasioned by carelessness, accident, or intentional action on the part of the students or their guests in a common area (lounge, hallway, stairwell, community bathroom, etc.). Common area damages will be charged to a designated floor, wing, or entire hall unless those responsible can be identified. After common area damage has been reported to Facilities Management, Residence Life, or the
LIVING ON CAMPUS

Department of Public Safety, a “Damage Charge Notice” will be distributed via email. All residents will have the option to report information about the responsible party so that the collective community does not get charged. Residents also have the option to appeal the charges, given a stated deadline as posted on the Damage Charge Notice. All charges from common area damage will be posted on students’ accounts at the end of the semester.

When possible, charges will be determined by the actual cost (material, labor, and overhead) of replacement or repair of the property damaged, when possible. The individual cost factors will be determined by information obtained from regular work orders used in carrying out the repairs. The cost may include material and labor obtained outside the College when Facilities Management determines that is appropriate. Standards of type and quality of repair are to be determined only by Facilities Management. Facilities Management will process resultant charges through its regular procedures. At the Director of Residence Life or designee’s discretion, a Damage Review Committee (composed of representatives from Residence Life, Facilities Management, and The Department of Public Safety and a student appointed by the Executive Board of Student Government) may be convened. This committee will examine damage reports and consider any student appeals. The Damage Charge Notice will be generated with instructions that the individual(s) being charged may appeal to the Director of Residence Life or designee or the Damage Review Committee. Appeals must be submitted to the Director of Residence Life, the director’s designee, or the Damage Review Committee before the stated deadline on the posted Damage Charge Notice. The Director of Residence Life, the designee, or Committee has the authority to cancel specific charges or to levy charges when investigation by the Committee, Residence Life, or The Department of Public Safety yields identification of the responsible parties. Final authority and responsibility for all matters pertaining to damage in the residence halls rests with the Director of Residence Life or the director’s designee. If there is no appeal or if the appeal is denied, the charges will be forwarded to the Business Office immediately or at the end of semester. After these charges have been posted, Common Area Damage charges may not be appealed.

Strong disciplinary action will be taken when an individual or group causes damage in a common area/public area. If the individual is held responsible for the damage through the student conduct administration system, a punitive monetary amount may be added to the replacement cost of the item(s).

Vandalism and Collective Responsibility

Every member of our residential community is expected to ensure that all residents live in a safe, secure, and damage-free environment that is conducive to the goal of academic success. Vandalism is not tolerated, and the Office of Residence Life understands that a collective community of residents must work together to prevent fellow residents and their guests from causing vandalism. Likewise, in the event that vandalism occurs, it is the residence hall community’s collective responsibility to ensure that those who are responsible for the damage are held accountable. Steps are taken when an individual or group causes damage in a common area/public area.

When vandalism or damage occurs in a specific residence hall, Damage Charge Notices are distributed via email, notifying all residents of the incident. If no resident takes responsibility for the damage/vandalism, the cost for repair will be billed to the collective community. If a specific resident or group of residents is found responsible, that resident will be issued a Notice of Alleged Violation and referred for disciplinary action.

Summary of Charges/Fines

<table>
<thead>
<tr>
<th>Fires Safety Fines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire Extinguisher Glass</td>
</tr>
<tr>
<td>Failure to evacuate residence hall during alarms</td>
</tr>
<tr>
<td>Fire Extinguisher (Shot Off)</td>
</tr>
</tbody>
</table>
### LIVING ON CAMPUS

<table>
<thead>
<tr>
<th>Violation</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Missing Fire Extinguisher</td>
<td>$200</td>
</tr>
<tr>
<td>Exit Sign/ Emergency Light</td>
<td>$300</td>
</tr>
<tr>
<td>Refilling Fire Extinguisher</td>
<td>$150</td>
</tr>
<tr>
<td>False Fire Alarm (may also incur fine from the City of Lake Forest)</td>
<td>$500</td>
</tr>
<tr>
<td>Candles/Incense Possession or Use</td>
<td>$25 per item</td>
</tr>
<tr>
<td>Disconnected/Covered Smoke Detector</td>
<td>$50</td>
</tr>
<tr>
<td>Smoking</td>
<td>$50</td>
</tr>
<tr>
<td><strong>Room Change Fines</strong></td>
<td></td>
</tr>
<tr>
<td>Failure to Check In to New Room</td>
<td>$25</td>
</tr>
<tr>
<td>Failure to Check Out of Old Room</td>
<td>$25</td>
</tr>
<tr>
<td>Failure to Return Key</td>
<td>$50</td>
</tr>
<tr>
<td>Unauthorized Room Change</td>
<td>$50</td>
</tr>
<tr>
<td><strong>Additional Fines/Charges</strong></td>
<td></td>
</tr>
<tr>
<td>Early Arrivals (prior to opening) and/or gaining access to hall/room when it is closed</td>
<td>$50 per hour/per person</td>
</tr>
<tr>
<td>Late Departures (after closing)</td>
<td>$50 per hour/per person</td>
</tr>
<tr>
<td>Improper Check-Out (Failure to properly check out)</td>
<td>$50</td>
</tr>
<tr>
<td>Removal of Furniture (lounge)</td>
<td>$50 per item</td>
</tr>
<tr>
<td>Lock-Outs</td>
<td>$5 per incident</td>
</tr>
<tr>
<td>Pet Policy Violation</td>
<td>$50 per day of violation</td>
</tr>
<tr>
<td>Removal of Window Screens</td>
<td>$50</td>
</tr>
<tr>
<td>Failure to Dismantle/Remove Lofts</td>
<td>$75</td>
</tr>
<tr>
<td>Insufficient Cleaning</td>
<td>$50 and up</td>
</tr>
<tr>
<td>Garbage/Trash in Common Areas, Hallways</td>
<td>$25</td>
</tr>
<tr>
<td>Excessive Garbage</td>
<td>$75 and up</td>
</tr>
<tr>
<td>Unauthorized Appliance</td>
<td>$25 and up</td>
</tr>
</tbody>
</table>

### Damage Charges

Charges within student rooms will be determined by the fines listed or by the actual cost (materials, labor, and overhead) of the replacement or repair of the property damaged, whichever is greater. If determined by Residence Life or Facilities Management that labor costs are greater than posted fees, charges may be higher.

<table>
<thead>
<tr>
<th>Item</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bed Frame</td>
<td>$250</td>
</tr>
<tr>
<td>Chair</td>
<td>$100</td>
</tr>
<tr>
<td>Closet Door</td>
<td>$185</td>
</tr>
<tr>
<td>Desk</td>
<td>$275</td>
</tr>
<tr>
<td>Doorknob and Lockset</td>
<td>$150</td>
</tr>
<tr>
<td>Door Refinishing</td>
<td>$75</td>
</tr>
<tr>
<td>Dresser</td>
<td>$275</td>
</tr>
<tr>
<td>Lamp</td>
<td>$40</td>
</tr>
<tr>
<td>Large Furniture</td>
<td>$500 and up</td>
</tr>
<tr>
<td>Light Fixture</td>
<td>$100</td>
</tr>
<tr>
<td>Light Fixture Globe</td>
<td>$35</td>
</tr>
<tr>
<td>Lock Core</td>
<td>$50</td>
</tr>
<tr>
<td>Mattress</td>
<td>$125</td>
</tr>
<tr>
<td>Medicine Cabinet</td>
<td>$200</td>
</tr>
<tr>
<td>Mini-Blinds</td>
<td>$65</td>
</tr>
</tbody>
</table>
LIVING ON CAMPUS

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mirror</td>
<td>$35</td>
</tr>
<tr>
<td>Paint (per wall/per coat)</td>
<td>$100</td>
</tr>
<tr>
<td>Radiator Valve</td>
<td>$100</td>
</tr>
<tr>
<td>Recycling Bin</td>
<td>$10</td>
</tr>
<tr>
<td>Screen</td>
<td>$50-150</td>
</tr>
<tr>
<td>Shower Curtain</td>
<td>$25</td>
</tr>
<tr>
<td>Sink</td>
<td>$150 + labor</td>
</tr>
<tr>
<td>Smoke Detector</td>
<td>$35</td>
</tr>
<tr>
<td>Telephone Jack</td>
<td>$65</td>
</tr>
<tr>
<td>Toilet</td>
<td>$250 + labor</td>
</tr>
<tr>
<td>Towel Rack</td>
<td>$35</td>
</tr>
<tr>
<td>Tub</td>
<td>$600 + labor</td>
</tr>
<tr>
<td>Tub-Refinished</td>
<td>$500</td>
</tr>
<tr>
<td>Wardrobe</td>
<td>$450</td>
</tr>
<tr>
<td>Waste Basket</td>
<td>$10</td>
</tr>
<tr>
<td>Window</td>
<td>$350 and up</td>
</tr>
<tr>
<td>Window Lock</td>
<td>$50</td>
</tr>
</tbody>
</table>

**Liability and Renter's Insurance**

If a student sustains a loss, the College is not liable for the replacement of such loss. The College is not responsible for theft or destruction of personal property. Lake Forest College does not provide insurance for personal belongings such as, but not limited to, bicycles, automobiles, televisions, stereos, computer equipment, and clothing. It is strongly recommended that valuables be covered by a homeowner's or renter's insurance policy. Students should work with their roommates to ensure the common protection of property. Room doors should be locked when the room is unoccupied. In the event of damage by fire, water, steam, the elements, or other agents that renders a room unfit for occupancy, the College reserves the right to reassign the student to alternate housing accommodations. The College shall not be liable, directly or indirectly, for loss of or damage to any article of personal property anywhere on the premises caused by fire, water, steam, the elements, insufficient heat, loss or surges of electricity, or the actions of third persons. The College is not responsible for loss or damage due to any situation beyond its control.

**Residence Hall Community Involvement**

**Residence Hall Programs and Activities**

The Residence Life staff, as well as the Gates Center for Leadership and Personal Growth, the Office of Intercultural Relations, the Health and Wellness Center, and our several student organizations, offer many opportunities for students to participate in leadership, service learning, and governance across campus. The Residence Life staff offers programs and activities that address the needs of each residence hall community. Residents are encouraged to take an active interest in the community life of their residence hall by assisting RAs in planning community-wide activities.

**Paraprofessional Staff Leadership Opportunities**

Resident Assistants (RAs) work with other students and other residence hall staff members to facilitate and develop a community environment within the residence hall that contributes to the intellectual, social, and cultural growth of residents and meets their educational, social, and safety needs. The RA upholds and presents the philosophy and policies of Lake Forest College. Additionally, the RA acts as a liaison between residents and College administrators. RAs strive to develop an inclusive, creative, and dynamic community that engages
LIVING ON CAMPUS

Students in the pursuit of intellectual and artistic excellence, fosters personal and professional development, and provides opportunities to explore and realize their individual potentials. Applications for RA positions are available at the end of the fall semester and beginning of the spring semester, or as positions become available.

Community Room Reservations

Community rooms in Lois Durand Hall (1st Floor Lounge), Nollen Hall (3rd Floor Community Room), Deerpath Hall (Abbott Common Room and T.V. Lounge), Blackstone Hall (Basement Lounge), Moore Hall Multipurpose Room, and Cleveland–Young International Center (1st Floor Lounge and Kitchen) may be reserved through the Office of Residence Life.

Student Organization Lounges

The privilege of using basement lounges located in Gregory, McClure, and Roberts halls will be reviewed annually by the Gates Center through the lounge reapplication process.

Policies Governing Student Organization Lounges

1. Lounges may only be used for official student organization functions, registered at the Gates Center for Leadership and Personal Growth.
2. During the winter break and summer break periods, all lounges are locked and inaccessible to student organization members.
3. Individual members of the student organizations are prohibited from using the lounge for storage of personal belongings (e.g., boxes, furniture) at any time, including the winter break and summer break periods.
4. Keys for student organization lounges will be issued to a designated person of that organization through Facilities Management with approval by the Office of Residence Life and the Gates Center. At the end of each academic year, the key must be returned to Facilities Management. Keys may not be given to other organization members or students without documented approval of Facilities Management and the Office of Residence Life.
5. All other residence hall policies and College policies apply to student organizations and their members and guests. Alcohol may not be present or consumed in student organization lounges.
6. Organizations that lose recognition on campus are required to vacate the lounge and lose the privilege of using the lounge.

Residence Hall Policies

Violation of residence hall policies will result in referral of the student to the Lake Forest College conduct process and may result in disciplinary action.

Animals/Pets

Fish (defined as animals with fins and gills, living under water 24 hours a day) are the only pets permitted in the residence halls. Maximum tank size is 10 gallons. All other pets are strictly prohibited in all resident rooms or other residence hall public areas. Residents found in violation of this policy will be fined $50 per day of violation. Immediate removal of the pet to an off-campus location is required. Animal Control officials will be contacted if the animal is not removed immediately. Violators will also be subject to disciplinary action. Residents are restricted from feeding or leaving food outside the buildings for wildlife. This policy has been established to prevent an infestation of fleas and/or the presence of disease-carrying animals that may pose a danger to residents.
LIVING ON CAMPUS

**Appliances/Power Sources**
Residents are warned against overloading the electrical circuits in their rooms. Each room carries a load of three to seven amps. Each stereo, television, or refrigerator draws approximately two amps. Rooms are not wired to permit the use of large electrical appliances. Residents should unplug appliances after use. Be sure to use appliances in open areas free from combustible items (e.g., paper, curtains, and clothes).

- Freestanding microwaves are prohibited in any resident room. *Microfridge* units are allowed in all residence hall rooms.
- Coffeemakers are permitted. No other cooking appliances are permitted in the residence halls except in kitchen areas of McClure Hall, Moore Hall, and Cleveland-Young International Center.
- Appliances with open heating coils, such as toasters, toaster ovens, hot plates, or single burner units are prohibited.
- Refrigerators larger than 4.6 cubic feet are prohibited.
- Hot tubs and water beds are not permitted.
- All air conditioning units are prohibited in any resident room, including portable air conditioning units and window mounted units.
- Only UL approved three-prong grounded extension cords are permitted.
- Extension cords may not exceed six feet in length.
- Only one extension cord may be used per double outlet.
- Only one surge protector strip (with a 15-amp resettable circuit breaker) may be used per double outlet.
- Rewiring of resident rooms by non-College employees is prohibited.
- Radio or television antennae or cable/satellite dishes placed outside students’ rooms are prohibited.
- Tampering with or removing electrical outlet or light switch covers is prohibited.
- Tampering with electrical wiring is prohibited.

**Balconies, Hallways, Stairwells, Railings, and Roofs**

- Balconies outside of Gregory, McClure, and Roberts may not be used as an extension of resident rooms for any reason.
- Balconies, hallways, and stairwells must be kept clear of trash and debris at all times. Residents are responsible for the balcony and hallway space immediately outside their room door.
- Stairwells and hallways should not be blocked at any time; this includes, but is not limited to: trash, boxes, bicycles, shoes, and toiletry baskets/containers. Stairwell doors may not be propped open.
- Sitting, standing on, climbing, or hanging from a balcony, railing, or roof is prohibited.
- Clothing, bikes, banners, or signs may not be hung from balconies, roofs, stairwells, and/or windows.

**Barbecues**
For outdoor barbecues, College policies regarding noise/quiet hours, trash, and alcohol must be followed at all times. A College official may shut down a barbecue if appropriate.

- Fires may only be lit in a grill or Hibachi-type barbecue.
- Barbecues must be lit at least 50 feet from any residence hall or building.
- Barbecues are prohibited after dark.
- Accelerants may not be used (e.g., lighter fluid, pre-soaked charcoal, propane, gasoline) or stored in residence halls.
- Fires must be completely extinguished and coals should be doused with water before being disposed of.

**Bicycles/Motorcycles/Skateboards/Self-Propelled Scooters**
Bicycles must be parked in assigned bike rack areas outside the residence halls. Bicycles must be registered at the Department of Public Safety.
LIVING ON CAMPUS

- Bicycles may not to be stored in common areas of the residence halls (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.
- Self-propelled scooters are banned from campus and may not be stored or used on campus property.

Between the spring semester and Summer Session, Facilities Management will post notices informing residents that if a bicycle is not registered with the Department of Public Safety and have a registration sticker on the bicycle, it will be considered abandoned and will be removed.

Candles/Incense

- Candles (even for decoration), incense, and potpourri burners are prohibited. Any candles found, regardless of whether they have been burned or not, will be confiscated and immediately thrown away.
- The burning of incense or use of potpourri burners is prohibited. Any incense or potpourri burners found will be confiscated and immediately thrown away.

Residents seeking to honor religious observations or cultural holidays should contact their Residence Director.

Cleanliness

Residents are expected to maintain their rooms, suites, or apartments in a clean and sanitary manner.

- Trash must be placed in designated bins/dumpsters and may not be left in hallways and/or on balconies. A fine will be assessed per bag for trash found in unauthorized areas (including bags of personal trash found in common area trash cans). Common Area Damage policies apply in these situations.
- In preparation for winter break and Summer Session, all trash, including perishable items in refrigerators, must be removed from resident rooms at the end of each semester.

Common Area Responsibility

Residents in the residence halls are jointly responsible for the care of common areas and residence hall property. Common areas are defined as those areas available for the use of all residents living in an apartment, wing/side, floor, or hall. Fines for damages (e.g., trash, littering, and vandalism) to common areas and property will be assessed and divided among residents of the community if the responsible person is not identified. The minimum fine or charge assessed will be $5 per resident per semester.

Decorations

Residents are encouraged to decorate their rooms in a manner of their choosing. All decorations must be removed at check-out. The following are guidelines to consider:

- Curtains may be hung using tension rods in the window frames. Drilling holes in walls or using nails to hang curtain rods is prohibited.
- Dartboards and/or archery equipment are prohibited in residence halls.
- Decorations on the outside of room doors are encouraged but should be posted with consideration for community standards. Hallways and other public spaces are considered to be semi-private areas. As such, residents are advised to balance their own desires for free expression with the community’s sense of decorum and propriety. If a resident is asked to remove something that has been deemed offensive from the outside of a door—by residents, Residence Life staff, or any other member of the College
community—the student is expected to comply. On the other hand, residents have a right to post decorations on their door without the fear of unwarranted interference or vandalism of any sort. Defacing a resident’s door or door decorations is prohibited.

- **Road Signs** – Government issued road signs (e.g., stop signs, street signs) are prohibited in the residence halls.
- **College property** that has been stolen or removed without permission is prohibited in the residence halls. This includes but is not limited to signs, traffic cones, stanchions, wet floor signs, etc.
- **Walls/Ceilings** - Painting rooms in the residence halls is strictly prohibited. Wallpaper and borders are prohibited. Decorations should be guided by good sense. Blinds may not be removed from windows. Occupants are fully responsible for damages to their rooms. Nothing may be drilled, nailed, or screwed into the walls, ceilings, or floors. Residents are prohibited from filling any holes that may exist. Residents will be billed for damage to walls. Hanging items from ceilings is prohibited.

### Elevators

The elevators in Deerpath Hall, Nollen Hall, and Moore Hall are inspected yearly. Inspection certificates are kept on file.

- Tampering with or vandalizing elevators is prohibited.
- The use of elevators during general evacuation in a fire or severe weather emergency is prohibited.
- Emergency phones and alarms located in the elevators are to be used only in emergencies. Improper use will result in a fine.

### Fire Safety

- In case of a fire alarm, all residents must evacuate the building immediately and report to the location designated by Residence Life Staff. Residents are not to re-enter the building until instructed to do so by the Fire Department, a Public Safety Officer, or a member of the Residence Life staff. Residents refusing/failing to evacuate or return to the building before they are told to do so will be subject to disciplinary action and a fine.
- Tapestries (cloth wall hangings) are not permitted to be attached to ceilings and may not cover more than 25% of the available wall space in a room.
- Tampering with fire safety equipment (e.g., fire extinguishers, smoke detectors, sprinkler heads, fire evacuation stickers) is prohibited and will result in a fine and disciplinary action.
- The mishandling of fire extinguishers and fire alarms is prohibited. The inappropriate discharge of a fire extinguisher will result in a fine plus refilling costs in addition to disciplinary action. Sounding a false fire alarm is a felony and will be treated as such. Additionally, a fine will be charged.
- Covering or disconnecting smoke detectors is prohibited. A fine will be assessed for each disabled smoke detector, in addition to the cost of repair or reconnection.
- Stairwells and hallways should not be blocked at any time; this includes, but is not limited to, blocking stairwells with trash, boxes, or bicycles. Stairwell doors may not be propped.

### Furniture and Lofts

- Furniture may not be stacked, except for a maximum of 2 bunked beds that are secured using bunking materials provided (e.g. bed pins, frame connectors, etc.) by the Office of Residence Life.
- The construction of lofts of any kind or the use of other materials to elevate beds or other furniture, personal or College owned, is strictly prohibited. The only lofts permitted in the residence halls are those acquired through [www.bedloft.com](http://www.bedloft.com). Residents must dismantle and remove any prohibited loft within 24 hours. Residents are responsible to set-up, dismantle, and return any loft in accordance with
LIVING ON CAMPUS

the terms of the contract with Bedloft.com. Residents found in violation of this policy and/or any contract signed with BedLoft.com may be assessed fines by Bedloft.com and/or the College and referred to the student conduct process.

- Beds that have been bunked or lofted may not be placed adjacent to any window, door, or passageway so that they block or impede access, exit, or view to the room in case of emergency. The top of a lofted or bunked mattress must be at least 30 inches below the ceiling or sprinkler head.
- Beds may not block air flow from vents.
- Waterbeds are prohibited.
- Hot tubs are prohibited.
- College-owned furniture must remain in common areas. Residents found with common area furniture in their College-managed residence may be assessed a fine and/or referred to the student conduct process. Residents must return the furniture within 24 hours and may be responsible for any associated repair or replacement costs.
- Any costs associated with the repair or replacement of college owned common area furniture may be charged to the entire community if responsible person(s) cannot be identified.
- Residents are prohibited from placing furniture in foyers, hallways, or on balconies. Residents may not remove college owned furniture from their College-managed residence and must return the furniture in their College-managed residence to its original arrangement before checking out. The costs associated with missing or damaged furniture at the time of checkout or College-managed residence inspection may be charged to the student responsible for the missing or damaged furniture.

Gambling
- Gambling in the residence halls is prohibited.

Hall Sports
- Running is prohibited in the buildings.
- Bouncing, throwing, and/or kicking balls (and/or other objects) is prohibited in the residence halls.
- Wrestling and other forms of “horseplay” are prohibited.

Keys
A room key is issued to each resident at check-in. Residents should carry their keys at all times and lock their doors. Residents must return keys immediately upon checkout or reassignment and sign the appropriate key envelope. Residents must report any lost or stolen keys to the Residence Director.

- Residents may not borrow keys from each other or loan keys to anyone.
- All keys issued to residents are the property of Lake Forest College and may not be duplicated.
- Unauthorized possession of keys will result in the confiscation of the key and possible restriction of the individual from the building.
- A resident who requests access to their room by a Residence Life staff member or Public Safety Officer for a lock-out will be assessed a $5 charge. This fine will be posted on the resident’s account and must be paid to the Business Office, North Hall.

Lamps/Lighting
- The use or possession of halogen lamps in the residence halls is prohibited.
- Black or colored light bulbs may not be used in College-provided light fixtures.
LIVING ON CAMPUS

- UL-approved holiday lights may be hung in the residence halls, but are to be plugged in only when the residents are present.
- Hallway/balcony lights may only be removed or replaced by Facilities Management personnel.

Littering

- Residents may not disperse litter in any form on College grounds or facilities. Litter includes, but is not limited to: cigarette butts, flyers, cans, and bottles. A trash fine will be assessed for each incident of littering.

Locks/Doors

- Locks may not be tampered with in any way that interferes with the use of keys or prevents the locking/unlocking of doors.
- Locks may not be added on any doors in the unit, nor may they be changed or replaced. Slide locks and chain locks are prohibited.

Posters/Flyers in Residence Halls

All student organizations wishing to post flyers in the residence halls may submit copies to the Office of Residence Life for distribution by the Residence Life staff in accordance with the following rules:

- All posters, flyers, and banners must be approved by the Office of Residence Life. Each flyer must be stamped by the Office of Residence Life. Flyers (11 copies for one per building or 41 copies for one per floor) may be submitted to the Office of Residence Life at Rosemary House for approval and for posting by the residence hall staff. The Office of Residence Life reserves the right to deny approval of flyers/posters in residence halls. All flyers, posters, and banners not approved by Residence Life will be removed and recycled.
- Flyers or posters advertising events and ideas may not make reference to alcohol or other drugs.
- Removing flyers/posters solely because they oppose individual values/beliefs is prohibited.
- Posters, flyers, or banners may not be placed on any exit doors, fire doors, or windows.

Propped Doors

- To ensure the safety and security of all residents, propping or otherwise interfering with the closure of any exterior door is prohibited.
- Exterior doors must be kept closed and locked at all times. Propping doors will result in a fine to the responsible student. Residents of hallways or buildings with consistently propped doors will be charged as a community and fined collectively.

Quiet Hours andCourtesy Hours

**Courtesy Hours**

Courtesy Hours are in effect at all times. Residents and their guests are required to respect and comply with the request of any other resident to lower noise to a reasonable level at any time, including weekends. **Courtesy hours for all Residence Halls are in effect 24 hours a day, 7 days a week.**
LIVING ON CAMPUS

Quiet Hours
Residents are responsible for monitoring their own noise levels and should insure that their noise cannot be heard outside of their room. Residents are expected to turn down sound systems or discontinue noisy activity immediately if requested to do so by another resident or staff member at any time.

- Loud talking, music, or other disruptive activities in rooms, courtyards, balconies, lounges, stairwells, or lobby areas are prohibited.
- Stereos, radios, TVs, and other sound systems should not be played so loudly that they are heard outside of the resident’s room. TVs, stereos, and alarm clocks should be turned off before leaving the room.
- Speakers may not be placed in windows.

Quiet Hours are as follows:

10:00 p.m. — 8:00 a.m. Sunday through Friday
2:00 a.m. — 8:00 a.m. Friday through Sunday

Residents of each hall may vote to further limit quiet hours during the beginning of each semester; however, the quiet hours may not be less restrictive than those listed above.

Summer Session Quiet Hours for all student residences:

5:00 p.m. Sunday – 5:00 p.m. Friday
2:00 a.m. Friday night – 10:00 a.m. Saturday morning
2:00 a.m. Saturday night – 10:00 a.m. Sunday morning

During exam week, 22-hour quiet hours will be enforced in all residence halls starting at 8:00 p.m. on the last day of classes and extending through the end of hall closing for winter break (at end of Fall semester) and the end of graduating seniors’ Hall Closing (at the end of Spring semester). From 6:00 p.m. to 8:00 p.m. daily, courtesy hours are in effect. Students are still expected to demonstrate a respectful volume; however, these are the hours in which furniture can be moved, lofts may be disassembled, etc.

Solicitation
Soliciting of funds, commercial advertising, or sales and distribution of commercial items in the residence halls must be approved in advance by the Office of Residence Life. Generally, soliciting must be sponsored by a College-recognized organization, and individuals engaged in the solicitation must be current students.

Vandalism/Damages
Upon noticing a maintenance concern in a room/apartment, it is the responsibility of the resident(s) to report the concern to a member of Residence Life staff immediately. Failure to report a maintenance concern that results in unnecessary damage will be considered defacement to College property.

Windows and Screens
- Windows may not be used as an entrance or exit to rooms.
- Signs, pictures, banners, empty bottles, and similar objects may not be displayed in windows so that they block or impede access, exit, or view to the room in case of emergency. This is to ensure the health and safety of residents and rescue personnel.
- The removal or vandalism of window screens is prohibited. There will be a fine for removing a window screen. Replacement of damaged or missing screens will be at the expense of the resident.
LIVING ON CAMPUS

- Windows in air conditioned buildings are secured to prevent being opened. Removal of window stops is a policy violation.

Visitation/Guest/Hosting Policy

Non-Student Guests

All non-student guests must be registered by the student who is hosting the guests. This is accomplished by completing the online guest registration policy and should be done upon the guests’ arrival to campus. If a guest has a vehicle on campus, the guest’s vehicle must also be registered which can be done on the same form. Please note that upon the guest’s first visit to campus, the student host must bring the guest to the Public Safety Center promptly to register their vehicle. At the time of registration, the guest must bring an original or copy of vehicle’s current year license registration card (which is used to verify registered ownership and the license plate number). Additional information about guest parking can be found in the Campus Parking Section.

Guests may be registered for up to 72 hours per month in total, regardless of the number of hosts. Guests who attempt to register for more than 72 hours per month may be subject to a ban from campus. Any guest who is not registered is subject to arrest for trespassing. Any resident hosting a guest without registering them is subject to disciplinary action. Residents are responsible for the behavior of their guests at all times.

- You and your roommate(s) must agree to all visitations.
- Residents are not permitted to share, sublease, or allow the use of any assigned space to another person.
- At any time, disruptive guests may be asked to leave the building or leave campus. Failure to do so will result in disciplinary action for the guest as well as the host and the possible issuance of a trespass notice.
- Residents are responsible for the behavior of their guests at all times. This includes any and all Lake Forest College students who are present in the room.
- Residents must use their keys and/or identification cards to enter the building.
- Guests are to be met at the door by the resident they are visiting.
- Guests are expected to abide by the same College and residence hall policies as the residents. Should a violation occur, the host of the guest will be held accountable, disciplinary action may be taken, the guest may be asked to leave, and a trespass notice may be issued.

Lake Forest College Student Guests

- Residents are responsible for the behavior of their Lake Forest College student guests at all times.
- After they have officially checked out of their rooms, students may not remain on campus as guests of other students who have not yet checked out.

Cohabitation

Cohabitation exists when a person who is not assigned to a particular residence hall room or apartment uses that room or apartment as if they were a resident of that space. Cohabitation is not permitted in college-owned residences.

Examples of this may include, but are not limited to, accessing the room or apartment while the assigned occupants are not present, utilizing a key to enter a room or apartment to which one is not assigned, keeping clothing and other personal belongings in the residence hall or apartment, sleeping overnight in the room/space on a regular basis, and using the bathroom and shower facilities as if they lived in that residence.
Fire Safety

TO REPORT A FIRE, CALL 911.

Fire safety is of paramount importance to everyone in the College community. In order to adequately safeguard lives, when there is a fire alarm all individuals are required to evacuate the building, closing room doors on the way out. Failure to evacuate will result in a $150 fine. Once outside, all individuals must move to an area designated by Residence Life staff. All fire alarms are presumed to be real. In the event of smoke or fire, immediately sound the nearest fire alarm to alert and evacuate other residents. Dial 911 or call the Department of Public Safety at ext. 5555, and give your name, building, and specific information about the fire. If you are in a room and the fire alarm has sounded, do not open the door until you check for smoke around the cracks and feel the surface of the door. If it is hot, do not open it. Seal up the cracks around the door with sheets or towels. Open the window slightly and hang a visible object to alert fire safety officials and identify your location and presence. If the door seems cool, open it cautiously and proceed rapidly to a clear exit, closing all doors behind you.

All residents must leave the building immediately. Residents are not to re-enter the building until instructed to do so by the Fire Department, a Public Safety Officer or a member of Residence Life staff. Residents who refuse or fail to vacate, or return to the building before they are told to do so will be issued a Notice of Alleged Violation and are subject to disciplinary action.

In compliance with all local and state fire ordinances, all residents should be aware of the following safety guidelines:

**Room Decorations**
Tapestries should be set against the wall and well away from all outlets. Room furnishings must not impede quick access to corridors from the sleeping areas, especially in the quad rooms in Gregory, McClure, and Roberts. Fire retardant sprays are suggested for all wall coverings.

**Smoke Detectors**
Smoke detectors are furnished in each residence room and must not be tampered with or disconnected. Covering or disconnecting smoke detectors is prohibited. $50 fine will be assessed for each disabled smoke detector, in addition to the cost of repair or reconnection. Additional smoke detectors and approved extension cords are available at local hardware stores.

**Prohibited Items**
The following are prohibited in residence halls, including lounges:
1. Storage of flammable materials (including charcoal and lighter fluids)
2. Storage of newspapers in large quantities
3. Storage of motor-driven vehicles
4. Storage that impedes access to rooms
5. Live cut trees
6. Storage of/discharging of fireworks
7. Halogen lamps
8. Candles (even for decoration), incense, and potpourri burners
9. Fog or smoke machines
False Alarms or Tampering with Fire Safety Equipment
False alarms or tampering with fire safety equipment violates Illinois law and will be severely dealt with through the student conduct process. Tampering with fire safety equipment (e.g., fire extinguishers, smoke detectors, sprinkler heads, fire evacuation stickers) is prohibited and will result in a minimum $100 fine and disciplinary action. The mishandling of fire extinguishers and fire alarms is prohibited. The inappropriate discharge of a fire extinguisher will result in a $100 fine plus refilling costs in addition to disciplinary action. Sounding a false fire alarm is a felony and will be treated as such. Additionally, a $500 fine will be charged.

Individuals mishandling safety equipment will be dealt with severely and be issued the fines.

Fire Escapes and Fire Doors
Fire escapes and fires doors are to be used only when the alarm sounds. Use of fire escapes or fire doors is strictly prohibited at all other times.

Automatic Sprinkler Systems
All residence halls are equipped with automatic sprinkler systems. These systems are effective, secure, and designed to only react to heat. Tampering with the individual sprinkler heads, such as knocking it or hanging something on it, can cause the sprinkler head to discharge water. In the event that a sprinkler head discharges as a result of tampering, the student may be held responsible for any and all costs associated with damage to personal and College property and any resulting costs associated with the ensuing cleanup.
HEALTH RECORDS & IMMUNIZATION

All full-time students – new, transfer, resident, and commuter – are required to complete a Health History Report and to include an Immunization Record. These forms must be returned to Health Services by July 15, 2019. If forms are not postmarked by July 15, 2019, students will be subject to a late fee of $100. Students not in compliance with the immunization requirements during their first term of attendance are restricted from registering for subsequent terms until compliance is obtained, per mandate of the State of Illinois. A pre-entrance physical is strongly recommended but not required by Lake Forest College. The State of Illinois Department of Public Health requires for college entrance proof of immunity to diphtheria, tetanus, pertussis, measles, rubella, mumps, and a meningococcal vaccine on or after 16 years of age for all students under the age of 22. Proof of immunity can be met with a healthcare provider’s document of immunizations or by blood testing. Students who remain not in compliance will have their second semester registration cancelled until they have completed the requirements. A late-registration fee will apply. All exemptions (as defined by State of Illinois: medical, age, and religious) from the policy must be validated by Health Services. Requests for exemption (see below) must be initiated by the student and completed by July 15 for fall semester students and by January 15 for spring semester students.

It is important to note that exemption from immunization may result in quarantine of immunized students off grounds in the event of a contagious disease outbreak. In the event of noncompliance and withdrawal, readmission will not be granted until the Health History Report and Immunization Record has been properly executed.

If a student leaves the College and returns after a period of one year or greater, the Health History Report must be updated. The record is considered a permanent Health Services file. When a student leaves the College – graduated, transferred, withdrawn – the record will be kept for seven years. The record is confidential and information will only be released with the written permission of the student or as otherwise required by law.

Exemptions to the Immunization Requirement

Age: If a student enters the college after the age of 22, the meningitis vaccination is not mandatory.

Religious beliefs/personal tenets: A formal Beliefs Exemption may be completed based on religious beliefs or personal tenets. If an objection is made on the basis of religious beliefs or personal tenets, a written and signed statement from the student detailing such objections must be presented to the Health and Wellness Center. The religious objection statement shall be considered valid if the objection by the student (or the student’s parent or guardian if the student is a minor) sets forth the specific religious belief, which conflicts with the immunization(s). The religious objection may be personal and need not be directed by the tenets of an established religious organization. General philosophical or moral reluctance to allow immunizations will not provide a sufficient basis for an exception to statutory requirements.

The student requesting a beliefs exemption must meet with the nurse practitioner in the Health & Wellness Center, and then sign a form acknowledging they have been counseled about the risks of vaccine-preventable diseases and the availability, effectiveness and known contraindications of any required or recommended vaccines. If the student cannot provide a beliefs exemption statement prior to the deadline for submission of the health history form, please call 847-735-5240.

PLEASE NOTE: If a vaccine-preventable disease occurs on campus, students who have not been vaccinated may be excluded from attending classes or other campus activities.
Medical: A student may be exempted from one or more immunization requirements if a physician provides a written statement indicating the nature and probable duration of the medical condition or circumstances that contraindicates those immunizations, identifying the specific vaccines that could be detrimental to the student’s health. If a student’s medical condition or circumstances later permit immunization, the exemptions granted shall terminate and the student shall be required to obtain the immunizations.

COMMUNITY STANDARDS & CONDUCT

Vision: Students are required to engage in responsible social conduct that reflects credit upon the Lake Forest College community and to model good citizenship in any community. This Student Code applies at all locations on and off campus. Decisions by Hearing Officers or the Conduct Board under this Code are final unless appealed as provided herein. Appellate Board decisions are final and may not be further appealed.

Article I: Definitions

1. The term “College” means Lake Forest College.
2. The term “student” includes all persons taking courses at the College, either full-time or part-time, pursuing undergraduate, graduate, or professional studies. Persons who withdraw after allegedly violating the Student Code, who are not officially enrolled for a particular term but who have a continuing relationship with the College, or who have been notified of their acceptance for admission are considered “students”.
3. The term “faculty member” means 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.
4. The term “College official” includes any person employed by the College, performing assigned administrative or professional responsibilities.
5. The term “member of the College community” includes any person who is a student, faculty member, College official or any other person employed by the College.
6. The term “College premises” includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the College (including adjacent streets and sidewalks).
7. The term “College organization” means any group of students that has complied with College requirements for recognition as a student organization.
8. The term “Conduct Board” means a three-member panel composed of a student, faculty member, and an administrative staff member appointed by the Dean of Students or their designee and trained to determine whether a student has violated the Student Code and to recommend sanctions that may be imposed when a rules violation has been committed. Conduct Board is chaired by a Hearing Officer.
9. The term “Appellate Board” means a three-member panel selected by the Dean of Students or the Dean’s designee from a larger group of faculty, staff or students appointed by the Dean of Students and trained to hear appeals from decisions by Hearing Officers or the Conduct Board. A Hearing Officer will chair each Appellate Board. Members of the Appellate Board and Conduct Board are drawn from the same pool of trained faculty members, staff members, and students.
10. The term “Hearing Officer” means one or more College officials appointed by the Dean of Students of their designee to do any or all of the following: meet with a student alleged to have violated the Code of Conduct, impose one or more sanctions if the student acknowledges responsibility for the violation, refer the alleged violation to a Conduct Board if the student denies responsibility, chair a Conduct Board hearing, implement sanctions imposed by the Conduct Board, and/or chair an Appellate Board
COMMUNITY STANDARDS & CONDUCT

11. The Dean of Students is the person designated by the College President to be responsible for the administration of this Code of Conduct. The Dean may designate one or more College officials to carry out responsibilities assigned by this Code of Conduct.

12. The term “policy” means the written regulations of the College as found in, but not limited to, the Student Code, the College website and computer use policy, and the Student Handbook.

13. The term “Complainant” means any person who submits a charge alleging that a student violated this Code of Conduct. If a student other than the Complainant believes they have been victimized by the violation alleged by the Complainant, then that student will have the same rights as the Complainant under this Student Code.


15. The term “Preponderance of Evidence” is the standard of proof used by the Hearing Officer and Conduct Board. Preponderance of evidence means that the statements and information presented in the matter must indicate to a reasonable person that it is more likely than not that the Respondent committed a violation.

Article II: Proscribed Conduct

1. Acts of dishonesty, including but not limited to the following:
   a. Cheating, plagiarism, or other forms of academic dishonesty.
   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.

2. 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.

3. Physical contact, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the health or safety of any person.

4. Attempted or actual theft of and/or damage to property of the College or property of a member of the College community or other personal or public property, on or off campus.

5. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this rule.

6. 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.

7. Unauthorized possession, duplication or use of keys to any College premises or unauthorized entry to or use of College premises.

8. Violation of any College policy, rule, or regulation published in hard copy or available electronically on the College website.

9. Violation of any federal, state, or local law.

10. Use, possession, manufacturing, or distribution of marijuana, heroin, narcotics, or other controlled substances except as expressly permitted by law.

11. Use, possession, manufacturing, or distribution of alcoholic beverages (except as expressly permitted by College regulations), or public intoxication. Alcoholic beverages may not, in any
community standards & conduct

circumstances, be used by, possessed by or distributed to any person under twenty-one (21) years of age.

12. 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.

13. Participating in, leading or inciting others to participate in an on-campus or off-campus demonstration, riot or activity that disrupts the operations of the College and/or infringes the rights of members of the College community.

14. Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College sponsored or supervised functions.

15. Disorderly, lewd, or indecent conduct; breaches of peace; or aiding, abetting, or procuring another person to breach the peace on College premises or at functions sponsored by the College, participated in by the College, or by members of the College community.

16. Invasion of privacy, which 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, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room, residence hall room or restroom.

17. Theft or abuse of computer facilities and resources, including, but not limited to:
   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 College Computer Use policy.

18. Abuse of the Student Conduct System, including but not limited to:
   a. Failure to obey a notice from a Conduct Board or College official to appear for a meeting or hearing as part of the Student Conduct System.
   b. Falsification, distortion, or misrepresentation of information before a Conduct Board.
   c. Disruption or interference with the orderly conduct of a Conduct Board proceeding.
   d. Institution of a Code of Conduct proceeding in bad faith.
   e. Attempting to discourage an individual’s proper participation in, or use of, the student conduct system.
   f. Attempting to influence the impartiality of a member of a Conduct Board prior to, and/or during the course of a Conduct Board proceeding.
   g. Harassment (verbal or physical) and/or intimidation of a member of a Conduct Board proceeding.
   h. Failure to comply with a sanction(s) imposed under this Code of Conduct.
   i. Influencing or attempting to influence another person to commit an abuse of this Code of Conduct.
COMMUNITY STANDARDS & CONDUCT

Article III: Student Conduct Procedures

A. Violation of Law and the Code of Conduct

Lake Forest College disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and this Student Code of 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. Proceedings under this Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the Dean of Students or the Dean’s designee. Determinations made or sanctions imposed under this Code shall not be subject to change because 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 the criminal law defendant.

B. Charges and Hearing Procedures

1. Any member of the College community may file charges against a student for violations of the Code of Conduct. A charge shall be prepared in writing and directed to the Office of Student Affairs. Any charge should be submitted as soon as possible after the event takes place, preferably with 24 hours of notice of the alleged conduct violation.

2. The charge(s) will be assigned to a Hearing Officer who may conduct an investigation to determine if a) the charges have merit; and/or b) if the charge can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Hearing Officer. In cases where a charge is disposed of administratively, such disposition shall be final and there shall be no subsequent proceedings. If the respondent admits violating this Code of Conduct but does not agree to the imposition of a sanction, then a hearing will be conducted solely to determine an appropriate sanction.

3. Any student or student organization charged with a violation of the Code of Conduct will be directed to attend a Procedural Interview with a Hearing Officer to review the alleged violation(s). The Respondent will be notified in writing of the alleged violation and the date and time of the Procedural Interview. Written notification will include:
   I. An explanation of procedures and rights and options open to the Respondent and;
   II. A description of the alleged violation and summary of the incident.

The purpose of the Procedural Interview is to provide the Respondent with the opportunity to discuss the alleged violation(s). The Hearing Officer will clarify the rights and options available, as well as describe a range of potential sanctions for the alleged violations. The Respondent will have an opportunity to admit or deny the charge during the Procedural Interview.

The Respondent may:
   A. Admit the charge and be sanctioned by the Hearing Officer, or;
   B. Deny the charge and request a Conduct Board Hearing.

The Respondent must attend the Procedural Interview. If the Respondent fails to appear for a scheduled Procedural Interview and the absence is not excused, the case will be referred to the Conduct Board.

Procedural Interviews are scheduled based on a student’s academic course schedule. Procedural interviews are not able to be rescheduled for work or non-academic obligations. A Hearing
COMMUNITY STANDARDS & CONDUCT

Officer may request confirmation of an academic conflict from a faculty or staff member at the College to verify the need to reschedule the Procedural Interview.

A student who is more than ten minutes late to a scheduled Procedural Interview may be considered absent and the case will normally be referred to the Conduct Board.

4. A time shall be set for a Student Conduct Board Hearing not less than three nor more than fifteen calendar days after a respondent has been presented with the written charges. Conduct Board Hearings may be delayed or postponed when required due to typical breaks in the academic calendar or at the discretion of the Hearing Officer with notice to the involved parties.

5. Conduct Board Hearings shall be conducted by a Conduct Board according to the following guidelines except as provided by article IV(B)(7) below
   a. Student privacy will be protected to the extent possible and consistent with relevant confidentiality laws.
   b. The Complainant, Respondent and their advisors, if any, shall be allowed to attend the entire hearing except for the Conduct Board’s deliberations. Admission of any other person to the Hearing shall be at the discretion of the Hearing Officer.
   c. In a hearing involving more than one Respondent, the Hearing Officer may but is not required to permit separate hearings for each Respondent.
   d. The Complainant and the Respondent have the right to be assisted by an advisor they choose, at their own expense. The role of the advisor is supportive in nature and not participatory. The Complainant and/or the Respondent is responsible for presenting his or her own information and, therefore, advisors are not permitted to speak or to participate directly in a hearing. A Complainant or Respondent should select as an advisor a person whose schedule allows attendance at the scheduled date and time for a hearing because delays will not normally be allowed due to the scheduling conflicts of an advisor.
   e. The Complainant, the Respondent and the Student Conduct Board may arrange for witnesses to present pertinent information in a hearing. Students are responsible for inviting and coordinating the attendance of their own witnesses. Names of witnesses must be submitted to the Hearing Officer at least two weekdays prior to the hearing. Witnesses will provide information to and answer questions from the Conduct Board. Questions may be suggested by the Respondent and/or Complainant to be answered by each other or by other witnesses. Such questions must be directed to the Hearing Officer, rather than to the witness directly. This method is used to preserve the educational tone of the hearing and minimize the development of an adversarial environment.
   f. The Hearing Officer who chairs the Conduct Board will not be the same Hearing Officer who held the Procedural Interview.
   g. The Hearing Officer will resolve any procedural questions or disputes, including questions about the appropriateness or necessity of information sought to be produced by the Complainant or Respondent.
   h. Complainants and Respondents may submit pertinent records, exhibits, and written statements (including Student Impact Statements) at the discretion of the Hearing Officer. All submissions must be received two weekdays before the hearing.
COMMUNITY STANDARDS & CONDUCT

i. After conclusion of the evidentiary portion of a hearing, the Conduct Board shall deliberate in private to determine (by majority vote) whether the Respondent has committed each of the charged violations. The Conduct Board’s determination shall be made on the basis of whether the violation(s) more likely than not were committed.

j. 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, because the College’s adjudication process strives to be educational and restorative.

6. 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.

7. If a Respondent, with notice, does not appear at a scheduled hearing, information in support of the charges shall be presented and considered in the Respondent’s absence.

8. To accommodate any reasonable concerns for the personal safety, well-being, and/or fears of confrontation of the Complainant, Respondent, and/or other witnesses during the hearing, the Conduct Board may provide separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, close circuit television, video conferencing, videotape, audio tape, written statement, or other means, where and as determined by the Dean of Students or the Dean’s designee, provided that requests for such special facilities are submitted to the Dean of designee at least two weekdays before the Hearing.

9. An outcome letter, summarizing the decision of the Conduct Board and any sanction(s) imposed by the Hearing Officer, will be sent to the Respondent(s) within three (3) school days after the hearing.

C. Sanctions

1. The following sanctions may be imposed upon a Respondent found to have violated the Code of Conduct:
   a. Warning – A notice in writing that the student has committed a violation.
   b. Probation – Probation, which will be communicated through a written reprimand, is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate the Code of Conduct during the probationary period. 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 are also notified when a student receives this sanction.
   c. Loss of Privileges – Denial of specified privileges for a designated period of time.
   d. Fines – Previously established and published fines may be imposed. Fines are listed in the Student Handbook each year.
   e. Restitution – Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement to the Complainant.
   f. Discretionary Sanctions – Work assignments, essays, service to the College, or other related discretionary assignments as determined by the Hearing Officer.
   g. Residence Hall Suspension – Removal of the student from the residence halls for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
COMMUNITY STANDARDS & CONDUCT

h. Residence Hall Expulsion – Permanent removal of the student from the residence halls with no opportunity to return.
i. Lake Forest College Suspension – Removal of the student from Lake Forest College for a definite period of time, 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.
j. Lake Forest College Expulsion – Permanent dismissal of the student from the College.
k. Revocation of Admission and/or Degree – Admission to the College and/or a degree awarded from the College may be revoked for fraud, misrepresentation, or other violation of Lake Forest College standards in obtaining admission or the degree.
l. Withholding Degree – The College may withhold awarding a degree otherwise earned until the completion of the process set forth in this Code of Conduct, including the completion of all sanctions imposed, if any.

2. More than one of the sanctions listed above may be imposed for any single violation.
3. Other than Lake Forest College suspension, expulsion or revocation or withholding of a degree, disciplinary sanctions shall not be made part of the student’s permanent academic record, but shall become part of the student’s disciplinary record.
4. Upon graduation or withdrawal from the College, the student’s disciplinary record may be expunged of disciplinary actions other than residence hall expulsion, Lake Forest College suspension, Lake Forest College expulsion, or revocation or withholding of a degree.

5. The following sanctions may be imposed upon groups or organizations:
   a. Those sanctions listed above in article IV(C)(1)(a)-(f).
   b. Loss of selected rights and privileges for a specified period of time.
   c. Deactivation. Loss of all privileges, including College recognition, for a specified period of time.

Any and all sanction(s) shall be determined and imposed by a Hearing Officer: either the Hearing Officer who held an initial meeting with a Respondent who admitted violating the Code of Conduct, or the Hearing Officer who chaired a Conduct Board hearing. Conduct Board recommended sanctions shall be considered by the Hearing Officer in determining and imposing sanctions, but the Hearing Officer is not limited to sanctions recommended by a Conduct Board.

Interim Suspension

1. Interim suspension, which means removal from the College pending resolution of the conduct process, may be imposed only: 1) to ensure the safety and well-being of members of the College community or preservation of College property; b) to ensure a student’s own physical or emotional safety and well-being; or c) if the student poses an ongoing threat of disruption of, or interference with, the normal operations of the College.

2. During the interim suspension, a student may not participate in classes or continue in their academic program and shall be denied access to the residence halls and/or to the campus (including classes) and/or all other College activities or privileges for which the student may otherwise be eligible, as the Dean of Students or their designee may determine to be appropriate.

3. The interim suspension does not replace the regular disciplinary process, which shall proceed on the normal schedule, up to and through a Conduct Board Hearing, if required. Arrangements shall be made for the Respondent to be present for and participate fully in a Hearing.
COMMUNITY STANDARDS & CONDUCT

D. Appeals

1. A decision reached by the Conduct Board or a sanction imposed by the Hearing Officer may be appealed by the Respondent(s) or Complainant(s) to an Appellate Board within five (5) school days of the decision. Such appeals shall be in writing and shall be delivered to the Hearing Officer or their designee.

2. The Appellate Board is composed of three members (faculty, staff, and student) and is chaired by a Hearing Officer other than the Hearing Officer who chaired the Conduct Board hearing or imposed a sanction. The members of the Appellate Board will be different than the members of the Conduct Board who heard the case.

3. The appeal shall not consist of a new hearing. Except as required to explain the basis of new information, an appeal shall be limited to a review of the verbatim record of the Conduct Board Hearing and supporting documents for one or more of the following purposes:
   a. To determine whether the Hearing was conducted fairly in light of the charges and information presented, and in conformity with the procedures in this Code of Conduct giving the Complainant a reasonable opportunity to prepare and to present information that the Code of Conduct was violated, and giving the Respondent a reasonable opportunity to prepare and present a response to those allegations. Deviations from designated procedures will not be a basis for sustaining an appeal unless the outcome of the hearing was impacted by the procedural error.
   b. To determine whether the decision reached regarding the Respondent was based on substantial information, that is, whether there were facts in the case that, if believed by the fact finder, were sufficient to establish that a violation of the Code of Conduct occurred.
   c. To determine whether the sanction(s) imposed were appropriate for the violation which the student was found to have committed.
   d. To consider new information, sufficient to alter a decision, or other relevant facts not brought out in the original hearing, because such information and/or facts were not reasonably available to the person appealing at the time of the original Hearing.

4. If an appeal is upheld by the Appellate Board, the matter shall be returned to the original Conduct Board and Hearing Officer, except in cases of bias, for re-opening of the Hearing to allow reconsideration of the original determination and/or sanction(s). If an appeal is denied, the matter shall be considered final and binding upon all involved.

Article IV: Interpretation and Revision

A. Any question regarding interpretation or application of this Code of Conduct shall be referred to the Dean of Students or their designee for final determination.

Summary Actions

Interim Suspension

The Dean of Students, or their designee, may initiate an administrative interim suspension from the College or residence halls of any student for the following reasons:

1. Behavior that poses a threat to the health and safety of the student or others.
2. Completion of a mandated evaluation, on the basis of behavior that continues to pose a threat to the health and safety of the student and/or others.
3. Behavior continues to be disruptive to the community and/or a concern to campus constituents.

In addition, the Dean of Students, or their designee, may reassign a student to alternate housing and/or limit a student’s access to designated residence halls or campus buildings on an interim basis. A summary action
begins immediate upon notification by the Dean of Students or their designee. A student on interim suspension may not return to the College or residence halls until the student conduct process has been completed.

Every attempt will be made to resolve the matter as soon as possible. Summary actions are not subject to appeal prior to the required conduct hearing. Summary actions may also be employed during any appeal process.

At times, a student may be called upon to meet with the Dean of Students or their designee to resolve issues related to concerning behavior or an interim suspension. Failure to comply with this request may be considered a violation of the student code of conduct and could result in disciplinary action.

**No Contact Order**
The Dean of Students, their designee, a student conduct administrator or board, or Public Safety Officer may direct a student to have no contact with another individual. This order may be stated in writing before, as a result of, or after a hearing. In some cases, this order may be in effect outside of the initiation of a conduct hearing proceedings. The person(s) who is protected by this order may also receive a written statement detailing the order or may also be directed to have no contact with the other involved individual(s).

**Emergency Amnesty Policy**
The health, safety, and general well-being of students are of primary concern to Lake Forest College. Students who are aware of a medical or other emergency are obligated to call for help, even when the emergency may be linked to prohibited activities. When reporting a situation in which emergency medical help may be required when someone is severely intoxicated or is injured as a result of illegal or prohibited activities, students run no risk of penalty from the College for themselves or other students involved when they call for help. In such 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 Office of Student Affairs reserves the right to not apply the emergency amnesty policy when it believes it is in the best interest of the student to receive a sanction and have documentation of a conduct incident.

**Code of Conduct**
Because they are not in keeping with the educational mission of the College, the following Code of Conduct outlines behaviors that are 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 will impose appropriate corrective action for other forms of disruptive or inappropriate behavior and the examples we have cited do not replace sound judgment, common courtesy or 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 will result in 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 personal abuse and threats of violence, 2) access to all College services and opportunities, and 3) a supportive living environment that enables all to participate fully in the life of the College. As members of a diverse academic community dedicated to open and free inquiry, we also emphasize every member of our community’s right to 1) express themselves freely, unless harassing or causing a hostile environment, subject only to the conversation that may ensue, 2) organize their personal lives as they choose, and 3) act according to their own vision for success, as long as it does not
COMMUNITY STANDARDS & CONDUCT

violate responsibilities to others or the College and its environment. The College responds to alleged violations of our community standards through the student conduct process, which is administered by the Associate Director of Residence Life (ADRL). What follows is a list of the kinds of conduct that the College considers to be contrary to our standards. Any students believed to have violated these standards will be referred to the Associate Director of Residence Life (ADRL), who is the Senior Hearing Officer of the College. Students who are thusly referred are expected to cooperate with all inquiries and to take any sanctions seriously. Failure to do so could result in even more severe sanctions.

See also the Residence Hall Policies, Fire Safety Policies, and the Student Handbook for other standards that could result in violations. Any violation(s), or attempted violation(s), may be referred for consideration under the Student Code of Conduct. Repeat or multiple violations may result in more serious consideration. Additionally, these standards will be applied in circumstances where attempted violations have taken place.

Violations Involving Alcohol

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. We expect students to make choices regarding alcohol in a manner that supports our values of responsible citizenship and mutual respect. For the complete campus alcohol policy, please see page 66.

Residence Halls

In rooms or apartments where all residents are under the age of 21:
- Alcohol is not permitted.
- Collections of containers that contain or previously contained alcohol are prohibited.

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.
- Collections of containers that contain or previously contained alcohol are prohibited.
- Excessive amounts of alcohol (as determined by college staff) are expressly prohibited. This includes, but is not limited to, kegs of beer.

Additional individual violations involving alcohol include, but are not limited to:
- Possession and/or consumption of alcohol in open container(s) in public areas (such as lounges, balconies, outdoor quad areas, etc).

Community

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 (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);
COMMUNITY STANDARDS & CONDUCT

**common container and/or excessive amounts** (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. Use of such containers and/or excessive amounts is frequently associated with attempts to consume large amounts of alcohol in a short period of time or to provide alcohol to many people.);

**providing to/purchasing alcohol for underage persons** (when a student who is 21 years of age or older assists an underage person in possessing alcohol);

**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.);

**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 includes but is not limited to beer bongs, kegerators, drinking game paraphernalia);

**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 by-stander); and/or

**Violations Involving Drugs**

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. For more information about the campus’ Drug Free Policy, please see page 69.

**Individual**

Individuals who choose to use drugs are taking a significant risk, one that can quickly escalate to affect their community. As such, the College prohibits violations such as but not limited to:

- **use/possession** (when a student possesses and/or uses illegal drugs, drugs that are not legally prescribed to him or her, and/or uses prescription drugs in excess or in a manner otherwise inconsistent with the prescription) and/or

- **paraphernalia** (when a student possesses items that have been used to store and/or consume illegal drugs such as pipes, bongs, one-hitters, grinders, baggies with residue etc.).

**Community**

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** (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) and/or
COMMUNITY STANDARDS & CONDUCT

- **distribution** (when a student is found to have distributed, attempted to distribute and/or intends to distribute illegal drugs or drugs not legally prescribed to him or her. Distribution applies regardless of whether or not money and/or other considerations are exchanged. Furthermore, students in possession of large quantities of drugs and/or articles found to be used for distribution such as scales, baggies, etc., may also be considered).

**Violations against Property**
Students are expected to treat the property of the community (e.g., buildings/facilities, grounds, College property, individual’s property) with respect and care. Any actions that result in the damage, destruction, theft, and/or other such loss of property of any member of the community are prohibited. Whether the damage was intended or accidental, all members of the community bear a responsibility for the care and upkeep of the campus environment. When a student steps forward to take responsibility in the event of an accidental damage, it reflects positively. Similarly, when students fail to hold themselves accountable it reflects poorly. The College will determine severity of violations against property. Examples include but are not limited to:

- **Unauthorized entry or use of property/services**
  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. Malicious or purposeful acts of destruction may receive special consideration for their harm to the community. Furthermore, student behavior under this description can include but not be limited to entering the Dining Hall without paying, entering a public restroom that is restricted for use by the opposite sex or specific residents, allowing another student to use one’s own ID, using another student’s computer without permission, unauthorized possession of a master key, failing to pay for services rendered, and/or otherwise using property or services without permission or in a manner not intended.

- **Damage to Property**
  It is prohibited for students to cause damage to property that does not belong to them, regardless of how large or small the damage may be. Additionally, careless or reckless acts that result in damage may also be considered a violation. Students are expected to notify College staff if they become aware of damage and/or maintenance concerns.

- **Violations against Persons**
  The College strives to provide a campus community that is safe for all students, faculty, staff, and guests. Every effort should be made to assure that your behavior does not place you or anyone else in jeopardy, or cause others to feel that their safety is threatened. By establishing the following community standards, the College seeks to create a campus environment that is as safe as possible. The College will determine the severity of violations against persons. Examples include but are not limited to:

- **Verbal or other non-physical acts**
  The College recognizes that people can be harmed just as seriously by behavior that does not cause physical wounds but can result in mental/emotional distress. To that end students are prohibited from acting in any manner that causes another reasonable person to feel threatened, intimidated, and/or abused. Such conduct can be demonstrated in a single incident and/or repeated behavior.

Students are expected to treat each other with respect, even in circumstances where there may be significant differences of opinion or values. As such, students are prohibited from any 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 but not limited to acts
COMMUNITY STANDARDS & CONDUCT

occurring face-to-face, via computer systems (e.g., email, social media), and/or via cell/telephone (e.g., voicemails, text messages). Whenever students feel they are being abused, 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.

**Physical acts**

Any behavior that results in the injury and/or possible risk of injury to any individual(s), including oneself, is prohibited. Such behavior includes but is not limited to hitting, pushing, and throwing objects from a balcony or window. Furthermore, students may not interfere with others’ legitimate movement and access to campus resources. Regardless of the severity of any injury and/or intention to cause harm, behavior of this nature affecting a member of our community will always be treated seriously.

**Hazing**

Due to its special relevance to college students, hazing is differentiated from other descriptions of violations against persons. A student is responsible for Hazing when they take any action and/or creates 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. Organizations are defined as including but not limited to any recognized campus group such as an athletic team, Greek letter organization, service group, and/or special interest group. Making the activity “voluntary” does not override the possibility that it may constitute hazing. Furthermore, hazing will still exist even if the participant(s) “consent” to the activity. The drive and pressure to be considered part of the team or group can encourage students to place themselves at risk despite hesitation they may have about their personal safety. Such activities and situations that may constitute hazing include, but are not limited to, paddling in any form, causing excessive fatigue, administering physical or psychological shocks, engaging in humiliating games and activities, forced servitude (such as doing someone else’s laundry, carrying their books, cleaning their room), engaging in late work sessions that interfere with academic goals, coerced drinking/eating, and/or any other activities that are not consistent with the mission of the College (please refer to the Policies and Procedures – Non-Academic section of this document for additional information).

**Sexual Misconduct**

Allegations of Sexual Misconduct are processed through the College’s “Policy and Procedures for Sexual Misconduct Complaints”. This policy can be found at the end of this section.

**Violations of Integrity & Community Responsibility**

Students are members of the Lake Forest College community and are expected to be honest and responsible in their conduct. It is essential for our community to function that all our member’s act in a manner that does not interfere with the rights and/or safety of other students. This includes but is not be limited to:

**Dishonesty**

- Misrepresentation and/or falsification of materials such as fabrication or alteration of documents, records, and/or identification.
- Attempting and/or actually possessing and/or using, through any means, information, records in a fraudulent and/or deceptive manner. This includes but is not limited to impersonating a College Official, misrepresenting or acting on behalf of another person, group, and/or the College without authorization or prior consent.

**Disruption & Noise**

- Any behavior that infringes on the rights of others to access College facilities/services and/or disrupts the legitimate activities of the College.
- When a student disrupts the College community with excessive noise.
Complicity
Students who are present during and/or associated with a violation of community standards 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), 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 concerns about health and/or safety seem apparent, please contact Public Safety or other College staff to intervene. 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 College’s Emergency 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.

Improper Hosting/Guests
Students are responsible for the actions and behavior of their guests. Guests can include Lake Forest College students who are present in a student room as well as non-student visitors. Students are required to 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 at all times while the guest is 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 community standards. Students may also be responsible for parking tickets issued to a guest’s vehicle.

Cooperation with Community Standards
It is important that College staff be able to maintain order and address problematic situations with the cooperation of any student(s) present. This can include but not be limited to:

- Failure to carry and/or present ID. All students are expected to carry their student ID at all times and present it upon request from any College Official. Guests must also be able to present some form of identification when requested. Guest ID cards are available at the Department of Public Safety or from an RA.

- Failure to comply with a reasonable request of a College official acting in performance of her or his duties. This can include failing to vacate the area during an emergency, 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.

- Providing false and/or misleading information, including false identification.

Violations Involving Weapons or Hazardous Materials
Lake Forest College is committed to providing a safe environment for work and study. Violent behavior and threats of violence are strictly prohibited on College property. The possession or use of weapons of any kind, including firearms and explosives, is also expressly prohibited in College-related activities or on College property, except that an Illinois Concealed Carry Licensee who has a concealed firearm inside his or her vehicle shall be permitted to keep the firearm inside the vehicle and park the vehicle in a Lake Forest College parking lot. A licensee may keep the firearm, or ammunition, concealed in a case within a locked vehicle or in a locked container out of plain view within the vehicle while it is parked in a College owned parking lot. “Case” is defined as a glove compartment or console that completely encases the weapon or firearm and its ammunition, the
trunk of the vehicle, or a weapon or firearm carrying box, shipping box or other container. A licensee may carry a concealed firearm in the immediate area surrounding the vehicle solely in order to store the firearm within the trunk or retrieve it from the trunk, as long as the firearm is unloaded before it is carried outside the vehicle.

As any object has the potential to become a weapon, the College reserves the right to define a "weapon" based on its potential for damage or threat. Replicas and facsimiles of weapons are similarly prohibited. Any weapons found in violation of this policy may be immediately confiscated. In addition, any claims that an individual possesses a weapon or explosive will be responded to as an actual threat, whether or not evidence of said weapon or explosive exists. This prohibition applies to all students, faculty, staff, independent contractors, and visitors. Violators of any part of this policy will be subject to disciplinary action that may include immediate removal from the campus or sanctions including dismissal from the College. When warranted, violations will be referred to local law enforcement officials.

Other than for educational and College-approved purposes, Lake Forest College community members may not possess or use materials and articles that can create hazardous conditions on College property. Removal of laboratory chemicals or hazardous materials from academic buildings must be intended for academic purposes and endorsed by a faculty member in writing. College Public Safety personnel and health safety staff will determine what materials and situations constitute hazardous conditions. This prohibition applies to all students, employees, independent contractors, and visitors. Any hazardous materials found may be immediately confiscated. Violators of any part of this policy will be subject to disciplinary action, which may include immediate removal from the premises or dismissal from the College.

**Violations of Rules, Policies, or Procedures**

Students are also expected to be familiar with and abide by all residence hall, health and safety, academic, and other College policies. Residence hall standards apply to any student who is present in a College residential facility, not just on-campus residents. Information about residence hall policies can be found elsewhere in the Student Handbook.

**Violations of State, Federal, and/or Local Laws**

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

It is important to note that state law prohibits smoking in all facilities and buildings and in all outdoor dining areas. Anyone who wishes to smoke must do so outside, in designated smoking areas, at least 25 feet from the entrance of any building/facility.

**Violations that Adversely Affect the College’s Community Interest**

Actions that violate the laws or policies outlined in the Code of Conduct and/or which substantially affect the interest of the College even if such actions do not occur on College property or at College-sponsored events.

**End of Term and Summer Procedure**

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 will 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.
COMMUNITY STANDARDS & CONDUCT

Student Organizations and Conduct
A student organization may be disciplined for a violation of community standards by an individual, whether or not the individual is a member of the organization, if 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 community standards are bound to the same conduct procedures as individual students. Sanctions applied to a student organization may include but are not limited to loss of privileges, loss of funding, probation, suspension, and dismissal (revocation of recognition). The Gates Center reserves the right to remove executive officers who are not acting in the best interests of the organization.

Violations between Academic Sessions
Community standards apply during recess periods and/or while classes are not in session. Students are expected to uphold community standards while they are enrolled at the College, including between academic sessions.
Student Government
The first Lake Forest College student body self-governing organization was the Student Council, which was established in 1917. Between 1917 and 1969 the student self-governing organization took various forms, from the Student Association and Student Congress of the 1930s to the Community Government Association (CGA) of the 1960s. The current Student Government, established in 1972 and revised in 2008, is composed of the Student Senate and its subcommittees and the Executive Board consisting of: the President, Vice President, Treasurer, Secretary, and Programming Board President. Student members of other College governance committees also play an active role in Student Government. In addition, campus organizations are supported by Student Government.

The Student Government Office is located in Stuart Commons and is open during regularly scheduled office hours, Monday through Friday. Everyone is encouraged and welcome to stop by. Address any correspondence to Student Government or call 847-735-5212.

Elections and Appointments
Student Government Executive Board officers are elected at the end of the fall semester to serve a calendar year term. Student Government Senators are elected at the start of the fall semester to serve an academic year term. Only full-time Lake Forest College students who have completed two semesters at Lake Forest College are eligible to run for Executive Board positions, any full-time Lake Forest College student is eligible to run for a Senator positions. All candidates for Student Government positions must have a cumulative 2.5 GPA the semester prior to their election. Additionally, any student wishing to be on the ballot for elections to campus governance committees must meet this GPA requirement. Election policies and procedures are outlined in the Student Government Constitution and Bylaws which are available at the Student Government page at www.lakeforest.edu/myinvolvement or from the Secretary of Student Government.

Meetings and Minutes
Student Government Senate meetings are open to all students. Minutes from the meetings are posted at the Student Government page at www.lakeforest.edu/myinvolvement and on the Student Government bulletin board in Stuart Commons. Anyone interested in receiving minutes for any of the College Governance committees should contact the Secretary of Student Government.

Activity Fee Funding and Guidelines
The activity fee is determined by the administration of the College in consultation with Student Government and is collected by the administration as a part of the general fee structure of the College; failure to pay the fee results in a suspension of the student’s registration at the College. The College allocates the fee to Student Government once a year. Recommendations for the disbursement of these funds are made by Student Government, and the Dean of Students must approve the budget before any expenditure may be made. The administration reserves the right to withhold funds already collected if the Student Government should cease to exist or if procedures are not adequately enforced. The administration also reserves the right to cancel the fee or to cancel it entirely for a given year if it is determined that established priorities are not being met and/or procedures are being violated, or if it is in the best interest of the College. A review may be held at any time at the request of either Student Government or the administration and will be held each year no later than February (prior to the determination of the College’s budget); such reviews are to be undertaken by the College Life Committee, which shall report its findings to the Dean of Students.
CAMPUS INVOLVEMENT

Priorities
The Activity Fee shall be distributed in recognition of the following priorities:

A. Maintenance of a representative Student Government;
B. Encouragement of responsible Student Government through procedures that recognize and reflect individual expressions of funding priorities;
C. Maintenance of an effective, community-wide communication system on campus (for example, The Stentor, WMXM);
D. Support of a comprehensive program of community-wide cultural activities;
E. Encouragement and support of a residence hall program;
F. Encouragement and support of subgroups within the total community that contribute to the strength and diversity of the entire community.

Policies and Procedures

a. The budget of the Student Government shall be set semi-annually by the Student Government Executive Board in the Spring and Fall semester of each year.
b. All accounts of Student Government will be maintained within the College’s accounting system and will be subject to semiannual review by the College’s Business Office. Student organizations are not authorized to open bank accounts with the name —Lake Forest College in the account title.
c. All programs, events, publications, etc., supported by the Activity Fee shall be open equally to all members of the College community.
d. All expenditures must be in compliance with civil law and College rules.
e. Neither Student Government nor organizations granted —economic autonomy may engage in deficit spending.
f. No Activity Fee funds may be used to purchase alcoholic beverages.
g. Additional funding requirements and restrictions are outlined in the Student Government Bylaws, available on the Student Government page at www.lakeforest.edu/myinvolvement or from the Student Government Secretary.

Students and the Board of Trustees

Ultimate responsibility for running Lake Forest College rests with the Board of Trustees, whose members serve voluntarily. Through standing committees and task forces, the Board oversees the annual operation of the College and makes long-range planning decisions. Two students, the Student Government President and Vice President, serve as ex officio members on the full Board, but do not vote. The standing committees of the Board of Trustees on which students serve are composed as follows:

- students recommended to the President at the beginning of the school year by the Executive Board of Student Government,
- one alumni representative from the Alumni Board,
- one or more faculty members appointed by the President,
- an officer or staff assistant of the College appointed by the President to serve as ex officio Secretary of the committees, and
- Trustees appointed by the Chairperson of the Board of Trustees.

The committees with student membership are outlined below.

Development and External Relations Committee
Enrollment Committee

Financial Stewardship Committee

Post-Graduate Outcomes Committee

Student Success Committee

The full Board holds at least three regular annual meetings. Standing committees usually meet just prior to each full Board meeting, although some meet more often.

Student members are links between the student body and the Board; it is their responsibility to keep each group advised of the other group's policies, problems, and viewpoints.

Residence Hall Programs and Activities
The Residence Life staff, as well as the Gates Center, the Office of Intercultural Relations, and many student organizations offer many opportunities for students to participate in leadership, service learning, and governance across campus. The Residence Life staff offers programs and activities that address the needs of each residence hall community. Residents are encouraged to take an active interest in the community life of their residence halls by assisting Resident Advisors (RAs) in planning community-wide activities.

Student Organizations
There are more than eighty student organizations at Lake Forest College that students can join. From cultural and ethnic organizations to performing arts and media, academically focused, political or service related to special interest groups and hobby related clubs, there is an organization for everyone. Information about student organizations can be found by attending the Forester Fair each semester or by visiting My.Involvement at www.lakeforest.edu/myinvolvement. Additional information can also be found at the Gates Center.

If you’re interested in starting a new student organization, contact the Gates Center. The process is fairly simple and you can gain official recognition and have access to club funding within one semester.

All student organization officers receive a student organization handbook that outlines policies, procedures, and expectations for student organizations. Failure to comply with the policies and procedures outlined in the student organization handbook can result in loss of recognition.

Additionally, failure to complete the annual student organization review process will result in loss of recognition.

All student organizations, including fraternities and sororities, are required to have a faculty/staff advisor. All student organization advisors receive an advisor’s handbook outlining their role as a student organization advisor.

For additional information regarding student organizations, including a current list of active organizations, contact the Gates Center at x5210.

Fraternities and Sororities
In addition to the policies and procedures for all student organizations, the following policies and procedures apply to fraternities and sororities.
Every Greek letter organization must complete two on-campus (with 75% of membership participating) and two off-campus (with 50% of membership participating) service activities each semester.

All fraternity and sorority new and continuing members must have and maintain a 2.50 cumulative GPA. The Gates Center will verify grades for all Fraternity and Sorority members each semester and will notify students who have fallen under the minimum standard. One designated member of the chapter’s executive council will be notified of all members who have fallen beneath the minimum standard. Chapters are expected to provide academic support to members and follow their inter/national academic probation policy.

All Fraternities and Sororities are required to abide by the Anti-Hazing policy outlined in the Lake Forest College Fraternity and Sorority Handbook.

**New Member Recruitment**

Recruitment practices for fraternities and sororities at Lake Forest College must follow the guidelines listed below.

- There is to be no alcohol present at any recruitment event.
- No recruitment events may occur off campus without written approval from the Gates Center.
- An outline of all recruitment activities must be submitted to the Gates Center 2 weeks prior to the first scheduled event.
- Recruitment events must be open to any interested, full time student.
- Invitations to membership may not be extended prior to authorization from the Gates Center.

Recruitment of new members into an organization not eligible to have new members due to suspension or withdrawal of recognition is prohibited. Operation of “underground” organizations is also prohibited. Individuals found to be operating and/or recruiting new members into these groups will be found in violation and subject to the student conduct process as outlined in this document.

**New Member Education**

- All new members are required to participate in the new member education session held by the Gates Center.
- Chapters are required to follow the Guidelines for New Member Programs outlined in the Lake Forest College Fraternity and Sorority Handbook.

Chapter auxiliary groups (i.e. “sister” or “brother” groups) or other student organization equivalents are prohibited.

Fraternities and Sororities are expected to work within the procedural frameworks of both Lake Forest College and their inter/national organization. In the event of a discrepancy in policy or procedure, groups are expected to adhere to Lake Forest College policy unless the procedural frameworks of their inter/national organization policy is more stringent in which case organizations must consult with the Gates Center to determine how to proceed.
**Expansion/Extension Process**

Students wishing to (re)colonize a chapter of an inter/national men’s or women’s fraternity or sorority should write a letter of intent highlighting the specific group they wish to bring to Lake Forest College; the inter/national organization’s website address; any local alumn(i)ae with who they have made contact; and the names of at least five current Lake Forest College students who are interested in being a part of the organization. One student should be identified as the main contact person regarding the recognition of the organization. All interested students must meet Fraternity/Sorority standards for Initiation and be eligible and plan to return to Lake Forest College the following year. Additionally, the letter should explain how this organization will benefit the Lake Forest College community, specifically the Fraternity/Sorority community, and why Lake Forest College is ready for expansion to this particular group.

Inter/national organizations wishing to colonize at Lake Forest College must first contact the Gates Center with a letter of intent on official organization letterhead. The letter should include the inter/national organization’s website address and names and contact information for local alumn(i)ae who are supportive of starting a chapter at Lake Forest College. Additionally, this letter should explain how this organization will benefit the Lake Forest College community, specifically the Fraternity/Sorority community, and why the organization is interested in starting a chapter at Lake Forest College.

All Greek-letter organizations seeking recognition at Lake Forest College must:

1. Have the ability to acquire a $1 million dollar insurance policy;
2. Agree to abide by all Lake Forest College policies and procedures;
3. Be, or aim to be, an affiliate chapter of an (inter)national organization, which holds membership in a national Greek governance council or has ten or more chapters in North America.

Additional information regarding extension/expansion of Greek letter organizations can be found in the complete Lake Forest College Fraternity and Sorority Expansion/Extension Guidelines, available from the Gates Center.
All Lake Forest College students are expected to check their campus mailbox, their lakeforest.edu email account, and the My.LakeForest intranet portal on a regular basis. Failure to regularly check any of these important sites of campus communication is not a valid reason for being unaware of College policies or procedures, or of one’s academic, financial, immigration, immunization, or conduct status at the College.

Alcohol and Other Drug Policy

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:

- Drug-Free Schools and Communities Act (Federal)
  - Drug-Free Schools and Campuses Regulations (EDGAR Part 86)
- Drug-Free Workplace Act of 1988 (Federal)
- 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.

Prohibited Conduct

Drugs

- Use, possession, distribution, manufacture, or dispensing of all drugs as identified in Federal or State law or regulation.
- Use and possession of cannabis. While Illinois state law legalized recreational cannabis use in January of 2020, federal law still prohibits use and colleges must comply with federal law.
- Use of prescription drugs not in accordance with the prescription;
- Abuse, sharing, or resale/trafficking of over-the-counter or prescription drugs (such as Ritalin and Adderall);
- 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, CBD, and salvia divinorum;
- Possession of drug paraphernalia including, but not limited to, pipes, grinders and bongs (but excluding medically required and approved devices); and,
POLICIES AND PROCEDURES – non-academic

• Misuse of Legal Substances
  o Various substances, even if legal, can have dangerous negative impact on an individual’s health and academic success. 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 is a violation of college policy and is prohibited.

Alcohol

• Possession of alcoholic beverages by anyone under 21 years of age on College property or as part of any College activities;
• Consumption of alcoholic beverages by anyone under 21 years of age on College property or as part of any College activities;
• Misrepresentation of age by anyone under 21 years of age for the purpose of purchasing alcoholic beverages;
• 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;
• 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;
• Selling or providing alcoholic beverages to underage persons;
• Public intoxication;
• Possession of kegs, party balls, or bulk containers of any kind (with the exception of kegs provided by an approved third-party vendor at registered events);
• Drinking games of any kind; and,
• Paraphernalia associated with, or items used in connection with drinking games including but not limited to beer bongs, funnels, or beer die tables, beer pong tables, and drinking board games;

Any items in violation that are found, observed, discovered, or surrendered will be confiscated and properly disposed of by College staff.

Responsible Use of Alcohol

Private Rooms
Students are responsible for their own conduct and that of their guests in private rooms. Students and their guests must be over the age of 21 to consume alcohol within private rooms. Alcohol is not permitted in rooms where all residents are under the age of 21. Room doors must be shut at all times when alcohol is being consumed. The occupants of the room and their guests will be subject to disciplinary action for excessive noise or overcrowding, as well as for any violations of this policy.

Balconies may not be used as an extension of a student’s room for the purpose of hosting a private room party. A Public Safety officer or a member of the Residence Life staff will close private parties that spill onto balconies and document the incident for referral to the conduct process.
POLICIES AND PROCEDURES – non-academic

Ice Rink/Sports & Recreation Center
With the approval of the Athletic Director, the Ice Rink or Sports & Recreation Center may be used twice during the Spring semester for all-campus functions with beer and wine only. Only students with Lake Forest College IDs may attend, unless the administration has specifically approved attendance by guests. Only students 21 years of age or older may be served alcoholic beverages, consistent with this policy, and they must be given bracelets to indicate that they are of legal drinking age. No alcoholic beverages other than beer and wine may be served.

Stuart Commons
Rooms in Stuart Commons may be reserved for all-campus functions with alcohol through the Gates Center. Only students with Lake Forest College IDs may attend, unless the Administration has specifically approved attendance by guests. Any students 21 years of age or older must be given a wristband. No alcoholic beverages other than beer and wine may be served, and all service must be through Parkhurst Dining.

Organizations
No student organization may serve liquor at any on campus event. Student organizations that wish to serve beer and wine at any campus location other than the Mohr Student Center are required to make arrangements with Parkhurst Dining to serve at their event. Organizations sponsoring events at which beer and wine are served are responsible for monitoring their guests and assuring that they do not abuse alcohol. Further, they must adhere to all policies pertaining to the consumption of beer and wine as outlined in the social event checklist available at the Gates Center. If organizations that sponsor social events with beer and wine fail to exercise such responsibility they will be referred to the College’s conduct system, which may result in sanctions.

Additional Provisions Involving Alcohol

Senior Cocktail and Senior Party
The senior class may have one on-campus Senior Cocktail party and one on-campus Senior Party each year. No guests are permitted at the Senior Cocktail party. Beer and wine may be served at both parties; no liquor may be served. There is a three-drink limit at the on-campus Senior Cocktail and a four drink limit at the on-campus Senior Party. Seniors and their registered guests must be over the age of 21 to consume alcohol at the Senior Cocktail and Senior Party.

Athletics: Varsity, Junior Varsity, Intramural, and Club Sports
Alcohol is not permitted at any College-sponsored athletic event. Alcohol is therefore prohibited in locker rooms, in vehicles traveling to and from games, in hotels, and at team meals. Any student found in violation of this policy will be subject to sanctions as determined by the Athletic Department; such discipline can be no less than suspension from participating in the next game or contest and may result in suspension for an entire season.

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. In the case where the administration has specifically approved attendance by guests, non-students must be registered online via the College’s guest registration system and present a state issued photo ID to attend. Students and their guests who are 21 years of age or older must be given a bracelet or have their hands stamped to indicate that they are of legal drinking age.
POLICIES AND PROCEDURES – non-academic

Violations of these policies, as well as disorderly or destructive conduct associated with drinking, are considered serious offenses and will be referred to the College’s conduct system for possible disciplinary action, including suspension or dismissal from the College.

**Mohr Student Center**

During specific hours, beer and wine products are served in the Mohr Student Center. Legal-aged students are expected to drink responsibly; those who do not may lose their privileges to visit the space when beer and wine is being served. In recognition of our responsibilities to both the City of Lake Forest and the State of Illinois, who granted the College the licenses that make beer and wine service possible, the College expects students to adhere to the following policies and procedures:

- Only members of the Lake Forest College community and their registered guests who are 18 and older may enter the main floor of the Mohr Student Center during hours when beer and wine is being served.
- All patrons will be required to show proof of identification whenever asked by Mohr Student Center personnel.
- Guests must be registered at the Department of Public Safety; those who are of legal age to purchase beer and wine will receive a wristband when they first present their ID to the server.
- Guests must be accompanied by their Lake Forest College host at all times when entering the facility.
- Lake Forest College students who are of legal age to purchase beer and wine must present their College I.D. to do so; they will receive a wristband when they first present their identification to the server.
- All patrons 21 and older who choose to purchase and consume beer and wine must wear a wristband in the Student Center at all times.
- All patrons must be wearing pants, shirts, and shoes at all times in the Mohr Student Center. Violators will be asked to leave. Apparel intended to be worn as under garments must not be worn as outer garments.
- No bags will be allowed in the MSC during All-Campus Programs (ACP’s).
- No outside beverages will be allowed in the MSC during All-Campus Programs (ACP’s).
- Beer and wine must not leave the main floor of the MSC (not beyond the men’s bathroom on west, patio doors on east, and stairwell on north) unless approved by the Gates Center for Leadership and Personal Growth.
- Lake Forest College students and their guests who are of legal age to purchase beer and wine must present their identification at every purchase.
- Sponsors of events that take place in the Mohr Student Center reserve the right to request the suspension of beer and wine service during the duration of their event.

**IMPORTANT:**

Underage patrons found drinking alcohol in the Student Center and legal-aged patrons found responsible for providing alcohol to minors in the Student Center will lose the right to visit the space during hours when alcohol is being sold. Patrons discovered to be drinking alcohol in the Mohr Student Center and legal-aged Lake Forest College students found responsible for providing alcohol to minors in the Mohr Student Center will be referred to the College’s judicial system. The Lake Forest College student hosts of any guests in violation of these policies will be referred to the student conduct system.

**Drug Law Sanctions and Penalties**

**College Sanctions**

All student violations will be referred to the conduct system.
POLICIES AND PROCEDURES – non-academic

Lake Forest College employees found in violation of the prohibitions set forth in the Staff Handbook will be subject to disciplinary action up to and including termination and possible referral for prosecution. Each case will be evaluated on an individual basis. A disciplinary sanction may include the completion of an appropriate rehabilitation program.

State Penalties

The Illinois Criminal Code classifies drug-related offenses (for example, manufacture or delivery of a controlled substance, engaging in a calculated criminal drug conspiracy, drug trafficking, unauthorized possession, etc.) as either Class A misdemeanors or Class 1, 2, 3, 4, or X felonies depending on the severity and nature of the conduct. The following criminal penalties are applicable to the identified categories of offenses:

<table>
<thead>
<tr>
<th>STATE PENALTIES</th>
<th>CATEGORY OF OFFENSE</th>
<th>MONETARY FINES</th>
<th>IMPRISONMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class A Misdemeanor</td>
<td>Up to $500,000</td>
<td>6 to 60 years</td>
<td></td>
</tr>
<tr>
<td>Class X Felony</td>
<td>Up to $250,000</td>
<td>4 to 15 years</td>
<td></td>
</tr>
<tr>
<td>Class 1 Felony</td>
<td>Up to $2,000,000</td>
<td>1 to 7 years</td>
<td></td>
</tr>
<tr>
<td>Class 2 Felony</td>
<td>Up to $200,000</td>
<td>1 to 5 years</td>
<td></td>
</tr>
<tr>
<td>Class 3 Felony</td>
<td>Up to $150,000</td>
<td>1 to 3 years</td>
<td></td>
</tr>
<tr>
<td>Class 4 Felony</td>
<td>Up to $15,000</td>
<td>1 to 3 years</td>
<td></td>
</tr>
</tbody>
</table>

Federal Penalties

<table>
<thead>
<tr>
<th>FEDERAL TRAFFICKING PENALTIES—MARIJUANA</th>
<th>DRUG</th>
<th>QUANTITY</th>
<th>1st OFFENSE</th>
<th>2nd OFFENSE *</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marijuana (Schedule I)</td>
<td>1,000 kg or more marijuana mixture; or 1,000 or more marijuana plants</td>
<td>Not less than 10 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than $10 million if an individual, $50 million if other than an individual.</td>
<td>Not less than 20 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than $20 million if an individual, $75 million if other than an individual.</td>
<td></td>
</tr>
<tr>
<td>Marijuana (Schedule I)</td>
<td>100 kg to 999 kg marijuana mixture; or 100 to 999 marijuana plants</td>
<td>Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine not more than $5 million if an individual, $25 million if other than an individual.</td>
<td>Not less than 10 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than $20 million if an individual, $75 million if other than an individual.</td>
<td></td>
</tr>
<tr>
<td>Marijuana (Schedule I)</td>
<td>More than 10 kgs hashish; 50 to 99 kg marijuana mixture; More than 1 kg of hashish oil; 50 to 99 marijuana plants</td>
<td>Not more than 10 yrs. If death or serious bodily injury, not less than 30 yrs. or more than life. Fine $1 million if an individual, $5 million if other than an individual.</td>
<td>Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine $2 million if an individual, $10 million if other than an individual.</td>
<td></td>
</tr>
<tr>
<td>Marijuana (Schedule I)</td>
<td>Less than 50 kilograms marijuana (but does not include 50 or more marijuana plants regardless of weight) 1 to 49 marijuana plants;</td>
<td>Not more than 5 yrs. Fine not more than $250,000, $1 million if other than an individual.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hashish (Schedule I)</td>
<td>10 kg or less</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hashish Oil (Schedule I)</td>
<td>1 kg or less</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*The minimum sentence for a violation after two or more prior convictions for a felony drug offense have become final is a mandatory term of life imprisonment without release and a fine up to $20 million if an individual and $75 million if other than an individual.

### Federal Trafficking Penalties

<table>
<thead>
<tr>
<th>Drug/Schedule</th>
<th>Quantity</th>
<th>Penalties</th>
<th>Quantity</th>
<th>Penalties</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cocaine (Schedule II)</td>
<td>500–4999 grams mixture</td>
<td>First Offense: Not less than 5 yrs, and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than $5 million if an individual, $25 million if not an individual.</td>
<td>5 kgs or more mixture</td>
<td>First Offense: Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than $10 million if an individual, $50 million if not an individual.</td>
</tr>
<tr>
<td>Cocaine Base (Schedule II)</td>
<td>26–279 grams mixture</td>
<td>First Offense: Not less than 5 yrs, and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than $5 million if an individual, $25 million if not an individual.</td>
<td>260 grams or more mixture</td>
<td>First Offense: Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than $10 million if an individual, $50 million if not an individual.</td>
</tr>
<tr>
<td>Fentanyl (Schedule II)</td>
<td>40–399 grams mixture</td>
<td>First Offense: Not less than 5 yrs, and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than $5 million if an individual, $25 million if not an individual.</td>
<td>400 grams or more mixture</td>
<td>First Offense: Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than $10 million if an individual, $50 million if not an individual.</td>
</tr>
<tr>
<td>Fentanyl Analogue (Schedule I)</td>
<td>10–99 grams mixture</td>
<td>First Offense: Not less than 5 yrs, and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than $5 million if an individual, $25 million if not an individual.</td>
<td>100 grams or more mixture</td>
<td>First Offense: Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than $10 million if an individual, $50 million if not an individual.</td>
</tr>
<tr>
<td>Heroin (Schedule I)</td>
<td>100–999 grams mixture</td>
<td>First Offense: Not less than 5 yrs, and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than $5 million if an individual, $25 million if not an individual.</td>
<td>500 grams or more mixture</td>
<td>First Offense: Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than $10 million if an individual, $50 million if not an individual.</td>
</tr>
<tr>
<td>Methamphetamine (Schedule II)</td>
<td>5–49 grams pure or 50–499 grams mixture</td>
<td>First Offense: Not less than 5 yrs, and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than $5 million if an individual, $25 million if not an individual.</td>
<td>1 kg or more mixture</td>
<td>First Offense: Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than $10 million if an individual, $50 million if not an individual.</td>
</tr>
<tr>
<td>PCP (Schedule II)</td>
<td>10–99 grams pure or 100–999 grams mixture</td>
<td>First Offense: Not less than 5 yrs, and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than $5 million if an individual, $25 million if not an individual.</td>
<td>100 gm or more pure or 1 kg or more mixture</td>
<td>First Offense: Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than $10 million if an individual, $50 million if not an individual.</td>
</tr>
</tbody>
</table>

Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid):
- Any amount
  - First Offense: Not more than 20 yrs. If death or serious injury, not less than 20 yrs, or more than life. Fine $1 million if an individual, $5 million if not an individual.
  - Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine $2 million if an individual, $10 million if not an individual.

Flunitrazepam (Schedule IV):
- 1 gram
  - First Offense: Not more than 10 years. If death or serious injury, not more than 15 yrs. Fine not more than $500,000 if an individual, $2.5 million if not an individual.
  - Second Offense: Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than $1 million if an individual, $5 million if not an individual.

Other Schedule III drugs:
- Any amount
  - First Offense: Not more than 5 yrs. Fine not more than $250,000 if an individual, $1 million if not an individual.
  - Second Offense: Not more than 10 yrs. Fine not more than $500,000 if an individual, $2 million if other than an individual.

All other Schedule IV drugs:
- Any amount
  - First Offense: Not more than 5 yrs. Fine not more than $250,000 if an individual, $1 million if not an individual.
  - Second Offense: Not more than 10 yrs. Fine not more than $500,000 if an individual, $2 million if other than an individual.

Flunitrazepam (Schedule IV) other than 1 gram or more:
- Any amount
  - First Offense: Not more than 1 yr. Fine not more than $100,000 if an individual, $250,000 if not an individual.
  - Second Offense: Not more than 4 yrs. Fine not more than $200,000 if an individual, $500,000 if not an individual.

All Schedule V drugs:
- Any amount
  - First Offense: Not more than 1 yr. Fine not more than $100,000 if an individual, $250,000 if not an individual.
  - Second Offense: Not more than 4 yrs. Fine not more than $200,000 if an individual, $500,000 if not an individual.


## Alcohol Sanctions and Penalties

### College Sanctions

All student violations will be referred to the conduct system.

Lake Forest College employees found in violation of the prohibitions set forth in the Staff Handbook will be subject to disciplinary action up to and including termination and possible referral for prosecution. Each case will be evaluated on an individual basis. A disciplinary sanction may include the completion of an appropriate rehabilitation program.
POLICIES AND PROCEDURES – non-academic

Health Risks Associated with Substance Abuse
The use of illicit drugs and the abuse of alcohol may result in serious health consequences. All students should be aware of the health risks caused by the use of alcohol, and controlled substances (drugs). Consumption of more than two servings of alcohol in several hours can impair coordination and reasoning and make driving unsafe. Consumption of alcohol by a pregnant woman can damage the unborn child. Regular and heavy alcohol consumption can cause serious damage to liver, nervous and circulatory systems, mental disorders, and other health problems. Drinking large amounts of alcohol in a short time may quickly produce unconsciousness, coma, and even death.

Use of controlled substances (drugs) can result in damage to health and impairment of physical condition, including: impaired short term memory or comprehension, anxiety, delusions, hallucinations, loss of appetite resulting in a general damage to the user's health over a long term, a drug-dependent newborn if the mother is a drug user during pregnancy, AIDS from "needle sharing" among drug users, and death from overdose.

Counseling Services
Students experiencing problems with drug and alcohol abuse are encouraged to seek assistance in Counseling Services. The Alcohol and Other Drug (AOD) Intervention and Prevention Program offers AOD assessments, individual counseling, referrals to off-campus professionals, and drug and alcohol support groups for additional assistance.

Biennial Policy Review
This policy will be biennially reviewed by the College to determine its effectiveness and to recommend changes to the program to the President if they are needed. Such a review will also determine that the College’s disciplinary sanctions are consistently enforced.

Good Neighbor Policy
Lake Forest College expects its students to conduct themselves as mature, responsible and law-abiding members of their local and College communities. As such, Lake Forest College students are expected to abide by and uphold all federal, state and city laws and ordinances including, without limitation, all laws and ordinances relating to noise, traffic, parking and consumption of alcohol. As responsible members of the College Community, Lake Forest College students are expected, by their conduct and actions, to foster an atmosphere that nurtures positive community relations between Lake Forest College and the community surrounding Lake Forest College.

Off Campus Conduct
Lake Forest College may hold students accountable for behaviors committed off campus that violate the laws or policies outlined in the Code of Conduct and/or which substantially affect the interest of the College even if such actions do not occur on College property or at College-sponsored events.

Good Neighbor Guidelines
Guidelines for off campus conduct have been established in order to uphold standards of behavior that should be demonstrated by Lake Forest College students when off campus.
The following guidelines are consistent with the educational role of the College, the rights and needs of all residents, city ordinances, standards of common courtesy, and are directed toward encouraging and maintaining positive neighbor relationships.

The Good Neighbor Guidelines address the following areas:

A. Upkeep and Beautification of Property
B. Traffic Safety and Parking
C. Neighborhood Relations
D. Responsibilities of Dual Membership
E. Relevant Municipal Codes

**Upkeep and Beautification of Property**

Students living off campus, in the Lake Forest Community, are expected to maintain a safe and clean environment for the health and well-being of themselves, guests, and neighbors. Specifically, students should:

- Maintain their residences and property in accordance with all fire, health, zoning, and building and safety codes.
- Maintain lawn and landscaping on a regular basis in accordance with lease or occupancy agreement.
- Dispose of litter, trash, and garbage on a regular basis and in an appropriate manner.

**Traffic Safety and Parking**

Students should:

- Comply with the laws and regulations of Lake Forest and the State of Illinois and require their invited guests and all who are consensually present at their residence or on their property to the same standards of conduct.
- Obey traffic safety and parking requirements and have consideration for others by not parking in or blocking neighbors’ driveways, public alleys and sidewalks; all of which are violations of the law.
- Proactively educate all household members, guests and visitors about neighborhood parking restrictions and encourage safe responsible driving.
- Advise household members, guests and visitors to arrive and depart quietly and to avoid disrupting neighbors.

**Neighborhood Relations**

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

- Fostering and maintaining good community relations and cooperation with neighbors and authorities.
- Being responsible for their conduct and that of their visitors and guests by actively encouraging guests to adhere to the same standard.
- Being respectful of and to local community members. Prohibited behavior includes, but is not limited to: littering, loitering, public urination, public nudity, using abusive language and illegal parking.
- Respecting the rights of others and following all existing laws and ordinances. All off-campus resident students are to be knowledgeable about the Lake Forest Noise Ordinance.
- Taking active steps to prevent damage to others’ property.
- Being responsible for damage to others’ properties caused by household members.
- Being responsible for making reasonable efforts to resolve neighborhood problems involving the student or household members in a timely fashion.
- Using amplified sound only in accordance with the law including, without limitation, the Lake Forest Noise Ordinance.
POLICIES AND PROCEDURES – non-academic

**The Responsibilities of Dual Membership**

Students are members of both the College and local communities. Accordingly, students are responsible to all the communities of which they are a part. Students should discharge their joint responsibilities in a mature, lawful and appropriate manner.

**Relevant Municipal Codes**

At a minimum, students should be aware of the following portions of Lake Forest City Ordinances that govern individual, group, and residential property within the City of Lake Forest. We have referenced a few of the most frequently referenced and relevant codes for convenience:

**Noise Violations**

The Lake Forest Police Department is responsible for the enforcement of noise ordinance violations involving people--generated or controlled noises--which are considered disturbances of the peace. The following is a list of Lake Forest City Code (LFCC) sections of the Noise Ordinance and a summary of the elements that constitute a violation:

Ch. 26 - - OFFENSES Page 1

Sec. 26-7. NOISE---GENERALLY---

1. It shall be unlawful to cause or to make reasonable loud noise in any depot, store, theater, street, alley, sidewalk, park or other public place or any place frequented by the public in the City. It shall further be unlawful to cause or make unreasonable loud noise at any point on or beyond the boundary of any lot, whether privately owned or public, which such unreasonable noise interferes with the quiet enjoyment of adjoining lots or lots within 1,000 feet of the location from which the noise is emanating. (Code of 1946, Sec. 18-4; Ord. No. 625, Sec. 2).

2. It shall be unlawful to carry on or conduct any manufacture, trade or business, engage in any activity, or use a vehicle, machine or other equipment in said City which, by occasioning loud noises or sound shall be offensive or prejudicial or dangerous to the health of individuals or of the public of the City or which shall disturb or break the rest, sleep or quiet of persons in said City before 7:00 a.m. on weekdays and 8:00 a.m. on Saturdays, Sundays or holidays, and after 8:00 p.m. Monday through Friday and 6:00 p.m. on Saturdays, Sundays or holidays, except as authorized by the City Manager. These restrictions shall not apply to snow removal equipment, including but not limited to snowplows and snow blowers.

Students living outside the City of Lake Forest are responsible for familiarizing themselves with the local laws and ordinances governing their place of residence.

**Off-Campus Events**

Student groups must work with the Gates Center and their faculty/staff advisor to coordinate the details of the event. This procedure assures that events associated with the College are conducted in accordance with College policies.

Student Organizations are expected to follow the procedure outlined below:

1. Organization must complete an Off-Campus Event Registration form and submit it to the Gates Center no later than 14 business days before the day of the event. If the initial request is denied by the Gates Center, the organization may appeal to the Dean of Students.

2. Prior to initiating any contracts with outside vendors, student organization representatives must meet with the Assistant Director of the Gates Center to discuss the logistics of the event.
3. After meeting with the Assistant Director of the Gates Center, student organization representatives may initiate a contract for use or service naming Lake Forest College as the purchaser. The contract must also include the phrasing “PURCHASER SIGNATURE: The representative(s) of LAKE FOREST COLLEGE and/or PURCHASER in signing this contract warrants that they signs as a properly authorized representative and does not assume personal liability for meeting the terms of the contract.”

4. Contracts must be signed by a member of the Gates Center staff; Lake Forest College students may not sign contracts on behalf of their student organization.

5. Prior to the event, all attendees of any off campus event must sign a waiver of liability, available on the Gates Center’s My.Involvement page.

6. All student organizations having an event with alcohol must review Lake Forest College’s alcohol policy, which is available at the Gates Center or online in this document, and sign an agreement that they will adhere to the policy.

Further information regarding planning on- and off-campus events is available in the Student Organization Handbook.

Tailgating
Tailgating is allowed in conjunction with Saturday or Sunday outdoor varsity contests in the parking lot between Washington Street and Buchanan Hall, unless otherwise designated by the Director of Public Safety. Tailgating may begin two (2) hours prior to the start of a game and may resume for 90 minutes following the contest. All College policies are in effect, 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. In addition, Public Safety officers may verify the legal age of any persons consuming alcohol and to take whatever actions necessary, up to and including notifying the Lake Forest Police Department.

Hazing
Lake Forest College explicitly and emphatically prohibits hazing. A student is responsible for hazing when they take any action and/or creates 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. Such activities and situations include but are not limited to paddling in any form, creation of excessive fatigue, physical or psychological shocks, morally degrading and humiliating games and activities, late work sessions that interfere with academic goals, the coerced use of alcohol/other drugs, and any other activities that are not consistent with the guidelines and/or policies of the College.

Hazing violations will be addressed by the College’s conduct system. In addition to those sanctions included in the conduct system, the Student Affairs staff may administer sanctions that include, but are not limited to, warnings, suspensions, or disbandment of organizations.

Explicit violations of this policy will warrant the consideration of a minimum sanction of suspension for at least one year. This policy acknowledges the role that peer pressure and acceptance play in new member programs.

With this stated, it is important to understand that consent of a new member to given activity does not necessarily imply that the activity in question is appropriate. Illinois state law states, “A person commits hazing who knowingly requires the performance of any act by a student or other person in a school, college, university, or other educational institution of this State, for the purpose of induction or admission into any group,
POLICIES AND PROCEDURES – non-academic
organization, or society associated or connected with that institution if: (a) the act is not sanctioned or
authorized by that educational institution; and (b) the act results in bodily harm to any person.” Hazing is a Class
A misdemeanor under the law. Hazing that results in death or great bodily harm is a Class 4 felony, punishable
by up to three years in prison.

The following are some examples of hazing divided into three categories: subtle, harassment, and violent. It is
impossible to list all possible hazing behaviors because many are context-specific. While this is not an all-
inclusive list, it provides some common examples of hazing traditions.

Subtle Hazing
Subtle hazing is present in behaviors that emphasize a power imbalance between new members/rookies and
other members of the group or team. Termed “subtle hazing” because these types of hazing are often taken-for-
granted or accepted as “harmless” or meaningless. Subtle hazing typically involves activities or attitudes that
breach reasonable standards of mutual respect and place new members/rookies on the receiving end of ridicule,
embarrassment, and/or humiliation tactics. New members/rookies often feel the need to endure subtle hazing
to feel like part of the group or team. Subtle hazing often reinforces the power dynamic differential between
seasoned/returning members and new/rookie members. (Some types of subtle hazing may also be considered
harassment hazing).

Examples:
- Deception
- Assigning demerits
- Silence periods with implied threats for violation
- Deprivation of privileges granted to other members
- Requiring new members/rookies to perform duties not assigned to other members
- Socially isolating new members/rookies
- Line-ups and Drills/Tests on meaningless information
- Name calling
- Requiring new members/rookies to refer to other members with titles (e.g. Mr., Ms., etc.) while the new
  members are identified with demeaning terms
- Expecting certain items to always be in one's possession

Harassment Hazing
Harassment hazing includes behaviors that cause emotional anguish or physical discomfort in order to feel like
part of the group. Harassment hazing confuses, frustrates, and causes undue stress for new members/rookies.
(Some types of harassment hazing can also be considered violent hazing).

Examples:
- Verbal abuse
- Threats or implied threats
- Asking new members to wear embarrassing or humiliating attire
- Stunts or skits with degrading, crude, or humiliating acts
- Expecting new members/rookies to perform personal service to other members such as carrying books,
  errands, cooking, cleaning etc
- Sleep deprivation
- Sexual simulations
- Expecting new members/rookies to be deprived of maintaining a normal schedule of bodily cleanliness.
- Be expected to harass others
Violent Hazing
Violent hazing includes behaviors that have the potential to cause physical and/or emotional, or psychological harm.

Examples:
- Forced or coerced alcohol or other drug consumption
- Beating, paddling, or other forms of assault
- Branding
- Forced or coerced ingestion of vile substances or concoctions
- Burning
- Water intoxication
- Expecting abuse or mistreatment of animals
- Public nudity
- Expecting illegal activity
- Bondage
- Abductions/kidnaps
- Exposure to cold weather or extreme heat without appropriate protection

The following hazing activities are expressly forbidden at Lake Forest College:
- Consumption of alcohol at any time during a new member program.
- Required consumption of any liquids or solids, or placing liquids or solids in the mouth of a new member, other than the normal not coerced intake of beverages and food.
- Wearing of conspicuous, potentially embarrassing articles of clothing/outfits that draw attention to a new member.
- Testing, quizzing, or interrogating new members, which includes "line-ups," with the fear of punishment or ridicule upon failure.
- Required greetings for new members when they interact with active members that are inappropriate or embarrassing or use derogatory nicknames.
- Punishments of any kind (physical or psychological), other than probation or dismissal, for not meeting expectations.
- Physical abuse of any kind.
- Psychological abuse of any kind, including verbal harassment and berating.
- Acts of personal servitude (washing laundry, serving food, etc.) by new members for active members or others.
- Disrupting or prohibiting an adequate amount of sleep per day.
- Disrupting or prohibiting an adequate amount of study per day.
- Public stunts aimed at embarrassing or putting new members on public display.
- Any outdoor activity that might cause discomfort and/or harm/injury.
- Calisthenics or aerobic activities.
- Blindfolding

Gambling
Any event that suggests that the College explicitly or implicitly endorses gambling is not permitted. Given the broad definition of "gambling" 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).
POLICIES AND PROCEDURES – non-academic

Events featuring bona fide games of skill, such as darts or billiards, at which prizes are awarded, may be permissible, but betting on the outcome of the game(s) will not be allowed.

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

Services for Students with Disabilities

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 protect individuals with disabilities from discrimination and mandate the availability of accommodations to ameliorate the impact of the disability to afford equal access to education.

Students must meet the statutory definition of disability under federal law. In order to determine whether an individual is entitled to these protections, the Health and Wellness Center and the Learning and Teaching Center require objective evidence (documentation) that verifies that the individual’s condition fits the definition of “disability.”

The ADA defines disability as:

1. a physical or mental impairment that substantially limits one or more of the major life activities of such individual,
2. a record of having such an impairment, or
3. being regarded as having such an impairment.

A condition is considered a disability if it prevents or substantially limits the ability to perform a major life activity or significantly restricts the condition, manner, or duration in performing the major life activity as compared to the average person. The analysis of “substantially limits” is a comparative term to the average person in severity, impact, and duration. Generally, a condition must be substantially limiting for more than several months. A condition is not a disability if it results in mild limitations.

Disability documentation serves two primary purposes:

1. To establish the right to protection from discrimination.

   Non-discrimination is an assurance that individuals with disabilities will not be excluded or provided lesser access to programs and activities based on assumptions rooted in stereotype or perception of ability that are not based in fact. Non-discrimination also provides freedom from harassment based on perceptions of disability.

   Documentation needed for protection from discrimination based on disability without a request for accommodation can be quite brief. A diagnostic statement from an appropriate professional or a past history or recognition as a person with a disability could suffice as the basis for protection from discrimination.

2. To determine the accommodations to which the individual may be entitled.

   Reasonable accommodations include modifications to policy, procedure, or practice and/or the provision of auxiliary aids and services that are designed to provide equal access to programs and services for qualified individuals with disabilities. Accommodations are reasonable when they do not fundamentally alter the nature of a program or service and do not represent an undue financial or administrative burden.
Though documentation can vary by student, it should contain the following:

1. **Credentials of the evaluator** – Disability documentation should be provided by a licensed or credentialed professional with relevant training and experience. The name, title, and professional credentials of the evaluator should be clearly stated in the documentation. Reports should be on letterhead, typed, dated, and signed. Disability documentation may not be provided by an individual who has a personal relationship with the student.

2. **Statement of diagnosis** – Disability documentation should include a current diagnostic (DSM-V or medical) statement.

3. **Description of the diagnostic methodology** – The documentation should include a description of the diagnostic criteria for the condition and the evaluation method used to render a diagnosis, including medical examinations, formal testing instruments, structured interviews, and observations. The dates of administration should be included, along with a history of the presenting symptoms.

4. **Description of the current functional impact of the disability** – An evaluator should provide a comprehensive description of the impact of the condition on the student in an academic environment and other life settings, including the severity, frequency, and pervasiveness of the symptoms. This description should demonstrate that the student is substantially impaired in one or more major life activities. Documentation should be current.

5. **Treatment, medication, and prognosis** – Documentation should describe the impact of medication and/or treatment and anticipated prognosis. If relevant, it should provide information about the cyclical or episodic nature of the condition.

6. **Accommodation recommendations** – It is helpful for the evaluator to recommend accommodations or services that will address the functional impact of the condition. Accommodation recommendations should be directly connected to the limitations caused by the condition. If accommodations have been used in the past, the documentation should include a description of the accommodations and information regarding their efficacy.

Students may provide other documents from their high schools, such as IEPs; however, while these additional documents can provide useful information, they alone may not constitute sufficient documentation.

Documentation should not be:

- a handwritten diagnosis on a prescription pad,
- A handwritten note from a patient file,
- A document from a member of the student’s family or from someone with a personal relationship with the student,
- A self-evaluation,
- A research article, or
- A letter from another college or educational institution that lists the condition and previously-granted accommodations without also providing other documents that meet the above guidelines.

It is the responsibility of the student to provide documentation and to request accommodations for your disability. When making your initial request for any type of accommodation:
POLICIES AND PROCEDURES – non-academic

- Complete and submit the Verification of Need for Accessibility Services form available on the College website. Students should provide a narrative information on the forms where indicated.

- Educational, clinical/licensed, and/or medical professionals providing documentation should complete the Evaluator portion of the Verification of Need for Accessibility Services form and/or provide documents that address the questions on the form.

Please submit documentation to:

Accessibility
Mail Stop: H&W
Lake Forest College
555 N. Sheridan Road
Lake Forest, IL 60045
fax: 847-735-6098
e-mail: healthandwellness@lakeforest.edu

Grievance Procedure
Lake Forest College does not discriminate on the basis of a disability against any otherwise qualified person by denying him or her participation in, or the benefits of, any College program or activity.

Section 504 requires the adoption of a grievance procedure to deal with allegations of discrimination on the basis of a disability. If a member of the student body feels there is reason to believe that discrimination because of disability has occurred under Section 504 of the Rehabilitation Act of 1973, a grievance should be handled in the following manner:

- Individuals with a grievance should notify the President’s Office of their grievances, in writing. It is recommended to do so within seven days of the alleged incident.
- Failing resolution, individuals should follow appropriate grievance procedures established for sex discrimination.

Reasonable Accommodations and Auxiliary Aids
Each student’s needs are different, and recommendations for reasonable accommodations cannot be made without reviewing adequate documentation and talking with each student. Possible accommodations for students with documented disabilities may include:

Disabilities affecting mobility
- Residence hall room in an accessible residence hall (first floor and/or building with an elevator) with an accessible restroom (may not be private)
- Relocation of courses from inaccessible buildings to accessible classrooms

Disabilities affecting learning
- Extended time and/or a distraction-reduced testing environment for courses
- Access to assistive technology for coursework

Disabilities affecting hearing
- Residence hall room with an accessible fire alarm (usually a flashing alarm)
- For a student with little to no hearing, potentially interpreter services
POLICIES AND PROCEDURES – non-academic

Just as it is important to understand what accommodations may be reasonable, it’s important to understand the types of auxiliary aids and services that the College cannot provide.

Personal aids and services, including help with personal needs such as bathing, dressing or other personal care, are not provided. Personal attendants and individually prescribed devices are the responsibility of the student who has a disability and not required of the College. For example, readers may be provided for classroom use, but the College does not provide readers for personal use or for help during individual study time. Reasonable accommodations do not include personal auxiliary aids or devices, such as hearing aids, wheelchairs, or glasses.

Auxiliary aids can be provided for a student’s equal access to programs and services, but the College may not provide the most sophisticated auxiliary aid that is available or the aid that is preferred by the student. The aids the College will provide will effectively meet the needs of the student with a disability, but the College retains the flexibility to provide an equally effective aid that is more cost-effective for the College.

The College is not required to waive essential requirements. For example, the College is not required to eliminate a course requirement that is reasonably necessary for a course of study. Further, the lowering or substantial modification of reasonable academic standards is not available as an accommodation. At all times, the objective of the accommodation efforts is to afford a student with a disability an equal opportunity for academic success. If a specific academic adjustment is requested, the College may offer that adjustment, or it may offer an effective and reasonable alternative. Accommodations are reasonable when they do not fundamentally alter the nature of a program or service and do not represent undue financial or administrative burden.

**Accessibility Services Committee**

Any information provided as part of the accommodation request process will be held centrally and made available to the Special Accommodations Review Committee. These staff members will have access to disability-related documentation, but any notes or documents related to treatment, i.e. medical or psychological treatment records, will not be released to anyone, including other committee members, without the written permission of the student.

For questions or more information visit: [https://www.lakeforest.edu/academics/resources/disability/](https://www.lakeforest.edu/academics/resources/disability/)

contact:

Kara Fifield, Director of Disability Services
Phone: 847-735-5167
kfifield@lakeforest.edu

Please submit documentation to:

Accessibility
Mail Stop: H&W
Lake Forest College
555 N. Sheridan Road
Lake Forest, IL 60045
fax: 847-735-6098
e-mail: healthandwellness@lakeforest.edu
Allergy Conscious Policy

Lake Forest College recognizes the need to make our campus as allergen-free as possible. Current students and other members of the Lake Forest College community suffer from serious and even potentially life-threatening allergic conditions. While students who have such conditions should work with the Office of Disabilities Services and the Health and Wellness Center for support and staff members with such conditions should work with human resources, the following recommendations for offices and classrooms should reduce exposure to dangerous allergens for all members of the college community.

Latex/Rubber
While some natural rubber is unavoidable and can be in things like car tires or shoe treads, we recommend use of alternatives to latex products whenever feasible:

- Nitrile or other non-latex gloves should be worn for food services, housekeeping, laboratory work, health services, etc.
- Non-Latex balloons (such as mylar) should be used in public or private spaces where community events are held, including residence hall rooms, faculty/staff offices, etc.
- Non-latex adhesive bandages and gloves should replace latex/rubber options in first aid kits.
- Latex condoms should be disposed of in private spaces.
- Synthetic rubber bands or binder clips are recommended.

Food Allergies
Parkhurst Dining, offers an Allergy Safe Zone with accurate labeling of food products prepared by a culinary team that is knowledgeable about food allergies and sensitivities. Food is prepared for the Allergy Safe Zone with dedicated equipment to avoid possible cross-contamination. For more information on Parkhurst Dining’s policy on food allergies, visit their website: http://www.parkhurstdining.com/our-food/allergies-sensitivities

If you are hosting an event on campus and will be providing food, please ask about allergies when planning your event. Work with your Parkhurst Dining or outside vendors to choose a menu that will meet the needs of your attendees. When providing food you personally prepare, consider avoiding major allergens and provide information on food ingredients and preparation to those with allergies.

Fragrances and Chemical Sensitivity
Some individuals have a sensitivity to chemicals that are inhaled in the environment, causing reactions like migraine headaches. When feasible, members of the College community should abstain from using products that leave a residual scent such as scented candles, scented air freshener, strongly-scented cleaning products, strongly scented personal care products, etc., particularly in public places, classrooms, or offices.

Sexual Discrimination and Misconduct Policy

I. Statement Against Discrimination on the Basis of Sex, Sexual Orientation, Gender, and Gender Identity

Lake Forest College prohibits discrimination on the basis of sex, sexual orientation, gender, and/or gender identity in any College program or activity, consistent with Title IX of the Educational Amendments of 1972 and other
POLICIES AND PROCEDURES – non-academic

applicable state and federal laws. Sexual misconduct, including sexual harassment, non-consensual sexual penetration and/or contact, sexual exploitation, stalking, dating violence and domestic violence, are forms of sex discrimination that may deny or limit a College community member’s ability to participate in the College’s programs or activities.

The College provides awareness and prevention education and training programs regarding sex, sexual orientation, gender, and gender identity-based discrimination, encourages the reporting of discriminatory behavior, provides timely services to those who have been affected by discrimination, and utilizes prompt and equitable methods of investigation and resolution to stop discrimination, remedy harm caused by discrimination, and prevent recurrence of discrimination. Violations of this policy may result in the imposition of sanctions up to and including termination or dismissal from the College.

The College’s non-discrimination policy pertaining to all other protected classes is located at: www.lakeforest.edu/about/working/non-discrimination-policy/.

II. Scope and Applicability Policy

This policy applies to all members of the College community, including students, faculty, staff, administrators, board members, contractors, vendors, and visitors, regardless of their sex, sexual orientation, gender, or gender identity. The policy applies to on-campus conduct and to off-campus conduct, including online or electronic conduct, when the off-campus conduct: (i) occurs during a College sponsored employment or education activity or program; or (ii) adversely impacts the education, employment, or health and/or safety of a member of the College community or creates a hostile environment on campus.

Students and employees are subject to local, state and federal laws while at the College, and violations of those laws may also constitute violations of this policy. In such instances, the College may proceed with investigations under this policy and its corresponding complaint resolution procedures independently of any criminal or civil proceedings involving the same conduct. The College may impose sanctions for violations of this policy even if criminal or civil proceedings regarding the same conduct are not yet resolved or are resolved in the accused’s favor.

Where a student group or organization has engaged in behavior that violated this policy or created a hostile environment under this policy, the student group or organization is subject to discipline and sanctions.

The College may impose sanctions on students and employees for sexual discrimination or misconduct that takes place from the time an individual accepts enrollment as a student or employment until the student graduates or otherwise separates from the College and/or until the employee ceases employment. In reports involving allegations against individuals who are not affiliated with the College at the time of the complaint, the College will assess whether the individual may pose a risk to the the safety or well-being of members of the College community and take measures it deems appropriate to mitigate this risk or as otherwise needed to achieve the goals of this policy. Further information about Title IX and sex discrimination in education is available from the Office of Civil Rights (U.S. Department of Education, Citigroup Center, 500 Madison St., Suite 1475, Chicago, IL 60661-4544, 312-730-1560, OCRChicago@ed.gov, ed.gov.ocr), or the College’s Title IX Coordinator as set forth in Section IV below.

III. Statement of 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. To that end, the College will use pronouns and names as requested by the transgender individual in person and in student and employment records going forward. 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 by all other students and 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.

IV. Role of Title IX Coordinator
The College has a designated Title IX Coordinator trained in the College’s policies and procedures, state and federal law, and other issues related to sexual discrimination and misconduct to manage the College’s compliance with Title IX. Specifically, the Title IX Coordinator:

- Oversees the investigation and/or resolution of all complaints of misconduct under this policy;
- Advises complainants (individuals alleging misconduct), respondents (individuals accused of alleged misconduct), and/or third parties regarding support resources and options available through the College or off-campus, including options for resolving complaints of sexual discrimination and misconduct;
- Provides training and assistance to faculty, staff, and student employees regarding how to appropriately respond to a report of misconduct under this policy;
- Develops and updates College policies, procedures, websites, and resources addressing sexual discrimination and misconduct;
- Assesses campus climate, tracks and monitors sexual misconduct allegations, addresses any systemic issues, and reports findings to College officials and/or the campus community, where appropriate;
- Prepares required federal and state compliance reports;
- Oversees sexual misconduct education efforts for the campus community, including training in implementing this policy and the corresponding complaint resolution procedures.

The Deputy Title IX Coordinator assists the Title IX Coordinator in responding to reports of sexual misconduct, investigating complaints, and providing educational programming for students. The Title IX Coordinator and Deputy Title IX Coordinator can be reached as follows:

Title IX Coordinator
LaShun McGhee
Rosemary House
Lake Forest College
555 N. Sheridan Rd.
Lake Forest, IL 60045
847-735-6009
lmcghee@lakeforest.edu

Deputy Title IX Coordinator
Karl Turnlund
Rosemary House
Lake Forest College
555 N. Sheridan Road
Lake Forest, IL 60045
847-735-6239
turnlund@lakeforest.edu
V. Prohibited Conduct

In determining whether alleged misconduct constitutes a violation of this policy, the College will consider the totality of the facts and circumstances of the incident, including the nature of the alleged misconduct and the context in which it occurred. Any of the prohibited misconduct set forth in this policy can occur between strangers or acquaintances, individuals involved in intimate or sexual relationships, and individuals of any sex, gender, sexual orientation, and/or gender identity. In addition, some of the prohibited misconduct also violates the criminal laws of the State of Illinois. For more information regarding Illinois’ criminal laws, please consult the College’s annual security report available online at www.lakeforest.edu/about/ourcampus/safety/report.php or in print at the Department of Public Safety.

A. Sex Discrimination. Sex discrimination is adverse treatment of an individual based on sex or gender. Sex discrimination encompasses sexual misconduct, as defined below, but also includes other behavior that does not constitute sexual misconduct. Use of the terms “sex discrimination” and/or “gender discrimination” throughout this policy includes sexual orientation-based and gender identity-based discrimination as well as discrimination based on sex-stereotyping.

Complaints of sex discrimination that are not based on sexual misconduct should be reported to the Title IX Coordinator and will be resolved through the appropriate College process as determined based on the specific facts of the complaint. Sex discrimination complaints that are not based on sexual misconduct (as defined below) will not be handled through the Sexual Misconduct Complaint Resolution Procedures.

B. Sexual Misconduct. The following offenses are considered sexual misconduct and are prohibited by the College. Attempts to commit prohibited conduct listed below, or assisting or encouraging any such conduct, are also considered violations of this policy. Complaints regarding the following will be handled pursuant to the College’s Sexual Misconduct Complaint Resolution Procedures.

1. Sexual Harassment. Sexual harassment is unwelcome conduct of a sexual nature, including unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal, graphic, or physical conduct of a sexual nature, without regard to whether the parties are of the same or different gender, when:

   • Submission to such conduct is either explicitly or implicitly a term or condition of an individual’s employment or status in a course, program, or College-sponsored activity, or is used as the basis for employment or educational decisions affecting that individual (also referred to as “quid pro quo” harassment); or
   
   • Such conduct is sufficiently severe, pervasive, or persistent that it has the purpose or effect of unreasonably interfering with an individual’s educational experience or working conditions (also referred to as “hostile environment” harassment).

Some examples of sexual harassment may include:

   • Pressure for a dating, romantic, or intimate relationship, or for sexual activity
   • Unwelcome touching, kissing, hugging, rubbing, or massaging
   • Unnecessary references to genitalia
   • Sexual innuendos, jokes, humor, or gestures
   • Displaying sexual graffiti, pictures, videos or posters
   • Using sexually explicit profanity
POLICIES AND PROCEDURES – non-academic

- Asking about, or telling about, sexual fantasies, sexual preferences, or sexual activities
- Leering or staring at someone in a sexual way, such as staring at a person’s breasts or groin
- Sending sexually explicit emails or text messages
- Commenting on a person’s clothing in a sexual manner
- Giving unwelcome personal gifts that suggest the desire for a romantic relationship
- Commenting on a person’s body, gender, sexual relationships, or sexual activities
- Social media use that violates this policy
- Sexual violence (as defined below)

In considering whether conduct constitutes sexual harassment, the College will consider the totality of circumstances, including factors such as the impact the conduct has had on the victim’s participation in the College’s programs and activities, the nature and severity of the conduct at issue, the frequency and duration of the conduct, the relationship between the parties (including accounting for any power differential), the respective ages of the parties, the context in which the conduct occurred, and the number of persons affected. The College considers the totality of the circumstances from both the subjective viewpoint of the complainant and from the objective viewpoint of a reasonable person.

2. Gender-Based Harassment. Gender-based harassment includes acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on gender, sex, or sex-stereotyping, even if those acts do not involve conduct of a sexual nature. Use of the term “sexual harassment” throughout this policy includes gender-based harassment.

3. Sexual Orientation-Based/Gender Identity-Based Harassment. Sexual orientation or gender identity-based harassment includes verbal, non-verbal, and physical acts of aggression, intimidation, or hostility based on an individual’s actual or perceived sexual orientation or gender identity. Use of the term “sexual harassment” throughout this policy includes sexual orientation-based and gender identity-based harassment.

4. Non-Consensual Sexual Penetration. Non-consensual sexual penetration is any penetration of the sex organs or anus of another person when consent is not present; any penetration of the mouth of another person with a sex organ when consent is not present; or performing oral sex on another person when consent is not present. This includes penetration or intrusion, however slight, by an object or any part of the body, specifically including cunnilingus, fellatio, vaginal intercourse, and anal intercourse.

5. Non-Consensual Sexual Contact. Non-consensual sexual contact is the intentional touching or fondling of a person’s genitals, breasts, groin, or buttocks, when consent is not present or coercion and/or force is used. This includes contact done directly, through clothing, or with an object. It also includes causing or inducing a person to similarly touch, fondle, or contact oneself or someone else, when consent is not present.

6. Incest. Incest is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by the laws of the state in which the incident occurred.

7. Statutory Rape. Statutory rape is sexual intercourse with a person who is under the statutory age of consent under the laws of the state in which the incident occurred.
8. **Sexual Exploitation.** Sexual exploitation occurs when a person takes non-consensual or abusive sexual advantage of another individual(s) for personal benefit, or to benefit anyone other than the individual being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses in this policy. Examples of sexual exploitation include, but are not limited to:

- Invasion of sexual privacy;
- Prostituting another person or otherwise recruiting, providing, or obtaining another person for purpose of sexual exploitation;
- Non-consensual photographing, video or audio-taping of sexual activity;
- Distributing intimate or sexual information, images, or recordings about another person without that person’s consent (applies even if the videos were obtained with consent);
- Observing or permitting others to observe sexual activity of another person without that person’s consent;
- Knowingly transmitting a sexually transmitted infection (STI) to another without disclosing STI status;
- Exposing one’s genitals in non-consensual circumstances and/or inducing another to expose their genitals; or
- Inducing incapacitation in another person with the intent to engage in sexual activity.

9. **Dating Violence.** Dating violence is violence or the threat of violence (including but not limited to sexual or physical abuse) by another person with whom the individual is or has been in a social relationship of a romantic or intimate nature. The existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Sexual abuse includes sexual penetration without consent, sexual contact without consent, incest, and statutory rape. Physical abuse includes physical violence, which is the intentional use of physical force (e.g., shoving, choking, shaking, slapping, punching, burning, or use of a weapon, restraints, or one’s size and strength against another person) with the potential for causing death, disability, injury, or substantial physical harm. Dating violence may include psychological/emotional abuse (e.g., isolating the victim from friends and family or denying access to money or other basic resources) if it is preceded by, or done in conjunction with, physical violence or the threat thereof.

10. **Domestic Violence.** Domestic violence is violence or the threat of violence (including but not limited to sexual or physical abuse) committed by a current or former spouse or domestic partner of the individual, by someone with whom the individual shares a child in common, or by someone who is cohabitating with or has cohabitated with the individual as a spouse or intimate partner. Complaints of violence between cohabitating individuals who do not meet this definition are addressed under other applicable College policies. Sexual abuse includes sexual penetration without consent, sexual contact without consent, incest, and statutory rape. Physical abuse includes physical violence, which is the intentional use of physical force (e.g., shoving, choking, shaking, slapping, punching, burning, or use of a weapon, restraints, or one’s size and strength against another person) with the potential for causing death, disability, injury, or substantial physical harm. Domestic violence may include psychological/emotional abuse (e.g., isolating the victim from friends and family or denying
access to money or other basic resources) if it is preceded by, or done in conjunction with, physical violence or the threat thereof.

11. **Stalking.** Stalking is a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety (or the safety of a third person) or suffer substantial emotional distress. A “course of conduct” means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device or means, follows, monitors, observes, surveils, threatens, communicates to or about, a person or interferes with a person’s property. Examples of stalking behaviors that can contribute to a course of conduct include, but are not limited to:

- Following a person;
- Being or remaining in close proximity to a person;
- Entering or remaining on or near a person’s property, residence, or place of employment;
- Monitoring, observing or conducting surveillance of a person;
- Threatening (directly or indirectly) a person;
- Communicating to or about a person;
- Giving gifts or objects to, or leaving items for, a person;
- Interfering with or damaging a person’s property (including pets); or
- Repeated electronic communications, including via social media (i.e., cyberstalking).

12. **Additional Definitions**

   **a. Consent.** Lack of consent is a critical factor in determining whether sexual violence has occurred. Consent is informed, freely given, and mutually understood. Consent requires an affirmative act or statement by each participant. Consent is:

   - Expressed through affirmative and voluntary words or actions that are mutually understandable to all parties involved;
   - Freely given for a specific sexual act at a specific time; and
   - Can be withdrawn at any time.

   **Consent cannot be:**

   - Coerced or compelled by duress, threat, or force, or fraudulently obtained through misrepresentation;
   - Given by someone who, for any reason, cannot understand the facts, nature, extent or implications of the sexual situation occurring, including, but not limited to, those who are under the legal age of consent (17 years in Illinois), asleep, unconscious, mentally or physically incapacitated through the effects of drugs or alcohol, or mentally impaired due to an intellectual or other disability;
   - Assumed based on silence, the absence of verbal or physical resistance, an individual’s manner of dress, the existence of a prior or current relationship, consent to prior sexual activity, or consent to sexual activity with another individual; and/or
   - Given by a third party.

---

1 Except in cases of child sexual abuse as defined by the Illinois Abused and Neglected Child Reporting Act, where the age of majority is 18. See Section X below.
b. **Coercion.** When coercion exists, an individual’s consent to sexual activity is not voluntary. A person’s words or conduct are sufficient to constitute coercion if they wrongfully impair another individual’s freedom of will and ability to choose whether or not to engage in sexual activity. Means of coercion may include, but are not limited to, severe or persistent pressure, direct or implied threats of force, retribution, or significant harm, or emotional intimidation. Coercion is evaluated based on the intensity, frequency, and duration of the comments or actions.

c. **Incapacitation.** Incapacitation means the physical, mental, or legal inability to make informed, rational judgments. An individual may be incapacitated due to alcohol or drug use, sleep, lack of consciousness, age under the legal age of consent, intellectual or other disability, or other factors that impair their ability to understand the “who, what, why, when, where, or how” about specific sexual activity. Where alcohol or other drugs are involved, incapacitation is determined by how the alcohol or drugs consumed impact a person’s decision-making capacity, awareness of consequences, and ability to make informed judgments. No single factor alone is determinative of incapacitation. Some common signs that someone is incapacitated may include:

- Slurred speech
- Smell of alcohol on breath
- Confusion
- Shaky balance
- Stumbling or falling down
- Vomiting
- Combativeness or emotional volatility
- Outrageous or unusual behavior
- Unconsciousness

When determining whether consent was present, the College will consider whether the respondent knew, or a sober, reasonable person in the position of the respondent, knew or should have known that the complainant was incapacitated. Because incapacitation may be difficult to discern (for example, an individual may experience a blackout state in which they appear to give consent, but do not have the ability to make an informed rational decision about sexual activity), individuals are strongly encouraged to err on the side of caution; i.e., when in doubt, assume that another person is incapacitated and therefore unable to give consent. Being intoxicated or under the influence of drugs is never a defense to a complaint of sexual misconduct under this policy.

VI. **Academic Freedom**

Lake Forest College is committed to the principles of academic freedom. Rigorous discussion and debate are fundamental to the College’s educational mission, and this policy is not intended to restrict teaching methods, course content, or the processes of intellectual inquiry and debate. The fact that speech or a particular expression is offensive is not, standing alone, a sufficient basis to establish a violation of this policy. To constitute a violation of this policy, speech or expression taking place in the teaching context must be severe or persistent, not germane to the subject matter, and must impair or impede the College’s educational mission or be used to disguise, or as a vehicle for, prohibited misconduct.
VII. Reporting Options and Available Resources

There are various reporting options and resources available to the College community. The College encourages those who have experienced sexual discrimination or misconduct to talk to one or more of the below individuals or agencies.

A. **On-Campus Confidential Advisors.** Individuals wishing to obtain confidential assistance without making a report to the College may do so by speaking with one of the College’s confidential advisors. Designated counselors employed by the Lake Forest College Health and Wellness Center are available to discuss incidents of misconduct in confidence, and generally only report to the College that an incident occurred without revealing any personally identifying information. Disclosures to confidential advisors will not trigger the College’s investigation into an incident.

In addition to providing confidential counseling, confidential advisors also provide emergency and ongoing support to individuals who have experienced sexual misconduct, including:

- Providing information regarding the individual’s reporting options and possible outcomes;
- Providing referrals to on-campus and community-based resources, such as sexual assault crisis centers, medical treatment facilities, counseling services, legal resources, medical forensic services, and mental health services;
- Providing information regarding orders of protection, no contact orders, or similar orders issued by the College or a criminal or civil court;
- Explaining the individual’s right to have privileged, confidential communications with the confidential advisor;
- Assisting in contacting campus officials, community-based sexual assault crisis centers, and/or local law enforcement upon request; and/or
- Assisting with securing supportive measures and accommodations upon request.

**Confidential Advisor Contact Information:**

Mary Grigar, PhD  
Assistant Dean of Students and Director of Health and Wellness  
Buchanan Hall, Room 137  
847-735-5242  
After hours number: 224-501-1621  
mgrigar@lakeforest.edu

Edward Neumann, PsyD  
Assistant Director of Counseling Services, Community Wellness Coordinator  
Buchanan Hall, Room 137  
847-735-5241  
After hours number: 224-501-1621  
neumann@lakeforest.edu

Kasey Schultz-Saindon, Ph.D  
Assistant Director of Counseling Services, Coordinator of Clinical Training  
Buchanan Hall, Room 137  
847-735-5241  
After hours number 224-501-1621  
schultzsaindon@lakeforest.edu
B. Off-Campus Confidential Resources. The following off-campus agencies also employ individuals available to discuss incidents of misconduct in confidence. Disclosures to these entities will not trigger the College’s investigation into an incident. Please note that limitations of confidentiality may exist for individuals under the age of 18.

- Employee EAP, United Healthcare: 888-887-4114 (for employees only).
- The Zacharias Sexual Abuse Center: 4275 Old Grand Ave, Gurnee, IL 60031; 847-872-7799.
- The Chicago Rape Crisis Hotline: 888-293-2080.
- National Sexual Assault Telephone Hotline: 800-656-HOPE (4673).

C. Reporting Sexual Misconduct to the College. The College strongly encourages individuals, including third parties, to report incidents of sexual discrimination/misconduct to the Title IX Coordinator or other College employees. With the exception of the confidential advisors listed above and other employees in the College’s Health and Wellness Center, all other College employees, including student employees, who receive a report of sexual misconduct in the context of their employment are required to promptly report all the details of the incident (including the identities of both the complainant and alleged respondent) to the Title IX Coordinator. College employees are prohibited from discouraging students from reporting such incidents, and discouraging a student from reporting is grounds for discipline. There is no time limit for filing a report, however complainants are encouraged to report behavior as soon as possible to maximize the College’s ability to respond promptly and effectively.

1. How to Make a Report. Sexual misconduct may be reported to:

- The Title IX Coordinator, LaShun McGhee, lmcghee@lakeforest.edu, 847-735-6009
- The Deputy Title IX Coordinator, Karl Turnlund, turnlund@lakeforest.edu, 847-735-6234
- Public Safety: 847-735-5555
- The Office of Student Affairs: 847-735-5200
- The Director of Human Resources, Agnes Stepek: stepek@lakeforest.edu, 847-735-5036

If you are in immediate danger, call 911 for the Lake Forest Police Department. The non-emergency number for the Lake Forest Police Department is 847-234-2601. The Lake Forest College Department of Public Safety can also connect you to the Lake Forest Police Department. See Section F below for more information on reporting to law enforcement.

Electronic Reports, including anonymous reports, may be submitted by completing the form found at www.lakeforest.edu/live/forms/147-report-sexual-misconduct.

Anonymous Telephone Reports may be made to the Confidential and Independent Campus Conduct Hotline: 866-943-5787.

The College will investigate and/or respond to anonymous reports made electronically, by phone, or otherwise to the extent possible based on the information provided. The College’s ability to take disciplinary action against an accused may be limited in the case of anonymous reports.

2. Privacy of Sexual Misconduct Reports. The privacy of all parties involved in reports of sexual misconduct will be respected to the extent permitted under relevant law. Information related to
a report of sexual misconduct will be shared only with those College employees who need to know to assist in the investigation and/or resolution of the matter pursuant to the College’s Sexual Misconduct Complaint Resolution Procedures. College employees who are involved in the review, investigation, or resolution of sexual misconduct complaints receive training regarding the safeguarding of private information.

3. Procedures for Resolution of Sexual Misconduct Complaints. The College responds to reports of sexual misconduct and investigates and resolves complaints of sexual misconduct in accordance with the procedures set forth in its Sexual Misconduct Complaint Resolution Procedures available at: http://www.lakeforest.edu/sexualmisconduct/policy.php. The Procedures offer a formal resolution process and an informal resolution process. The formal resolution process includes an investigation and a determination of whether the preponderance of the evidence indicates that the respondent violated the Policy. For complaints where a policy violation is found, the College will impose disciplinary action. As an alternative to formal resolution, a complainant may seek informal resolution, which may include implementing supportive measures and accommodations, educational programming, and/or direct intervention with the respondent, but does not result in findings or formal disciplinary sanctions. Please see the Procedures for details on the processes and available sanctions.

D. Information on Options for Complainants. Upon receiving a report of sexual misconduct, the College will provide the complainant with a concise written guide, also available on the website at: http://www.lakeforest.edu/sexualmisconduct/, with information about the complainant’s available rights, options and resources, as well as a description of the College’s sexual misconduct complaint resolution process.

E. Supportive Measures and Accommodations. Members of the College community who report experiencing sexual misconduct may request that the College provide prompt, appropriate, and reasonably available measures to support and protect the them and prevent any further acts of misconduct, harassment, or retaliation. Supportive measures may be available regardless of whether formal resolution is sought, may be provided on an interim basis pending resolution, and may also be available to respondents. Supportive measures may include changes to academic, living, dining, transportation, and work arrangements, campus no-contact orders, and help enforcing court orders. More information is available in the Sexual Misconduct Complaint Resolution Procedures. Requests for supportive measures may be made to the Title IX Coordinator.

F. Requests for Confidentiality or to Not Proceed With Formal Resolution. When individuals report sexual misconduct but do not consent to the disclosure of their names and/or do not disclose information about the alleged perpetrators, the College’s ability to respond to the complaints may be limited. In most cases, the College can honor an individual’s request that a formal resolution process not be conducted. However, the College reserves the right to initiate an investigation despite a complainant’s request for confidentiality or that no investigation be conducted in limited circumstances involving serious or repeated conduct or where the alleged perpetrator may pose a continuing threat to the College community. In weighing such requests, the College’s Title IX Coordinator will consider whether the College possesses other means to obtain the relevant information, as well as whether: there have been other sexual misconduct complaints about the accused individual; the accused has threatened additional violence; the sexual misconduct was alleged to have been committed by multiple persons; a weapon was alleged to have been used; the alleged victim was a minor; and/or a possible pattern of perpetration (e.g. via use of drugs or alcohol) at a particular location or by a particular group. The presence of one or more of these factors may lead the College to pursue the formal resolution process set forth in the College’s Sexual Misconduct Complaint Resolution Procedures in order to ensure a safe, non-discriminatory
G. Reporting to Law Enforcement. The College encourages complainants to report to the police any allegation of sexual misconduct that could be a crime, and will assist individuals wishing to do so. A police report must be made before a criminal prosecution can be considered by the local State’s Attorney’s Office. The chances of successful prosecution are greater if the report to the police is timely.

If an incident occurred on campus, the Lake Forest Police Department has jurisdiction and can be contacted at:

**Lake Forest Police Department**
255 W. Deerpath Rd., Lake Forest, IL 60045
847-234-2601 (non-emergency)
911 (emergency)

For incidents in Chicago, contact:

**Chicago Police Department**
1718 South State Street, Chicago, IL  60616
312-745-4290 (non-emergency)
911 (emergency)

Complainants have the right to request that law enforcement implement emergency protective or restraining orders or to pursue such orders through the civil court process, and the College can assist complainants who wish to do so. Complainants who receive protective or restraining orders through a criminal or civil process should notify the Title IX Coordinator so that the College can manage compliance with the order on campus.

Whether or not criminal charges are filed, the College will investigate and resolve complaints of sexual misconduct under this policy where appropriate. Because the standards for finding a violation of criminal law are different from the standards for finding a violation of this policy, criminal investigations or reports are not determinative of whether sexual misconduct, for purposes of this policy, has occurred. In other words, conduct may constitute sexual misconduct under this policy even if law enforcement agencies lack sufficient evidence of a crime and therefore decline to investigate or prosecute.

The College’s investigation of a complaint of sexual misconduct shall proceed simultaneously with any law enforcement investigation, except that the College may, in some circumstances, defer the fact-finding portion of its investigation for a limited time while law enforcement gathers evidence. During this time period, the College will take any additional measures necessary to protect the complainant and the College community.

H. Medical Assistance. Whether or not an individual who has experienced sexual misconduct decides to report an incident to the College or law enforcement, the individual is encouraged to seek immediate medical attention from one of the resources listed below in order to treat physical injuries, test for and treat sexually transmitted infections and pregnancy, and access emergency contraception (if requested).

Under Illinois law, certain medical personnel are required to alert police when the individual requesting treatment appears to have sustained injury as a victim of a criminal offense, including
sexual violence. However, the individual may choose whether to speak to the police and is not required to do so.

Local medical assistance can be obtained at:

- **Advocate Condell Medical Center Emergency Room**, 801 S. Milwaukee Ave., Libertyville, 847-990-5300 (Sexual Assault Nurse Examiners are available 24/7 to assist victims and collect physical evidence)
- **Highland Park Hospital Emergency Room**, 777 Park Avenue West, Highland Park, IL, 60035; 847-432-8000. (Sexual Assault Nurse Examiners are available to assist victims and collect physical evidence)
- **Lake Forest Hospital Emergency Room**, 660 N. Westmoreland Rd., Lake Forest, IL 60045; 847-535-6150
- **Lake Forest College Health Services, Buchanan Hall**, 847-735-5050 (students only)

I. **Evidence Preservation.** Even if an individual has not been physically hurt, a timely medical examination is recommended so that forensic evidence can be collected and preserved. An individual may choose to allow the collection of evidence by medical personnel even if they choose not to make a report to the police. In order to best preserve forensic evidence, it is suggested that an individual who has been sexually assaulted and wishes to preserve evidence should, if possible, not shower, bathe, douche, smoke, brush teeth, use the bathroom, eat, drink, or change clothes or bedding before seeking medical attention, and that medical attention be sought as soon as possible. Unwashed clothes worn during the incident can be transported to the hospital or medical facility in a paper bag. If an individual suspects that they may have been drugged, they should inform the hospital or law enforcement as soon as possible so that they can attempt to collect evidence.

Under Illinois law, the cost of emergency medical or forensic examinations for sexual violence survivors not covered by private insurance or Illinois Public Aid will be covered by the Illinois Department of Healthcare and Family Services. The Title IX Coordinator can provide more information regarding the procedure for obtaining this financial assistance.

Individuals who have experienced sexual misconduct are also encouraged to preserve evidence by saving text messages, instant messages, social networking pages, or other communications and by keeping pictures, logs, or other copies of documents.

J. **Amnesty for Sexual Misconduct Complainants and Witnesses.** The College encourages the reporting of sexual misconduct and seeks to remove barriers to an individual making a report. The College recognizes that a student who has been drinking or using drugs at the time of the incident may be hesitant to make a report because of the potential disciplinary consequences. Therefore, a student who reports sexual misconduct, either as a complainant or witness, will not be subject to disciplinary action by the College for their own personal consumption of alcohol or drugs at or near the time of the incident, provided that such consumption did not or does not place the health or safety of any other person at risk.

K. **False Reporting or Testimony.** Reports of sexual misconduct that are found to be intentionally false or made maliciously without regard for truth shall constitute a violation of this policy. This provision does not apply to reports made in good faith, even if the allegations in the report are not substantiated through an investigation. Likewise, a party or witness who intentionally provides false or misleading testimony may be subject to disciplinary action under this or other relevant College policy.
POLICIES AND PROCEDURES – non-academic

VIII. Retaliation

Retaliation against individuals engaging in protected activity under this policy is prohibited. Retaliation is materially adverse action taken against an individual as a result of that individual’s participation in a protected activity under this policy. Protected activity includes, but is not limited to, making a good-faith complaint of sexual discrimination or misconduct, cooperating in good faith in the investigation of a complaint of sexual discrimination or misconduct, and/or testifying as a witness to any report of sexual discrimination or misconduct. An action is generally deemed retaliatory if it would deter a reasonable person in the same circumstances from opposing practices prohibited by this policy or participating in the reporting, investigation or resolution processes under this policy.

Alleged retaliation should be reported promptly to the Title IX Coordinator, the Dean of Students, the Dean of Faculty, or the Director of Human Resources. Retaliation will result in investigation and discipline independent of any finding on the underlying allegations of sexual discrimination/misconduct.

IX. Institutional Crime Reporting

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the "Clery Act") requires institutions of higher education to compile and publish statistics on certain criminal offenses including sexual assault, domestic and dating violence, and stalking that occur on or adjacent to school properties. The Clery Act requires that certain crimes reported to certain campus employees, called Campus Security Authorities, be included in those annual statistics. All crimes reported and documented under the Clery Act will be recorded in an anonymous manner.

The College will also issue timely warnings of Clery Act crimes occurring within relevant geography that represent a serious or continuing threat to the community. A complainant will not be identified in a timely warning. For more details about institutional crime reporting, including information about which employees are designated Campus Security Authorities required to report crimes under the Clery Act, please see the College’s Annual Security and Fire Safety Report at https://www.lakeforest.edu/about/ourcampus/safety/report.php.

X. Mandatory Reporting of Child Abuse, Child Sexual Abuse and Child Neglect

All College employees are mandated reporters under the Illinois Abused and Neglected Children’s Reporting Act. Mandated reporters are required to immediately report to the Illinois Department of Children and Family Services (DCFS) suspected child abuse and/or neglect when they have “reasonable cause to believe” that a child known to them in their professional or official capacity may be an abused or neglected child. This is done by calling the DCFS Hotline at 1-800-252-2873 or 1-800-25ABUSE.

“Abused child" means a child (under 18 unless legally emancipated) whose parent or immediate family member, any person responsible for the child's welfare, any individual residing in the same home as the child, or a paramour of the child's parent:

- Inflicts, causes to be inflicted, or allows to be inflicted upon such child physical injury, by other than accidental means, which causes death, disfigurement, impairment of physical or emotional health or loss or impairment of any bodily function;
- Creates a substantial risk of physical injury to such child by other than accidental means which would be likely to cause death, disfigurement, impairment of physical or emotional health or loss or impairment of any bodily function;
- Commits or allows to be committed any sex offense, act of torture, excessive corporal punishment, female genital mutilation, involuntary servitude, involuntary sexual servitude, or trafficking in persons against such child; or

2 College volunteers having regular contact with minors are also Mandated Reporters.

Lake Forest College Student Handbook 2019-2020; updated January 2020

79
XI. Educational Programming and Training

The College provides educational programming and training regarding sexual misconduct, including:

A. Training for Officials Responsible for Investigation or Adjudication of Sexual Misconduct. The College provides officials responsible for the investigation or adjudication of misconduct with annual training on issues related to sexual misconduct, including: federal and state laws regarding sexual misconduct; College policy; how to conduct the College’s Sexual Misconduct Complaint Resolution Process in a fair and equitable manner that protects the rights of all parties; the role of the College, medical providers, law enforcement and community agencies in creating a coordinated response to a reported incidence of sexual misconduct; consent and the role of drug and alcohol use can have on the ability to consent; and cultural sensitivity and trauma-informed response skills.

B. Primary Prevention and Awareness Programs. The College provides annual primary prevention and awareness programs for all students and training programs for all employees that include information on the definitions of sexual misconduct offenses, College policy, consent, bystander intervention, warning signs of abusive behavior, risk reduction, on-campus and off campus-confidential and other resources, procedures and options for reporting sexual misconduct, the College sexual misconduct complaint resolution process, available sanctions and supportive measures, and confidentiality. For a list of programs held in the prior calendar year, please see the College’s Annual Security and Fire Safety Report or the Illinois Preventing Sexual Violence in Higher Education Act Compliance Report located on the College’s website.

C. Ongoing Prevention and Awareness Campaigns. The College also provides ongoing prevention and awareness campaigns for students and employees that provide additional information regarding the subjects covered in the primary prevention and awareness programs. For a list of programs held in the prior calendar year, please see the College’s Annual Security and Fire Safety Report or the College’s report under the Illinois Preventing Sexual Violence in Higher Education Act located on the College’s website.

XII. Annual Report

The College prepares an annual report on the previous calendar year’s sexual violence complaints, responsive actions, and prevention education in accordance with the Illinois Preventing Sexual Violence in Higher Education Act. The report does not mention the name of any individuals or identify details of any complaint. The report is posted on the College’s website at http://www.lakeforest.edu/sexualmisconduct/learn/reports.php. The Title IX Coordinator may create additional periodic reports for submission to the College President, who shall publicize them to the College community as appropriate.
XIII. Policy Approval and Posting

This policy is approved by the President of the College and reviewed regularly for compliance with federal, state and local laws and best practices. It, along with its related materials, is available on the College’s website at: www.lakeforest.edu/sexualmisconduct.

Enacted: August 28, 2015
Last Amended: August 27, 2019

Sexual Misconduct Complaint Resolution Procedures

The College provides a prompt and impartial resolution of alleged violations of the College’s Sexual Discrimination and Misconduct Policy (“the Policy”) in accordance with the procedures below.

1. Resolution Time Frame. The College will make a good faith effort to resolve all sexual misconduct reports and appeals (where applicable) as expeditiously as possible. Most matters are resolved within sixty (60) calendar days, though this may vary based on factors including availability of parties and witnesses, complexity of the case, and any simultaneous law enforcement investigation. The Title IX Coordinator or designee will regularly update the parties on the status of the proceedings throughout their duration.

2. Relevant Definitions. For purposes of these complaint resolution procedures, the Complainant is the party alleging sexual misconduct or to whom sexual misconduct was directed. The Respondent is the party accused of sexual misconduct. An individual who reports sexual misconduct occurring between other individuals is referred to as a Reporting Party.

3. Title IX Initial Review and Assessment. Upon receipt of a report of sexual misconduct, the Title IX Coordinator will assess the nature of the allegations, the safety of the involved individuals and the College community, the Complainant’s expressed preference for resolution and/or request for confidentiality, and the necessity for any protective measures to maintain the safety of the Complainant or the College community. During the initial review, the Title IX Coordinator will provide the Complainant with a written statement of rights and options under the College’s Policy, information about these complaint resolution procedures, and information relating to support resources.

If, during this assessment, it is determined that there is insufficient information to move forward or that the alleged conduct, even if true, would not constitute sexual misconduct under the College’s Policy, the Title IX Coordinator may refer the matter to the appropriate campus office for resolution, close the matter with no further action, or take other action in support of the goals of the Policy, including targeted and/or broad-based training and educational programming for relevant individuals and groups.

Where there is reasonable cause to believe sexual misconduct may have occurred, the College will proceed, in consultation with the Complainant, as set forth below.

4. Supportive Measures. Where there is reasonable cause to believe sexual misconduct may have occurred, the Title IX Coordinator or designee will, upon request, provide prompt, appropriate, and reasonably available measures to support and protect the parties and prevent any further acts of misconduct, harassment, or retaliation prior to the final resolution of the allegations. Supportive measures may be available regardless of whether formal resolution is sought by the Complainant, may be provided on an interim basis pending resolution, and may also be available to respondents. Supportive measures may include, but are not limited to:
POLICIES AND PROCEDURES – non-academic

- Referral to the Health and Wellness Center (students) or the Employee Assistance Program (employees);
- Alteration of housing (students);
- Modification of work arrangements and/or scheduling;
- Dining accommodations;
- Campus escorts and/or changes to campus transportation arrangements;
- College “No Contact Orders” between the parties;
- Campus “No-Trespass Orders” against employees, students, and third parties;
- Academic programming or scheduling adjustments; and/or
- Assistance in obtaining and/or enforcing a court-issued Stalking No Contact or other Orders of Protection.

In cases where the Respondent is a student or student organization and considered a threat to persons or property, the Dean of Students may impose interim measures such as suspension and/or loss/cancellation of other privileges prior to or during the resolution of sexual misconduct allegations. In cases where the alleged Respondent is an employee and considered a threat to persons or property, the Director of Human Resources and/or the Dean of the Faculty may impose interim measures such as suspension (with or without pay) during the resolution of sexual misconduct allegations.

The College will keep supportive measures private and will share information only with those needed in order to implement the measures.

The College will provide written information to Complainants and Respondents about counseling, health, mental health, victim advocacy, confidential advisors, legal assistance, visa and immigration assistance, student financial aid, and other relevant College and community resources.

Violation(s) of a directive and/or supportive measure may result in disciplinary action separate from any sanctions issued for a determination of sexual misconduct.

5. **Party Support Persons.** The Complainant and Respondent are both permitted to bring a support person of their choice, at their expense, to any meeting or interview in connection with a report of sexual misconduct. The support person may be a friend, professor, mentor, family member, attorney, or any other person a party chooses, except that an individual who will be serving as a witness in the matter may not also serve as support person in the same matter without express prior permission from the Title IX Coordinator. Both parties will be provided with timely written notification of meetings or interviews at which they may/must be present. The College reserves the right to proceed with a pre-arranged meeting or interview regardless of a support person’s availability.

The College cannot guarantee the equality of support person representation. This means that if one party selects an attorney as a support person, but the other party does not, or cannot afford an attorney, the College is not obligated to provide one. The role of the support person is non-participatory, and a support person may not speak on a party’s behalf. A support person who disrupts or otherwise fails to observe these limits will be asked to leave the meeting/interview, and the meeting/interview may continue without the support person present. Subsequently, the Title IX Coordinator will determine whether the support person may be reinstated or replaced.

Support persons are expected to maintain the privacy of any information shared during the sexual misconduct complaint resolution process. Such information may not be shared with third parties, disclosed publicly, or used for purposes not explicitly authorized by the College. The College may restrict the role of any support person who fails to abide by these privacy expectations.

6. **Privacy.** The College treats sexual misconduct complaints as private matters and only shares information with persons who have a need to know in order for the College to respond. The College will request that, in
order to protect the privacy interests of the parties and the integrity of the complaint resolution process, the parties keep information related to the investigation and resolution private. Witnesses and support persons are expected to maintain the privacy of the investigation and resolution, and, unless prohibited by law, may face disciplinary action for disclosure of information from the investigation.

7. **Disability Accommodation in Complaint Resolution Process.** The College is committed to providing individuals with disabilities reasonable accommodations needed in order to have full and equal access to the complaint resolution process. Requests for accommodations or support should be directed to the Title IX Coordinator, who will review the request with the Disability Services (for students) and Human Resources (for staff and faculty), to determine whether and what accommodations are appropriate.

8. **Informal Resolution.** Where appropriate, the College may work to informally resolve sexual misconduct allegations by taking action to stop the alleged misconduct, address its effects, and prevent recurrence without a formal investigation and determination of a College policy violation. Informal resolution may include the range of supportive measures in Section 4 above, advisory conversations, voluntary resolution agreements, as well as targeted and/or broad-based training and educational programming for relevant individuals and groups and/or any other action that will achieve the goals of the College’s Policy. Participation in informal resolution is voluntary and either party can request to end an informal resolution process and request formal resolution at any time prior to the conclusion of informal resolution. When appropriate, parties will be asked to sign a document acknowledging a mutually agreed upon informal resolution and closing the matter. Pursuing an informal resolution does not preclude later use of formal resolution if the informal resolution fails to achieve a resolution acceptable to the parties and the College, if additional alleged sexual misconduct occurs after informal resolution, if the terms of an informal resolution agreement are violated, or if the College obtains new information necessitating further action on the matter.

9. **Formal Resolution.**

   a. **Investigation.** When informal resolution is not requested or inappropriate, or when a report of sexual misconduct cannot be informally resolved, a formal resolution process will be initiated. Formal resolution includes a prompt, thorough, and impartial investigation into the allegations of sexual misconduct. Parties shall have equitable procedural rights during the investigation process.

      i. **Participation of Parties.** In most cases, the Complainant will need to participate in an investigation and the Complainant’s identity will need to be disclosed to the Respondent in order for the College to conduct the formal resolution process. Respondents are expected to participate in the investigation. If a Respondent declines to participate, the College will proceed with the resolution process without the Respondent’s participation. All parties are expected to be truthful and to cooperate with the process.

      ii. **Notice to Respondent.** In cases to be resolved through formal resolution, the Title IX Coordinator will provide the Respondent with written notification of the investigation, including a brief description of the alleged sexual misconduct and College policies allegedly violated, as well as a written statement of the Respondent’s rights and options under the Policy and these complaint resolution procedures, as well as information about support resources.

      iii. **Investigator.** Investigations will be conducted by the Title IX Coordinator and/or other internal or external investigator(s) designated by the Title IX Coordinator. All investigators will receive at least eight hours of training annually regarding how to conduct a prompt,
equitable, and thorough investigation of sexual misconduct allegations in a way that protects the rights of all parties and complies with state and federal law.

iv. **Interviews and Evidence.** Investigations may include one or more interviews with the Complainant, Respondent, and fact witnesses. Character witnesses and expert witnesses without factual information about the allegations are generally not relevant or permitted. Interviews may take place in person, by phone, or through electronic means. Timely notice will be provided to Complainants and Respondents of all interviews or meetings at which they may/must be present, and both parties will be provided with timely and equitable access to information. Interviews are not electronically recorded by the College and may not be recorded by any participant. Investigations may also include the gathering and analysis of physical, documentary, and/or other relevant evidence.

Complainants and Respondents may provide written statements, identify fact witnesses, or submit other evidence to the investigator. The parties may also provide the investigator with questions they request that the investigator ask the other party or witnesses. It is in the investigator’s discretion whether to interview all witnesses identified by the parties, whether to interview additional witnesses not identified by the parties, and whether to ask the parties and witnesses the questions requested by the parties.

v. **Prior Sexual History.** In general, a Complainant’s prior sexual history is not relevant and will not be admitted as evidence during an investigation. However, where there is a current or past relationship between the Complainant and the Respondent and the Respondent alleges that consent for sexual activity was given, the prior sexual history between the parties may be relevant to assess the manner and nature of communications between the parties. The mere fact of a current or previous dating or sexual relationship, by itself, is insufficient to constitute consent. Any prior sexual history of the Complainant with other individuals is typically not relevant and will not generally be considered. The investigator may consider prior or subsequent allegations of, or findings of responsibility for, similar conduct by the Respondent to the extent such information is relevant to the existence of a pattern of perpetration.

vi. **Standard of Proof.** The investigator will determine whether or not there is sufficient information to establish, by a preponderance of the evidence, a violation of the College’s Sexual Discrimination and Misconduct Policy. There is a preponderance of the evidence when the information provided during the investigation supports a determination that it is "more likely than not" that a violation of the Policy occurred.

vii. **Consolidation of Claims.** The College may consolidate for investigation and resolution multiple complaints alleging sexual misconduct against the same respondent, as well as cases where parties have made sexual misconduct claims against each other.

viii. **Concurrent Criminal Investigations.** Some instances of sexual misconduct may also constitute criminal conduct. In such instances, the complainant is also encouraged to file a report with the appropriate law enforcement authorities and, if requested, the College will assist the complainant in doing so. The pendency of a criminal investigation, however, does not relieve the College of its responsibilities under Title IX. Therefore, to the extent doing so does not interfere with any criminal investigation, the College will not delay, and will proceed with its own investigation and resolution of the complaint as provided in these procedures.
ix. **Dismissal of Complaint During Investigation.** If at any point during the investigation it is determined that there is no reasonable cause to believe that sexual misconduct may have occurred, the Title IX Coordinator may conclude the investigation and refer the matter to the appropriate campus office for resolution, close the matter with no further action, or take other actions in support of the goals of the Policy, including targeted and/or broad-based training and educational programming for relevant individuals and groups. At any time during the investigation, the Complainant may submit a written request to withdraw the complaint to the Title IX Coordinator, who will weigh such request against the College’s need to ensure a safe, non-discriminatory environment.

x. **Admission of Wrongdoing.** If at any time during the formal process, a respondent wishes to admit responsibility for a policy violation, the Title IX Coordinator may conclude the investigation and refer the matter to the appropriate sanctioning official, as identified below.

b. **Investigative Report.** After the investigation has been completed, the investigator will prepare a Preliminary Report generally containing: procedural background, summaries of testimony and evidence (e.g., a description of other relevant information collected, such as written statements, photographs, physical evidence, electronic records, and/or forensic evidence and supporting documentation, where appropriate); and a statement of material facts. The Preliminary Report will not contain findings or a determination. The investigator will provide this Preliminary Report to both parties for review. The parties may submit comments, additional evidence, or suggested corrections to the investigator within seven (7) calendar days of receiving the Preliminary Report. Any written response should be reasonable in length.

The investigator will then make any needed revisions, incorporate any additional relevant information into the report, and will prepare findings of fact and a determination as to whether or not there is sufficient information to establish, by a preponderance of the evidence, that a violation of the College’s Policy occurred, and the rationale for such determination. The investigator will issue the Final Report to the Complainant and Respondent simultaneously upon its completion. If a finding of a policy violation is made, the report will also be provided to the designated sanctioning official, as set forth below, for possible sanctions.

c. **Sanctions and Remedies.** If the investigator finds, based on a preponderance of the evidence, that the Respondent violated the Policy, the final report will be provided to the appropriate sanctioning official for a determination of sanctions.

- When the Respondent is a student, the Dean of Students serves as the sanctioning official.
- When the Respondent is a faculty member, the Dean of the Faculty serves as the sanctioning official.
- When the Respondent is a staff member, the Director of Human Resources serves as the sanctioning official.

Each sanctioning official receives at least eight hours of training annually regarding issues related to sexual misconduct and how to conduct the complaint resolution process in a fair and equitable way that protects the rights of all parties and complies with state and federal law. Disciplinary sanctions for violation of the College’s Policy may include:

- Verbal or written warning;
- Mandatory training, programming, or educational assignments;
POLICIES AND PROCEDURES – non-academic

- Required psychological assessments;
- Revocation of offer of employment or admission;
- Community service;
- Disciplinary hold on academic and/or financial records;
- Probation;
- Removal from housing or other campus programs/activities/leadership positions;
- Restrictions regarding entering certain buildings or areas of campus;
- Loss of privileges;
- No-contact directive (with respect to individuals) or no-trespass order (with respect to campus locations);
- Performance improvement/management process (employees only);
- Transfer (of employment);
- Demotion or loss of pay increase;
- Loss of oversight, teaching, or supervisory responsibility;
- Suspension from school or employment (with or without pay, in the case of employees);
- Degree revocation;
- Termination of contract (contractors) or revocation of tenure (faculty) with the College; and/or
- Termination, expulsion, or other separation from the College.

Corrective action may also be taken, including those remedies set forth in the supportive measures section (Section 4 above) and any other appropriate targeted or broad-based remedial action.

Not all acts of sexual misconduct are equally serious offenses. Therefore, the designated sanctioning official may impose such sanctions as the sanctioning official believes are fair and proportionate to the finding of violation. The sanctioning official may consider the Respondent’s record of past violations of the College’s Policy or other policies, as well as the nature and severity of such past violation(s) and any other aggravating or mitigating factors in determining the appropriate sanctions. The sanctioning official will also determine whether to implement the sanctions immediately or to stay the sanctions if a party appeals the determination.

Within ten (10) calendar days after receiving the investigator’s report, the sanctioning official will notify both parties simultaneously, in writing, of the sanctions issued, the date the sanctions will be implemented, and relevant information regarding the appeals process. The sanctioning official will also provide a copy of this written notice to the Title IX Coordinator. The time periods referenced in this section can be extended as necessary by the sanctioning official with notice to the parties.

d. **Student-Respondent Withdrawal While Complaints Are Pending.** Student-Respondents with pending sexual misconduct matters may not withdraw from the College. Should a student-Respondent decide to leave and not participate in the investigation and other portions of the procedures set forth herein, the process will nonetheless proceed to a reasonable resolution in the student-Respondent’s absence. The student-Respondent will not be permitted to return to the College until any sanctions issued have been satisfied. Consistent with Section 11 below, sanctions of suspension or separation from the College will be permanently recorded on a student’s transcript.

e. **Student-Respondent Failure to Complete Sanctions.** Student-Respondents who fail to complete issued sanctions may be placed on academic hold and prohibited from registering for classes, acquiring transcripts, and accessing student accounts and/or grade reviews.

f. **Appeals.** Either party may appeal the investigator’s determination and/or any sanctions issued by submitting a written request for appeal to the Chair of the Sexual Misconduct Appellate Board,
within five (5) calendar days of the date of receipt of the investigator’s final report or the written notice of sanctions, whichever is later. The appeal must be in writing and contain a detailed statement of the basis for the appeal including the specific facts, circumstances, and argument in support of the appeal.

i. **Grounds for Appeal.** Appeals will only be considered on the following three grounds:

- The existence of procedural error(s) significant enough to alter the outcome;
- Existence of new and significant evidence which was not reasonably available at the time of the initial investigation and would likely alter the outcome; and/or
- The sanctions imposed are substantially disproportionate to the violation.

Mere disagreement with the decision is not grounds for appeal.

ii. **Appointment of Appellate Panel.** Within five (5) calendar days of receiving a request for appeal, the Chair of the Sexual Misconduct Appellate Board will appoint three (3) members of the Sexual Misconduct Appellate Board to sit as an appellate panel to decide the appeal based on majority rule. The Sexual Misconduct Appellate Board is a standing committee of eight (8) voting members and a non-voting Sexual Misconduct Appellate Board Chair, drawn from the College’s faculty and/or full-time staff members. The College President appoints members of the Sexual Misconduct Appellate Board for three-year terms, which can be renewed. Both parties will be notified simultaneously in writing of the individuals appointed to their appellate panel.

iii. **Notice to Non-Appealing Party and Other Relevant Officials.** Upon receipt of an appeal, the Chair of the Sexual Misconduct Appeals Board will forward the appeal and its supporting documentation to the non-appealing party. Additionally, the Chair will forward a copy of the appeal and supporting documentation to the Title IX Coordinator and sanctioning official (where applicable).

iv. **Non-Appealing Party Response.** The non-appealing party may submit a written response and supporting documentation to the Chair of the Sexual Misconduct Appellate Board within five (5) calendar days from the date of the party’s receipt of the appeal. In cases where the appeal is based upon procedural error or the existence of additional evidence not available at the time of the investigation, the Title IX Coordinator may submit to the appellate panel any relevant clarifying information within the same timeline. In cases where the appeal is based upon disproportionality of the sanctions, the sanctioning official may submit to the appellate panel any clarifying information within the same timeline. Upon receipt (or expiration of the five days) the Chair will forward the appeal and responsive and/or clarifying documentation, the investigator’s report and the written sanction notice (if applicable) to the appointed appellate panel for review.

v. **Burden of Proof.** In any request for an appeal, the burden to demonstrate procedural error, new evidence, or disproportionate sanction lies with the party requesting the appeal.

vi. **Appellate Panel Options:** After considering all the relevant documentation, the appellate panel may:

- Deny the appeal because the reason for appeal does not fall within the stated ground for appeal, i.e., procedural error, new evidence or disproportionate sanctions;
vii. **Timeline for Appellate Determination.** The appellate panel will make a determination within ten (10) calendar days of receipt of the appeal materials. The Chair of the Sexual Misconduct Appellate Board will notify the parties simultaneously in writing of the outcome of the appeal within three (3) calendar days of the date of the determination. **Appellate panel decisions are final.**

All appellate time periods set forth in this section can be extended as necessary for good cause by the Chair of the Sexual Misconduct Appellate Board with notice to the parties.

viii. **Training of the Sexual Misconduct Appellate Board.** The Chair and all members of the Sexual Misconduct Appellate Board will receive at least eight hours of training annually regarding issues related to sexual misconduct and guidance for conducting the complaint resolution process in a fair and equitable way that protects the rights of all parties and complies with state and federal law.

10. **Conflict of Interest.** The College requires any individual participating in the investigation, resolution, sanctioning or appeal of sexual misconduct matters to disclose any potential or actual conflict of interest or other bias that would impact their ability to provide a fair process. If a Complainant or Respondent believes that an investigator has a conflict of interest or other bias that would impact their ability to fairly investigate the case, the party should submit a request to replace the investigator to the Title IX Coordinator. If the Title IX Coordinator is the individual believed to have a conflict or bias, the party should submit such request to the Dean of Students (when requesting party is a student) or Director of Human Resources (when requesting party is an employee). In cases where a party believes that one of the appointed appellate panel members has a conflict of interest or bias, a request to replace the appellate panel member should be submitted to the Chair of the Sexual Misconduct Appellate Board. In cases where a party believes that the sanctioning official has a conflict of interest or bias, a request to replace the sanctioning official should be submitted to the President of the College.

In all cases, requests to replace an individual due to conflict of interest or other bias must be submitted (to the above referenced individuals) within three (3) days of a party’s notice of the individual’s participation. The written request must include a description of the conflict or bias. If it is determined that a conflict of interest or other bias that would impact the individual’s ability to provide a fair process exists, the College will take steps to address the conflict or bias as appropriate to maintain an impartial process.

11. **Records.** The investigator’s report, the notice of sanction, and/or appellate determination, will be maintained by the Office of Student Affairs as part of a student-Respondent’s conduct record and with the Director of Human Resources and/or Dean of Faculty as part of an employee-Respondent’s employment file. Suspension and dismissal are permanently noted on a student’s transcript. The conduct files of students who have been suspended or dismissed from the College are maintained by the Office of Student Affairs for no fewer than seven (7) years after the student’s departure from the College. Employment records are maintained consistent with the Illinois Personnel Record Review Act and all other state and federal requirements.
12. Non-Disclosure Agreements. The College will not require a party to abide by a nondisclosure agreement, in writing or otherwise, that would prevent the disclosure of information related to the outcome of the proceeding.

Enacted: August 28, 2015
Last Amended: August 27, 2019

Nondiscrimination Policy
Lake Forest College does not discriminate on the basis of race, color, religion, national origin, sex, pregnancy, sexual orientation, gender identity, gender expression, parental status, marital status, age, disability, citizenship status, veteran status, genetic information, or any other classification protected by law in matters of admissions, employment, housing, or services or in the educational programs or activities it operates.

Lake Forest College complies with federal and state laws that prohibit discrimination based on the protected categories listed above, including Title IX of the Education Amendments of 1972, which prohibits discrimination based on sex (including sexual misconduct) in the College’s educational programs and activities.

Lake Forest College provides reasonable accommodations to qualified applicants, students, and employees with disabilities and to individuals who are pregnant.

Any inquires or concerns with respect to sex discrimination, sexual misconduct, or Title IX may be directed to LaShun McGhee, Title IX Coordinator; 555 North Sheridan Road, Lake Forest, IL 60045; 847-735-6009; TitleIX@lakeforest.edu. A person may also file a complaint with the Department of Education’s Office for Civil Rights regarding an alleged violation of Title IX by visiting www2.ed.gov/about/offices/list/ocr/complaintintro.html or calling 800-421-3481.

The campus coordinator for Section 504 of the Federal Rehabilitation Act of 1973 (prohibiting discrimination based on disability) is Stephen D. Schutt, President; 555 North Sheridan Road; Lake Forest, IL 60045; 847-735-5100; president@lakeforest.edu. Inquires or concerns with respect to any other type of discrimination may be directed to Agnes Stepek, Director of Human Resources, 847-735-5036, stepek@lakeforest.edu.

Discrimination — Federal Regulations and Grievance Procedures
In accordance with federal legislation, grievance procedures related to Public Law 92-318 (Title IX) and the Rehabilitation Act of 1973/Section 504 have been developed. Any grievance brought under the umbrella of these procedures must, by law, be specifically limited to the issue covered by these laws.

Disability Discrimination
Lake Forest College does not discriminate on the basis of a disability against any otherwise qualified person by denying him or her participation in, or the benefits of, any College program or activity.

Procedures
Section 504 requires the adoption of a grievance procedure to deal with allegations of discrimination on the basis of a disability. If a member of the student body feels there is reason to believe that discrimination because of disability has occurred under Section 504 of the Rehabilitation Act of 1973, a grievance should be handled in the following manner:

a. Individuals with a grievance should notify the President’s Office of their grievances, in writing, within seven days of the alleged incident.

b. Failing resolution, individuals should follow appropriate grievance procedures established for sex discrimination.
POLICIES AND PROCEDURES – non-academic

**Retaliation Policy**
The College will not retaliate, nor will it tolerate retaliation, against individuals who make a good faith report of harassment or discrimination based on a legally protected characteristic, or who cooperate in good faith in an investigation or testify as a witness in such matters. Retaliation is materially adverse action taken against an individual as a result of that individual’s protected activity. Retaliation should be reported promptly to the Title IX Coordinator, the Dean of Students, the Dean of Faculty, or the Director of Human Resources.

**Harassment Free Environment**
The College prohibits harassment based on sex, pregnancy, gender identity or expression, race, color, creed, national or ethnic origin, religion or religious affiliation, sexual orientation or preference, age, marital or family status, disability, veteran status or any other characteristic protected by law.

Prohibited harassment includes, but is not limited to, 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.

**Bias Incident Response Process**
Lake Forest College is committed to providing a safe and inclusive campus environment for all students, faculty, and staff. We value the diversity of our community members’ ethnic, gender, religious, cultural and racial backgrounds, in equal measure with the breadth and depth of all experiences that they bring to our campus. The College’s mission statement states that we embrace cultural diversity and develop responsible members of the global community. Additionally, we work to enable students to become adept at approaching differences openly, honestly, and respectfully, and to solve problems in a civil manner, collectively. As such, 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.

Lake Forest College has a Bias Incident Response Process (“BIR Process”) that is designed to respond to incidents that can be more difficult to define than harassment or discrimination, but that can nonetheless harm or threaten individuals or groups based on characteristics of identity including, but not limited to, sex, pregnancy, gender identity or expression, race, color, creed, national or ethnic origin, religion or religious affiliation, sexual orientation or preference, age, marital or family status, disability, or veteran status. Illustrative examples of potential bias incidents include targeted graffiti or vandalism, homophobic or sexist jokes, racist epithets, religious slurs, or demeaning remarks on social media. Bias incidents may or may not be intended to cause harm.

The College intends this process to operate consistent with – and never in opposition to – the principles of academic freedom to which the College has been historically committed. Rigorous discussion and debate are fundamental to the College’s educational mission, and neither this Bias Incident Response Process nor any other College policy or process is intended to determine or restrict teaching methods, course content, or the processes of intellectual inquiry and debate. Offensive speech, by itself, does not violate this Process or other College policy. For speech/expression to constitute a Bias Incident, it must lack a reasonable and responsible relationship to an educational, political or artistic goal, and must threaten, intimidate, or marginalize an individual or group based on one or more of the characteristics of identity listed above.

I. Initial Inquiry
Any student, faculty or staff member who experiences or witnesses a potential bias incident should report the incident of bias using the linked Bias Incident Report Form. Once the Bias Incident Report is filed the Director for the Office of Intercultural Relations (OIR) will begin to follow up on the bias incident within 72 hours of receiving the report. Please note that any bias incident emergencies should always be reported directly to Public Safety or 911.

If the potential bias incident involves faculty, then the Director for the Office of Intercultural Relations and Dean of Faculty will collaborate in response. If the incident involves staff then the Director for the Office of Intercultural Relations and the Director of Human Resources will collaborate in the response. In incidents involving non-members of the Lake Forest College community, the Director for the Office of Intercultural Relations will respond in collaboration with the President of the College.

The Director for the Office of Intercultural Relations will first contact the students affected by the reported bias incident and an initial inquiry will begin regarding the complaint (i.e., the Bias Incident Report). This will most frequently begin with an attempt to gain additional information from the complainant, preferably through an in-person meeting. The scope and timing of further action will depend upon a number of factors, including but not limited to, whether the identity of the complainant and/or respondent (the person complained about) is known; whether the complainant is willing to participate in an investigation; whether the complainant requests anonymity or confidentiality; whether the respondent is affiliated with the College and whether the College has an obligation to proceed with an investigation based on the nature of the conduct alleged, regardless of the complainant’s wishes. Students accused of incidents of bias are required to participate in the College’s process of investigation and resolution. In addition, students who provide evidence in bias investigations run no risk of penalty from the College if their evidence – in addition to bearing upon a bias claim – also reveals other activities prohibited by the Code of Student Conduct. Students providing evidence may be required to take advantage of educational or counseling opportunities, but no record of a conduct violation will be based on their evidence.

Following an Initial Inquiry, possible next steps include:

- **Formal Investigation**: The Director for the Office of Intercultural Relations may determine the complainant provided sufficient information to support a claim of bias and that the respondent may be responsible. In these cases, the complaint will proceed to full investigation. Prior to the conclusion of an investigation, the complainant may request to withdraw the complaint by contacting the Director for the Office of Intercultural Relations in writing. As noted above, although the Director for the Office of Intercultural Relations weighs the wishes of the complainant heavily when deciding whether to pursue a full investigation, in some cases the College may have an obligation to proceed with a full investigation based on the nature of the allegations.

- **Informal Action**: Informal action involves action taken by the College in response to a situation or report of bias when the complainant does not desire a formal investigation or when there is not enough information to proceed with a full investigation. Examples of informal actions include, but are not limited to, a warning to cease current behaviors, no-contact directives and/or an educational conversation with the respondent or others. Informal action does not result in findings related to responsibility or in sanctions.

- **Close the Case**: In order for a case to be referred for a full investigation, there must be sufficient information to believe an incident of bias has occurred and the respondent may be responsible. The Director for the Office of Intercultural Relations may dismiss a case when insufficient information exists to move forward or when the alleged misconduct—even if substantiated—would not warrant future response. The Director for the Office of Intercultural Relations may, in its discretion, reopen a case in the
future if additional information becomes available or a complainant who was unwilling to participate in an investigation changes their mind.

II. Formal Investigation

Investigation process
When a complaint proceeds to full investigation, the matter will be investigated in a prompt, thorough and impartial manner. Investigation will commence as soon as practicable following the initial inquiry process detailed above. Investigations will be conducted as expeditiously as possible and are usually completed within a reasonable period, typically 60 days, though this may vary based on the availability of parties and witnesses, breaks in the academic calendar, the scope of the investigation or unforeseen or exigent circumstances. In instances when an investigation will exceed 60 days, the investigator will notify both the complainant and respondent. Depending upon the circumstances, the investigator will likely be an OIR staff member, the College Title IX Coordinator, or a faculty or staff representative appointed by the Director for the Office of Intercultural Relations and the Dean of Faculty or the Director of Human Resources, as appropriate.

During an investigation, complainants will have the opportunity to describe their allegations and present supporting witnesses or other evidence. The respondent will have the opportunity to receive notice of each allegation, respond to each allegation and present their evidence supporting their position and propose relevant witnesses. The investigator will review evidence presented and will, as determined appropriate by the investigator, meet with additional witnesses identified by the complainant, the respondent or third parties. In some instances, the investigator may identify and communicate with witnesses who were not identified by the complainant, respondent or third parties.

Investigation meetings are not tape recorded by the College and may not be recorded by any participant. Parties and witnesses may take notes during investigation meetings. Generally, the investigator will meet with each party and each witness separately. In some cases, the investigator may interview the parties and/or witnesses more than once. The parties may submit additional materials or information to the investigator following their interview(s). In all cases, both the complainant and respondent will have equal opportunities to share information and have their information considered.

There is no time limit for when a complainant must report an incident of bias; however, reports should be made as soon as possible after the incident, preferably within one year, because the passing of time makes a review of the evidence more difficult and the memories of involved parties may become less reliable.

All parties involved in the investigation are expected to cooperate and provide truthful information throughout the investigation process.

Support person
Complainants and respondents 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. It is the responsibility of each party to coordinate scheduling with their advisor for any meetings. An advisor is a support person who is present to provide support to a complainant or respondent throughout an investigation and/or hearing. An advisor may not speak, write or otherwise communicate with an investigator or with the individual responsible for deciding an investigation appeal on behalf of the complainant or respondent. Advisors may not engage in behavior or advocacy that harasses, abuses, or intimidates either party, a 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 or a related matter, a family member of the complainant or respondent or an attorney.
Privacy and sharing of information
The purpose of the Bias Incident Response is to provide the College community with a positive working and educational environment that is free of bias. Complaints of bias will be investigated in a manner that is consistent with this goal.

Lake Forest College cannot promise complete confidentiality or privacy in its handling of bias complaints. Lake Forest College makes every reasonable effort to handle inquiries, complaints and related proceedings in a manner that protects the privacy of all parties. Each situation is reviewed as discreetly as possible, with information shared only with those who need to know about it in order to investigate and resolve the matter.

All participants in an investigation of bias will be informed that confidentiality helps enhance the integrity of the investigation, protect the privacy interests of the parties and protect the participants from statements that might be interpreted to be retaliatory or defamatory. For these reasons, the complainant and respondent will be asked at the beginning of an investigation to keep the information related to the investigation private, to the extent consistent with applicable law. Witnesses and advisors will also be asked to maintain complete confidentiality to the investigation to the extent consistent with applicable law.

In certain circumstances, and upon explicit request, the College may be able to address bias concerns and stop problematic behavior without revealing to the alleged respondent the identity of the person who complained and/or the individuals involved in the investigation. However, this is not possible in the majority of matters, as situations typically require the disclosure of the complainant’s identity in order to fully investigate the matter and/or to enable the respondent the ability to fully respond to the allegations against them. When complainants report allegations of bias to the College and do not consent to the disclosure of their names and/or do not disclose the identity of the alleged respondents or identifiable information about the alleged respondents, the College’s ability to respond to the complaints may be limited.

Throughout its proceedings, Lake Forest College will be sensitive to the wishes of the complainant. Nevertheless, the College has a compelling interest to address allegations of bias brought to its attention. Lake Forest College reserves the right to take appropriate action in such circumstances, even in cases when the complainant is reluctant to proceed with an investigation or requests anonymity.

Honor Council
An Honor Council consisting of students, faculty and staff will be established to provide input on educational intervention and appropriate sanctioning in bias incidents, through consultation with the Director for the Office of Intercultural Relations on a case by case basis.

For the Spring 2020 semester, a provisional Honor Council will be appointed to (i) provide input in bias incidents, as described above, (ii) discuss and clarify the purposes and operating procedures to be followed by a permanent honor council, and (iii) formally recommend to College Council the approval of a permanent honor council with those purposes and procedures, to be in place by the start of Fall 2020. The Intercultural Advisory Group (IAG) will solicit student, faculty, and staff applications, and will select members of the provisional honor council.

Resolution
At the conclusion of an investigation, the investigator will determine whether the preponderance of the evidence indicates that the respondent is responsible for an incident of bias. The investigator(s) will provide their conclusions to the Director for the Office of Intercultural Relations and or Dean of Faculty or the Director of Human Resources, as appropriate. The complainant and the respondent will be notified, in writing, of the outcome of the investigation and the rationale of the outcome decision, upon its conclusion.
When a respondent is found responsible for an incident of bias, the College’s response is based on several factors, including the severity of the conduct, and aims to prevent problems from recurring. In addition, the College may recommend steps to address the effects of the conduct on the complainant and others. Respondents will be subject to disciplinary action, including sanctions listed in Article III (c) of the Student Handbook.

For staff respondents, in the event a policy violation is found, The Director for the Office of Intercultural Relations will provide findings to the Office of Human Resources and the respondent's manager(s), who are responsible for deciding what sanctions or corrective actions should be imposed on the respondent, in accordance with the procedures set forth in the Staff Handbook.

For faculty respondents, in the event a policy violation is found, The Director for the Office of Intercultural Relations will provide findings to the Dean of Faculty. Any sanctions or corrective actions imposed will be determined in accordance with the Faculty Handbook.

For third party respondents, findings of a violation may be provided to the third party’s employer (when applicable) and the appropriate College office for further action consistent with the findings.

Appeals
The complainant or respondent may appeal the resolution of a case in instances where they are dissatisfied with the outcome. The appeal must be made within five (5) calendar days of the date of the written notification of the findings, or, if sanctions are imposed, the determination of sanctions. An appeal must be in writing and specify the basis for the appeal. The original finding is presumed to be reasonable and appropriate based on a preponderance of the evidence. If the appealing party is a student, the appeal goes to the Dean of Students; if a faculty member, to the Dean of Faculty; and if a staff member, to the Vice President for Business. The only grounds for appeal are as follows:

- New information discovered after the investigation that could not have reasonably been available at the time of the investigation and is of a nature that could materially change the outcome;
- Procedural errors within the investigation or resolution process that may have substantially affected the fairness of the process;
- An outcome (findings or sanctions) that was manifestly contrary to the weight of the information presented (i.e., obviously unreasonable and unsupported by the great weight of information).

The decision on an appeal will be issued as expeditiously as possible, usually within 45 days, though this may vary based on the scope of the appeal or unforeseen circumstances. The official reviewing the appeal may review the full case, beyond the aspects of the case outlined in the request for appeal. If the reviewer does not find that any of the three grounds for appeal are present in the case, the outcome will be upheld. If the reviewer finds that any of the grounds for appeal are present in the case, they may amend the outcome, may issue a new outcome or may refer the matter back to the investigator for further consideration. A final outcome on an appeal is not subject to further appeal.

In the event sanctions are imposed, it shall be in the discretion of the appellate reviewer whether the sanctions shall be implemented or stayed pending resolution of an appeal.

III. Retaliation
Lake Forest College strictly prohibits retaliation against anyone for making a complaint of bias for participating in an investigation of bias. 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 (i) it has a materially adverse effect on the working, academic, or other College-controlled environment of an individual; and (ii) it would not have occurred in the absence of the protected activities.
Anyone experiencing any conduct that they believe to be retaliatory should report it to The Director for the Office of Intercultural Relations immediately.

IV. Conflicts of interest
Any participant in an investigation who has a complaint regarding the conduct of the investigator or who believes the investigator has a conflict of interest should contact one of the individuals listed under the Appeals section, above. If a participant has a concern regarding an individual responsible for hearing an appeal, the participant should contact the Vice President for Student Affairs.

Student Complaint Policy
Lake Forest College (the “College”) has designed and maintains the Policy described herein 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, the Sexual Misconduct Policy). The College encourages informal resolution of complaints whenever possible at the lowest unit level, but provides, through this Policy, 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 the Policy along with the resolution status.

Students may bring complaints against the College with regard to 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 specifically references the underlying policy, regulation or established practice which has been alleged to be violated.

As further defined 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, sexual harassment or misconduct.

Resolution under this policy shall fall into one of two categories:
A. **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 complainant in his or her 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. Students should consult the Lake Forest College Student Handbook for procedures related to complaints which are excluded under this policy.

B. **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 the Lake Forest College Student Handbook for procedures related to complaints which are excluded under this policy.

**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.
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 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 30 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.

Records of Student Complaints

Lake Forest College maintains records of formal student complaints. The following procedures will be followed with respect to any formal student complaints filed and adjudicated according to this Policy:

a. The files for Student Academic Complaints will be maintained in the office of the Dean of the Faculty. The files for Student Non-academic Complaints will be maintained in the office of the Dean of Students.

b. For purposes of tracking complaints, the College will assume that any issues for which no formal complaint has been filed have been resolved informally.

c. 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. After two years, the student complaint and any other material with identifying information will be purged to protect the confidentiality of student information.

d. The College will maintain summary records of student complaints under this Policy for a period of ten years which will include the following:
   i. The total number of complaints filed in each year.
   ii. The general type of complaint.
   iii. A summary record of the action taken by the College with respect to the complaint.

e. This summary record will be provided annually to the President of the College for review to determine if any institutional changes are warranted.

f. This summary will be made available to Higher Learning Commission reviewers during any visit to the College and will be included in the materials supplied to the reviewers as part of the accreditation process.

g. The College maintains only the records of formal complaints filed by students or former students of the College. 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.
POLICIES AND PROCEDURES – academic

For information on academic policies and procedures, please see the Lake Forest College Catalog: https://www.lakeforest.edu/academics/catalog/.

PRINCIPLES FOR PROFESSIONAL CONDUCT

Students engaging in virtual or in-person recruiting activities organized by the College are expected to adhere to the below principles, just as employers are expected to adhere to the College’s Recruiting Policies and Procedures (available at lakeforest.edu/employers). Recruiting activities include – but are not limited to – online job postings via Handshake, visits to employer sites, mock interviews, networking events and Internship Program activities.

- Students are expected to interact professionally and respectfully with employers at all times.
- Students should notify an employer on a reasonably timely basis of acceptance or non-acceptance of a written offer. Upon acceptance, students should withdraw from the recruiting process and cancel any upcoming interviews. It is inappropriate to continue recruiting activities with other potential employers once you have accepted a written offer. Students should contact their CAC Advisor immediately with any questions about an offer or offer timeline.
- It is not appropriate for a student to renege on a job offer unless the employer has violated recruiting policies. Reneging can severely damage a student’s and the College’s reputation and jeopardize future opportunities with an employer.
- If any information provided in a registrant’s Handshake account, resume, or other application materials/activities is found to be falsified, disciplinary action through the Career Advancement Center and/or the College’s judicial system may be taken. Examples of misrepresentation would include falsifying information provided during an interview, at a career fair, and in a written resume or cover letter.

Failure to adhere to the above professional conduct guidelines may result in a permanent or temporary suspension of Career Advancement Center privileges including Handshake access and events.

Pets on Campus

Dogs and other pets are not permitted inside campus buildings, unless authorized by a designated campus authority.

If a student, faculty, or staff member brings pets onto outdoor areas of campus, they must always consider the safety, health and potential fears others may have in the presence of animals. Dogs must be leashed and/or under an owner’s physical control at all times, and may not be permitted to run at large, i.e., to run or roam outside the owner’s control. Public Safety may ask a student, faculty, or staff member to remove a pet from campus if the pet is violating these rules, creating a nuisance or otherwise disturbing a member of the campus community.

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.
Student Posting Policy

Because the College hopes to avoid cluttering our campus with too many posters and flyers, or with posters and flyers that are unclear or inaccurate, students are asked to adhere to the following guidelines for posting in, on, or around, campus buildings. It is especially important the students plan ahead as they organize the marketing efforts for their events. This policy is designed to support the mission of Lake Forest College and to ensure equal access of campus posting areas to all students and registered student organizations.

General Guidelines

- All student & student organization flyers, pamphlets, and posters must be approved and stamped by professional staff in the Gates Center before they are hung on campus or in the community. The Gates Center is located in the Stuart Commons across from the Gus & Margie Hart Dining Hall.
- Department and office flyers, pamphlets and posters do not need to be stamped by the Gates Center.
- Approved literature may be posted for a maximum of two weeks unless an extension is given approval by the Gates Center. This includes flyers announcing general meeting times (e.g., “Chess Club meets every Tuesday evening at 7 p.m.”)
- Only posters and flyers promoting College-approved events will be eligible for posting, with the exception of 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 thirty flyers may be posted by any organization at one time throughout campus.
- All material must have the name of the sponsoring department/student organization clearly identified.
- All materials advertising social events must list beginning and ending times.
- Within 24 hours of completion of the event, the individual or organization must remove all posters.
- Postings that do not adhere to the posting policy will be taken down and discarded.
- Community members who wish to post something other than flyers can request permission from any member of the professional staff in the Gates Center.
- Posting cannot contain any material that is inconsistent with the community standards of Lake Forest College. No postings will be approved advertising or implying the sale or use of alcoholic beverages, making references to drugs, and/or referencing prurient or lewd material.
- All flyers and posters must contain information about providing access for people with disabilities.

Mohr Student Center and Stuart Commons

- A maximum of five flyers and one large poster per event may be posted in the Stuart Commons. No flyers may be hung in the Mohr Student Center.
- Flyers are allowed only in the poster strips. No flyers can be hung on walls, doors, or windows.
- Large posters may not exceed 30” by 40”.
- Large posters can only be hung in cafeteria poster cases.

Residence Halls

- All flyers must be approved and stamped by the Office of Residence Life.
- Postings in residence halls are limited to one flyer per Resident Assistant for a total of 41 flyers.
- The Office of Residence Life will distribute the flyers to the Resident Assistants to be hung on each floor.

Academic Buildings

- Flyers and posters must be confined to bulletin boards and designated posting areas.
- Posting on unapproved walls, windows, and doors is strictly prohibited.
**PRINCIPLES FOR PROFESSIONAL CONDUCT**

- There may be only one poster or flyer publicizing a given activity on any bulletin board.

**Window Painting**

- Approved student organizations are allowed to paint designated windows in the Mohr Student Center and Donnelley and Lee Library.
- The Mohr Student Center windows must be reserved through the Gates Center. The windows can be reserved for up to 5 days.
- The Donnelley and Lee Library windows must be reserved by completing the Window Painting Contract, available from LIT staff in room 131.
- Window paint and paintbrushes are available from Boomer’s Den in the Mohr Student Center.
- The student organization is responsible for cleaning the windows. If they are not cleaned thoroughly, the student organization will be charged for having the windows professionally cleaned.

**Posting by Off-Campus Groups**

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

**Chalking Guidelines**

- It is permissible for any registered student organizations to chalk on college sidewalks.
- Only concrete sidewalks may be chalked. Absolutely no chalk on bricks, walls, floors, or other surfaces.
- Chalking is to be done primarily to make announcements about departmental and organization activities.

**Sports & Recreation Center Policies**

A Lake Forest College ID issued by Public Safety is required for entry into the Sports and Recreation Center and the Ice Rink. Students in their final semester at the College will be allowed access to the facilities through mid-August following graduation. Each student is allowed 20 guests per year, which includes the summer months. To register, guests must be accompanied by their student host, have a valid photo ID, and sign a liability waiver upon entry. A parent/guardian signature is required for guests under the age of 18. Guests under the age of 16 are not permitted on any cardiovascular or weight room equipment.

Excluding reserved time slots, recreational use of the facility is available on a first come first serve basis. Students are allowed to reserve the handball/racquetball courts (1 hour time slots) and batting/golf cage (30 minute time slots) at the front desk no more than 72 hours in advance, in person or by phone. First time pitching machine users are required to register with the Coordinator of Athletic Facilities and Equipment. Students can also reserve facility space for open organized events, but must get prior approval from the Gates Center. Students who have received approval for an organized event should contact the Operations Director for Athletic Facilities no later than two weeks prior to the event with dates, times and other needs.

Specific facility rules are outlined on permanent signage throughout the Sports and Recreation Center. 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.
Family Educational Rights and Privacy Act 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 in the Student Handbook.

1. Upon written request, students may inspect and review their educational records by submitting their request to the office responsible for maintaining such records (i.e., Registrar for academic records, Associate Dean of Students for conduct records). Lake Forest College will endeavor to provide the student an opportunity to inspect and review his or her educational records within a reasonable time after receiving the request, not exceeding 45 days from the receipt of the request. Students’ educational records are maintained under the supervision of the Registrar and Dean of Students.

2. Students have the right to consent to disclosures of personally identifiable information contained in the student’s educational records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the college in an administrative, supervisory, academic, or support staff position (including public safety and health services staff); a person or company with whom the college has contracted; a person serving on the Board of Trustees; or assisting another school official in performing his or her tasks. A school official has legitimate educational interest if the official needs to review an education record in order to fulfill his or professional responsibilities. Another exception to the act permits the college to share educational record information with parents or guardians of dependent students. In general, the college will share information related to the student’s academic performance, progress toward graduation, any indebtedness, and involvement in matters that may lead to suspension or dismissal.

3. As required by the act and regulations, Lake Forest College maintains a record of written requests for personally identifiable information whether or not such requests are granted. Each student has the right to inspect and review the record of written requests for disclosures of personally identifiable information which is maintained in his or her permanent record.

4. Lake Forest College designates the following information as directory information: the student’s name; address, home telephone listing, college email address, residence hall room extension, class year, date and place of birth, major field of study, faculty advisor, classes, parents, participation in officially recognized activities and sports, weight and height and photograph of members of athletic teams, dates of attendance, degrees and awards received, and the most previous educational agency or institution attended by the student. An on-line photograph of the student will also be published to the Lake Forest College community only. Students have the right to withhold disclosure of the above information by notifying the Dean of Students in writing. Students should consider carefully the consequences of any decision made to withhold directory information, as any future requests for such information from non-institutional persons or organizations will be refused. Lake Forest College will honor students’ requests to withhold directory information but cannot assume responsibility to contact students for subsequent permission to release directory information. Regardless of the effect on the student, Lake Forest College assumes no liability for honoring a student’s instructions that such information be withheld. In addition, the college assumes no liability for information disclosed by student or other groups associated with, but not under the direct auspices of, Lake Forest College. Students must take additional measures to inform fellow students and student groups of their wish for their information to remain off of printed or online lists, programs, and the like.
PRINCIPLES FOR PROFESSIONAL CONDUCT

5. A student has the right to request amendment of his or her educational records to ensure that the educational record information is not inaccurate, misleading, or in violation of the student’s rights. The procedure to seek amendment of a student’s educational records is as follows:

a. A written request must be submitted to the office responsible for maintaining the record (i.e., Registrar for academic records, Associate Dean of Students for conduct records) stating the reason a student seeks to amend his or her educational record and attaching any supporting documentation to the request.

b. Within a reasonable time after receiving the request, but in no event longer than 45 days, the Registrar or Dean of Students will issue a decision in response to the student’s request. If the decision is unfavorable, the student has the right to a hearing before the Academic Appeals Board (for academic records) or the Dean of Students (for conduct records) on the request to amend.

c. In the event of an unfavorable decision by the Academic Appeals Board and/or Dean of Students, the student has the right to include a written statement setting forth his or her reasons for disagreeing with the decision on the matters presented in the request to amend the records.

d. Each student has the right to file a complaint with the United States Department of Education concerning alleged failures by Lake Forest College to comply with the requirements of the act and the regulations passed pursuant thereto.

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 through the Hometown Press Release Program.

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.

Property Loss or Damage

If a student sustains a loss, the College is not liable for the replacement of such loss. The College is not responsible for theft or destruction of personal property. Lake Forest College does not provide insurance for personal belongings such as, but not limited to, bicycles, automobiles, televisions, stereos, computer equipment, and clothing. It is strongly recommended that valuables be covered by a homeowner’s or renter’s insurance policy.

Students should work with their roommates to ensure the common protection of property. Room doors should be locked when the room is unoccupied. In the event of damage by fire, water, steam, the elements, or other agents that renders a room unfit for occupancy, the College reserves the right to reassign the student to alternate College housing accommodations. The College shall not be liable, directly or indirectly, for loss of or damage to any article of personal property anywhere on the premises caused by fire, water, steam, the elements, insufficient heat, loss or surges of electricity, or the actions of third persons. The College is not responsible for loss or damage due to any situation beyond its control.

Lake Forest College Student Handbook 2019-2020; updated January 2020
Smoking Policy
For purposes of this policy, “smoking” references any kind of cigarette, cigar, pipe, joint, hookah, water pipe, ePen, vaping device, and/or any ignited paraphernalia.

In accordance with the laws of the City of Lake Forest, smoking of all kinds is prohibited in all campus buildings and within 25 feet of any building entrance.

Violations of the smoking policy should first be brought by the aggrieved individual to the attention of the individual smoking. If the violation continues, it should be reported to the Residence Life staff, if by a student in a residential building, or to the Department of Public Safety if by a non-student or outside of a residence hall.

Campus Parking
Policy, Process & Rules Governing Parking on Campus
The following information will articulate the College’s policy governing the required student and guest vehicle registration process, student parking permit eligibility, campus-wide penalties for violation, and general parking regulations and rules. Through inclusion in the Student Handbook, all students are expected to know and abide by these policies.

Visitors/Guests with Vehicles
Residential students are required to register their guest’s vehicle whenever the vehicle will be parked on any campus between midnight and 7 a.m., regardless of the expected duration.

Upon the guest’s first visit to campus, the student host must bring the guest to the Public Safety Center promptly to register their vehicle. At the time of registration, the guest must bring an original or copy of the vehicle’s current year license registration card (which is used to verify registered ownership and the license plate number).

After the guest’s initial registration of their vehicle in Public Safety, the guest’s vehicle information will be uploaded for use in the required Residence Life guest registration form which can be found online at https://my.lakeforest.edu/ICS/Students/Student_Forms.jnz. Students who fail to have their guest’s register their vehicle may be held responsible for tickets issued to that vehicle.

Students are not allowed to register a car as a guest/visitor’s vehicle that they are personally using. Doing so is a deceptive practice and may result in a disciplinary sanction. Additionally, unregistered vehicles with three or more tickets will be immobilized or may be towed at the owner’s expense.

Guests are permitted to park in any non-reserved space on campus. Guests may not park in any spaces on campus designated as “Reserved” unless specifically designated for guest/visitor use.

Permit Eligibility
Lake Forest College is a residential pedestrian campus with a limited number of parking spaces on campus. Therefore, it is necessary to restrict the availability of parking not only for philosophical reasons but also for purely practical ones – there simply are not enough spaces to provide parking for everyone who would like to have a car on campus.

Therefore, student parking and permit eligibility is limited to

1) all commuter students,
2) all junior students,
3) all senior students.
PRINCIPLES FOR PROFESSIONAL CONDUCT

First-year and second-year residential students are not permitted to acquire a regular permit (although a limited number of temporary permits are available to them per semester) except in rare and demonstrated cases of extreme need or hardship, or for documented medical reasons.

Students seeking a waiver to obtain a permit for medical reasons must submit a Verification for Need for Accessibility Services form, which can be found on the College website.

Demonstrated cases of extreme need or hardship waivers (which only last for as long as a demonstrable need continues) require submission of a First-Year or Sophomore Resident Parking Permit Application form, which may be picked up at the Public Safety Center or found online at https://www.lakeforest.edu/live/files/3377-parking-permit-application-form.

All exceptions must be requested and approved prior to bringing a vehicle on campus.

Payment and Fees

Three options for purchase of a permit are available to eligible students. Payment may be made in the Business Office, at the Public Safety Center (with a credit or debit card only), or online.

Permits purchased at the beginning of the fall semester cost $250 for the academic year. Permits purchased after a semester has started (beginning approximately late September) will be charged a pro-rated amount. Permits purchased at the beginning of the spring semester cost $125 for the remainder of the academic year. Permits purchased after a semester has started (beginning approximately early February) will be charged a pro-rated amount.

Students who no longer need their permit, for whatever reason, can obtain a pro-rated credit/refund provided they remove the sticker and bring it to the Public Safety Center who will then notify the Business Office via email of the returned permit.

Students who still require a permit but whose registered vehicle is no longer usable (due to a sale, accident, etc.) will not be charged for a replacement provided they remove the sticker and bring it to the Public Safety Center.

Permit Registration Process

Eligible students are not permitted to obtain a parking permit for a vehicle belonging to a relative or friend of another currently enrolled student. Any violation of this nature will result in immediate revocation of the campus permit, loss of any fee paid, and possible sanction for deceptive practice.

Students must come to the Public Safety Center to obtain the permit. If payment is not made in Public Safety, at the time of registration, students must bring a hard copy of their receipt from the Business Office or E-Commerce site along with an original or copy of vehicle’s current year license registration card (see example below), which is used to verify registered ownership and the license plate number. At the time the permit is issued, students will be issued a copy of this policy which includes a map and explanation of rules of use.

Example (Illinois):
Additional Permits for Commuter Students

Commuting students who have purchased an academic year permit for their primary car, and who find it necessary to use a different car on a regular basis, may purchase an additional permit for a fee of $25 which can be paid in the Public Safety Center with a credit or debit card, cash, or check. If purchased through the Business Office or on-line, students must bring a hard copy of their receipt. Students must also bring an original or copy of vehicle’s current year license registration card (which is used to verify registered ownership and the license plate number).

The additional parking permit must be completely affixed to the vehicle as described in the section “Display of Permits.”

Temporary Permits

Students not entitled to regular permits can obtain a temporary permit for a period not exceeding one week (seven days) per semester at a fee of $2 per day. Payment is made at the Public Safety Center at the time of purchase, and an original or copy of vehicle’s current year license registration card (which is used to verify registered ownership and the license plate number) must be presented.

A regular permit holder who must use a different car for a short, temporary period of time (usually for emergency maintenance reasons) must obtain a temporary permit at the Public Safety Center immediately upon arrival to campus with the temporary vehicle. Under these circumstances, there will be no charge for the temporary permit. Students must bring an original or copy of vehicle’s current year license registration card, which is used to verify registered ownership and the license plate number) to obtain the temporary permit.

The temporary permit must be displayed by hanging it from the rear-view mirror with the location authorized facing forward so it can be seen through the windshield. At the time the permit is issued, an explanation of rules of use will be provided.

Temporary Permits for Medical Reasons

Students who require a temporary permit for medical reasons must follow the following process.

1) If the medical need is result of an injury sustained during athletic team participation, a physician statement/note must be confirmed by the College’s Athletic Training Staff.
2) All other temporary permit for medical reason requests must be submitted to Health & Wellness along with the physician statement/notes which will be confirmed by Health & Wellness staff.
3) If the medical need is imposed by Health & Wellness as a condition of continued enrollment, confirmation must be obtained by the Director of Health & Wellness.

Temporary medical permits will be issued in no more than 15 day increments and will require a newly dated physician statement/note explaining the need extending the accommodation. Reconfirmation of the physician statement/notes will also be required as stated above and must identify an expected expiration date of when the accommodation will no longer be needed. The identified medical need will determine which campus (North Only, Middle Only, South Only, or All Campuses) parking will be approved for.

The temporary permit must be displayed by hanging it from the rear-view mirror with the location authorized facing forward so it can be seen through the windshield. At the time the permit is issued, an explanation of rules of use will be provided.

Display of Parking Permit

Prior year permits should be removed before affixing the new permit.

The new academic year permit must be displayed by completely affixing it on the rear driver’s side window using the permit’s adhesive. If the rear window is tinted, the alternate location is on the front driver’s side windshield. Motorcycle permits can be mounted on one of the front forks.
Permits affixed in any other manner are deemed a violation and subject to a fine for “Improper Display.”

**Campus Parking Event Restriction**
Lake Forest College hosts a number of large events and athletic contests that require the College to provide as much on campus parking for invited guests, Forester parents & friends, visiting team parents, and fans, and in doing so, limit congestion on the streets surrounding the College. To accomplish this, event restrictions are instituted. Notification of parking restrictions is made in advance via email from the Director of Public Safety. Students are responsible for regularly checking their email (including the “clutter folder”) any notification of any restrictions.

**Penalties**
Payment of fines may be made by mail, at the Public Safety Center (credit or debit card only), online, or in the Business Office as soon as possible, and at least prior to the conclusion of each semester.

**The following violations carry a $100 fine:**
- Parking in a handicapped/disabled space*
- Reckless driving
- Stop sign violation
- Immobilization (Boot)
- Repeated offenses (after official notice)

* Violators are also subject to ticketing by the Lake Forest Police.

**The following violations carry a $50 fine:**
- Speeding
- Blocking a fire lane*
- Blocking a roadway or driveway
- Driving the wrong direction
- Driving on grass or pedestrian path
- Parking on a city street surrounding the college
- Campus event parking restriction violation

* Violators are also subject to ticketing by the Lake Forest Police.

**The following violations carry a $25 fine:**
- No valid permit displayed
- Improper display of permit
- Posted no parking
- Not a valid marked space
- Posted faculty, staff, and guest only
- Posted resident reserved
- Posted visitor parking
- Permit not valid for campus (Parking on wrong campus)
- Permit not valid for location (Proper campus but improper location)
- Parking on grass
- Parked in 2 spaces

In addition to monetary penalties identified on the parking citation for the observed infraction, the College may,
- Add an additional $100 “Repeat offense” fine on the fourth (4th) and every subsequent ticket issued,
- Refer the matter to the Office of Student Affairs as a conduct violation,
- Revoke the parking privileges of any person who is cited for any reckless driving,
PRINCIPLES FOR PROFESSIONAL CONDUCT

- Revoke the parking privileges of any person who receives a total of eight (8) parking violations during the course of the current and two previous semesters.

In these situations, all fees already paid will be forfeited. Any vehicle that is found to be on campus after written notice has been issued for its removal will be subject to such action as the College deems appropriate, which will likely include towing at the owner’s expense.

Penalties are not forgiven because a vehicle is registered after receiving citations. Students whose unregistered car required immobilization will be subject to the additional $100 “Repeat offense” fine (in addition to the observed infraction) on every subsequent ticket issued thereafter.

Exceeding the posted speed limit may be considered reckless driving at the Officer’s discretion. Driving on the grass or the sidewalk may also be considered reckless driving.

False registration of a vehicle will lead to loss of parking privileges, as well as, forfeiture of any fees paid. Aside from the preceding penalties, the College reserves the right to take whatever action is deemed necessary or appropriate in any given situation.

Vehicle Immobilization

Any vehicle that is found in violation of campus parking policies may, at the discretion of the College, be immobilized or towed at the owners’ expense. Unregistered vehicles will be immobilized after receiving multiple citations and/or towed at the discretion of the College, at the owner’s expense.

Appeal of Citation

Appeal of a ticket requires the submission of a Ticket Appeal form, which can be located at www.lakeforest.edu/about/ourcampus/safety/disputes/form.php and is submitted online.

For an appeal to be successful, the petitioner must articulate in writing that some exceptional circumstance beyond their control existed, (such as having been hospitalized and unable to relocate the car) or, that the ticket was issued in error by the Officer. However, the following reasons will not be considered as acceptable justification to grant an appeal:

- Being unaware of Lake Forest College parking policies
- Being late for class or a meeting
- Not having time to come to the Public Safety Center to obtain a temporary or permanent permit
- Being told by someone other than Public Safety where you may or may not park or whether a permit is needed
- Being unable to afford to pay the ticket

Appeals are reviewed by a Ticket Appeal Advisory Group (TAAG) who then makes a recommendation to the Director of Public Safety whether to grant or deny it.

Unlicensed, Improperly Licensed, and Inoperable Vehicles

Unlicensed, improperly licensed, and inoperable vehicles may not be left on campus for extended periods while the owner is absent (that is, summer vacation, winter vacation) without the expressed prior consent of the Director of Public Safety.

General Rules of Use

Eligible residential students will be issued a permit for the campus on which they reside. All students issued a permit must observe the following general rules of use and Specific “Campus” Rules of Use provisions described below.
Specific “Campus” Rules of Use

Students with any valid permit (North, Middle, South, or All Campus) are allowed to park in spaces designated as “Reserved Parking – Faculty, Staff, & Guests Only” weekdays after 4 p.m. until 7 a.m. the following morning, and anytime on Saturday & Sunday (unless another restriction applies).

Students may not park in the following reserved/designated spaces or areas at any time:

- Reserved Resident Parking (Campus Circle & designated spaces on South Campus Drive)
- Reserved Parking (Residence Life Staff Only)
- Reserved Guest/Visitor Parking (adjacent to North Hall & Patterson Lodge)
- Reserved Parking (College Vehicles, i.e. Public Safety, Mailroom, Food Service, Facilities Management, and Bus & Vans)
- Fire Lanes
- Roadways
- Loading Docks
- Posted “No Parking” areas
- Any other location that is not marked as an identified parking space, at any time, for any reason unless directed to do so by Public Safety
- City of Lake Forest streets surrounding the College (Deerpath, College, Rosemary, Illinois, Sheridan, and Washington Roads)

Specific “Campus” Rules of Use

Parking on North Campus with a North Campus permit

Students with “North” Campus permits must park in the spaces that are designated exclusively for North Campus permits weekdays between 7 a.m. to 4 p.m. North Campus permit holders must call Public Safety to receive authorization and instruction of where they can park (without being ticketed) in the event that a space in the designated area cannot be found.

Parking on Middle Campus with a Middle Campus permit

Students with “Middle” Campus permits must park in the lot adjacent to Blackstone Hall, which is designated exclusively for Middle Campus permits weekdays between 7 a.m. to 4 p.m. Middle Campus permit holders must call Public Safety to receive authorization and instruction of where they can park (without being ticketed) in the event that a space in the designated lot cannot be found.

Parking on South Campus with a South Campus or All Campus permit

Students with “South” Campus permits and All Campus permits may park in any marked, non-reserved South Campus space weekdays between 7 a.m. and 4 p.m. South Campus and All Campus permit holders must call Public Safety to receive authorization and instruction of where they can park (without being ticketed) in the event that a space in the designated lot cannot be found.

Parking with an All Campus permit

Commuter students with “All” Campus permits may park in any marked, non-reserved space weekdays between 7 a.m. and 4 p.m. In the event a permissible space cannot be found, “All” Campus permit holders are allowed to use any marked, non-reserved space in the Glen Rowan lot or on another campus.

Courtesy Parking Provisions

For the purpose of providing the ability to quickly pick up or drop off a book, copy a paper, or another similar reason weekdays between 7 a.m. and 4 p.m., student parking (with a valid permit) will be permitted
Speed Limit

in the Reserved – Guest/Visitor Parking spaces adjacent to the Student Center Mailroom/Bookstore entrance, or any other marked, non-reserved space provided the following two conditions are met:

1) The vehicle is parked for less than 15 minutes, and
2) The vehicle’s hazard lights are actively flashing.

Failure to meet both requirements will result in a ticket being issued.

Mid-Semester Breaks

All parking rules and regulations remain enforceable unless otherwise notified by Public Safety.

Winter Break Parking

Students who have registered cars and wish to leave their cars on campus during the winter break are required to register with Public Safety before doing so and leaving campus. Public Safety will designate a specific area cars are to be parked during this break, and must be returned to the campus the vehicle is permitted for by 7 a.m. on the first day the Spring Semester begins. All parking rules and regulations remain enforceable unless otherwise notified by Public Safety.

Summer Session Parking

During the summer months, registration is still required, but no fee is charged, nor are there any eligibility requirements other than being a registered student. Between the day following Commencement until the first day of class in the fall, all parking rules and regulations remain enforceable except for parking on the campus identified by the issued permit.

City of Lake Forest – Beach Parking

A City of Lake Forest vehicle permit or beach permit is required and is enforced by the Lake Forest Police Department. Please contact the City of Lake Forest Finance Department at 847-810-3622.

Speed Limit

The campus speed limit is 15 M.P.H. Extra care is required when approaching pedestrian crosswalks, particularly those that cross city streets. Please drive carefully.

South Campus Parking Restrictions - Information & Dates

The College hosts several special events each year that brings lots of invited guests, friends, and families, to campus. Since the streets that surround Lake Forest College do not easily accommodate two-way traffic when cars are parked along the roadway, we need to be thoughtful of our neighbors by providing ample parking on campus for our extra guests.

We also host numerous athletic contests (sometimes occurring consecutively or concurrently) that brings visiting teams, their families, and friends who we must accommodate, and our student parking restriction program allows us to do so.

Whenever any type of event parking restriction is instituted, the Director of Public Safety will send an email to all students, faculty, and staff prior to the restriction date.

It is the student’s responsibility to regularly check both their “Inbox” and “Clutter” folder for these announcements.

A schedule of parking restriction dates for regular season athletic events is provided to (eligible) students when their parking permit is issued. If a team advances to post-season play, while the dates are known, the specific
South Campus Parking Restrictions - Information & Dates

Type of restrictions is not. Once the specific type of restriction is determined, an email will be sent to the community announcing the details.

Other events that typically involve some type of parking restriction will include but are not limited to:

- Admissions Open House Events
- Career Advancement Center’s Speed Networking
- Admissions Admitted Student Open House

Restrictions typically involve some, or all of South Campus, however, they can be used on Middle or North Campus if necessary.

Event restriction violations carry a $50 fine (which doubles to $100 on Homecoming dates). Since ample notice is given for these event restrictions, event restriction violation are not subject to appeal.

**Use of College Vehicles**

Reservations of college vehicles are coordinated through Facilities Management ext. 5040.

Facilities Management currently has two 15-passenger buses and three 7-passenger minivans that can be reserved for College-funded and College-sponsored activities. Only approved registered faculty or staff members may drive either the 15-passenger buses or the 7-passenger minivans. Only approved registered students, who are at least 20 years of age and a junior-level or above student may drive the 7-passenger minivans. Persons not associated with the College community are not permitted to operate or ride in the vehicles.

To become registered as an approved driver each applicant must visit the Department of Public Safety to complete, sign and submit an Individual Driver Record Request Authorization form. A legible copy of the applicants U.S. driver’s license must also be provided. Licenses from foreign countries cannot be accepted.

Each applicant’s information will be submitted to the Department of Motor Vehicles to obtain a current motor vehicle report (MVR). The MVR will be evaluated to determine if the applicant’s driving history achieves compliance with the College’s auto insurance carrier’s requirements (a copy of which may be obtained from the Department of Public Safety). Anyone failing to achieve compliance with the insurance requirements will be prohibited from operating a college vehicle.

Applicants with approved MVR’s will be assigned an on-line driver training program. After passing the training program exam, the applicant will be informed by Public Safety to contact Facilities Management to schedule a road test. Upon successful completion of the road test Facilities Management will provide the approved driver a copy of the current vehicle rental policy and Cellular Phone Policy while Driving. Both policies must be reviewed and signed.

A faculty or staff sponsor must approve a van reservation; students may not reserve vans. A sponsor who approves the reservation or accompanies a trip does not necessarily have to drive or be a registered driver. To make a reservation, a van reservation form must be filled out completely and submitted to Facilities Management at least 72 hours in advance.

Reserved vehicles are available on a first-come, first-served basis.

Certain other restrictions that affect driving distances, “co-pilots”, and accompaniment by an adult over the age of 25 also may apply. These conditions are listed in the written van policy. The driver is expected to know and abide by these restrictions as a condition of using a vehicle.

The cost of reserving vans is $1.00/hr and $.50/mile. Misuse or damage of vehicles will be the responsibility of the assigned driver and the faculty advisor who authorized the van rental.
Fundraising by Student Organizations

College policy allows student organizations to work with the Office of Development and Alumni Relations to seek external financial support for special projects. The intent of the following policy is to provide guidelines to ensure success for student organizations while not interfering with the College’s overall fundraising efforts.

Fundraising for Campus Programs and Organizations

In many instances, students cannot apply for gifts on behalf of the College, so students seeking to raise funds for their organizations and programs should follow these guidelines:

1. Fundraising activities for student organizations must first be approved by the appropriate faculty member, advisor, or administrative liaison.
2. If proposed plans include approaching alumni, parents, friends, the community, or corporations, a representative of the student organization should contact the Vice President for Advancement at ext. 6000. The Vice President or an appropriate member of the Development and Alumni staff will discuss with interested students the proposed project; the list of individuals and organizations to be approached; timing; and an appropriate fundraising strategy for the external funding sources. The staff will help guide students so their efforts will be the most successful possible.
3. If the development staff determines it is needed, the representative of the student organization must work with the Associate Controller (ext. 5039) to create an appropriate budget account for the project.
4. All gifts must be sent to the Office of Development and Alumni Relations to be recorded, receipted, and given to the Business Office to be deposited into the assigned budget account.
5. If appropriate, the Office of Development and Alumni will provide mailing lists to assist with fundraising efforts.
6. All checks must be made out to Lake Forest College, and the purpose of the gift should be noted in the memo section of the check, in an accompanying letter, or in a tractable return envelope to ensure that it is placed into the accurate budget account.
7. The student organization, in consultation with the Office of Development and Alumni Relations, will be responsible for the implementation of the fundraising effort, related expenses, and the acknowledgment of gifts. Donors will receive an institutional acknowledgment letter from the Office of Development.

Fundraising on Behalf of National Organizations and Other Charitable Causes

In some cases, a student organization would like to raise funds on behalf of cause-related or service-oriented organization other than Lake Forest College. Students must adhere to the following guidelines so that funds are raised in an ethical manner with a clearly defined intent.

1. The organization must be registered as a non-profit organization with the Internal Revenue Service.
2. Any checks must be made out in the organization’s name, and turned over to the organization for receipting. Any receipts or declaration of tax-deductible status must be made by the organization.
3. Checks made out to “Lake Forest College” will not be accepted nor receipted, and will be returned to the donor. As such, funds cannot be used for student participation in activities, unless they are officially sponsored by Lake Forest College.
4. The Office of Development and Alumni will not provide mailing lists for such efforts, and promotion of such events is limited to post-event promotion.
5. All fundraising events must be within state law and local ordinance.
6. All efforts must comply with the College’s alcohol and risk management policies.
7. Students participating in the fundraising must clearly market and promote their efforts as being associated with the charity, and not with Lake Forest College.
8. Questions regarding this policy may be directed to the Office of Development and Alumni Relations.
Reservations of Campus Facilities

Room reservations for on-campus activities are made through the online scheduling system Ad Astra at astra.lakeforest.edu and approved by the Gates Center.

Student Groups should use the applicable event form when requesting a space for an event.

Rental to an outside person or group of the Glen Rowan House, Lily Reid Holt Chapel, Calvin Durand Hall and the Mohr Student Center for social events should be made by contacting The Director of Special Events, ext.6030.

Rental of any room or building to an outside person or group for summer conferences should be made by contacting the Director of Summer Conferences at extension 6132. All academic year rentals (excluding non-social events) should be made by contacting the Operations Director for Academic Year Conferences, at extension 6136.

Keys to Academic Buildings

Student requests for academic keys must be requested by the sponsoring professor through the academic department chair. The academic department chair must request a key by completing an electronic form that is sent to the Dean of the Faculty, whose approval is required. A valid College ID must be presented when collecting key(s) from the Office of Facilities Management.

All academic keys must be returned to Facilities Management by May 1 unless the sponsoring professor provides a letter indicating the period that the key will be needed.

The loss of a key is a serious matter because it requires the College to recore the lock on every door that the key would open. The time and equipment required to recore a lock make this a very costly thing to do. As a result, the College will impose a $50 fine for the loss of a key or failure to return a key. This fine will be assessed for each separate door that the key would open and that must be re-cored, up to a maximum fine of $500, and it will be imposed against the faculty member or student responsible for the loss. Because $50 will frequently not cover the actual cost of recoring a lock, the College hopes the prospect of this fine will encourage faculty – and students who receive keys at the behest of faculty – to take care not to lose their keys.

Use of Video/Audio Surveillance Equipment

Lake Forest College reserves the right to use video or audio surveillance equipment for the protection of persons or property. No persons may use surveillance equipment except with authorization, which may only be obtained by the Director of Public Safety after consultation with the President, the Dean of Students, or the Vice President of Business.

Solicitation by Off-Campus Individuals or Organizations

(including commercial sales, fundraising, and distribution of literature)

General Policies

No person (which includes individuals and organizations) other than Lake Forest College students, faculty, or staff, including such College-recognized organizations as they may form, may distribute literature, advertise, solicit, seek donations, or make sales on campus without the express authorization of the Director of the Gates Center. Employment-related activities must be authorized by the Career Advancement Center and must be completed in compliance with current on-campus recruiting guidelines.
Specific Policies

Commercial Sales
The Director of the Gates Center may grant permission for solicitations and sales by off-campus concerns. Such permission, when granted, will be subject to such limitations as the Director of the Gates Center may prescribe.

Charitable, Political, or Religious Solicitation
As a rule, representatives of off-campus political, religious, and charitable groups will not be permitted to solicit on campus. However, representatives of such off-campus groups who are acting on behalf of candidates for public office or of bona fide political or religious organizations may request permission to sell or distribute their political or religious literature under the following guidelines:

1. Non-members of the College community who are acting on behalf of candidates for public office or of bona fide political or religious organizations and who wish to seek permission to distribute and/or sell political or religious literature on the campus must apply to the Gates Center between 9:00 a.m. and 5:00 p.m., Monday through Friday.
2. The only site where political or religious literature may be sold or distributed is on the Simpson Balconies of the Mohr Student Center.
3. The sale or distribution of political or religious literature will be limited to the hours between 9:00 a.m. and 5:00 p.m., five days a week.
4. No more than two individuals from the same organization will be allowed to distribute or sell political or religious literature at any one time.
5. The sale or distribution of political or religious material by off-campus individuals or groups will be limited to once a month on behalf of any individual or group; but upon petition to the Dean of Students, this restriction may be waived at the sole discretion of such Dean.
6. Lake Forest College students, staff, faculty, and their respective organizations will have preference in the use of the campus facility described above in paragraph 2 over off-campus individuals or groups wishing to distribute or sell political or religious literature.
7. Harassment of members of the College community by those selling or distributing political or religious literature, or the sale or distribution outside of the Mohr Student Center or location for which permission has been granted, will be cause for the immediate revocation of permission for the sale or distribution of literature.
8. Permission regarding requests under these guidelines may not be granted in particular instances if it appears that any special circumstances relating to College activities may be impeded thereby or that such permission to sell or distribute political or religious literature may place an unacceptable burden on the College’s public safety forces and administrative staffs.

External Organizations Recruiting on Campus
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. This includes individuals or organizations invited on campus as guest speakers. All organizations recruiting on campus are expected to comply with established Recruiting Policies and Procedures and be registered for a Handshake account.

If a member of the campus community learns about an opportunity through Handshake or any other method that seems suspicious or too good to be true, candidates should not apply or provide any information and the employer/position should be reported to the Career Advancement Center. For examples of suspicious activity, tips to avoid job scams and next actions for victims, visit lakeforest.edu/careers/considerations.
Movie and Film Screening Guidelines

Public viewing of movies is strictly regulated by the Motion Picture Association of America. The Federal Copyright Act (Title 17, United States code, Public Law 94-553, 90 Stat. 2541) governs how copyrighted materials, such as movies, may be utilized publicly. Neither the rental nor the purchase or lending of a film carries with it the right to exhibit such a movie publicly outside the home, unless the site where the video is used is properly licensed for copyright compliant exhibition.

This legal copyright compliance requirement applies to parks and recreation departments, colleges, universities, public schools, day care facilities, summer camps, churches, private clubs, prisons, lodges, businesses, etc. regardless of whether admission is charged, whether the institution is commercial or non-profit or whether a federal, state or local agency is involved.

Furthermore, copyrighted movies borrowed from other sources such as public or college libraries, colleges departments, personal collections, etc. cannot be used legally for showing in colleges or universities or in any other site which is not properly licensed.

The concept of “public performance” is central to copyright and is the main issue of protection for these intellectual properties. Most of the persons participating in movie productions depend upon royalties for a major portion of their payment for work performed.

Royalties are the shares paid to movie producers, script writers, authors, computer programmers, playwrights, musicians, inventors, etc. out of the proceeds resulting from the sale, performance or use of their work. If these men and women lose ownership of their work and do not receive royalty revenue, much of which is collected through licensing fees, there will be little incentive for them to continue to invest their time, research and development costs to create future endeavors. If this happens, they must then look to the U.S. Copyright Law for assistance. Consequently, if their intellectual creations are being used by others who are not paying compensation (royalty) for the use, copyright law may need to be enforced.

Films or film clips may not be used as, or as part of, an event or entertainment unless the public performance rights (copyright) has been purchased or secured. Films or film clips that people purchase or rent are intended for home viewing use only. These movies are permitted to be viewed within the confines of a student's residence hall room to a private audience. However, no public announcement or advertising may occur as it turns the private audience into a public one (even if the viewing still occurs in a private residence hall room) thus making the movie subject to public performance guidelines.

With the exception of a Lake Forest College faculty member showing a film to an officially registered class at the College (see face-to-face exemption below), all other public showings on campus are prohibited unless a public performance right is secured. This is true regardless of the number of people who attend and/or whether or not admission is free. These guidelines apply, but are not limited to, classrooms (while not in use for officially registered classes); auditoriums; theatres; residence hall lounges; student organization lounges; Dining Hall; Glen Rowan House; Library rooms; outdoors; and all spaces in Stuart Commons and the Mohr Student Center.
South Campus Parking Restrictions - Information & Dates

Therefore anytime a group shows a movie in any context, the group must purchase the public viewing rights (copyright) for that particular showing. Copyright purchase for film currently runs $200-$800 per showing for popular titles. Swank Motion Pictures is a film distributing company and the sole provider of film copyright to Lake Forest College. Swank maintains an inventory of films that can be applicable to any occasion. Please check out their website for a listing of available titles: http://colleges.swankmp.com. If you are interested in showing a film, please fill out the Film Request Form on My.Involvement and Student Programming Board will acquire the rights for you. Your organization or department is responsible for payment and will need to provide an account number upon completion of the request form. Films not available through Swank Motion Pictures will not be allowed to be shown for public performance on campus unless the film viewing falls into the Face-to-Face Exemption category.

Purchasing public viewing rights does not depend on variables such as audience size or charging of admission. Regardless if it is 3 people versus 300 people, size is not considered in determining if public viewing rights need to be purchased. (Size may, however, influence the amount of the public performance fee). Likewise you still have to purchase the copyrights even if you are offering the movie/film to the audience for free. Because we are a non-profit educational institution we do qualify for the face-to-face teaching exemptions. However, that does not mean that because we are a non-profit educational institution that all films/movies shown at Lake Forest College are exempt. Only those with an instructor present with students enrolled in their officially registered class qualify for the face-to-face exemption. This principle holds true no matter how much educational or intellectual value is contained in the film. The faculty member may show the film/movie outside the normal class period (at night for example), however, it is only for those students who are registered for the class. The movie must also be shown in spaces that are designated for instruction; therefore library screening rooms, residence hall or student union lounges, cafeterias do not qualify. A faculty member cannot show it for their class and then open it up to the rest of the campus. In order to invite others, the public viewing rights must be purchased. Acceptable attendance for films in which the copyright is not purchased only include students registered for the class, the instructor and guest lecturer(s).

Violations of this policy will result in referral through the College’s conduct process and may result in substantial penalties from the MPAA.

**Speaker Policy**

The following is excerpted from the resolution adopted by the Board of Trustees on December 2, 1963:

Lake Forest has long recognized that academic freedom for its faculty and students is not a privilege granted by administration and trustees, but an absolutely necessary atmosphere without which excellence in education cannot be attained. If the quest for truth is not free, then both the quest and the truth are seriously endangered. Every teacher and every student at Lake Forest enjoys the rights guaranteed to all Americans by the Constitution of the United States and the privileges traditionally accorded all members of the academic community, both in the classroom and outside of it…. In its policy governing this appearance of outside speakers on campus, Lake Forest College seeks only to be assured that such speakers are willing to engage themselves in a rational dialogue with faculty and students, in a give and take of free discussion. The sole purpose of inviting a speaker is to contribute to the aims of the College as a center of free inquiry and sound learning. To assure that a speaker is the kind of person whose method of presentation is appropriate to the atmosphere of a liberal arts college, the following procedures must be followed:

1. Only organizations officially recognized by the College may invite a speaker to the campus.
2. Before inviting a speaker, student groups must obtain the written approval of the Dean of Students.
3. If the Dean of Students objects to the invitation of a particular speaker, the College Council will automatically review the case before a decision is given to the applying group.
In May of 1966 the Board of Trustees supplemented its resolution as follows:

The College is desirous of continuing that policy, opening its doors to all points of view. It seeks also, however, to ensure that invited guests of the College, or of groups within the College, will be treated with courtesy and respect and accorded the dignity due to them as human beings, no matter how strongly persons in their audiences might disagree with their ideas.

The College Administration and Trustees, therefore, set forth the College attitude as follows:

1. The College, out of simple courtesy, wishes to protect its guests from insults and indignities.
2. The College seeks to preserve a forum open to all. Freedom of inquiry in a liberal arts college takes precedence over freedom of public demonstration.
3. Picketing or demonstrating are appropriate tools only where the rational processes of discussion have broken down so that negotiation or dialogue is no longer possible.
4. The College wishes to make it clear that outsiders who are not members of the College community and who seek to intervene or agitate on College property will be treated as trespassers.
5. Further, in order 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.
6. The College neither has, nor desires, authority to prohibit its students from participating as individuals in picket lines or peaceful and lawful demonstrations off campus on behalf of causes with which they are in sympathy.

Guests and Recruiters

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 and recruiters are expected to adhere to all campus policies including the College’s non-discrimination policy. No student may obstruct other students from access to an exchange of information with a speaker, recruiter, or representative who has made arrangements to visit the College. No speaker, recruiter, or representative who visits the College shall be permitted to take photographs of demonstrators or, in any other way, prevent students from exercising their right to demonstrate peacefully.

Whistleblower Policy

Purpose and Applicability

The purpose of this policy is to set forth Lake Forest College’s policy on Board member, employee, volunteer, student, vendor, alumni and applicant disclosure of misconduct, including misconduct relating to accounting or auditing matters, and to protect Board members, employees, volunteers, students, vendors, alumni and applicants from retaliation in the form of adverse employment and other action for disclosing what the Board member, employee, volunteer, student, vendor, alumni or applicant believes are improper or unlawful practices. This policy is applicable to all Board members, employees, volunteers, students, vendors, alumni of the College, and to applicants for jobs at the College.

Statement of Policy

It is the policy of Lake Forest College that a Board member, employee, volunteer, student, vendor, alumnus or applicant shall be free without fear of retaliation to make known allegations of misconduct existing within the College that they reasonably believe constitutes the following: wire fraud, mail fraud, bank fraud, securities fraud or questionable accounting, internal controls, and auditing matters. It is further the policy of the College that a Board member, employee, volunteer, student, vendor, alumnus or applicant shall be free without fear of
retaliation to make known allegations of misconduct existing within the College that they reasonably believe constitutes a violation of the College’s stated policies, procedures or legal obligations.

A Board member, employee, volunteer, student, vendor, alumnus or applicant shall not take any adverse employment action or other action in retaliation against any individual or organization who discloses information regarding misconduct under this policy or who, following such disclosure, seeks a remedy provided under this policy or any law or other College policy. Retaliation for disclosures made under this policy may result in suspension, termination, cancellation of the applicable vendor contract, removal from campus or any other action the College deems necessary.

**Process for Disclosure**

An employee, volunteer, student, vendor, alumnus or applicant shall disclose all relevant information regarding evidenced misconduct to the following designated intake officers, in accordance with the subject matter of the disclosure:

<table>
<thead>
<tr>
<th>Subject Matter</th>
<th>Intake Officers</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADA Rules Violation</td>
<td>Provost &amp; Dean of Faculty (Davis Schneiderman)</td>
</tr>
<tr>
<td></td>
<td>Dean of Students (Andrea Conner)</td>
</tr>
<tr>
<td>Discrimination</td>
<td>Provost &amp; Dean of Faculty (Davis Schneiderman)</td>
</tr>
<tr>
<td>Faculty Staff Handbook Violation</td>
<td>Director of Human Resources (Agnes Stepek)</td>
</tr>
<tr>
<td>Hostile Workplace</td>
<td>Controller (Jessica West)</td>
</tr>
<tr>
<td>Retaliation</td>
<td></td>
</tr>
<tr>
<td>Wrongful Termination</td>
<td></td>
</tr>
<tr>
<td>Waste of Institution Resources</td>
<td></td>
</tr>
<tr>
<td>Harassment</td>
<td>Director of Human Resources (Agnes Stepek)</td>
</tr>
<tr>
<td></td>
<td>Dean of Students (Andrea Conner)</td>
</tr>
<tr>
<td>Sex Discrimination, Sexual Harassment,</td>
<td>Title IX Coordinator (LaShun McGhee)</td>
</tr>
<tr>
<td>and Sexual Misconduct</td>
<td></td>
</tr>
<tr>
<td>Hate Messages</td>
<td>Dean of Students (Andrea Conner)</td>
</tr>
<tr>
<td></td>
<td>Director of Public Safety (Richard Cohen)</td>
</tr>
<tr>
<td>Financial Improprieties</td>
<td>Vice President for Finance and Planning (Lori Sundberg)</td>
</tr>
<tr>
<td>Fraudulent Accounting/Bookkeeping</td>
<td>Provost &amp; Dean of Faculty (Davis Schneiderman)</td>
</tr>
<tr>
<td>Illegal/Unethical Business Practices</td>
<td></td>
</tr>
<tr>
<td>NCAA/Athletic Rules Violation</td>
<td>Director of Athletics (Jackie Slaats)</td>
</tr>
<tr>
<td></td>
<td>Provost &amp; Dean of Faculty (Davis Schneiderman)</td>
</tr>
<tr>
<td>Safety/Security Issues</td>
<td>Director of Public Safety (Richard Cohen)</td>
</tr>
<tr>
<td>Environmental Hazards</td>
<td>Director of Facilities Management (David Siebert)</td>
</tr>
<tr>
<td>Unsafe Workplace Conditions</td>
<td></td>
</tr>
</tbody>
</table>

If the disclosure is by a Board member, it shall be made to the Chair of the Board, unless the complaint involves the Chair of the Board, in which case the complaint shall be to the Vice Chair or the President.

Any disclosure shall be made in a signed written document within ninety (90) days of the day on which the complainant knew or should have known of the misconduct. If the Board member, employee, volunteer, student, vendor, alumnus or applicant would rather contact a source outside of the institution, the individual may contact Campus Conduct Hotline (866-943-5787) within ninety (90) days of the day on which the complainant knew or should have known of the misconduct.

A. The intake officer shall consider the disclosure and take whatever action they determines to be appropriate under the law and circumstances of the disclosure.
South Campus Parking Restrictions - Information & Dates

B. In the case of disclosure of misconduct involving the designated intake officer, the disclosure shall be directed to the alternate designee. The alternate designee shall consider the disclosure and take whatever action they determine to be appropriate under the law and circumstances of the disclosure.

C. In the case of disclosure involving financial misconduct, the intake officer shall also provide the disclosure to the Chair of Budget & Audit Committee for his or her review and consideration.

D. In the case of disclosure to Campus Conduct Hotline (866-943-5787) that does not involve financial misconduct, the President shall be entitled to receive a summary of the disclosure from the intake officer. At his discretion, the President shall have the authority to resolve the matter in accordance with College policies.

E. If the disclosure involves the President, the disclosure may be directed to the Chair of the Board of Trustees.

F. If the disclosure involves a member of the Board of Trustees, the disclosure may be directed to the Chair of the Board of Trustees.

Complaints of Retaliation as a Result of Disclosure

A. If a Board member, employee, volunteer, student, vendor, alumnus or applicant believes that they have been retaliated against in the form of an adverse employment or other action for disclosing information regarding misconduct under this policy, the individual may file a written complaint requesting an appropriate remedy.

B. For purposes of this policy, an adverse employment action shall be defined as actions including: discharge, demotion, suspension, being threatened or harassed, or in any other manner discriminated against with respect to compensation, terms, conditions or privileges of employment. Other adverse actions include: dismissing, suspending or disciplining a student or changing or lowering a grade or evaluation of a student or negatively affecting the student’s academic career; terminating or threatening to terminate a customer or vendor relationship; and unlawfully discriminating against an alumnus or volunteer. This policy does not prohibit an employment action or any other action that would have been taken regardless of disclosure of information.

Process for Adjudication of Complaints Stemming from Disclosure

A. A Board member, employee, volunteer, student, vendor, alumnus or applicant must file a complaint with the intake officer or their alternate within ninety (90) days from the effective date of the adverse employment action or from the date on which the employee, volunteer, student, vendor, alumnus or applicant should reasonably have had knowledge of the adverse action.

B. Complaints shall be filed in writing and shall include:

1. Name and address of the complainant;
2. Name and title of individual(s) against whom the complaint is made;
3. The specific type(s) of adverse action(s) taken;
4. The specific date(s) on which the adverse action(s) were taken;
5. A clear and concise statement of the facts that form the basis of the complaint;
6. A clear and concise statement of the complainant’s explanation of how his or her previous disclosure of misconduct is related to the adverse employment or other action; and
South Campus Parking Restrictions - Information & Dates

7. A clear and concise statement of the remedy sought by the complainant.

C. Within sixty (60) calendar days of receipt of the complaint, the intake officer or their alternate shall consider the written complaint, shall conduct or have conducted an investigation which, in his or her judgment, is consistent with the circumstances of the complaint and disclosure, and shall provide the complainant with a determination regarding the complaint.

D. The determination shall be in writing and shall include the findings of fact, the conclusions of the investigation, and, if applicable, a specific and timely remedy consistent with the findings. The decision of the intake officer or their alternate shall be final.
GOVERNANCE

The Lake Forest College Governance plan was originally established in 1973. It has five objectives:

1. To provide formal ways in which student, faculty, and staff voices can be expressed and heard in matters relating to the governance of the College
2. To make the process of governance visible to all and to establish channels for substantive communication at all levels
3. To provide a structure to make matters of co-curricular activities a concern of students, faculty, and staff
4. To develop a form of governance that will not encroach on the primary functions of students, faculty, and staff
5. To establish clarity of authority, responsibility, jurisdiction, and accountability

ARTICLE I: COLLEGE POLICIES AND PERSONNEL

A. College Council

1. Purpose
   Provides a forum for the College’s constituencies to discuss and deliberate about matters of importance to the College community. Considers and makes recommendations to the President and/or other officers of the College about issues that fall within its purview and refers other matters to the appropriate organ(s) of the College.

2. Duties
   a. Participates in the development of the College’s annual operating and capital budgets, advising the President on budget priorities and later reviewing and recommending adjustments to a preliminary budget devised and presented to the Council by the administration. The Council shall schedule a special meeting for mid-June to advise the President on the size of the faculty, should the President envision the necessity of decreasing the size of the faculty during the following two years. The quorum for this meeting is at least three faculty members (one from each division) and at least three other voting members. If absences are anticipated, the Faculty Personnel Policies Committee will appoint faculty replacements from the same division to meet quorum requirements; the President of Student Government will appoint a student representative; and the most recent former staff member(s) available will be designated as replacements.
   b. Serves as the organ of governance that promotes and monitors ongoing planning at the College. At the beginning of each academic year, the Council considers a proposal from the administration on institutional priorities for the year, based on the then-existing strategic plan, and recommends in writing adjustments to that proposal. After considering these recommendations and presenting a follow-up proposal to the Board of Trustees, the President disseminates to the campus community a statement on institutional planning priorities for the year. When the timetable for the existing strategic plan is expiring, or earlier if deemed necessary, the Council will initiate the development of a new plan, recommending to the President the appointment of a task force charged for that purpose.
   c. Considers specific problems and concerns brought to the Council, or to any of its members, by a student or faculty or staff member of the College. The Council then places a specific item on its agenda for deliberation if four voting members so request, except that those matters explicitly under the purview of other organs of College Governance should be referred to those bodies for consideration by them. The Council may ask to be kept informed about the result of deliberations on issues so referred.
GOVERNANCE

d. Supervises and promotes the effective operation of all organs of College Governance, acting as a court of appeals in cases in which a substantial number of students, faculty, or staff contend that an organ of College Governance (including Student Government) has exceeded, violated, or not fulfilled its role.

e. Acts on amendments to the Governance Constitution (Article VII, Part B) and forwards them to the President.

3. Composition

a. Three faculty members: one from each of the academic divisions, nominated and elected by the faculty in rotation to serve staggered three-year terms; at least one of these members must be untenured and at least one tenured.

b. Three students: the President of Student Government and two other students, elected by the student body to serve one-year terms.

c. Three staff members: including at least one non-exempt employee and at least one exempt employee, all elected by the full-time staff of the College in rotation for staggered three-year terms. (Individuals who have faculty status but not faculty rank are considered “staff” for purposes of this balloting and elected service. Staff who report directly to the President are not eligible for election.)

d. The President, who chairs the Council.

e. Guests: through the President, the Council may invite guests to attend its meetings, to assist with the performance of the Council duties; for example, the budget, strategic planning, and other matters deemed appropriate.

4. Procedures

a. The Council will not ordinarily meet without the President. In case of emergency, it can be called into session and will be chaired by the officer of the College designated to act for the President in his or her absence or incapacity.

b. The President votes only in order to break a tie.

B. Faculty Personnel Policies Committee

1. Duties

a. Advises the President in establishing policies for appointing, promoting, granting tenure, and formulating policies on fringe benefits, research grants, sabbaticals, and other faculty personnel issues.

b. Advises the President on specific cases of promotion and tenure, through its Promotion and Tenure Subcommittee.

c. Advises the President on faculty appointments.

d. Meets with the two student representatives to the Academic Resources and Review and Curricular Policies committees at least twice a year and considers with them the general policy guidelines established for appointments, promotion, and tenure.

e. Serves as an advisory committee to the President regarding candidates for faculty committees. The Committee shall, whenever possible, maintain effective continuity in committee appointments.

f. Appoints faculty members to the College Life Committee.

g. Recommends faculty members for election to trustee committees. In making these recommendations, the Faculty Personnel Policies Committee should choose representatives whose role in College Governance committees enables them to represent a link between on-campus governance and the appropriate committees of the Board of Trustees.

h. Consults with the Dean on the appointment or reappointment of department chairpersons. Each such position shall be reviewed by the Committee at least every three years.

i. Advises the President on specific applications for leaves.

j. Recommends faculty members for appointment to the Conduct Board.

2. Composition
GOVERNANCE

a. The Dean of the Faculty, who is also a member of the Promotion and Tenure Subcommittee.
b. Six faculty members to be elected as follows:

i. Promotion and Tenure Subcommittee: three full professors with tenure (one to be elected each year), nominated and elected by the faculty at large to serve staggered three-year terms. If the three-year term is fulfilled, the member will not be eligible for reelection to the Promotion and Tenure Subcommittee for three years. For service of less than three years, the member will be ineligible for reelection for a period equal to the time served. In no case shall two members of the same department serve on the Promotion and Tenure Subcommittee.

ii. The Faculty Personnel Policies Committee will also have three other full-time faculty members, nominated and elected by the faculty at large to serve staggered three-year terms. Two must be tenured and one untenured.

c. All eligible members of the standing Governance committees shall be eligible for election to serve on the Promotion and Tenure Subcommittee (and thus on the Faculty Personnel Policies Committee). If elected, the person must resign from his or her former committee.

d. Members of the Promotion and Tenure Subcommittee shall not participate in deliberations concerning promotion or tenure of faculty from their departments. The most recent available former Promotion and Tenure Subcommittee member should participate instead.

e. The Committee shall elect its own chairperson, who must be a tenured professor not also serving on the Promotion and Tenure Subcommittee.

C. Enrollment Committee

1. Duties

a. Reviews at the beginning of every semester the data on enrollment, including admissions of new students and retention of previously admitted students, and financial aid awarded to students.
b. Solicits and evaluates ideas and concerns from the campus community regarding the recruitment and retention of an appropriate student body, including proposals from administrative offices for significant policy changes.
c. Selects a set of ideas and concerns for study and for possible action during the current semester.
d. Makes specific recommendations for action regarding those ideas and concerns to the appropriate administrative officers and governance committees and makes a report to the President and College Council by the last day of classes each semester.

2. Composition

a. Three faculty members recommended by the Faculty Personnel Policies Committee, serving three years each on a staggered basis.
b. Two students, recommended by the Executive Board of Student Government.
c. The Dean of Students, the Director of Admissions, the Director of Institutional Research, and the Director of Financial Aid or their designees.

3. Procedures

a. The committee will be chaired by the faculty member with the most continuous committee seniority.
b. Preliminary data on admissions, retention, and financial aid results for the current semester will be given to the chair of the committee by the Admissions Office, Registrar’s Office, Financial Aid Office, and the Dean of Students within two weeks of the beginning of the semester. Complete detailed reports must be presented within one month of the start of the semester. It is expected that proposals from administrative offices for significant policy changes will normally be brought to the committee’s attention the semester prior to their planned implementation.
c. The President shall respond annually to a report from the committee.
GOVERNANCE

D. College Life Committee

1. Purpose
Provides a forum for the College’s constituencies to consider issues related to College life and makes recommendations to the Dean of Students.

2. Duties
   a. Considers and recommends policies and programs concerning health, food, housing, counseling services, career planning, campus activities, athletics, social and recreational activities (including those that involve the use of alcohol), and athletic and recreational facilities.
   b. Mediates and suggests courses of action when problems arise with the Stentor and, when necessary, makes recommendations to the President of the College before a controversy can harmfully affect the College community or the ongoing success of the publication.

3. Composition
   a. Four students: for one-year terms, three to be elected by the student body as a whole, and one to be appointed at large by the Executive Board of Student Government.
   b. The Vice President of Student Government, who will serve as chair and vote only in a tie.
   c. The Dean of Students, who will not vote.
   d. The Director of the Gates Center.
   e. One faculty member: to be appointed by the Faculty Personnel Policies Committee from among academic departments for a two-year term.
   f. Two members of the staff, appointed by the President, for staggered two-year terms. At least one of these members must be from the full-time coaching staff. (Individuals who have faculty status but not faculty rank are considered “staff” for purposes of these appointments.)

4. Procedures
All recommendations of the committee are sent to the Dean of Students, who may act on those recommendations within his or her authority and pass on any other recommendations to the President or other appropriate administrative officer or committee.

E. Campus Sustainability Committee

1. Duties
   a. Considers and recommends policies and procedures on issues relating to the College’s efforts to be an ecologically sound campus.
   b. Develops and implements educational programs and workshops for the College community, promoting awareness of the national and local issues affecting the status of the environment.
   c. Assists in identifying and correcting actions or policies that have an adverse effect on the environment.
   d. Monitors and audits the College’s recycling efforts, making recommendations for improvement where necessary.

1. Composition
   a. The chair of Environmental Studies and three faculty (one representative appointed from each division) on the recommendation of the Faculty Personnel Committee.
   b. A representative from the Office of Student Affairs.
   c. Four students (two to be elected by the student body at large, one appointed by the Executive Board, and the president of LEAP).
   d. The Director of Facilities Management.

F. LIT Advisory Committee

1. Duties
GOVERNANCE

Advises the Director of the Office of Library and Information Technology on issues concerning library and information technology services, policies, and procedures.

2. Composition
   a. Three faculty members, one from each division, recommended by the Faculty Personnel Policies Committee
   b. Two students, appointed by the Executive Board of Student Government
   c. Two staff, appointed by the President with input from the President’s staff
   d. The Director of Library and Information Technology
   e. The Dean of the Faculty, or his or her delegate (ex officio, nonvoting member)

ARTICLE II: ACADEMIC LIFE

A. Academic Advisory Committees to Departments and Interdisciplinary Programs
   1. Duties include advising departments and major committees on:
      a. curriculum
      b. appointments
      c. department policies, procedures, and activities
      d. academic honesty
   2. Composition
      Three majors, elected at a meeting of all majors, who then select their own chairperson. It is the responsibility of the Dean of the Faculty to maintain in the Dean’s Office an accurate list of the members of the committees. In the case of departments or programs not offering a major (for example, religion), three students shall be elected at a meeting of all students taking courses in these departments or participating in these programs.
   3. Procedures
      a. Departments and interdisciplinary committees must meet with their Advisory Committees before making any recommendation to the Faculty Personnel Policies Committee regarding appointments and before submitting any plans for change in the curriculum to the Curricular Policies Committee.
      b. A meeting of the department or interdisciplinary committee with its Advisory Committee shall take place at least twice a year.
      c. The student chairperson or department may call a meeting.

B. Academic Resources and Review Committee
   1. Purpose
      Provides a forum for considering the allocation of academic personnel resources and assessing the performance of academic units. Makes recommendations to the President, the deans, the faculty, and committees as relevant.
   2. Duties
      a. Annually considers the distribution of faculty personnel resources among departments and programs within the College based on relevant data and written requests from departments and programs and consultation with the Dean of the Faculty. Makes a recommendation to the President.
      b. In conjunction with the Dean of the Faculty, conducts scheduled curricular reviews of academic departments, academic programs, and academic units (e.g., Center for Chicago Programs, First-Year Studies, Learning and Teaching Center, Library and Information Technology, Internship Programs, and Writing Programs). Academic unit reviews are informed, in part, by a call for campus-wide feedback
GOVERNANCE

about the corresponding unit directors. Makes recommendations to the Curricular Policies Committee about curricular changes in academic departments and interdisciplinary programs.

3. Composition
a. Four full-time faculty members: one from each of the academic divisions and one at large, nominated and elected by the faculty in rotation to serve staggered three-year terms; at least two of these faculty members must be tenured, and no two of them may be from the same academic department.
b. Two students: for one-year terms, one elected by and from members of departmental Academic Advisory Committees and one appointed from the Student Senate by its Executive Board. Each student must have a minimum cumulative GPA of a 2.0 at the time of the election.
c. The Dean of the Faculty.
d. The Committee shall elect its own chairperson. The chairperson shall be a tenured faculty member.

4. Special Procedures
Should the President recommend a reduction in faculty size that would take effect during the following two years, the Committee shall schedule a special committee meeting so that the President can meet with the AARC. This special meeting should occur after the relevant meeting of the College Council, and, if necessary, may be held after the end of the Spring semester. The quorum for this meeting is at least three faculty members (one from each division) and at least one student. If absences are anticipated, the Faculty Personnel Policies Committee will appoint faculty replacements from the same division to meet the quorum requirements, and the President of Student Government will appoint a student representative.

C. Curricular Policies Committee

1. Purpose
Discuss and formulate curricular policies and procedures and exercise oversight of curricular changes.

2. Duties
a. Oversees the general education requirements of the College, including their implementation and proposed changes in requirements.
b. Reviews recommendations for curricular changes in academic departments and interdisciplinary programs.
c. Reviews proposals for new courses.
d. Oversees the academic calendar.
e. Oversees academic advising.
f. Oversees the First-Year Studies Program and the Richter Scholars Program.
g. Establishes new policies for the Academic Appeals Board as required and clarifies the intent of academic policies and rules at the request of the Board.
h. Establishes methods for regular student evaluation of courses.

3. Composition
a. Three full-time faculty members: one from each of the academic divisions, nominated and elected by the faculty in rotation to serve staggered three-year terms. At least two faculty members must be tenured.
b. Two students: for one-year terms, one appointed from the Executive Board by its Student Senate, one elected by and from the members of departmental Academic Advisory Committees. Each student must have a cumulative GPA of 2.0 at the time of election.
c. The Dean of the Faculty.
d. The Dean of Students.
e. The Committee shall elect its own chairperson, who must be a tenured faculty member.
GOVERNANCE

4. Procedures

a. The Committee’s decisions about curricular policies will ordinarily take the form of recommendations to the faculty, to be considered at a faculty meeting. Decisions about minor procedural changes, guidelines for the General Education Curriculum, and specific course offerings will not be submitted to the faculty. In those matters in which the Committee has delegated to the Dean of the Faculty the exercise of discretionary authority in interpreting academic policy, they will inform the Committee of such exercise.

b. The Committee establishes guidelines for courses that fulfill the general education requirements, annually reviews and approves such courses for the next academic year, and monitors the functioning of the General Education Curriculum.

c. Recommendations for curricular changes by departments or interdisciplinary programs must be submitted to the Curricular Policies Committee for evaluation. Automatic approval will be granted unless two-thirds of the membership of the Committee determines that the proposed changes have important consequences for the College’s academic program, in which case the matter is placed on the Committee’s agenda for discussion and action. Curricular changes to which the Committee has given automatic approval will not be submitted to the faculty.

d. Minor calendar changes are proposed by the administration, discussed with College Council, and reviewed and approved by the Curricular Policies Committee. Major changes are also submitted by the Curricular Policies Committee for consideration at a faculty meeting.

D. Academic Appeals Board

1. Duties

a. Rules on cases in which students appeal the Dean of the Faculty’s interpretation of faculty rules or in cases in which faculty rules are unclear.

b. Considers and acts on cases and appeals of academic suspension and dismissal.

c. In extraordinary cases the Academic Appeals Board can grant exceptions to faculty rules, but only by unanimous vote of all three members. The Board must report a summary of its actions to the faculty once each term. This summary should include the rationale behind the Board’s decisions in each specific case. These decisions may be appealed to the faculty at the initiative of the student.

d. Reports in detail to the Curricular Policies Committee at least once per term.

e. It is not the responsibility of the Academic Appeals Board to reconsider the judgments of either the Academic Honesty Judicial Board or the departmental review committees constituted to hear grade appeals.

2. Composition

a. Three faculty members, appointed by the President on the recommendation of the Faculty Personnel Policies Committee. The Faculty Personnel Policies Committee also recommends which committee member shall serve as chairperson. Members are appointed to one-year terms.

b. The Dean of the Faculty and the Registrar serve as nonvoting members. The Registrar serves as secretary of the Board.

c. The Dean of Students, who shall meet with the Board when it hears or judges cases and appeals of academic suspension and dismissal.

3. Procedures

a. Students must present their appeals in writing with supporting evidence to the secretary of the Board. Students have the right to make a personal appearance before the Board. If they wish to exercise this right, they must state this in their written appeal. The personal appearance is not for the purpose of bringing in new evidence or arguments but can be used only to clarify points made in the written appeal.

b. The Board shall give a written reply to students, informing them of the grounds for its decision.
c. The secretary of the Board shall receive appeals, distribute copies of the documents to committee members, keep all records, and handle all correspondence for the Board.

E. Assessment Committee

1. Purpose
   Provides a forum for considering the assessment of student learning at the College and makes recommendations to the Dean of the Faculty and/or other officers of the College, academic departments and programs, the faculty, and other committees as relevant.

2. Duties
   a. Establishes procedures for the assessment of student learning outcomes.
   b. Assists academic programs with the creation and implementation of assessment plans.
   c. Receives and reviews annual assessment plans for all academic programs, evaluates the effectiveness of these plans, and provides recommendations to programs for improving the assessment of student learning.
   d. Collects, maintains, and makes available to appropriate constituencies a repository of assessment reports for all academic programs.
   e. In collaboration with Academic Resources and Review Committee (ARRC), provides assistance to academic programs undergoing external review.
   f. In collaboration with the Curricular Policies Committee (CPC), ensures that appropriate plans and processes are in place for the assessment of the College’s General Education Curriculum.
   g. Conveys findings and recommendations derived from assessment activities to faculty governance committees, as appropriate.
   h. Maintains awareness of assessment best practices.
   i. Serves as a resource for departments, programs and other interested constituencies on campus and provides assistance in the ongoing development of effective assessment of student learning across campus.
   j. Reports annually to the Dean of the Faculty on the status of the assessment of student learning at the College.

3. Composition
   a. At least four full-time faculty members, one from each division and one at-large member, appointed on the recommendation of FPPC. The at-large member serves as the committee chairperson and should have prior experience with assessment.
   b. The Associate Dean of the Faculty.
   c. The Institutional Research Associate.
   d. Additional faculty or staff representatives as needed, depending on major tasks to be undertaken during the year.

4. Procedures
   a. The committee monitors the assessment of student learning outcomes for all academic programs and makes recommendations for the improvement of assessment at the College.
   b. Committee members who serve as divisional representatives act as liaisons to the departments in their division.

F. First-Year Studies Committee

1. Duties
   a. Solicits proposals for First-Year Studies courses based on enrollment projections and reviews course proposals prior to review by the CPC.
   b. Reviews curricular and procedural matters as well as content of First-Year Studies information mailed to incoming students.
   c. Plans professional development and support for first-year studies faculty, such as spring and fall workshops and the Advisor Handbook.
GOVERNANCE

d. Determines First-Year Studies activities that will take place prior to the beginning of classes (such as summer registration), and works with the Gates Center to coordinate First-Year Studies programs (such as the Chicago Common Experience) with other Orientation Week events.

e. The Chair works with support staff on administrative tasks such as placing students in First-Year Studies classes and responding to student questions about the program.

f. The Chair oversees the budget and responds to individual faculty requests and concerns.

2. Composition

   a. The Associate Dean of the Faculty plus at least three more full-time faculty members appointed by the FPPC, selected so that each of the three academic divisions are represented.

   b. The Dean of Students or designated alternate.

   c. Two students, one sophomore and one junior, both of whom participated in FIYS seminars as first-year students, to be appointed by the Executive Board of Student Government.

   d. A representative from Library and Information Technology.

3. Procedures

   a. The committee is chaired by the Associate Dean of the Faculty.

   b. The committee meets as needed, but at least six times per year.

ARTICLE III: STUDENT GOVERNMENT

Student Government will have at least the two following governing bodies: a Student Senate and an Executive Board. Should a situation arise when the College Council determines that no student government exists, the College Council shall assume responsibility for the duties of student government until a Student Government is formed through elections.

A. Student Senate

1. Duties

   a. The Senate shall meet regularly to address issues of concern and interest to the Student Body of Lake Forest College.

   b. The Senate shall review and provide input on issues presented to them by the Student Body, Faculty, Staff, Administration, and Executive Board.

   c. The Senate shall debate and vote on legislation as outlined in its bylaws.

2. Composition

   a. The delegates, elected on a representative basis from student constituents.

   b. A Student Affairs representative, who shall be an observer.

B. Executive Board

1. Duties

   a. Administers the affairs of Student Government.

   b. Allocates the student activity funds.

   c. Recommends students to the President of the College to serve on governance and trustee committees.

   d. Makes student appointments.

   e. Reports its actions to the Student Senate.

2. Composition

   a. The President, Vice President, Treasurer, and Secretary of Student Government.

   b. The Campus Affairs Committee Chair, the Clubs and Organizations Committee Chair, The Grounds and Development Committee Chair.

   c. The Student Government Advisor (ex-officio).
GOVERNANCE

ARTICLE IV: COMMUNICATION

A. Minutes of each governance committee, with the exception of the Academic Appeals Board and the Academic Advisory Committees, are to be distributed in each case to those groups formally represented by the membership of the committee, as follows. Minutes shall be distributed to faculty and staff via electronic mail. Minutes shall be distributed to students via delivery of paper copies to the Gates Center (for posting), Student Government officers, and the Office of Residence Life (for posting). Paper copies of all minutes shall be distributed to the President, the Dean of the Faculty, the Dean of Students, the library reserve section, and the College archives, and any regularly published student newspaper, as well as to any member of the faculty or staff who indicates a strong desire to receive paper copies. Minutes for each committee shall be distributed by paper copy to its own members. It shall be the responsibility of the secretary of each committee to arrange for distribution of the minutes through the President’s office.

B. Each governance committee chairperson is responsible for:
   1. Preparing the agenda for meetings.
   2. Ensuring the prompt distribution of appropriate minutes.
   3. Calling meetings and notifying members.

C. Dissemination
   1. The Librarian shall keep complete files of all committee minutes.
   2. The Gates Center shall post the minutes and reports of all committees in Stuart Commons.
   3. The Office of the President shall maintain an up-to-date copy of the Governance system.
   4. Any communication problem within the Governance system should be brought to the attention of the College Council for resolution.
   5. The student newspaper shall announce, when requested, and, when necessary, at the expense of the College:
      a. Committee and Student Government meetings, agenda, reports, and decisions
      b. Campus events
      c. Statements by the President and other administrative officials

D. Reporting
   Additional reports from committees may be requested for the faculty and/or staff by the President of the College or for students by the President of Student Government.

E. Registration
   All student organizations that identify themselves as Lake Forest College groups must register with the Gates Center.

ARTICLE V: GENERAL PROCEDURES

A. Governance Committee Nomination and Election Details
   1. Number of votes per voter on nomination ballots:
      Voting faculty will be allowed to vote for up to 10 percent (rounded up to the nearest integer) of the total number of candidates on the nominating ballot. On nominating ballots of 30 or fewer candidates, voters will be allowed to vote for up to 3 candidates.
   2. Eligibility for service on governance committee:
      All voting faculty expected to be on campus in the year following the election are eligible for nomination and election to governance committees.
   3. Number of candidates to appear on election ballot:
      a. If one position is to be filled, the election ballot will contain the names of the three individuals receiving the highest number of votes from the nominating ballot.
b. If more than one position is to be filled, the number of candidates to be placed on the election ballot will be equal to twice the number of positions to be filled. Voters will be allowed as many votes as there are positions to be filled.

4. Elections to fill long- and short-term positions:
The individual receiving the highest number of votes will fill the long-term position. The individual receiving the second highest number of votes will fill the short-term (replacement) position.

5. Person(s) elected but unable to serve:
The runner-up will serve for one year in the event that the individual elected cannot serve. If the runner-up is subsequently elected to another committee, a new election will be held.

6. Election to the College Council, the Faculty Personnel Policies Committee, the Curricular Policies Committee, or the Academic Resources and Review Committee shall make a faculty member ineligible for election to another of these committees (except as modified by I.B.2.C.).

7. Service for faculty on half-year or calendar-year sabbaticals continues, even to elected committees, for any semester not on leave. While on leave, a faculty member serving on an elected governance committee is replaced by the person who received the second most votes.

8. Voting eligibility:
Those persons with voting privileges as defined in the Faculty Handbook are eligible to vote in Governance elections and run for Governance positions.

B. Elections

1. Procedures for Faculty Elections
   a. Promotion and Tenure Subcommittee of the Faculty Personnel Policies Committee
      No later than the second week of Spring term, the Dean of the Faculty shall circulate to the faculty a list of the faculty members eligible for election to the Promotion and Tenure Subcommittee. Nomination and election will be held by secret ballot, according to the procedures in VI.A. Each faculty member shall vote on nominating and election ballots.
   b. Academic Resources and Review Committee
      No later than the fourth week of Spring term, the Dean of the Faculty shall circulate to the faculty, by division, a list of the full-time faculty members who teach on at least a half-time basis, in the same division, and who are therefore eligible for election to the Academic Resources and Review Committee. Nomination and election will be by secret ballot and will follow the procedure in VI.A. Faculty members in each division will nominate representatives for their own division. Each faculty member shall vote for representatives for each division. Following the divisional elections, an at-large member shall be nominated and elected by secret ballot, according to the procedures in VI.A. Each member of the entire faculty shall vote on nominating and election ballots.
   c. Curricular Policies Committee
      No later than the fourth week of Spring term, the Dean of the Faculty shall circulate to the faculty, by division, a list of the full-time faculty members who teach on at least a half-time basis, in the same division, and who are therefore eligible for election to the Curricular Policies Committee. Nomination and election will be by secret ballot and will follow the procedure in VI.A. Faculty members in each division will nominate representatives for their own division. Each faculty member shall vote for representatives for each division.
   d. College Council
      No later than the sixth week of Spring term, the Dean of the Faculty shall circulate to the faculty in the division in which the three-year term vacancy occurs a list of the faculty members, in that same division, and who are therefore eligible for election to the College Council. Nominations and elections will be by secret ballot and will follow the procedures in VI.A. Representatives for each division will be nominated and elected by members of that division. Individuals who have faculty status, but not
GOVERNANCE

faculty rank, will not vote in these nominations and elections, but rather in the staff electoral process for College Council.

e. The Remaining Members of the Faculty Personnel Policies Committee
No later than the eighth week of Spring term, the Dean of the Faculty shall circulate to the eligible faculty (see I.B.2.b.(2)) a list of the faculty members eligible for election to the Faculty Personnel Policies Committee. Nomination and election will be by secret ballot and will follow the procedures in VI.A. Each member of the entire faculty shall vote on nominating and election ballots.

f. After completing three consecutive years of service on elected governance committees, a faculty member may exempt himself or herself from further such service for a period of one year.

2. Procedures for Student Elections
a. No later than the end of the eleventh week in the Spring term, all nominations by petition for President, Vice President, Treasurer, and Secretary of Student Government must be presented to the Dean of Students, who shall then prepare the ballot. Elections for positions in Student Government must be held no later than the thirteenth week of the Spring term.

b. No later than the fourth week in the Spring term, the Dean of the Faculty shall arrange meetings of all departments and interdisciplinary majors for the purpose of selecting the Academic Advisory Committees.

c. All nominations by petition for the student vacancies on the College Life Committee, College Council, and Environmental Issues and Concerns Advisory Committee must be submitted to the Dean of Students no later than the ninth week of the Spring term.

d. No later than the ninth week of the Spring term, the Dean of Students (with the assistance of the Dean of the Faculty) shall prepare the ballot and conduct an all-student election for the following positions:
   • Two students to the College Council
   • Three students to the College Life Committee
   • Two students to the Environmental Issues and Concerns Committee

e. No later than the second week of the Fall term, the Dean of the Faculty (with the assistance of the Dean of Students) shall conduct an election among members of the Academic Advisory Committees for the following positions:
   • One student to the Academic Resources and Review Committee
   • One student to the Curricular Policies Committee

f. No later than the second week of the Fall term, the Dean of Students (with the assistance of the officers of Student Government) shall arrange for elections to be held for delegates to the Student Senate of Student Government.

g. No later than the eleventh week of the Spring term, the Executive Board of Student Government shall appoint from among the members of the Student Senate:
   • One student to the Academic Resources and Review Committee
   • One student to the Curricular Policies Committee
And the Executive Board shall appoint, from among the student body:
   • One student to the College Life Committee.

h. Nomination or appointment to the College Council, Academic Resources and Review Committee, the Curricular Policies Committee, or the College Life Committee shall make a student ineligible for nomination or appointment to another of these committees.

i. All nomination petitions must consist of at least 25 full-time student signatures.

j. Terms of office
1. The President, Vice President, Treasurer, and Secretary of Student Government, elected no later than the thirteenth week of the Spring term, shall take office following Commencement.

2. The time between Student Government elections and Commencement shall serve as a transitional period, at the end of which the new Student Government officers shall assume their duties.
GOVERNANCE

3. Delegates to the Student Senate and members of College governance committees shall serve from the start of the academic year until Commencement. These students are eligible for reelection or reappointment.

4. The President and Vice President of Student Government shall serve as ex-officio members of the College Council and College Life Committee, respectively.

5. The Academic Advisory Committees shall serve from the time of their election in the Spring term until the following year’s election.

k. Each student elected to service on a governance committee must have a minimum cumulative GPA of 2.0 at the time of the election.

l. Voting eligibility
   1. Each full-time student may cast one vote for each position on the ballot.
   2. Full-time students include last-term seniors taking the minimum courses necessary to fulfill graduation requirements.
   3. For the purpose of divisional representation on committees, the departments are divided as follows (Academic Advisory Committees for interdisciplinary majors may choose which division they wish to join):

<table>
<thead>
<tr>
<th>I</th>
<th>II</th>
<th>III</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>Economics, Business and Finance</td>
<td>Biology</td>
</tr>
<tr>
<td>Art</td>
<td>Education</td>
<td>Chemistry</td>
</tr>
<tr>
<td>Modern Languages</td>
<td>Politics</td>
<td>Mathematics &amp; Computer Science</td>
</tr>
<tr>
<td>Music</td>
<td>History</td>
<td>Physics</td>
</tr>
<tr>
<td>Philosophy</td>
<td>Sociology &amp; Anthropology</td>
<td>Psychology</td>
</tr>
<tr>
<td>Religion</td>
<td>Communication</td>
<td>Environmental Studies</td>
</tr>
<tr>
<td>Theater</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. Procedures for Staff Elections
   College Council: On or about the summer solstice, the chief personnel officer of the College shall circulate to the full-time staff (including those staff with faculty status but not rank) a list of staff eligible for election to College Council. (See I.A.3.c.)

a. Eligibility for service on College Council: Voting staff expected to be on campus in the academic year following the election are eligible for service.

b. Voting eligibility: Those persons with voting privileges as defined by the Staff Handbook are eligible to vote.

c. Number of votes per voter: Voting staff will be allowed to vote for up to five candidates among those eligible for election.

d. Elections to fill long- and short-term positions: The individual receiving the highest number of votes will fill the long-term position. The individual receiving the second-highest number of votes will fill the short-term (replacement) position.

e. Persons elected but unable to serve: The runner-up will serve for one year in the event that the individual elected cannot serve. A staff member on half-year leave is ineligible for service on a committee for the year of the leave. A staff member on leave during the second year of a three-year term will serve the third year of the term.
GOVERNANCE

f. Exemption from service: After completing three consecutive years of service on elected governance committees, a staff member may exempt himself or herself from further such service for a period of one year by notifying the chief personnel officer of that intent.

C. Vacancies

1. If the College Council determines that there is a vacancy of an elected position on any committee of College Governance, it shall ensure that the vacancy is filled (within two weeks’ time) as follows:
   a. All elective faculty vacancies of College Governance Committees during the terms of office will be filled by the procedures in VI.A. (See especially VI.A.5.)
   b. Should a vacancy occur in an elected student position on a governance committee, the Executive Board of Student Government shall be responsible for appointing a replacement no later than two weeks after the vacancy occurs.
2. If the College Council determines that there is a vacancy of an appointed position on any committee of College Governance, it shall ask the Faculty Personnel Policies Committee or the Executive Board of Student Government to recommend respective faculty or student appointees.
3. If a change in a committee member’s status may alter the basis of representation or legitimacy of that member’s participation, the College Council shall determine what action, if any, is to be taken.
4. Subcommittees
   a. A committee may appoint a task-oriented subcommittee to study special problems and to bring information and policy options to the appointing committee.
   b. A subcommittee (except for the Promotion and Tenure Subcommittee of the Faculty Personnel Policies Committee) shall exist no longer than the time required to accomplish its task.
5. Every faculty and joint faculty-student committee elected or appointed shall serve the entire year.
6. The Dean of Students is responsible for conducting all student elections, except the elections to the Academic Advisory Committees.
7. The Dean of the Faculty is responsible for conducting all student elections to the Academic Advisory Committees.
8. The President is an ex-officio member of all committees.

ARTICLE VI: RATIFICATION AND AMENDMENT PROCEDURES

A. Ratification

1. This College Governance plan shall go into effect upon ratification by a two-thirds vote of all faculty members and full-time students participating in separate ratification elections.
2. Students shall vote by secret ballot during a two-day period. Balloting shall be under the supervision of the Dean of Students.
3. The faculty shall vote according to its rules at a faculty meeting held after the close of the polls of the student election.
4. The Dean of Students shall announce the result of the faculty and student votes simultaneously.

B. Amendments

1. The College Council is empowered to make minor modifications in this College Governance plan by unanimous vote to assure the better implementation of the spirit of this document. In no case shall a change become effective until three weeks after public announcement of the proposed change. If, by petition, 10 percent of the students or faculty or staff maintain that the modification is not minor or not in the spirit of the document, such modification cannot go into effect.
2. Amendments can be proposed by the College Council by a vote of no fewer than eight of its members.
3. Amendments can also be proposed by petition signed by one-third of the students or faculty or staff. Such petitions must be submitted to the College Council, which shall initiate a ratification referendum.
GOVERNANCE

Amendments shall be deemed ratified if they receive the vote of two-thirds of the full-time students voting on the amendment, two-thirds of the faculty voting on the amendment, and two-thirds of the staff voting on the amendment.