



Blackburn COLLEGE

***STUDENT
HANDBOOK***

2021-2022

Blackburn COLLEGE

Blackburn College 2021-2022

STUDENT HANDBOOK

THE “B” BOOK

Please refer to the electronic copy of the B-Book at www.blackburn.edu for the most current copy. The electronic copy will include any changes in policies and procedures that are necessary either as the result of state or federal laws (ex: Title IX) or due to College committee-approved revisions.

The policies and procedures found on the website are the most current and supersede the instruction found in the printed B-Book.

*Issued by the Vice President and Dean of Student Affairs
and the Office of the President*

Fall 2021 – Spring 2022

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The information in this book was the best available at press time. Watch for additional information and changes.



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BLACKBURN COLLEGE STATEMENT OF MISSION AND VALUES

Blackburn College links a rigorous and affordable liberal arts education with a unique student-managed Work Program preparing graduates for careers, community engagement, and lifelong learning.

The Blackburn community values critical and independent thinking, leadership development, diversity and inclusion, service, shared governance, and moral responsibility.

BLACKBURN COLLEGE STATEMENT OF VISION

Blackburn College aspires to provide a distinctive and innovative model of American higher education, grounded in scholarship, student leadership, and cultivated through a community of integrated work, learning, and service.

STUDENT RESPONSIBILITY

It is each student's responsibility to learn how to apply the general standards of community conduct (outlined in this publication) to avoid conflicts or interference with the rights of others. It is the responsibility of students to read, be familiar with, and abide by the Student Handbook, the Work Program Guidelines, academic requirements as written in the Catalog, and official announcements sent to students' college e-mail addresses, campus mail boxes, or in the student portal news.

Definitions: When used in these guidelines:

- a. The term "College premises" means buildings or grounds owned, leased, operated, controlled or supervised by the College;
- b. The term "College sponsored activity" means any activity on or off campus that is initiated, aided, authorized or supervised by the College;
- c. The term "College" or "Institution" means Blackburn College in Carlinville, Illinois;
- d. The term "College Official" means any administrator, faculty member, staff member (including resident directors and resident assistants) and other authorized individuals of the College.

PHOTOGRAPHY STATEMENT

Blackburn College reserves the right to photograph (including film and videotape) students, faculty, staff and visitors on campus. Such photography is limited to non-commercial purposes representing Blackburn College. Expected uses of photography can include, but are not limited to, newspaper and television coverage, and officially recognized College-published materials such as brochures, slide shows, videotapes, displays, websites, and social media accounts.

OPTING OUT

At Summer Orientation, Orientation Leaders will explain to students how they can opt out (a form available at that time or at the Records Office).

PLANNED PHOTO SHOOTS

Students that are selected for photo shoots for specific projects will be asked to sign a regular photo release form.

ACADEMICS

COLLEGE CATALOG

The College Catalog contains the academic regulations and policies of the College. Students should read the Catalog carefully to be certain that they are familiar with these policies, and that they are progressing toward the fulfillment of all graduation requirements. Students should review with special care the discussion of major academic regulations noted in the Catalog. Faculty Advisors and the Records Office personnel are available to assist in this task, **but the student holds the final responsibility for making certain all graduation requirements are fulfilled.**

Degree requirements at Blackburn may be met by using any catalog that is in effect during a student's attendance. Combining requirements from various catalogs is not permitted.

STUDENT PORTAL

Faculty and staff use Blackburn email, the portal or Moodle to communicate with students. The Student Portal is the web-based program the College uses to communicate with students. From the Portal, students can view their class schedules, billing statements and, if they live on campus, room and meal plan information. Students are responsible for checking their billing statement (ledger) on a regular basis. Student statements will only be provided once each semester. From the Portal, students may view their transcript and other grade information. Announcements from Student Life and the Records Office will be posted to the Portal News. Faculty use electronic tools such as Blackburn email, the Portal and Moodle to provide their students with information about the students' courses and communicate with them. They may use these tools for course content and activities such as syllabi, course documents, and assignments, and host discussion groups. It is each student's responsibility to follow the communication tools specified for each class in which they are enrolled.

COURSE LOAD

Any student who drops below full-time academic status (below 12 hours) **MUST BE AWARE** that their eligibility for financial aid and campus residency is in jeopardy.

CLASS ATTENDANCE

1. Faculty members will set attendance policies they deem appropriate for their courses, and those policies will be clearly stated on the syllabus.
2. Penalties for violating the attendance policy for a course may range up to the assignment of an "early F" as a grade for the course.
3. If students know they must miss a class for personal reasons or extra-curricular activities, they should talk to their instructors prior to missing class and arrange for quizzes, tests, or other work to be completed prior to the absence. Students who must leave campus for emergency reasons should consult with either the College Counselor or the Dean of Students prior to leaving. If neither is available, word should be left with a Resident Director who will forward it to the appropriate office.
4. Students who must be off campus for a period of time due to illness or family emergency may use the Student Life Office as their point of contact. The Student Life Office will then advise professors and the Work Office of the absence and the reason given for the absence. This contact will not serve as an excuse for missing class.
5. No students will be penalized for participating in an approved extra-curricular activity. However, the Provost will annually identify and list classes that, by nature, require stringent attendance – senior seminars, for example. It will be understood that students will have to choose between the classes and extra-curricular participation that may interfere with attendance.

CLASSROOM BEHAVIOR POLICY:

Blackburn College actively supports the right of all students and faculty to work in an environment that is conducive to teaching and learning. Therefore, the College does not condone behavior that, in the judgment of the instructor, interrupts, obstructs, or inhibits the teaching and learning process. Disruptive behavior may include, but is not limited to, verbal attacks, intimidation, shouting, inappropriate gestures, attending class under the influence of drugs or alcohol, unauthorized use of electronic devices, consistently coming to class late or leaving early, sleeping during class, threatening or harassing comments, bullying, profanity, incessantly whispering/talking in class, or other similarly intrusive or disrespectful behavior. Disruptive behavior may also include other behavior that appears attention seeking in nature, monopolizing of class time, interrupting the instructor or classmates, or creating an uncomfortable class environment for other students.

Instructors have the right to ask students exhibiting such behavior to leave the class session. If the same student repeatedly exhibits this behavior or if a student refuses to leave a class session when requested to do so, the instructor should contact campus security at campus extension 5550 or student life at campus extension 5512. In cases of repeated disruption, faculty may drop a student from the class when there is documented written evidence that the student was warned that continued disruptive behavior could result in being administratively dropped from the class with loss of credit for the class.

ACADEMIC INTEGRITY

The College strongly encourages personal and professional integrity in all endeavors, and disapproves of cheating and plagiarism in any form. Academically, cheating involves giving or receiving unauthorized assistance on any test, quiz, report, project, or other graded exercise completed as part of a Blackburn class or program. Helping another student cheat is an act of academic dishonesty and is subject to the same disciplinary action as cheating itself. Plagiarism is discussed in detail in the next section below.

The following procedures outline Blackburn policy regarding cases of cheating or plagiarism in any class:

1. When faculty members discover an incident of cheating or plagiarism, they shall apply penalties as described in the course syllabus, which may include failure of the course.
2. In any case in which a faculty member has determined that a student has cheated or committed plagiarism, the faculty member will complete an Academic Disciplinary Notice. The faculty member will meet with the accused student to go over the Notice and both will sign documentation that the accusation has been discussed and understood. Copies of the Academic Disciplinary Notice will be distributed to the Provost and to the student's academic advisor. The academic advisor should follow up by meeting with the student to discuss the behavior in question, the penalty that resulted, and the student's right to appeal, as outlined below.
3. If the Provost receives two Academic Disciplinary Notices for the same student for two different infractions, he or she will report the charges to the Committee on Academic Standing. The Committee on Academic Standing will review the charges and determine whether there is need for a formal hearing to consider further disciplinary measures, up to and including academic probation.
4. If a third Academic Disciplinary Notice is submitted to the Provost for the same student, he or she will report the charge to the Committee on Academic Standing, which will again determine the need for another hearing that could result in penalties up to and including suspension. Any final appeal is to the President of the College.
5. A student who feels that he or she is wrongly accused of cheating and wishes to appeal must submit a written appeal within thirty days. The appeal should be submitted to the person who ranks above the accuser in the following order: Program Coordinator, Department Chair, Division Chair, or the Provost. If the student is not satisfied with the outcome of the appeal, he or she may request review at the next level. If the student is not satisfied with the outcome of these reviews, he or she may request a hearing before the Committee on Academic Standing.
6. The Committee on Academic Standing will review the case and make a determination either to uphold the faculty member's charge or to exonerate the student. Either the student or the faculty member making the charge may exercise a right of final appeal to the President of the College.
7. In the event that the student is exonerated of the charges, all documentation relative to the charge of cheating shall be removed from the student's college records.

PLAGIARISM: WHAT IT IS AND HOW TO RECOGNIZE AND AVOID IT

WHAT IS PLAGIARISM AND WHY IS IT IMPORTANT?

In college courses, we are continually engaged with other people's ideas: we read them in texts, hear them in lecture, discuss them in class, and incorporate them into our own writing. As a result, it is very important that we give credit where it is due. Plagiarism is using others' ideas and words without clearly acknowledging the source of that information.

HOW CAN STUDENTS AVOID PLAGIARISM?

- To avoid plagiarism, you must give credit whenever you use another person's idea, opinion, or theory;
- any facts, statistics, graphs, drawings—any pieces of information—that are not common knowledge;
- quotations of another person's actual spoken or written words; or
- paraphrase of another person's spoken or written words.

HOW TO RECOGNIZE UNACCEPTABLE AND ACCEPTABLE PARAPHRASES

Here's the ORIGINAL text, from page 1 of *Lizzie Borden: A Case Book of Family and Crime in the 1890s* by Joyce Williams et al.

The rise of industry, the growth of cities, and the expansion of the population were the three great developments of late nineteenth century American history. As new, larger, steam-powered factories became a feature of the American landscape in the East, they transformed farm hands into industrial laborers, and provided jobs for a rising tide of immigrants. With industry came urbanization the growth of large cities (like Fall River, Massachusetts, where the Bordens lived) which became the centers of production as well as of commerce and trade.

Here's an UNACCEPTABLE paraphrase that is **plagiarism**:

The increase of industry, the growth of cities, and the explosion of the population were three large factors of nineteenth century America. As steam-driven companies became more visible in the eastern part of the country, they changed farm hands into factory workers and provided jobs for the large wave of immigrants. With industry came the growth of large cities like Fall River where the Bordens lived which turned into centers of commerce and trade as well as production.

WHAT MAKES THIS PASSAGE PLAGIARISM?

The preceding passage is considered plagiarism for two reasons:

- the writer has only changed around a few words and phrases or changed the order of the original's sentences.
- the writer has failed to cite a source for any of the ideas or facts.

If you do either or both of these things, you are plagiarizing.

NOTE: This paragraph is also problematic because it changes the sense of several sentences (for example, "steam-driven companies" in sentence two misses the original's emphasis on factories).

HERE'S AN ACCEPTABLE PARAPHRASE:

Fall River, where the Borden family lived, was typical of northeastern industrial cities of the nineteenth century. Steam-powered production had shifted labor from agriculture to manufacturing, and as immigrants arrived in the US, they found work in these new factories. As a result, populations grew, and large urban areas arose. Fall River was one of these manufacturing and commercial centers (Williams 1).

Why is this passage acceptable?

This is acceptable paraphrasing because the writer:

- accurately relays the information using her own words.
- let's her reader(s) know the source of her information.

HERE'S AN EXAMPLE OF QUOTATION AND PARAPHRASE USED TOGETHER, WHICH IS ALSO ACCEPTABLE:

Fall River, where the Borden family lived, was typical of northeastern industrial cities of the nineteenth century. As steam-powered production shifted labor from agriculture to manufacturing, the demand for workers "transformed farm hands into industrial laborers," and created jobs for immigrants. In turn, growing populations increased the size of urban areas. Fall River was one of these hubs "which became the centers of production as well as of commerce and trade" (Williams 1).

WHY IS THIS PASSAGE ACCEPTABLE?

This is acceptable paraphrasing because the writer:

- records the information in the original passage accurately.
- gives credit for the ideas in this passage.
- indicated which part is taken directly from her source by putting the passage in quotation marks and citing the page number.

Note that if the writer had used these phrases or sentences in her own paper without putting quotation marks around them, she would be PLAGIARIZING. Using another person's phrases or sentences without putting quotation marks around them is considered plagiarism **EVEN IF THE WRITER CITES IN HER OWN TEXT THE SOURCE OF THE PHRASES OR SENTENCES SHE HAS QUOTED.**

PLAGIARISM AND THE INTERNET

The internet has become a more popular source of information for student papers, and many questions have arisen about how to avoid plagiarizing these sources. In most cases, the same rules apply as to a printed source: when a writer must refer to ideas or quote from an internet site, she must cite that source.

If a writer wants to use visual information from an internet site, many of the same rules apply. Copying visual information or graphics from an internet site (or from a printed source) is very similar to quoting information, and the source of the visual information or graphic must be cited. These rules also apply to other uses of textual or visual information from internet sites; for example, if a student is constructing a web page as a class project, and copies graphics or visual information from other sites, she must also provide information about the source of this information. In this case, it might be a good idea to obtain permission from the site's owner before using the graphics.

STRATEGIES FOR AVOIDING PLAGIARISM

1. Put in **quotations** everything that comes directly from the text especially when taking notes.
2. **Paraphrase**, but be sure you are not just rearranging or replacing a few words.
 - i. Instead, read over what you want to paraphrase carefully; cover up the text with your hand, or close the text so you can't see any of it (and so aren't tempted to use the text as a "guide"). Write out the idea in your own words without peeking.
3. Check your paraphrase against the original text to be sure you have not accidentally used the same phrases or words, and that the information is accurate.

TERMS YOU NEED TO KNOW (OR WHAT IS COMMON KNOWLEDGE?)

Common knowledge: Facts that can be found in numerous places and are likely to be known by a lot of people. Example: John F. Kennedy was elected President of the United States in 1960.

This is generally known information. **You do not need to document this fact.** However, you must document facts that are not generally known and ideas that interpret facts.

Example: According to the American Family Leave Coalition's new book, *Family Issues and Congress*, President Bush's relationship with Congress has hindered family leave legislation (6).

The idea that "Bush's relationship with Congress has hindered family leave legislation" is not a fact but an interpretation; **consequently, you need to cite your source.**

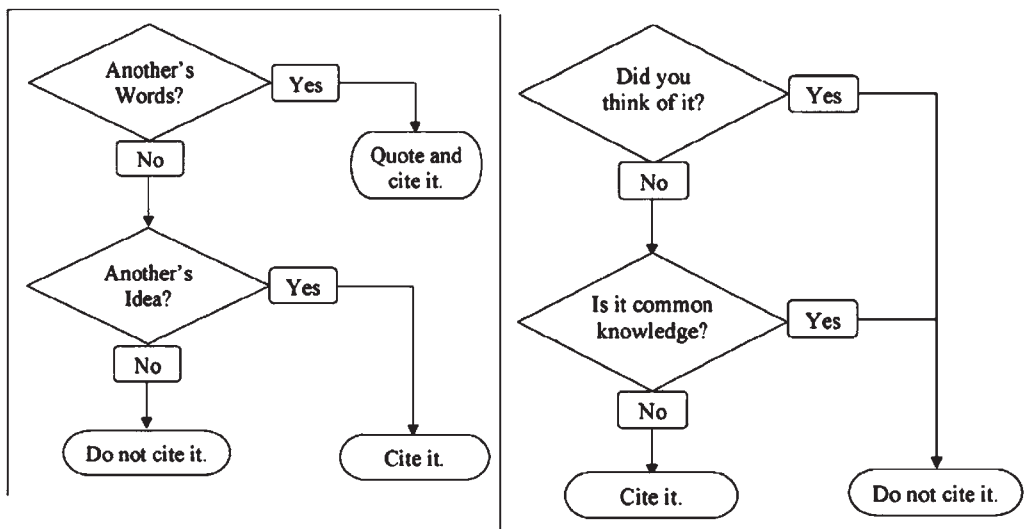
Quotation: using someone's words. When you quote, place the passage you are using in quotation marks, and document the source according to a standard documentation style.

The following example uses the Modern Language Association's style:

Example: According to Peter S. Pritchard in *USA Today*, "Public schools need reform but they're irreplaceable in teaching all the nation's young" (14).

Paraphrase: using someone's ideas, but putting them in your own words. This is probably the skill you will use most when incorporating sources into your writing. Although you use your own words to paraphrase, you must still acknowledge the source of the information.

Both figures from R.A. Harris(2001), *The Plagiarism Handbook*. Glendale, CA: Pyczak.



GRADE APPEAL POLICY

Students who wish to appeal a course grade must do so no later than 5 p.m. on the last regular class day of the semester following that in which the grade was received (not including the summer semester).

Students may appeal a grade on the basis of a belief that the instructor either made an error in the grading process, or was demonstrably unfair or discriminatory in assigning a grade. Students may not use the grade appeal process to appeal a determination of academic dishonesty. To appeal a grade the student should first make an appointment with the instructor of the course in question and discuss the matter with him or her. If this is not possible or if the student is not satisfied with the outcome of the discussion, the student may appeal to the Division Chair, who will meet with the student and the

instructor in the role of mediator. If after such a meeting the student continues to believe that the grade in question is inappropriate the appeal may proceed to the Committee on Academic Standing (CAS). The outcome of CAS review will result in one of three decisions. That the

1. student's appeal has no merit and the grade should stand;
2. grade should stand but that the faculty member in question should be advised to improve grading policies and practices; or
3. grade in question is inaccurate or unfair, and the instructor should submit a revised grade. CAS will report its findings to the Provost, who will then review the report and recommendations, ensuring that all parties receive formal notice of the disposition of the case.

A student may appeal the decision of CAS only on the grounds that fair procedures were not followed or that new information has become available that would materially affect the decision. Such an appeal must be made in writing to the Provost within one week of the submission of the CAS report. On appeal the Provost will review the report and recommendations from CAS and decide either that the committee's decision should stand or be reconsidered on the basis of either procedural inadequacies or the availability of substantial new information bearing on the case. If the Provost concludes that the case should be reconsidered, CAS will reconvene and act on the recommendations for reconsideration from the Provost.

ADMINISTRATIVE WITHDRAWAL POLICY

The Provost, in consultation with the Dean of Students, Dean of Work, and Athletic Director, may administratively withdraw a student who is exhibiting significant problems in one or more areas across campus. Examples include, but are not limited to, lack of serious academic effort, and/or disruptive, abusive or offensive behavior or actions. Administrative Withdrawal is appropriate where, in the judgment of the Provost, the significant problems exhibited by the student demonstrate that the student is interrupting, obstructing, or inhibiting the teaching and learning process.

Failure to demonstrate a serious academic effort is defined as when, in the judgment of the instructor, the student's ability to derive a meaningful educational experience with regard to the content and learning objectives of the course is impaired. This may include, but not be limited to, excessive absences, failure to submit homework, complete quizzes, exams, or other classroom-based measurements of progress as required by the specific course.

Disruptive, abusive, or offensive behavior or actions are defined as those which result in written actions or reports within Student Life, Athletics, or the Work Program.

When such failure is reported to the Provost, the Provost shall communicate with each of the student's instructors to determine whether the student has demonstrated or failed to demonstrate a serious academic effort, as defined above. The Provost will solicit information from the Student Life, Athletics, and Work Program Offices to determine if the student has exhibited disciplinary issues. If a student fails to demonstrate serious academic effort, as defined above, and/or is exhibiting disciplinary issues in the Work Program, Student Life, and/or Athletics, he or she may be administratively withdrawn from the college by action of the Provost.

Prior to any decision, the Provost will schedule a meeting with the student to discuss the findings and consult with the student about the circumstances and the possible consequences. The student will have 24 hours to present additional relevant information to the Provost, after which a final decision will be made. In the event of a decision to withdraw a student, the student may, within 24 hours, appeal to the Committee on Academic Standing solely on the basis of procedural error. The Committee may either uphold or reverse the decision of the Provost.

In the event of an administrative withdrawal, students may lose eligibility for financial aid. Resident students will be required to vacate college housing, and other services, activities, and benefits of enrollment at the college will be terminated. Grades will be assigned in accordance with current withdrawal policies.

Students administratively withdrawn retain the right to petition the Committee on Academic Standing for readmission in a future semester.

STUDENT MEMBERSHIP ON CAMPUS-WIDE COMMITTEES

Curriculum & Academic Policy (CAP) Committee: 1 student representative. This committee reviews changes to the academic program and makes recommendations to the Faculty Assembly.

Diversity & Inclusion Committee: 3 Students (1 representative from the student body; 1 representative from Student Senate; 1 international representative). This committee is a sub-committee of the Planning Committee and is charged with the goal of increasing diversity and inclusion in the College community by providing the awareness, knowledge, and skills needed to successfully recruit and retain students, faculty, and staff.

Planning Committee: 2 student representatives. This committee reviews the annual budget requests and makes recommendations to the Board of Trustees regarding the budget. The committee also reviews all future strategic planning for the College.

Student Life Appeals Board: 3 student representatives and 1 alternate. This board hears appeals of disciplinary actions resulting from an offense.

GENERAL CAMPUS GUIDELINES

1. The Blackburn Campus (the interior of all campus buildings) has been designated as smoke free (this includes vaping and use of e-cigarettes).
2. Blackburn email will be used as the official communication channel for all announcements. Each student, faculty member and staff member receives a Blackburn College email account and the accounts are secured by each individual's personal password. It is the responsibility of each individual to routinely check their email account for any official communication from the College.
3. All clubs must be registered with both the Student Senate and the Office of Student Engagement to become official campus organizations. Officially registered clubs and organizations are eligible to obtain funding from the Student Senate (via the allocations process). Religious organizations or those sponsored by religious groups are subject to the jurisdiction of the Office of the President.
4. Posters displayed on campus must be approved by personnel in the Student Life Office and removed within 24 hours after the event. No signs may be taped to any walls, doors, or windows. There are designated areas for signs in each building. No signs may be posted on bulletin boards designated to specific departments without the permission of the department. Each group or individual posting signs is responsible for removing and properly discarding the signs by the stamped expiration date.
5. At the beginning of their first semester each new student is issued an Identification Card. Returning students are expected to retain their IDs. IDs are required for admission to meals and campus events during the entire academic year. There is a \$10.00 fee for replacement of lost cards.
6. All announcements and printing jobs, including publications which pertain to Blackburn College, must be approved by the Director of Public Relations before being released to the news media or the general public. Such items include news releases, posters and brochures that represent the College officially.
7. Normally no fee is charged to members of the Blackburn community for admission to any College activity. Under special circumstances campus groups may petition the Student Life Committee for permission to charge a nominal fee for a special event.
8. Students who find it necessary to withdraw from the College during the course of a semester must contact the Dean of Students or designee. Individual rights of privacy will be respected. Failure to do so could result in financial ramifications including a withdrawal fee of \$100. Information regarding the military service withdrawal policy is available in the Records Office or Student Life Office.
9. Because of Blackburn's small size and democratic traditions, fraternities and sororities are not authorized at the College.
10. If you are dissatisfied with the services of the College - other than areas with grievance procedures outlined herein - contact the Dean of Students.
11. Any student who drops below full time academic status (below 12 hours) MUST BE AWARE that his or her eligibility for financial aid and campus residency is in jeopardy.
12. The Student Senate is empowered by its constitution to call an assembly of the student body. This assembly is called a "Town Hall Meeting."

THE STUDENT CONDUCT CODE

By choosing to attend Blackburn College you become a member of the Blackburn community, whether you are a resident or live off campus. As a result, you have a responsibility to yourself and other members of the community to behave in a civil manner that demonstrates respect for the College, its physical and non-physical components and its other members (Faculty, Staff, and Students).

CONDUCT GUIDELINES

College policy and regulations are published in this Handbook so that students are informed of expected and prohibited conduct.

Students are expected to be familiar with and observe all provisions of College policy and public (municipal, county, state and federal) law. Violations may result in disciplinary action. All community members (including students) are responsible for their own behavior. This includes becoming knowledgeable of all applicable and relevant guidelines, rules, and laws. As with the laws of the United States, ignorance of the law is no excuse for a violation.

One of the values that the Blackburn community holds in high regard is the responsibility our students take in the care for others. Behaving in a civil manner includes respecting yourself and others and accepting responsibility for your actions including the responsibility for the impact of your actions as they affect the general welfare of the other members of the Blackburn community. You are asked to speak up and share with Student Life staff members when the health, safety, and well-being of others is in jeopardy or when student conduct code violations are disrupting the College community. "Bystanders" may be held accountable for their actions or inaction when in the presence of violations of the student conduct code.

Any student found guilty of misconduct as outlined below is subject to disciplinary action. In addition to the specific details concerning alcohol and drug violations, academic dishonesty, sexual assault and harassment (all of which have designated policies in this Handbook and the Catalog) the following list (which is not comprehensive) provides examples of prohibited behavior and illustrates a general set of guidelines for discerning appropriate and inappropriate behaviors:

Violence/Offenses Against Persons or Property:

- A. Assault, physical abuse, verbal abuse, threats, intimidation, harassing or belligerent behavior, coercion, and/ or other conduct which threatens or endangers the health, safety and/or educational progress of any person. This includes threats or intimidation through electronic means, as well as hate speech or the display or use of symbols or images commonly associated with fomenting hatred, intolerance, or oppression (e.g. including but not limited to: swastika, confederate flag, burning crosses, burning Korans, sexually explicit imagery) in such a way as to be judged to create a threatening, hostile, or intimidating environment for others.
- B. Possession of firearms, explosives, other weapons (including but not limited to knives, pellet/ BB guns, tasers, and/or martial arts weapons), or dangerous chemicals on College premises (including mace & pepper spray).
- C. Sexual harassment or sexual assault (specific policies can be found on page 28 of this handbook).
- D. Failure to comply with reasonable requests of College officials acting in the performance of their duties, and failure to identify oneself to these persons when requested to do so.
- E. Hazing of any kind.
- F. Attempted or actual theft, fraud, and/or damage to College property, or property of a member of the College community or other personal or public property.
- G. Intentionally initiating or causing to be initiated any false report, warning or threat, fire, or explosion on College premises or at a College-sponsored activity, or tampering with or misusing fire-safety equipment.

Offenses Against the Peace:

- A. Conduct which is disorderly or a breach of peace; or aiding or abetting another person to breach the peace on College premises or at College sponsored activities.
- B. Participating in or promoting disruption or obstruction of teaching, student learning, research, administration, disciplinary proceedings or other normal operation of the College, or at College sponsored activities.

Offenses of Dishonesty:

- A. Acts of dishonesty including but not limited to academic dishonesty, furnishing false information to any College official; forgery, alteration, or misuse of documents, or records.

Offenses of Possession:

- A. Use, possession, or distribution of controlled substances except as expressly permitted by law.
- B. Public intoxication, and/or use, possession or distribution of alcoholic beverages except as expressly permitted by law and College regulations.
- C. Unauthorized possession, duplication or use of keys to any College premises, or unauthorized entry or use of any College premises.

Offenses Against the Blackburn Community:

- A. Abuse of telephone service, including but not limited to: Unauthorized use of telephone facilities or services to interfere with the work of any member of the College community; or to send any obscene or abusive message; false or prank emergency calls (911) from any campus phone, including (but not limited to) telephone devices intended solely for emergency 911 calling.
- B. Irresponsible use of the campus-wide computing system, including but not limited to: use of the system for illegal purposes; use of the system which compromises bandwidth and degrades the performance of the entire system; or participating in activities that compromise system security efforts. If there are questions about specific examples of the listed activities, see personnel in Technology Services.
- C. Abuse of the Disciplinary System, including but not limited to: failure to obey the summons of a disciplinary body or College official; falsification, distortion, or misrepresentation of information before a disciplinary body; disruption or interference with the orderly conduct of a disciplinary proceeding; instituting a disciplinary proceeding knowingly without cause; attempting to discourage, influence, harass and/or intimidate an individual to prevent proper participation in or use of the Disciplinary System; or failure to comply with the sanctions imposed under the Disciplinary System.
- D. Lewd, lascivious, indecent, or obscene activities when imposed on others or in plain view of others, or in places openly accessible by others.
- E. The use of all tobacco products in all administrative, academic, and athletic buildings. (Note: Smoking tobacco is prohibited in all campus buildings. Smokeless tobacco is allowed only inside individual residence hall rooms and as long as the roommate agrees.) This restriction includes vape machines & e-cigarettes.
- F. Conduct which causes a health and/or safety risk.
- G. Violation of federal, state or local law on College premises or at College-sponsored activities.

Other Offenses:

No code of conduct can anticipate every possible situation that will pose a threat to the Blackburn community. Therefore, any action that violates reasonable standards of expected human behavior or that threatens the safety or academic environment of the campus will also be considered a violation of these conduct guidelines.

DISCIPLINARY SYSTEM

The goal of the disciplinary system is to encourage students to follow appropriate behaviors and to avoid violations of the student conduct code. Another goal is to present a student found guilty of a violation of the conduct code the opportunity to realize their responsibility for that violation and redirect their behavior.

1. The Blackburn disciplinary system is designed to assure a fair hearing and fundamental due process rights but does not necessarily reflect the philosophy, structure, or formal procedures of civil or criminal Courts of Law.
2. Rules and regulations will be enforced fairly and consistently and apply equally to all members of the community. Each case will be reviewed on its own merits. Because of individual circumstances, similar cases may result in different outcomes.
3. The focus of the inquiry within the disciplinary system shall be to determine if those accused of violating the student conduct code are responsible for that violation. Formal rules of evidence shall not be applicable, nor shall deviations from prescribed procedures necessarily invalidate a decision or proceeding unless significant prejudice to the student or College may result;
4. The President of the College, because of the responsibility granted by the Board of Trustees, has the authority to step in and make decisions at any level of the disciplinary process.

DISCIPLINARY PROCEDURES

1. The use of the Blackburn College Disciplinary System does not negate the right to pursue a complaint in the state or local courts as provided by law.
2. The College reserves the right to hear and make decisions concerning cases which are being considered concurrently by local, state or federal authorities, or happen off-campus but which affect either the College or the individual's behavior as a Blackburn College student.
3. When more than one student is involved in an alleged incident, all cases may be heard at the same time.
4. When appropriate, discipline will include counseling and mediation to serve as a learning experience for the student.
5. Disciplinary hearings will be held as soon as possible, with a goal of within 5 - 7 business days after an incident has been reported. Appeals may take longer to schedule, but will be held as soon as possible.
6. If additional information concerning the outcome of a closed case becomes available within one calendar year of a hearing, the College reserves the right to reopen the case and, if appropriate, return it to the proper hearing board/body for deliberation.
7. Disciplinary actions will remain on file in the Student Life Office throughout the attendance of the student at Blackburn. Records of minor disciplinary actions will be destroyed upon graduation or after five years have elapsed since the last semester of attendance. The records (excluding audiotapes of hearings) of cases resulting in social probation, suspension, or expulsion will be retained in the student's file at the College for a period of 10 years.
8. Written notices of disciplinary documentation, review meetings, hearings and appeals will be delivered to the student's e-mail and campus mailbox. Notices are considered to be received by the student unless the student can provide reasonable evidence why they did not receive it.
9. Students on a disciplinary contract who leave the College and are readmitted before the contract was to expire will continue at that contract level through the original expiration date.
10. Any variations on hearing policy or procedure will occur only in extreme circumstances and only after consultation with the Dean of Students.

DISCIPLINARY ACTIONS

Infractions

1. An infraction is defined as a violation of residence hall policy, such as quiet hours violations, unauthorized use of a fire escape, keeping a pet, off campus guest policy violations, etc.
2. Infractions may be issued by Resident Directors (RDs) and/or Resident Assistants (RAs). A copy of the written record of the infraction will be given to the student and also placed on file in the Student Life Office.
3. A student may accumulate a maximum of three infractions, in any one semester, prior to requiring a meeting with the Director of Inclusive Housing who will determine an appropriate sanction and duration of such sanction.

First or Minor Offenses

1. An offense is defined as a violation of the College's student conduct code.
2. Offenses may be issued by any RD, RA, member of campus security staff, or any member of the professional Student Life Staff.
3. Students receiving an offense will appear before the Director of Inclusive Housing. The Director of Inclusive Housing will review offenses occurring both inside and outside the residence halls. Appropriate disciplinary sanctions will be developed, specifying the steps the student will take to modify their behavior and/or what specific consequences the student will bear and the time frame for the completion of the sanction. The student will receive a letter outlining the sanctions and deadlines.
4. Disciplinary actions for offense(s) can include one or more of the following: restrictions of co-curricular activities, withdrawal of specified privileges, payment of a fine, communication with the parent(s)/guardian (in cases of dependent students), mandatory counseling, being moved to another room or residence hall or removal from College housing, performing community service, social probation, suspension or expulsion as defined below. Based on the nature and seriousness of the misconduct and the student's overall behavior and college performance, additional restrictions or conditions may be imposed.

Multiple or Major Offenses

1. Repeated minor offenses or major offenses (those deemed to be serious violations of the student conduct code, i.e. violence or offenses against persons or property), will be referred to the Dean of Students (or the Dean's designee) for administrative adjudication. The student will receive, via campus mail & campus email, a written statement of the charge. The accused student will be required to provide an official response to the charge within 3 business days of receiving the written charge. An administrative hearing will be scheduled to hear the case. Prior to the administrative hearing, the accused student will be provided with a list of the names of campus faculty or staff who are trained hearing advocates whom students may choose to employ to help navigate the process and procedures of a disciplinary hearing.
2. The following rights apply to students in administrative or conduct hearing board hearings which might result in social probation, suspension or expulsion:
 - a. The right to be informed in writing of all charges at least three days before any administrative hearing may proceed;
 - b. The right to waive the three-day notice of charges;
 - c. The right to have one member of the Blackburn community present at the hearing to act as support (defined as providing advice, asking questions when properly recognized, and providing emotional support);
 - d. The right to hear specific charges against them and the name(s) of the person(s) bringing charges;
 - e. The right to be present during the entire hearing, except deliberations;
 - f. The right to call witnesses whose written or oral testimony has direct bearing on the incident(s) in question;
 - g. The right to speak on their own behalf;
 - h. The right to appeal a decision (see "Appeal Procedures" in this handbook)
3. Administrative hearing procedures:
 - a. The VP & Dean of Student Life (or designee) will chair the hearing (hereafter referred to as the Chair).
 - b. All hearings are closed to the public and must be held in a conference room or private office.
 - c. The hearing will be audio taped in order to provide a record in cases of appeal. The audio tape will be stored securely for 1 month and then destroyed.
 - d. All witnesses and students involved will be called into the hearing room to have the hearing process explained. Witnesses will be advised to give detailed and factual statements. Witnesses will be excused from the hearing room until they are called by the Chair.
 - e. The Chair will read the charge(s) and specific conduct code violated along with the name(s) of the persons(s) or office bringing them.
 - f. The accused student will make a statement as to whether or not they did or did not commit the described offense.
 - g. The Chair will **review, with the student, the incident documentation and the evidence and/or witness statements collected related to the alleged violation of the conduct code. If appropriate, witnesses may be called to provide testimony.**
 - h. In cases when the student(s) against whom charges are being pressed claims they are not responsible for the alleged offense, they will present relevant evidence and call witnesses as appropriate.
 - i. Witnesses will generally be asked by the Chair to attend only that portion of the hearing relevant to their testimony, although in some cases witnesses may be asked to be present during the entire hearing. Those witnesses who cannot attend may submit a written statement, but it must be provided 24 hours prior to the scheduled start of the hearing.
 - j. All parties present are entitled to make notes and ask questions at any time during the hearing, providing they have been recognized by the Chair.
 - k. The Chair will make a decision based on the evidence presented during the hearing. If a preponderance of the evidence exists (it is more likely than not that there was a violation of the conduct code) the student will be considered responsible for the offense.
 - l. The Chair may have up to 24 hours to deliberate following the conclusion of the hearing.
 1. Students will be verbally informed by the Chair of disciplinary decisions as soon as they are made. The Chair will also discuss with the student any additional disciplinary consequences that will accompany the decision. This discussion may take place in the latter part of the hearing or whenever a decision is made. Written verification from the Student Life Office will be sent within 24 – 48 hours of the hearing.
4. Major offenses such as those listed in the Equal Employment Opportunity & Non-Discrimination Statements, Policies, and Procedures (found elsewhere in this handbook) will be heard by the Conduct Hearing Board.

5. Possible disciplinary sanctions for multiple or major offenses include:

a. Social probation is defined as a time when a student needs to demonstrate appropriate behavior and work to be a cooperative and productive member of the campus community. A student on social probation is restricted for a designated period of time from:

- leadership in campus organizations and the Work Program,
- representing the College publicly (UNLESS participation in that activity is REQUIRED for completion of their degree),
- participating in 10% of athletic competitions for any sport they play,
- being hired for campus break work or receiving paid hours in the work program,
- participating in off-campus study opportunities.

Other limitations may be placed on a student as appropriate. Social probation will not last longer than one full year.

Social probation sanctions will be drawn up (or modifications made to existing sanctions) which will specify:

- the steps the student must take to modify their behavior;
- the specific restrictions the student will be under;
- the time frame for the fulfillment of the sanctions;
- what will happen if the student doesn't complete the sanction. The student will receive a letter outlining the sanctions.

b. Suspension from the College is imposed when a student's conduct is deemed a potential and/or serious threat (i.e. assault, theft, vandalism, sexual offenses, etc.) to the College community. Students may be suspended when found responsible for a serious violation of the conduct code or for repeated social and/ or work offenses. Suspension is recorded and maintained in the student's permanent record. Suspension is set for a specified period of time, usually one full semester and the student may apply for readmission at some future date. A letter of suspension will outline any special conditions a student must meet to be eligible for readmission.

c. Expulsion is permanent dismissal from the College and is appropriate only in circumstances where a student's conduct is a severe threat to the College community. The Provost, Dean of Students, Dean of Work, or the Conduct Hearing Board may recommend expulsion to the President of the College who is the only person with the authority to expel a student. Expulsion is recorded on a student's permanent record and the student is not eligible to apply for readmission.

d. Interim suspension: The Dean of Students, in consultation with the Office of the President, has the right to suspend a student on an interim basis to protect the welfare of the College community or the student. Interim suspension is to take place immediately after the preliminary investigation and will require that the student physically remove themselves from the College campus. Under the conditions of interim suspension, the usual three-day notice of charges is waived. An administrative hearing will be scheduled as soon thereafter as practical within three business days to reduce the academic/work burdens imposed by the removal from campus. A hearing may take place off campus if it is believed that such a step is necessary. Should the hearing find that the student was not responsible for the offense for which they were suspended, the suspension is revoked and the student is immediately reinstated without academic or other penalty.



APPEALS PROCEDURES

A student wishing to appeal a disciplinary decision does so by filing a written request for an appeal within 48 hours (excluding weekend days) of delivery of the written disciplinary decision. The appeal should be filed with the Office Manager in the Student Life Office who will forward it to the appropriate appeal officer/chair. The written request must state the specific grounds on which the appeal is based. Grounds for appeal are:

- Improper procedure
- New evidence
- Excessively harsh sanction

The appeal officer or appeal board chair will review the grounds for appeal and will make a determination if the grounds for appeal are presented with a sufficient preponderance of evidence, meaning that it is more likely than not that the grounds for the appeal are legitimate.

In making the determination about an appeal, the officer or Board may uphold the original decision with no changes; uphold the original decision with revision of sanctions; or overturn the original decision. The decision of the Appeals Officer or Board is final. Students have no further appeal rights unless the President of the College determines that a review of the case is necessary and appropriate.

1. Appeals of infractions. The appeal of an infraction will be heard by the Dean of Students.
2. Appeals of first or minor offenses will be heard by the Student Life Appeals Board. The Student Life Appeals Board shall consist of one Resident Director (not involved with the case), and one student appointed by the President from nominations made by Student Senate and the Student Life Office. The Student Senate Vice-President shall serve on this Board as a voting member and Chair. A member of the professional student life staff (not involved with the case) will serve as a non-voting advisor.
3. Appeals will be heard unless 3 members of the appeals board (the board chair + 2 regular members) decide unanimously that there are not sufficient grounds presented to hear the appeal.
4. Appeals of multiple or major offenses, with the original decision being made by the Dean of Students or designee, and resulting in social probation, suspension, or expulsion will be heard by the Conduct Hearing Board. This board shall consist of 5 members of the campus faculty & staff.
5. Appeals of major offenses, with the original decision being made by the Conduct Hearing Board, will be heard by the Provost.
6. Those making appeals in circumstances where the disciplinary sanction is social probation or suspension should be aware that the appeal may consist solely of a meeting with the appeal officer or board and a review of the audiotape of the original hearing.

Hearing Board or Officer Appeals Procedure:

1. Appeals will be heard in as timely a manner as is possible, with a goal of within 5 business days of receipt of the request for the appeal.
2. All appeal meetings are closed to the public and held in a closed conference room or campus office (depending upon the number of individuals participating).
3. The Chair will read the grounds of the appeal along with the names of the persons bringing them.
4. All parties present will be reminded to tell the truth.
5. The individual making the appeal carries the burden of proof. The individual making the appeal will provide evidence, documentation, and/or witnesses to substantiate the appeal.
6. A written and signed statement by a witness to the event will be allowed as documentation during the appeals hearing. Bear in mind however, that such a statement will carry less weight than a witness being present during the hearing [due to board members or hearing officer being unable to question the witness(es)].
7. The person or board who made the decision in the original case will make their presentation, submitting evidence, documentation, and/or witnesses to substantiate the decision.
8. Only those persons necessary to conduct the appeal meeting may be present in the room; including the student bringing the appeal, the person who made the original decision, and appeal board members. Witnesses may attend only that portion of the appeal meeting in which they present testimony.
9. All parties present are entitled to take notes and ask questions at any time during the appeal meeting, provided the Chair has recognized them.
10. Decisions will be based on evidence presented during the appeal meeting.
11. All persons except appeal board members will leave the room during deliberations.
12. Students will be informed verbally of the decision on the appeal as soon as it is made. Written verification will follow as soon as possible.
13. Appeal decisions are made by majority vote.

NO CONTACT ORDERS

College administrators are authorized to issue a No Contact Order (NCO) prohibiting contact between students when there exists a reasonable concern that physical or psychological harm may result from such contact.

The College will consider all facts and circumstances that may be relevant to whether an NCO should be issued, including, but not limited to, the following factors:

- When there are allegations, threats, or evidence of physical violence by one student against another.
- When there are allegations, threats, or evidence of emotional abuse or harassment by one student of another.
- When there is a substantial risk of emotional harm from continued contact between students.
- When continued contact between students may have a material impact on campus disciplinary proceedings.
- When requested or agreed to in good faith by both students involved.
- When there are allegations of serious college policy violations.

All NCOs shall provide that neither student may have contact with the other. "Contact" includes, but is not necessarily limited to, in-person contact, telephone calls, email, texts and other forms of electronic communication, social media-based messages or postings (about or directed to the other person), and third-party communications including through proxies.

NCOs may include additional protective measures or other terms specific to the safety, well-being, or other needs of either or both students subject to the NCO, when deemed necessary by the College. Any additional terms shall be expressly stated in the NCO. Additional protective measures or other terms need not be reciprocal. They may include, but are not limited to, the following:

- Restricting a student from being in close proximity to the other student.
- Restricting a student's access to certain campus locations, including the other student's residence hall.
- Restricting the times a student may be present in on-campus dining facilities.
- Requiring that the students not be enrolled in the same academic course(s).
- Requiring that the students not participate in the same co-curricular or extra-curricular activities.

NCOs may be issued by the following administrators:

- For matters pertaining to the Code of Student Conduct: the Assistant Dean of Students, or their designee.
- For matters pertaining to the Sexual Misconduct and Harassment Policy: the Title IX Coordinator, or their designee.
- For emergency situations involving personal safety, the Director of Campus Safety and Security may issue temporary NCOs, which shall be confirmed, modified or rescinded by the Assistant Dean or Title IX Officer once all relevant information is reviewed.

The College will review all NCOs annually. Each NCO will remain in effect until the graduation or withdrawal of at least one of the parties, unless the NCO expressly provides otherwise or is modified or rescinded by the College. A student seeking the modification or rescission of an NCO shall make such a request to the administrator who issued the NCO. The issuing administrator shall consult with both parties before determining whether or not to modify or rescind the NCO.

Violations of No Contact Orders are subject to discipline under the Code of Student Conduct or the retaliation provisions of the Equal Employment Opportunity and Nondiscrimination Statements, Policies, and Procedures, as appropriate.

Students who have interpersonal conflicts that do not raise concerns for individual health and safety will not be granted NCOs. These individuals should pursue other forms of conflict resolution, such as mediation offered through the Office of Counseling Services.



ELECTRONIC MEDIA/CELL PHONE POLICY

Your electronic entries may be seen by unintended viewers. Faculty, administrators, current and future employers can often access information you place on these sites. Assume that any information you post may at some point be the basis for the impression others have of you.

Although electronic media sites (including but not limited to Facebook, Snapchat, Twitter, LinkedIn, etc.) are hosted outside of Blackburn College, violations of college policy on such sites may be subject to investigation and sanction under the Nondiscrimination Policy, Student Code of Conduct, and other college policies. Information including but not limited to public comments, SMS, MMS, videos, and photos may be used as evidentiary material by Blackburn College as deemed appropriate or necessary by judiciary bodies. Students who receive unsolicited messages or images on their cell phones or any other form of electronic communication systems can use such text and images as evidence supporting a harassment case against another student or representative of the institution. Blackburn College is not held liable for the comments or material students post on internet sites or via cell phone services.

Students should be aware that the use of cell phones and other electronic communication devices can be disruptive and policies governing their use should be observed—including policies for their use in classrooms, laboratories and the work place.

ALCOHOL REGULATIONS

Blackburn College is committed to providing an education that promotes personal growth and lifelong learning. The alcohol policy stems from this commitment, and has been developed with the following tenets in mind:

Students are adults and are obligated to obey the law and take personal responsibility for their conduct. Blackburn College students are encouraged to not only watch out for themselves, but the safety and well-being of others.

The costs of alcohol abuse to members of the College community are high. These costs include, but are not limited to, physical and emotional health problems, poor academic performance, and campus crime and violence.

Disciplinary sanctions are the penalties imposed upon those who make the choice to violate policy. The severity of the sanctions reflects the College's responsibility to uphold the law and protect members of its community from the harmful consequences of alcohol abuse.

The alcohol policy and resulting disciplinary penalties are set up separately from the College's Disciplinary System due to the number and nature of alcohol violations dealt with each year. In cases involving violations of both the alcohol and other College policies, additional restrictions or other conditions may be enforced, depending upon the nature and seriousness of the misconduct and the student's overall behavior and college performance.

BE AWARE—Any violation of the following regulations will be considered an offense and the penalties outlined for alcohol violations will apply.

1. Consumption or possession of alcoholic beverages by persons less than 21 years of age is prohibited. Intoxication by students of any age will result in a violation.
2. Intoxication is defined as being under the influence as determined by Illinois State Law. This is defined at Blackburn by a Blood Alcohol Concentration (BAC) of .08 for students 21 years of age & older and a BAC of anything above .000 for students under 21.
3. Students who are 21 years of age and older may possess and consume alcoholic beverages in the confines of their own room if they have approval of their roommate (or other rooms where one resident is of legal age and present). All other alcohol regulations must be followed. The individual(s) present at the time of the incident (resident, commuter, or guest) will be held accountable for any alcohol violations taking place in their room along with any other students determined to be violating policy. Behavior resulting in violation of College policy attributed to the influence of intoxicants may be cause for disciplinary action (under both the code of student conduct and these alcohol regulations). Any 21-year-old or older student who supplies alcohol to anyone under the age of 21 will receive an offense. Public intoxication is prohibited and will result in an alcohol violation.
4. Only beer, wine, wine coolers, and malt beverages may be consumed by those of legal age.
 - a. Beer kegs are prohibited (including pony kegs, party balls, and similar large multi-serving containers).
 - b. "Hard" liquor is prohibited on campus.
 - c. "Trophies" (empty hard alcohol containers) are prohibited on campus.

5. Possession or consumption of alcoholic beverages in public areas is prohibited, with the only exception being special events as outlined in #12 on the next page. Public areas are defined as any College property outside of students' residence hall rooms. Students of legal age may transport unopened containers of alcohol to their residence hall room or the room of another student of legal age. Requests for the exceptions as outlined in #12 will be reviewed and may be permitted by the Student Life Office (with the approval of the Office of the President). Alcohol consumption, in all cases where exceptions are made, will be allowed only in designated areas.
6. Students suspected of an Alcohol Policy violation:
 - a. Students who are 21 years of age or older and who violate College policy and are suspected of intoxication may be held responsible for an alcohol policy violation. In such a case, the student(s) may request to take a Breathalyzer test to prove they are in compliance with College policy.
 - b. Underage students who are suspected of consumption or intoxication may request to take a Breathalyzer test to prove they are in compliance with College policy.
 - c. Students suspected of violating the alcohol policy who refuse to take a Breathalyzer test will be held responsible for an alcohol violation.
 - d. Behaviors that warrant suspicion of intoxication include but are not limited to: scent of alcohol, belligerent behavior, slurred speech, impaired mobility.
7. A member(s) of the Student Life Department can make a request to the Dean of Students to have alcohol prohibited on certain wings or in residence halls where documented alcohol related problems have occurred. The Student Life Committee will vote on the measure and, if necessary, set a period of prohibition.
8. All persons will be held responsible for their conduct regardless of their state of mind.
9. College funds (defined as any funds that are received by the College or by any College representative on behalf of the College) may not be used to purchase alcohol without the express permission of the President or designee, and even then within clearly defined purposes and limits. The College or College representatives will not sell alcohol.
10. The Student Life Committee (SLC) may review the alcohol policy at any time and recommend changes (with review by the Student Senate) to the President's Cabinet to be voted upon and incorporated in the following academic year.
11. All off campus guests must obey the alcohol policies as well as other college rules and regulations. Students will be held responsible for their guest(s), which means students may receive an alcohol violation for the actions of their guest(s).
12. Process for allowing alcohol consumption in public areas:
 - a. Any registered campus club or organization can petition to the Vice President & Dean of Students to sponsor an event where alcohol is to be served to those who are 21 years of age or older.
 - b. Approved events will be limited to 2 events per month—events will be approved on a first come basis.
 - c. The event must have a "theme" or "focus" beyond simply gathering to drink alcohol.
 - d. The Vice President & Dean of Students must approve the event at least 2 weeks prior to the event.
 - e. The club or organization sponsoring the event must hire Fresh Ideas to serve as the bar provider for the event.
 - f. The bar will be a cash bar and can only serve beer, wine, and wine coolers.
 - g. The bartenders will only be allowed to serve one alcoholic beverage to one person per visit to the bar. Those who purchase alcohol must show an arm band to verify that they are 21 years of age.
 - h. Anyone found to be providing alcohol to a person who is under the age of 21 will be cited for a violation of the alcohol policy.
 - i. No other alcohol will be allowed to be brought into the event venue.
 - j. No alcohol will be allowed to be taken out of the event venue.
 - k. A volunteer full-time college employee who has participated in event monitoring training must be engaged to serve as the entrance monitor. This person's responsibility is to:
 - Check the 21-year-old list (provided by student life) or photo ID of guests & affix arm bands to those who are 21 and wish to purchase alcoholic beverages.
 - Monitor the condition of those arriving and refuse an arm band to any who appear at the "check in" table as being intoxicated (evidenced by belligerent behavior, slurred speech or impaired mobility). If any individual is refused an arm band, they could attend the event but would be restricted from purchasing alcohol.

- l. An off-duty Carlinville Police Officer or, if available, 2 campus safety staff members must be hired by the sponsoring organization to oversee the party and help with crowd control, help assure no one is bringing in or taking out alcohol, and help ensure no underage students are consuming alcohol.
- m. It is expected that the advisor of the sponsoring organization will be present at the event, along with 2 volunteering members of the sponsoring organization. These people will assist security in monitoring the event.
- n. The sponsoring organization must provide a non-alcoholic beverage at no cost to attendees and food for the event—at no cost to attendees (a minimum of \$50 must be spent on food for the event). Food and non-alcoholic beverage service must be arranged through Fresh Ideas.
- o. Events can be no more than 4 hours in duration.
- p. Those approved to purchase alcohol can purchase a total of six (6) 12 ounce beers, or six (6) 5 ounce glasses of wine or six (6) 12 ounce wine coolers.
- q. The bartender or monitor will mark each purchaser's arm band with the number of alcoholic beverages purchased.
- r. The venue must be cleaned to the condition prior to the event no later than 1 hour after the end of the event.
- s. Venues will be limited to DCC Commons, Woodson or Jaenke and must be reserved with Auxiliary Services at least 2 weeks in advance. Other venues could be considered as exception but only if the venue suggested allows for clear distinctions for entrance and monitoring.
- t. Events will only be approved for Friday nights/Saturday mornings and Saturday nights/ Sunday mornings and each event must end no later than 1:00 a.m.
- u. Guests will be limited to only 100 in the venue at any one time.
- v. Policy for non-Blackburn student guests—numbers must be limited to no more than 2 per current student and any guest **MUST** have a current student as a host.
- w. Any violations of the alcohol policy will result in an offense for the student violating the policy. In addition, if it is evident that the sponsoring club or organization was negligent in upholding these event regulations, the club or organization will be prohibited from hosting future events with alcohol for the next calendar year.

ALCOHOL POLICY VIOLATION CONSEQUENCES

Student violations of the alcohol regulations will minimally result in the consequences listed below. The listing of behaviors below is simply a sample listing and not exhaustive or all inclusive. **Offenses will be judged on a case-by-case basis.** Therefore, students participating in behaviors that appear to be similar may be assigned to different LEVELS and be subject to different consequences. Students of any age found in violation of alcohol policy guidelines with a high Blood Alcohol Concentration (BAC) may be assigned to a higher level—even if it's their first offense.

Determination of the assigned LEVEL will be made by the Assistant Dean of Students or other professional staff designee. The accused student will meet with the Assistant Dean (or designee) to discuss the incident and will be an active participant in helping determine the appropriate LEVEL. If it is determined that LEVEL 1 or LEVEL 2 is appropriate, the Assistant Dean (or designee) will work with the student to determine appropriate consequence(s). If it is determined that LEVEL 3 or LEVEL 4 is appropriate, the student will be referred to the Dean of Students for an administrative hearing.

*If the Assistant Dean of Students must be excused due to involvement with administering the alcohol offense, any professional member of the student life staff will step in for the hearing.

Alcohol offenses stay on a student's record for the entire time of their enrollment. When a student receives a 2nd or 3rd alcohol offense several things will be considered when the assigned LEVEL is determined. Examples of things considered may include: not only the facts involved in the current offense, but also the facts of previous offense(s); the way in which the individual subscribed to the consequences of previous offense(s); or any other information/testimony that demonstrates the individual could be forming a pattern of alcohol abuse.

Students who fail to complete the consequences assigned to them after an offense of the alcohol regulations may be raised to the next LEVEL with additional consequences, including financial penalty, parental involvement, and/or added tasks.

LEVEL 1

SAMPLE BEHAVIORS WHICH COULD RESULT IN A LEVEL 1 ALCOHOL VIOLATION:

- Any student age 21 or over found on campus possessing or consuming distilled spirits (or “hard” alcohol).
- Any student age 21 or over found in possession of an open container of alcohol in a public area on campus.
- Any student age 21 or over found violating campus quiet hours while under suspicion of possessing or consuming alcohol.
- Any student found in possession of “trophy” (“hard” or distilled spirits) alcohol containers.

Consequences:

- \$25 fine
- Written documentation to student’s file
- Student is required to complete sanctioning which includes, but is not limited to, successful completion of an on-line alcohol prevention and education course and session(s) with either the College Counselor or their designee.
- Appropriate restitution to any community member(s) aggrieved in the offense.

LEVEL 2

SAMPLE BEHAVIORS WHICH COULD RESULT IN A LEVEL 2 ALCOHOL VIOLATION:

- Any student under the age of 21 found in possession of or consuming alcoholic beverages.
- Any student age 21 or over participating in drinking games (anything that would be considered a “game” with the purpose of players consuming large quantities of alcohol).
- Any student age 21 or over found in possession of multiple serving container(s) of alcohol.

Consequences:

- \$75 fine
- Notification of parent(s)/guardian(s) of dependent students
- Report of alcohol offense sent to work supervisor and academic advisor
- Student is required to complete sanctioning which includes, but is not limited to, successful completion of an on-line alcohol prevention and education course and session(s) with either the College Counselor or their designee.
- Appropriate restitution to any community member(s) aggrieved in the offense.

LEVEL 3

SAMPLE BEHAVIORS WHICH COULD RESULT IN A LEVEL 3 ALCOHOL VIOLATION:

- Any student found causing damage to personal or College property while under suspicion of consuming alcohol
- Any student failing to comply with the reasonable request(s) of a staff member while under suspicion of alcohol consumption.
- Any student under the age of 21 participating in drinking games (anything that would be considered a “game” with the purpose of players consuming large quantities of alcohol).

Consequences:

- \$150 fine
- Notification of parent(s)/guardian(s) of dependent students
- Requirement to submit to and pay for a formal alcohol abuse assessment
- Social probation
- Report of alcohol offense sent to work supervisor and academic advisor
- Appropriate restitution to any community member(s) aggrieved in the offense.

LEVEL 4

SAMPLE BEHAVIORS WHICH COULD RESULT IN A LEVEL 4 ALCOHOL VIOLATION:

- Involvement in a physical altercation as a result of consuming alcohol.

Consequences:

- Suspension from the College for a minimum of 1 full semester with the requirement that the individual seek alcohol treatment services and provide documentation of said services prior to being considered for readmission to the College.

Appeals of these decisions would follow the same guidelines outlined on pages 19–21 of the Disciplinary System. If it is determined that a LEVEL 1 or LEVEL 2 is appropriate, the Student Life Appeals Board will hear the appeal. If it is determined that LEVEL 3 or LEVEL 4 is appropriate, and the student has an administrative hearing with the Dean of Students, appeals of those decisions will go to the Conduct Hearing Board.

MEDICAL AMNESTY POLICY

When a student's health and safety are in jeopardy due to alcohol consumption or drug use, immediate medical attention should be sought by notifying a Residence Life staff member, a member of the Security crew, or 911 for assistance. Formal disciplinary action for a violation of the alcohol or drug policy will not be taken against those who seek or receive medical or professional assistance for themselves or others, though violation of other student conduct codes such as vandalism, disorderly conduct, and sexual misconduct may still apply. A student who receives medical assistance from medical service providers will be required to meet with the Dean of Students (or an appointed designee) and counseling services, and parents/guardians may be informed.

In order for this policy to apply, the intoxicated student(s) must agree to timely completion of substance abuse education activities, assessment, and/or treatment depending on the level of concern for student health and safety. Serious or repeated incidents will prompt a higher degree of concern that may require additional follow-up. Failure to complete recommended follow-up may result in disciplinary action and could prompt the imposition of a medical or administrative withdrawal.

In cases where repeated violations of the College's conduct code occur, the college reserves the right to take disciplinary action on a case by case basis regardless of the manner in which the incident was reported.

CONTROLLED SUBSTANCES REGULATIONS

The College takes a firm stand on the use and abuse of controlled substances and has set forth the following policy in regard to students who are found to be in possession of or suspected to be under the influence of controlled substances:

1. If Campus Community & Safety or Residence Hall staff suspect a student to be in possession or under the influence of controlled substances, that suspicion will be documented.
2. If any one student (or group of students) is suspected of controlled substance use multiple times, the College reserves the right, with proper prior documentation, to employ any of the following to confirm that suspicion:
 - a. Perform a search of the student's room and person,
 - b. Employ trained canine search teams to search a residence hall floor or wing or the car(s) of suspected student(s) parked in campus parking lots,
 - c. The Dean of Students (or designee) may require the suspected student(s) to submit to a drug test to verify that the student is drug free,
 - d. Refusal of the test will be considered an admission of guilt,
3. Students found responsible for illegal possession, use, or distribution (including sale) of controlled substances or paraphernalia will receive at a minimum:
 - a. A minimum of a \$150 fine,
 - b. A minimum of 1 semester and a maximum of 1 year of social probation,
 - c. The requirement to submit to and pay for a formal drug abuse assessment,
 - d. Notification of parent(s)/guardian(s) (dependent students).
 - e. Be required to submit to and pay for random drug screenings during the period of probation to verify they are staying drug free.
 - f. In addition, in cases where controlled substances and/or drug paraphernalia are found, local law enforcement authorities may be notified.

Although medical & recreational marijuana is allowed in the state of Illinois, there is a federal restriction on any controlled substances as part of the federal Drug Free Schools and Communities Act which is tied to federal financial aid. Blackburn therefore prohibits medical or THC infused products on campus.

EQUAL EMPLOYMENT OPPORTUNITY & TITLE IX NONDISCRIMINATION STATEMENTS AND POLICIES

Blackburn College is an Equal Opportunity Employer. Blackburn College does not discriminate against anyone on the basis of sex, race, age, color, religion, creed, ancestry, national origin, marital status, sexual orientation, physical or mental disability, or military service, including veteran status or discharge from military service (except dishonorable discharges), medical condition, genetic characteristics, pregnancy, or any other basis prohibited by applicable federal, state or local law. This applies to hiring, promotion, renewal of employment, selection for training, tenure or term, and privileges or conditions of employment. The College will reasonably accommodate an individual's physical or mental disability when appropriate, as required by the Americans with Disabilities Act and the Illinois Human Rights Act or any other applicable law or regulation.

Members of the college community, guests and visitors have the right to be free from all forms of discrimination. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. The college believes in zero tolerance for discrimination based misconduct. Zero tolerance means that when an allegation of misconduct is brought to an appropriate administrator's attention, protective and other remedial measures will be used to reasonably ensure that such conduct ends, is not repeated, and the effects on the victim and community are remedied, including serious sanctions when a responding party is found to have violated this policy.

This policy has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. This policy is intended to define community expectations and establish a mechanism for determining when those expectations have been violated.

The college's discrimination and misconduct policies are not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom that include controversial or sensitive subject matters protected by academic freedom.

The college uses the preponderance of the evidence (also known as "more likely than not") as a standard for proof of whether a violation occurred. In campus resolution proceedings, criminal legal terms like "guilt," "innocence" and "burdens of proof" are not applicable, but the college never assumes a responding party is in violation of college policy. Campus resolution proceedings are conducted to take into account the totality of all evidence available, from all relevant sources.

The College's Title IX Coordinator and Human Resources Designee oversee compliance with all aspects of the nondiscrimination policy. The Title IX Coordinator and Human Resources Designee are accountable to the President of the College. Questions about this policy should be directed to either the Title IX Coordinator or Human Resources Designee. Anyone wishing to make a report relating to discrimination or harassment may do so by reporting the concern to the college Title IX Coordinator or Human Resources Designee. The Title IX Coordinator and Human Resources Designee contact information is located inside on the bulletin board in the west door of Ludlum Hall, and other buildings around campus.

TITLE IX

Title IX provides that "no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." Further information about Title IX can be found at <http://www.justice.gov/crt/about/cor/coord/titleix.php>

It is the responsibility of Blackburn College to take immediate and effective corrective action if the college has notice of a sexually hostile environment or gender-based harassment. Blackburn College has notice if a responsible employee knew, or in the exercise of reasonable care, should have known about the harassment. In these cases, Blackburn College will take the following corrective actions:

- Eliminate the harassment and hostile environment
- Prevent its recurrence
- Address its effects

REPORTING OPTIONS

RESPONSIBLE EMPLOYEES FOR TITLE IX CONCERNS

All staff, faculty, and students in the Work Program are considered responsible employees and therefore are required to report violations of Title IX to the Title IX Coordinator or Title IX Deputy Coordinators. A responsible employee does not include students who are not participating in the work program, peer counselors, staff counselors, or professional staff members employed by Fresh Ideas.

A Responsible Employee includes any employee who:

1. has the authority to take action to redress the harassment;
2. has the duty to report harassment or other types of misconduct to appropriate officials; OR
3. is someone a person could reasonably believe has this authority or responsibility.

In essence, almost all members of the college community are considered a responsible employee/ mandated reporter. Title IX Coordinators and HR Designees are also considered Responsible Employees and cannot ensure confidentiality.

CONFIDENTIAL & ANONYMOUS REPORTING FOR TITLE IX CONCERNS

The only employees that are NOT mandated to report are Director of Counseling Services or other individuals providing counseling services through the Counseling Services office. These employees serve as confidential resources for reporting parties and can provide options for off-campus resources.

Additionally, anonymous reports can be made by victims and/or third parties using the Campus Conduct reporting hotline at 866-943-5787 or online at Blackburn.edu/online reports. Note that these anonymous reports may prompt a need for the institution to investigate. However, the anonymity of the report may hinder a thorough investigation.

Individuals experiencing harassment or discrimination also always have the right to file a formal grievance with government authorities:

Office for Civil Rights (OCR) Chicago Office

U.S. Department of Education Citigrow Center 500 W. Madison Street, Suite 1475 Chicago, IL 60661-4544

Telephone: (312) 730-1560

Facsimile: (312) 730-1576 Email: OCR.Chicago@ed.gov Web: <http://www.ed.gov/ocr>

In the event that an incident involves alleged misconduct by the Title IX Coordinator or Human Resources Designee, reports should be made directly to the Title IX Coordinator's Direct Supervisor.

A. HARASSMENT POLICY

The College prohibits harassment, including sexual harassment, of any kind, and will take appropriate and immediate action in response to complaints or violations of this policy. For purposes of this policy, harassment is any verbal or physical conduct designed to threaten, intimidate, bully or coerce an employee, student, co-worker or any person working for or on behalf of the College. Verbal taunting (including racial and ethnic slurs) that, in the employee's opinion, impairs his or her ability to perform his or her job is included in the definition of harassment.

The following examples of harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this policy:

- Verbal harassment includes comments that are offensive or unwelcome regarding a person's nationality, origin, race, color, religion, gender, sexual orientation, age, body, disability or appearance (i.e. someone wearing a burka or a person with multiple piercings), including epithets, slurs and negative stereotyping.
- Nonverbal harassment includes distribution, display or discussion of any written or graphic material that ridicules, denigrates, insults, belittles or shows hostility, aversion or disrespect toward an individual or group because of national origin, race, color, religion, age, gender, sexual orientation, pregnancy, appearance, disability, sexual identity, marital or other protected status.

B. SEXUAL MISCONDUCT OFFENSES INCLUDE, BUT ARE NOT LIMITED TO:

- Sexual Harassment
- Non-Consensual Sexual Contact (or attempts to commit same)
- Non-Consensual Sexual Intercourse (or attempts to commit same)
- Sexual Exploitation

I. SEXUAL HARASSMENT

Sexual harassment is:

- Unwelcome,
- Sexual, sex-based and/or gender-based verbal, written, online and/or physical conduct.

Anyone experiencing sexual harassment in any College program is encouraged to report it immediately to the Title IX Coordinator or a deputy. Remedies, education and/or training will be provided in response.

Sexual harassment will be disciplined when it takes the form of quid pro quo harassment, retaliatory harassment and/or creates a **hostile environment**.

A hostile environment is created when sexual harassment is:

- Sufficiently severe, or
- Persistent or pervasive, and
- Objectively offensive that it:
- Unreasonably interferes with, denies or limits someone's ability to participate in or benefit from the college's educational [and/or employment], social and/or residential program.

Quid Pro Quo Harassment is:

- Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature
- By a person having power or authority over another constitutes sexual harassment when
- Submission to such sexual conduct is made either explicitly or implicitly a term or condition of rating or evaluating an individual's education [or employment] progress, development, or performance.
- This includes when submission to such conduct would be a condition for access to receiving the benefits of any educational [or employment] program.

Examples include: an attempt to coerce an unwilling person into a sexual relationship; to repeatedly subject a person to egregious, unwelcome sexual attention; to punish a refusal to comply with a sexual based request; to condition a benefit on submitting to sexual advances; sexual violence; intimate partner violence, stalking; gender-based bullying.

Some examples of possible Sexual Harassment include:

- A professor insists that a student have sex with him/her in exchange for a good grade. This is harassment regardless of whether the student accedes to the request.
- An employee repeatedly sends sexually oriented jokes around on an email list s/he created, even when asked to stop, causing one recipient to avoid the sender on campus and in the building in which they both work.
- Explicit sexual pictures are displayed in an employee's office or on the exterior of a residence hall door.
- Two supervisors frequently 'rate' several employees' bodies and sex appeal, commenting suggestively about their clothing and appearance.
- A professor engages students in his/her class in discussions about their past sexual experiences, yet the conversation is not in any way germane to the subject matter of the class. He/she probes for explicit details, and demands that students answer him/ her, though they are clearly uncomfortable and hesitant.
- An ex-girlfriend widely spreads false stories about her sex life with her former boyfriend to the clear discomfort of the boyfriend, turning him into a social pariah on campus.
- A student grabbed another student by the hair, then grabbed her breast and put his mouth on it. While this is sexual harassment, it is also a form of sexual violence.

II. NON-CONSENSUAL SEXUAL CONTACT

Non-Consensual Sexual Contact is:

- Any intentional sexual touching,
- However slight,
- With any object,
- By a person upon another person,
- That is without consent and/or by force.

Sexual contact includes:

- Intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; or
- Any other intentional bodily contact in a sexual manner.

III. NON-CONSENSUAL SEXUAL INTERCOURSE

Non-Consensual Sexual Intercourse is:

- Any sexual intercourse
- However slight,
- With any object,
- By a person upon another person,
- That is without consent and/or by force.

Intercourse includes:

- Vaginal or anal penetration by a penis, object, tongue or finger, and oral copulation (mouth to genital contact), no matter how slight the penetration or contact.

IV. SEXUAL EXPLOITATION

Occurs when one person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to the:

- Invasion of sexual privacy;
- Prostituting another person;
- Non-consensual digital, video or audio recording of nudity or sexual activity;
- Unauthorized sharing or distribution of digital, video or audio recording or nudity or sexual activity;
- Engaging in voyeurism;
- Going beyond the boundaries of consent (such as letting your friend hide in the closet to watch you having consensual sex);
- Knowingly exposing someone to or transmitting an STI, STD or HIV to another person;
- Intentionally or recklessly exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals;
- Sexually-based stalking and/or bullying may also be forms of sexual exploitation.

C. CONSENSUAL RELATIONS POLICY

There are inherent risks in any romantic or sexual relationship between individuals in unequal positions (such as teacher and student, supervisor and employee). These relationships may be less consensual than perceived by the individual whose position confers power. The relationship also may be viewed in different ways by each of the parties, particularly in retrospect. Furthermore, circumstances may change, and conduct that was previously welcome may become unwelcome. Even when both parties have consented at the outset to a romantic or sexual involvement, this past consent may not remove grounds for a later charge of a violation of applicable sections of the faculty/staff handbooks. The College does not wish to interfere with private choices regarding personal relationships when these relationships do not interfere with the goals and policies of the college. For the personal protection of members of this community, relationships in which power differentials are inherent (faculty-student, staff student, administrator-student, supervisor-supervisee) are generally discouraged.

Consensual romantic or sexual relationships in which one party maintains a direct supervisory or evaluative role over the other party are inappropriate. Therefore, persons with direct supervisory or evaluative responsibilities who are involved in such relationships must bring those relationships to the timely attention of their supervisor or the Provost, and will likely result in the necessity to remove the employee from the supervisory or evaluative responsibilities, or shift the student out of being supervised or evaluated by someone with whom they have established a consensual relationship. This includes Resident Advisors (RAs) and students over whom they have direct responsibility. While no relationships are prohibited by this policy, failure to self-report such relationships to a supervisor as required can result in disciplinary actions for an employee. Because of the unique nature of the Work Program, student supervisors should refrain from romantic or sexual relationships with student workers who report to them and should not evaluate such student workers.

D. ADDITIONAL APPLICABLE DEFINITIONS:

I. CONSENT

Consent is:

- Clear, and
- Knowing, and
- Voluntary [or affirmative, conscious and voluntary],
- Words or actions,
- That give permission for specific sexual activity.
 - Consent is active, not passive.
 - Silence, in and of itself, cannot be interpreted as consent.
 - Consent can be given by words or actions, as long as those words or actions create mutually understandable permission regarding willingness to engage in (and the conditions of) sexual activity.
 - Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity.
 - Previous relationships or prior consent cannot imply consent to current or future sexual acts.
 - Consent can be withdrawn once given, as long as that withdrawal is clearly communicated.
 - A person's manner of dress does not constitute consent.
 - A person's consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another.
 - In order to give consent, one must be of legal age.
 - Sexual activity with someone you know to be or should know to be incapacitated constitutes a violation of this policy.
- Incapacitation can occur mentally or physically, from developmental disability, by alcohol or other drug use, or blackout.
- The question of what the responding party should have known is objectively based on what a reasonable person in the place of the responding party, sober and exercising good judgment, would have known about the condition of the reporting party.
- Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g.,
 - to understand the “who, what, when, where, why or how” of their sexual interaction).
- This policy also covers a person whose incapacity results from mental disability, sleep, unconsciousness, involuntary physical restraint, or from the taking of rape drugs, [Possession, use and/or distribution of any of these substances, including Rohypnol, Ketamine, GHB, Burundanga, etc. is prohibited, and administering one these drugs to another student or employee is a violation of this policy. More information on these drugs can be found at [http:// www.911rape.org/](http://www.911rape.org/)].

II. FORCE

Force is:

the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcomes free will or resistance or that produces consent (“Have sex with me or I’ll hit you. Ok, don’t hit me, I’ll do what you want.”)

- Coercion is unreasonable pressure for sexual activity. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.
- **NOTE:** There is no requirement for a party to resist the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but non-consensual activity is not by definition forced.

III. HOSTILE ENVIRONMENT

A hostile environment may arise when unwelcome conduct of a sexual or gender-based nature affects a person’s ability to participate in or benefit from an education program or activity, or creates an intimidating, threatening or abusive educational and/or living environment. A single, isolated incident of sexual or gender-based harassment may, based on the facts and circumstances, create a hostile environment.

This policy is applicable regardless of the sexual orientation and/or gender identity of individuals engaging in sexual activity. For reference to the pertinent state statutes on sex offenses, please visit <http://www.ilga.gov/legislation/ilcs/ilcs.asp>.

Examples

1. Amanda and Bill meet at a party. They spend the evening dancing and getting to know each other. Bill convinces Amanda to come up to his room. From 11:00pm until 3:00am, Bill uses every line he can think of to convince Amanda to have sex with him, but she adamantly refuses. He keeps at her, and begins to question her religious convictions, and accuses her of being “a prude.” Finally, it seems to Bill that her resolve is weakening, and he convinces her to give him a “hand job” (hand to genital contact). Amanda would never had done it but for Bill’s incessant advances. He feels that he successfully seduced her, and that she wanted to do it all along, but was playing shy and hard to get. Why else would she have come up to his room alone after the party? If she really didn’t want it, she could have left. Bill is responsible for violating the college Non-Consensual Sexual Contact Policy. It is likely that campus decision-makers would find that the degree and duration of the pressure Bill applied to Amanda is unreasonable. Bill coerced Amanda into performing unwanted sexual touching upon him. Where sexual activity is coerced, it is forced. Sex without consent is sexual misconduct.
2. Ben is a work supervisor at the college. Beth is a new worker in Ben’s department. For the past couple of months, Beth has been subjected to hugging, fondling, and offensive comments about her “curvaceous figure” several times by Ben. She has repeatedly tried to communicate her discomfort with this behavior by gently pushing him away, talking about how angry her fiancée would be if he know about it, and leaving the room when possible. The last straw for Beth was when Ben began conducting entire conversations with her while staring at her chest. This is a violation of the sexual-harassment policy. Although a direct statement to the harasser that the conduct is offensive and unacceptable clearly puts the harasser on notice that the conduct is unwelcome, such a direct statement is NOT required. Ben should have interpreted Beth’s statements and actions as expressing to him that his conduct is unwelcome and he should cease his actions and comments.
3. Peyton and Jordan were in the break room of their office building with a group of their co-workers joking around and telling stories. Peyton placed his arms around Jordan’s waist as they continued their conversation. Jordan removed his hands from her body. A few minutes later, Peyton touched Jordan’s butt, stating he did not understand why she was making such a big deal about him touching her. This is a violation of this policy. After Jordan removed Peyton’s hands from her body, Peyton touched her butt. This behavior constitutes intentional physical contact of a sexual nature.
4. Professor X is a tenured faculty member and has a reputation for strong opinions and a slim view of major changes to status quo. Professor Y is a non-tenured faculty member but very vocal in meetings and supportive of innovations that appear to benefit students academically. After one very controversial meeting having to do with a major academic change, Professor X takes Professor Y aside and states that if he/she expects to become tenured he/she should be less vocal on such issues. This is a violation of this policy and is identified as a verbal threat due to the imbalance of social power.

E. OTHER MISCONDUCT OFFENSES (WILL FALL UNDER TITLE IX WHEN SEX OR GENDER-BASED)

I. THREATENING

or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers the health or safety of any person;

II. INTIMIDATION

is defined as implied threats or acts that cause an unreasonable fear of harm in another;

III. HAZING

is defined as acts likely to cause physical or psychological harm or social ostracism to any person within the college community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity (as defined further in the Hazing Policy);

IV. BULLYING

is defined as the use of force, threat, or coercion to abuse, intimidate, or aggressively dominate others. The behavior is often repeated and habitual. One essential prerequisite is the perception, by the bully or by others, of an imbalance of social or physical power, which distinguishes bullying from conflict. Behaviors used to assert such domination can include, but are not limited to the following forms:

- Verbal harassment or threat
- Physical assault or coercion
- Offensive conduct/behaviors (including nonverbal) which are threatening, humiliating or intimidating
- Work interference or a form of sabotage that prevents work from getting accomplished
- And such acts that may be directed repeatedly towards particular targets

Bullying can include chronic teasing, threats and intimidation; aggressive voicemails, phone calls, emails, and/or social media; ignoring/interrupting; abusive and offensive remarks; yelling, screaming and/or cursing; unwarranted threatening of poor performance or class reviews, persistent name-calling, pushing, shoving, and throwing things; or socially or physically excluding or disregarding a person in work-related activities.

V. INTIMATE PARTNER VIOLENCE

is defined as violence or abuse between those in an intimate relationship to each other.

Examples

1. A boyfriend shoves his girlfriend into a wall upon seeing her talking to a male friend. This physical assault based in jealousy is a violation of the Intimate Partner Violence policy.
2. An ex-girlfriend shames her female partner, threatening to out her as a lesbian if she doesn't give the ex another chance. Psychological abuse is a form of Intimate Partner Violence.
3. Married employees are witnessed in the parking garage, with one partner slapping and scratching the other in the midst of an argument.

VI. STALKING

a. Stalking 1:

- A course of conduct
- Directed at a specific person
- On the basis of actual or perceived membership in a protected class
- That is unwelcome, AND
- Would cause a reasonable person to feel fear

Example of Stalking 1:

A student repeatedly shows up at another student's on-campus residence, always notifying the residence hall staff that they are there to see the resident. Upon a call to the resident, the student informs residence hall staff that this visitor is uninvited and continuously attempts to see them, even so far as waiting for them outside of classes and showing up at their on-campus place of employment requesting that they go out on a date together.

- b. Stalking 2:
- Repetitive and Menacing
 - Pursuit, following, harassing and/or interfering with the peace and/or safety of another

Example of Stalking 2:

A professor received flowers and gifts delivered to their office. After learning the gifts were from a student they recently had in class, the professor thanked the student and stated that it was not necessary and would appreciate the gift deliveries to stop. The student then started leaving notes of love and gratitude on the professor's car, both on-campus and at home. Asked again to stop, the student stated by email: "You can ask me to stop, but I'm not giving up. We are meant to be together, and I'll do anything necessary to make you have the feelings for me that I have for you." When the professor did not respond, the student emailed again, "You cannot escape me. I will track you to the ends of the earth. We are meant to be together."

Any other College policies may fall within this section when a violation is motivated by the actual or perceived membership of the reporting party's sex or gender.

F. FOR ALL HARASSMENT AND MISCONDUCT

I. RETALIATION

Retaliation against anyone involved in a case or report of discrimination or harassment behaviors of any kind is prohibited. Such retaliation shall be considered a serious violation of the policy and shall be independent of whether a charge or informal complaint of discrimination or harassment is substantiated. Encouraging others to retaliate also violates the policy.

Examples include, but are not limited to:

- Unfair assignment, grading or evaluation
- Having information withheld or made difficult to obtain in a timely manner, such as class information, grades or work assignments
- Ridicule (public or private)
- Oral or written threats or bribes
- Refusal to meet with the person even though the person has a right to do so
- Further harassment

II. FALSE CHARGES

Due to the serious nature of discrimination and harassment charges, a false charge of discrimination or harassment of any kind shall be considered a serious offense, subject to disciplinary action by the College.

G. GRIEVANCE PROCEDURES

This process begins when notice is received, then a prompt preliminary inquiry by the Title IX Coordinator or Human Resources Designee is held to determine if there is reasonable cause to believe the nondiscrimination policy has been violated. If reasonable cause is found to support this claim, the College will initiate an investigation which will lead to either an informal or formal resolution process. The Title IX Coordinator or Human Resources Designee will coordinate the college's compliance efforts regarding all reports and will promptly implement an effective remedy designed to end the discrimination, prevent its recurrence and address its effects.

Notice: The college has notice of sexual misconduct, harassment, or discrimination based on the protected classes (for list, see paragraph 1 of the Equal Employment Opp. & Title IX Nondiscrimination Policy) if a responsible employee knew, or in the exercise of reasonable care should have known, about the sexual violence. The school can receive notice in several ways. Some examples of notice include: a student or employee filing a grievance, an individual (student, parent, employee, or friend) reporting an incident, or a responsible employee witnessing the event. It also can indirectly receive notice from a member of the local community, on a social networking site, or from the media.

Additionally, notice may be imputed onto the school if the pervasiveness of sexual violence is "widespread, openly practiced, or well-known among students." The school is required to take prompt and effective corrective action in these instances.

Public awareness events, such as "Take Back the Night," are not considered notice to the school for the purpose of triggering individual investigation. However, the Department of Education does recommend that schools provide information at these events on how to file a Title IX complaint.

In private lawsuits for monetary damages, the school must have had actual knowledge of the conduct and act with deliberate indifference. Under Title IX and its regulations, as well as under Title IV, once a university has actual or constructive notice of possible sexual harassment of students, it is responsible for determining what occurred and responding appropriately. When a university fails to take adequate steps to address harassment, it is held liable under Title IX and Title IV for its own conduct.

The College aims to bring all allegations to a resolution within a sixty (60) business day time period, which can be extended as necessary for appropriate cause by the Title IX Coordinator or Human Resources Designee with notice to the parties. In overview, the timeline for resolution begins with notice to a mandated reporter or responsible employee, who then should make a report to the Title IX Coordinator or Human Resources Designee.

Responsible Employee/Mandated Reporter: Includes any employee who: 1. has the authority to take action to redress the harassment; 2. has the duty to report harassment or other types of misconduct to appropriate officials; OR 3. is someone a person could reasonably believe has this authority or responsibility. A responsible employee or mandated reporter does not include students who are not participating in the work program, peer counselors, staff counselors, or professional staff members employed by Fresh Ideas. In essence, almost all members of the college community are considered a responsible employee/mandated reporter.

The Title IX Coordinator or Human Resources Designee then engages in a preliminary inquiry that is typically 1-3 days in duration.

Preliminary Inquiry: When a notice is made, the Title IX Coordinator or Human Resources Designee will address inquiries and coordinate the college's response. Often, sex and gender-based complaints and other discrimination complaints include other potential college policy violations. If the Title IX Coordinator or Human Resources Designee believes that reasonable cause is not found to support the claim, the case will be closed and all parties will be notified. If reasonable cause is found to support the claim, an investigation will be initiated and either an informal resolution or a formal resolution will take place. Prompt filing of a complaint is strongly encouraged. A complaint may be withdrawn at any time after it is filed. However, withdrawal of a complaint will not necessarily result in the termination of the college's inquiry or investigation.

At the end of the preliminary inquiry, the Title IX Coordinator or Human Resources Designee will assign at least two investigators to begin an investigation and keep all parties regularly apprised of the status of the investigation as it unfolds. Once an investigation has been launched, the reporting party and responding party have the right to find an advocate to support him/her through this process and it will be determined if either an informal or formal resolution will take place.

Investigation: An investigation can range from days to weeks in length, depending on the nature and complexity of the allegation, with the college commonly aiming for a 10-14 day window to completion of the investigation. The College will conduct a prompt, fair, and impartial investigation. Prompt means that the investigation is completed within reasonably prompt timeframes, generally within sixty days. Fair means that the investigation is conducted in a manner that is consistent with this policy and transparent to the complainant and respondent. Impartial means the investigation is conducted by an individual who does not have a conflict of interest or bias for or against either party, and who is trained on issues related to all forms of discrimination and sexual misconduct and in conducting an investigation. In cases of academic freedom, the investigation must include the appropriate academic officer.

Reporting Party: In this process, the person alleging a violation of policy is referred to as the reporting party.

Responding Party: In this process, the person who is alleged to have violated campus policy is referred to as the responding party.

Advocates: A person, of each party's choosing, who can help guide, support and accompany them throughout the campus resolution process. This person can be, but is not limited to a friend, family member, mentor, or supervisor. An advisor cannot be anyone who is directly involved in the resolution process.

A. FILING A GRIEVANCE

Any member of the community can provide notice of discrimination and/or harassment in person, by phone, via email or in writing to the Title IX Coordinator or Human Resources Designee. The college strongly encourages submission of written reports to either the Title IX Coordinator or to Human Resources Designee.

The following are recommended elements of a report:

- Clear and concise description of the alleged incident(s) (e.g.: when and where it occurred);
- Any supporting documentation and evidence including witnesses if any;
- Clear demonstration of all informal efforts, if any, to resolve the issue(s) with the person involved and the person's supervisor;
 - This includes names, dates and times of attempted or actual contact along with a description of the discussion and the manner of communication made in the course of each effort;
 - If contacting the person involved and/or the supervisor is inappropriate, the reporting party should state the reasons why;
- The desired remedy sought;
- Name and all contact information for the reporting party;
- Signed and dated by the reporting party.

B. INTERIM REMEDIES/ACTIONS PRIOR TO AN INVESTIGATION

The Title IX Coordinator or Human Resources Designee may provide interim remedies intended to address the short-term effects of alleged harassment, discrimination and/or retaliation, i.e., to redress harm to the reporting party and the community and to prevent further violations. The college will keep interim remedies and actions as private as possible.

These remedies may include, but are not limited to:

- Referral to counseling and health services
- Referral to the Employee Assistance Program
- Education to the campus community
- Altering the housing situation of the responding party or the housing situation of the reporting party, if desired
- Altering work arrangements for employees
- Providing campus escorts
- Providing transportation accommodations
- Implementing contact limitations between the parties
- Make arrangements to offer adjustments to academic deadlines, course schedules, etc.

The College may in the interim, suspend a student, employee, or organization pending the completion of the investigation. This is particularly important when, in consultation with the Dean of Students or Human Resources Designee who will consult with the President and the Provost, the Title IX Coordinator finds the safety or well-being of any member(s) of the campus community to be jeopardized by the presence on-campus of the responding party or the ongoing activity of a student organization whose behavior is in question. In all cases in which an interim suspension is imposed, the student, employee or student organization will be given the opportunity to meet with the Title IX Coordinator, the Dean of Students or the Human Resources Designee prior to such suspension being imposed, or as soon thereafter as reasonably possible, to show cause of why the suspension should not be implemented. The Title IX Coordinator, the Dean of Students or the Human Resources Designee have discretion to implement or stay an interim suspension under the previous section, the Equal Employment Opportunity & Title IX Nondiscrimination Statements and Policies, and to determine its conditions and duration. Violation of an interim suspension under this policy is grounds for expulsion or termination.

C. PARTICIPATION OF ADVOCATES IN THE RESOLUTION PROCESS

All parties are entitled to an advocate of their choosing to guide and accompany them throughout the campus resolution process. The advocate may be a friend, mentor, family member, attorney or any other supporter a party chooses to advise them who is eligible and available. People who will be called as witnesses may not serve as advocates. The goal of the college is to maintain a pool of trained (non-attorney) advocates who are available to the parties. The parties may choose advocates from outside the pool, or outside the campus community, but those advocates may not have the same level of insight and training on the campus process as do those trained by the college. Outside advocates are not eligible to be trained by the college.

The parties are entitled to be accompanied by the advocate in all meetings and interviews at which the party is entitled to be present, including intake, interviews, hearings and appeals. Advocates should help their advisees prepare for each meeting, and are expected to advise ethically, with integrity and in good faith. The college cannot guarantee equal advisory rights, meaning that if one party selects an advocate who is an attorney, but the other party does not, or cannot afford an attorney, the college is not obligated to provide one. However, responding parties may wish to contact organizations such as:

- FACE (<http://www.facecampusequality.org>)
- SAVE (<http://www.saveservices.org>)

Reporting parties may wish to contact organizations such as:

- The Victim Rights Law Center (<http://www.victimrights.org>), or the
- The National Center for Victims of Crime (<http://www.victimsofcrime.org>), which maintains the Crime Victim's Bar Association.

All advocates are subject to the same campus rules, whether they are attorneys or not. Advocates may not present on behalf of their advisee in a meeting, interview or hearing and should request or wait for a break in the proceeding if they wish to interact with campus officials. Advocates may confer quietly with their advisees as necessary, as long as they do not disrupt the process. For longer or more involved discussions, the parties and their advocates should ask for breaks or step out of meetings to allow for private conversation. Advocates will typically be given a timely opportunity to meet in advance of any interview or hearing with the administrative officials conducting that interview or meetings. This pre-meeting will allow advocates to clarify any questions they may have, and allows the college an opportunity to clarify the role the advocate is expected to take.

Advocates are expected to refrain from interference with the college investigation and resolution. Any advocate who steps out of his/her role in any meetings under the campus resolution process will be warned once and only once. If the advocate continues to disrupt or otherwise fails to respect the limits of the advocate role, the advocate will be asked to leave the meeting. When an advisor advocate is removed from a meeting, that meeting will typically continue without the advocate present. Subsequently, the Title IX Coordinator or a deputy coordinator will determine whether the advocate may be reinstated, may be replaced by a different advocate, or whether the party will forfeit the right to an advocate for the remainder of the process.

The college expects that the parties will wish the college to share documentation related to the allegations with their advocates. In order for the college to be able to share records with an advocate, the parties must consent to this by signing our authorization form. The parties are not otherwise restricted from discussing and sharing information relating to allegations with others who may support them or assist them in preparing and presenting. Advocates are expected to maintain the privacy of the records shared with them by the college. These records may not be shared with 3rd parties, disclosed publicly, or used for purposes not explicitly authorized by the college. The college may seek to restrict the role of any advocate who does not respect the sensitive nature of the process or who fails to abide by the college's privacy expectations.

The college expects an advocate to adjust his/her schedule to allow him/her to attend college meetings when scheduled. The college does not typically change scheduled meetings to accommodate an advocate's inability to attend. The college will, however, make provisions to allow an advocate who cannot attend in person to attend a meeting by telephone, video and/or virtual meeting technologies as may be convenient and available.

A party may elect to change advocates during the process, and is not locked into using the same advocate throughout.

The parties must advise the investigators of the identity of their advocate before the date of their first meeting with investigators. The parties must provide subsequent timely notice to the investigators if they change advocates at any time. No audio or video recording of any kind other than as required by institutional procedure is permitted during meetings with campus officials.

D. INVESTIGATION PROCESS

An investigation is launched after reasonable cause is determined in the preliminary inquiry by the Title IX Coordinator or the Human Resources Designee. An investigation can range from days to weeks in length, depending on the nature and complexity of the allegation or when initial reports fail to provide direct first-hand information, with the college commonly aiming for a 10-14 day window to completion of the investigation.

Reasonable cause is a standard of proof; it is applied to a set of facts or actions to prove whether a reasonable person would have come to the same conclusion or acted in the same way given the totality of the circumstances. The standard is part of the tests applied by U.S. courts to police action in criminal matters but has also been applied in certain civil contexts.

The college's resolution will not typically be altered or precluded on the grounds that civil or criminal charges involving the same incident have been filed or that charges have been dismissed or reduced. However, the college may undertake a short delay (several days to weeks) in its investigation or resolution process, to comply with a law enforcement request for cooperation (e.g.: to allow for criminal evidence collection) when criminal charges on the basis of the same behaviors that invoke this process are being investigated. The college will promptly resume its investigation and processes once notified by law enforcement that the initial evidence collection process is complete.

All investigations will be thorough, reliable and impartial, and will entail interviews with all relevant parties and witnesses, obtaining available evidence and identifying sources of expert information, if necessary. The Title IX Coordinator or Human Resources Designee will typically assign 2 Title IX trained investigators to all investigations, one of which must be the Director of Campus Security and Safety or Designee.

In consultation with the Title IX Coordinator or Human Resources Designee, the investigator(s) will take the following steps (not necessarily in order):

- In coordination with campus partners (e.g.: the campus Title IX Coordinator), request any necessary remedial actions;
- Determine the identity and contact information of the reporting party;
- Identify the exact policies allegedly violated;
- Meet with the reporting party to take and finalize their statement, and
- Prepare the notice of charges on the basis of the initial inquiry;
- Meet with the responding party to take and finalize their statement;
- Commence a thorough, reliable and impartial investigation by developing a strategic investigation plan, including a witness list, evidence list, intended timeframe, and order of interviews for all witnesses and the responding party, who may be given notice prior to or at the time of the interview;
- Complete the investigation promptly, and without unreasonable deviation from the intended timeline of 10-14 business days;
- Meet with both parties to discuss and determine the desired outcome (informal or formal resolution);
- Provide regular updates to both the reporting and responding parties, as appropriate, throughout the investigation;
- All statements can be read by all involved AFTER all statements have been submitted (reporting party, responding party, witnesses, etc.);
- Prepare and present the findings to the hearing body;
- Share the findings and update the reporting party and the responding party on the status of the investigation.

If the investigators find the claim to be non-violent and both the reporting and the responding parties agree, an informal resolution may take place. If the investigators find the claim to be violent or the reporting and the responding parties do not agree, a formal resolution will take place.

E. INFORMAL AND FORMAL RESOLUTION PROCESSES

This procedure applies to any member of the college community (faculty, student, staff, and administration) who engages in discrimination or harassment. Any person can report alleged harassment or discrimination, including faculty, part-time faculty, students, staff, administration, guests, visitors, etc. All allegations of misconduct not involving harassment or discrimination will be addressed through the procedures elaborated in the respective student Handbook or faculty and staff handbooks.

Reporting and Responding parties will receive notice of the name of the individual or names of individuals on the Conduct Hearing Board to make a finding or impose a sanction in their proceeding before the individual or individuals initiate contact with either party. All parties will have the opportunity to request a substitution if the participation of an individual with authority to make a finding or impose a sanction poses a conflict of interest. Section G-VI: Special Resolution Process Provisions provides direction on how to address conflicts of interest and biases.

i. Informal Resolution Process

Before pursuing the Formal Resolution Process, every reasonable effort should be made to constructively resolve conflict with students, faculty, part-time faculty, staff, or administrators. Whenever possible and safe, the problematic behavior, conflict or misconduct should first be discussed by the reporting party and the responding party. The Title IX Coordinator and the Human Resources Designee will facilitate such conversations, upon request, and monitor them for safety. Various conflict resolution mechanisms are available, including but not limited to counseling or mediation.

Mediation: The attempt to settle a dispute through active participation of a third party (mediator) who works to find points of agreement and make those in conflict agree on a fair result. Mediation is not used when violent behavior is involved, when the Title IX Coordinator or Human Resources Designee determines a situation is not eligible, or the parties are reluctant to participate in good faith. Mediators are available from the U.S. Office of Labor Relations and cost for these services are generally covered by the institution.

The college will not force an informal resolution or if informal efforts are unsuccessful, the formal resolution process will be initiated and both parties will be notified. Either party has the right to end the informal process and begin the formal process at any time prior to resolution. The reporting party may keep a written log that could aid in later investigation and resolution.

ii. Formal Resolution Process

A formal resolution will be pursued in response to violence being present in the claim, if the reporting and responding parties cannot agree on an informal resolution, or a previously agreed upon informal resolution was not successful.

At the end of an investigation, the assigned investigators will submit their reports to the Hearing Body for review. Once the hearing body has reviewed the report, the investigators, along with the Title IX Coordinator or Human Resources Designee, will meet with the hearing body to discuss any further need to investigate or to offer clarification. From there, a hearing will convene to determine if the policy has been violated. The Conduct Officer of the hearing body will present the reporting and responding parties with the findings, a decision, and sanctions (if applicable), subject to appeal.

Hearing Body: A hearing body is made up of five members of the campus community. A hearing body will always consist of two staff members, two faculty members, and the conduct officer, all of whom have been appropriately trained. The college will make every effort to maintain a trained pool of hearing body members that reflects the diversity of faculty and staff. In cases where both parties are students, the V.P. and Dean of Student Affairs will choose the appropriate staff and faculty hearing body members. In cases where both parties are employees, the Provost will choose the appropriate staff and faculty hearing body members. In cases of student and employee parties, the Provost and V.P. and Dean of Student Affairs will collaborate and choose the appropriate staff and faculty hearing body members. The hearing body will be responsible for reading and understanding all aspects of the investigators' reports; asking appropriate and relevant questions of the investigators, both parties, and any one present at the hearing; make a determination based on the preponderance of evidence that a violation of the policy is more likely than not; making a prompt, fair, and reasonable decision on the findings; and determine appropriate sanctions. The goal of the college is to enlarge the pool of trained hearing body members.

Conduct Officer: The conduct officer will be a member of the campus community who is appointed by the President. This person will be trained and will typically serve a three year term. The conduct officer will be responsible for leading the hearing and delivering the appropriate sanctions when deemed. In a case where the conduct officer is directly involved, the President will appoint an interim conduct officer.

The hearing body will take the following steps:

- The Conduct Officer will read the charge(s) along with the name(s) of the person(s) or office bringing them.
- All parties present will be reminded that they are to tell the truth throughout the hearing.
- The Responding Party will state whether or not he/she was responsible for the offense.
- The Investigators will submit evidence related to the alleged offense(s) or to other actions that led up to or support the allegation as well as providing witnesses who can specifically speak to the alleged offense(s).
- The Reporting and Responding Parties may be asked to present his/her statements, provide clarification, or answer questions in regard to the claim.
- Witnesses will generally be asked to attend only that portion of the hearing which is relevant to their testimony, although in some cases witnesses may be asked to be present during the entire hearing.
- All parties present are entitled to make notes and ask questions at any time during the hearing, providing they have been recognized by the conduct officer. The only exception to this is the advocate(s), who must speak through the person they are present to support. Neither the Reporting nor Responding Party may speak directly to one another during the hearing.
- The Hearing Body may recall the reporting party, responding party, any witnesses, or the investigators at any point to clarify or challenge statements made during the hearing. The Hearing Body members are allowed to ask questions at any point throughout the hearing. All questions and clarifications must be directed to the Hearing Body members. Any member of the Hearing Body may request additional information.
- Decisions will be reached by a majority rule on the basis of the evidence presented during the hearing. If evidence of misbehavior outweighs evidence to the contrary, the Responding Party will be considered responsible for the offense.
- The Responding Party will be verbally informed by the Conduct Officer of sanction decisions as soon as they are made. The Conduct Officer will inform both parties of the decision at the same time, but separately so that they do not encounter each other. The Reporting Party will be informed of whether a violation of this policy was found and what sanctions, if any, were imposed on the Responding Party if such sanctions directly relate to the Reporting Party (e.g., the Responding Party is ordered to stay away from the Reporting Party, is prohibited from attending school or work for a period of time, and/or is transferred to a different office space, residence hall, etc.).
- Written verification from the Title IX Coordinator or Human Resources Designee will follow as soon as possible thereafter.
- All hearings are closed to the public and must be held in either a conference room or a classroom. The advocates for the party they are supporting may include members from outside the campus community as both may have reached out to counselors unavailable on our campus; to exclude those individuals' participation in this process could put undue stress and pressure on all. The scope of the witnesses' testimony must be limited to the alleged act of or acts leading up to the policy violation in question. The sexual history of the Reporting Party is not a relevant part of the Hearing Body's proceeding or deliberations. Character witnesses are also not allowed as they cannot substantiate or invalidate any act of misconduct.
- Appropriate sanctions could include no further action; completion of counseling programs; social probations, suspension, or expulsion (for students); letter of reprimand; probationary status contingent upon completion of professional counseling and/or job training, or termination of employment (for faculty and staff members. If dismissal is recommended for a tenured faculty member, the process would follow the 1958 AAUP Statement of Procedural Standards in Faculty Dismissal Proceedings). Other appropriate sanctions as determined by the hearing board may be applied.
- If it is determined that the responding party has not violated the policy, notice will be made to all parties. From here the reporting party may appeal the Hearing Body's decision within 48 hours, excluding weekends or dates when the entire college is closed, to the Provost. If it is determined that the responding party has violated the policy, sanctions will be given and notice will be made to all parties. From here the responding party may appeal the hearing body's decision, within 48 hours excluding weekends, to the Provost. Only appeals based on the criteria established in section F (Appeals Process) will be heard.

In all cases, regardless of findings, all parties will receive written notification of the findings, any resulting responsive actions, the rationale for the decision, and the appeals options, along with the procedures for appeal and any changes to the results that could occur before the decision is finalized. Once received in person, mailed or emailed, the notice of decision will be deemed presumptively delivered.

F. APPEALS PROCESS

An appeal of the final decision of the hearing body must be made within 48 hours, excluding weekends or dates when the entire college is closed. Any appeals submitted after the 48 hour deadline will not be heard. Appeals may only be requested under the outlined criteria below.

i. Criteria for Appeal

The ONLY grounds for appeal are as follows:

1. A procedural [or substantive] error occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures, etc.);
2. To consider new evidence not heard during the original hearing or investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included;
3. The sanctions imposed fall outside the range of listed sanctions and the cumulative conduct history of the responding party.

ii. Requesting an Appeal

The decision of the hearing body may be appealed by petitioning the Provost. (The V.P. and Dean of Student Affairs would hear an appeal if the Provost were involved in, a witness to a case, or recuses him/herself.) Any party who files an appeal request must do so in writing to the Office of the Provost, within 48 hours (excluding weekends) of the delivery of the written decision, for a review of the decision or the sanctions imposed.

The following are recommended elements of an appeal:

- Clear and concise description of the criteria you wish to appeal;
- Any supporting documentation and evidence;
- Name and all contact information for the appealing party;
- Signed and dated by the appealing party.

A request may be made to the Conduct Officer at the end of the hearing to delay implementation of the sanctions until the appeal is decided, but the presumptive stance of the institution is that the sanctions will go into effect immediately. In cases where the appeal results in reinstatement to the college or resumption of privileges, all reasonable attempts will be made to restore the student to their prior status, recognizing that some opportunities lost may be irreparable in the short term.

iii. The Appeal Process

The Provost can take one of three possible actions: dismiss an appeal request as untimely or ineligible; grant an appeal and remand the finding and/or sanction for further investigation or reconsideration at the hearing level; modify a sanction. Based on the written requests/responses or on interviews as necessary, the Office of the Provost will send a letter of outcome for the appeal to all parties.

The original finding and sanction will stand if the appeal request is not timely or substantively eligible, and that decision is final. The party requesting appeal must show clear error as the original finding and/or a compelling justification to modify a sanction, as both finding and sanction are presumed to have been decided reasonably and appropriately during the original hearing.

In cases where a procedural error cannot be remedied by the original hearing body (as in cases of bias), the Provost may order a new hearing with a new hearing body.

The procedures governing the hearing of appeals include the following:

- All parties should be informed in a timely manner of the status of requests for appeal, the status of the appeal consideration, and the results of the appeal decision;
- Appeals are not intended to be full re-hearings of the allegation. In most cases, appeals are confined to a review of the written documentation or record of the original hearing, and pertinent documentation regarding the criteria for appeal;
- Appeals decisions are to be deferential to the original hearing body, making changes to the finding only where there is clear error and to the sanction only if there is a compelling justification to do so;
- An appeal is not an opportunity for appeals officers to substitute their judgment for that of the original hearing body merely because they disagree with its finding and/or sanctions.
- Sanctions imposed are implemented immediately unless the Conduct Officer stays their implementation in extraordinary circumstances, pending the outcome of the appeal.
- The Provost will typically render a written decision on the appeal to all parties within five (5) business days from hearing of the appeal. The Provost's decision to deny an appeal request is final.

G. SPECIAL RESOLUTION PROCESS PROVISIONS

i. College-initiated proceedings

As necessary, college reserves the right to initiate a report and to initiate resolution proceedings without a formal report or participation by the victim of misconduct.

ii. Alternative Testimony Options

For sexual misconduct reports, and other reports of a sensitive nature, whether the alleged victim is serving as the reporting party or as a witness, alternative testimony options will be given, such as placing a privacy screen in the hearing room, or allowing the alleged victim to testify outside the physical presence of the responding party, such as by Skype or phone.

iii. Past Sexual History/Character

The past sexual history or sexual character of a party will not be admissible by the other party in the investigation or hearing unless such information is determined to be highly relevant by the Conduct Officer, [pertaining only to past or subsequent interactions between the parties that offer context]. All such information sought to be admitted will be presumed irrelevant, and any request to overcome this presumption by the parties must be reviewed in advance of the hearing by the Conduct Officer. While previous conduct violations by the responding party are not generally admissible as information about the present allegation, the Conduct Officer may supply previous reports of good faith allegations and/or findings to the investigators, the hearing body, and the Provost to consider as evidence of pattern and/or predatory conduct.

iv. Witness participation in an investigation

Witnesses are expected to cooperate with and participate in the college's investigation. Any witness who declines to participate in or cooperate with an investigation will not be permitted to offer evidence or testimony later in a hearing. Witnesses may provide written statements in lieu of interviews during the investigation and may be interviewed remotely by phone, Skype (or similar technology), if they cannot be interviewed in person. Parties who elect not to participate in the investigation will have the opportunity to offer evidence during the hearing and/or appeal stages of the process, though failure to offer evidence prior to an appeal does not constitute grounds for appeal on the basis of new evidence. Any witness scheduled to participate in a hearing must have been interviewed first by investigators (or have proffered a written statement), unless all parties consent to the participation of that witness in the hearing.

v. Training for those implementing these procedures

Personnel tasked with implementing these procedures, (e.g.: Title IX Coordinator, investigators, hearing body, advocates, Provost, mediators, etc.) will be trained at least annually. This training will include, but is not limited to: how to appropriately remedy, investigate, render findings and determine appropriate sanctions in references to sexual harassment and discrimination allegations; the college's Sex/Gender-based Discrimination and Sexual Misconduct Policies and Procedures; confidentiality and privacy; and applicable laws, regulations and federal regulatory guidance.

vi. Conflicts of Interest and Bias

The college is committed to ensuring that its investigation process is free from actual or perceived bias or conflicts of interest that would materially impact the outcome. Any party who feels that there is actual or perceived bias or conflict of interest that would materially impact the outcome may submit a written petition to the Title IX Coordinator or Human Resources Designee for the person's removal from the process. The petition should include specifics as to the actual or perceived bias or conflict of interest and why the petitioner believes the bias or conflict could materially impact the investigation. Such petitions may also be made to the college president in the event that the potential conflict or bias involves the Title IX Coordinator or Human Resources Designee.

vii. Recordkeeping

In implementing these procedures, records of all allegations, investigations, and resolutions will be kept by the Title IX Coordinator or Human Resources Designee indefinitely in an electronic database.

viii. Amnesty Provision

The college's amnesty provision provides immunity to any student or employee who reports, in good faith, an alleged violation of the higher education institution's comprehensive policy to a responsible employee, as defined by federal law (and in this handbook), so that the reporting party will not receive a disciplinary sanction by the institution for a student or employee conduct violation, such as underage drinking, that is revealed in the course of such a report, unless the college determines that the violation was egregious, including without limitation an action that places the health or safety of any other person at risk.

H. COMMUNITY RESOURCES

Off-Campus Crisis Hotlines (available 24/7)

- a. 800-656-HOPE (Rape, Abuse and Incest National Network)
- b. 217-753-8081 (Prairie Center Against Sexual Assault)
- c. 800-799-7233 (Domestic Violence Hotline)
- d. 800-227-8922 (Sexually Transmitted Disease Hotline 8 a.m.—8 p.m. Monday—Friday)

Individual and Group Counseling

- 217-854-3166 (Locust Street Resource Center)
- 217-839-1526 (Maple Street Clinic)
- 217-854-4511 (Catholic Charities)
- 217-753-8081 (Prairie Center Against Sexual Assault) Other Help Lines
- 800-552-6843 (U.S. Attorney General for Hate Crime Reports)
- 800-552-7096 (Child Abuse Hotline)

Medical Issues

- 217-839-1526 (Maple Street Clinic)

Hospitals

- 217-788-3030 (Memorial Hospital Emergency Room—Rape Exams)
- 217-854-3141 (Carlinville Area Hospital—Internal Medicine—Will Not Do Rape Exams)

Legal Assistance

- 217-753-4117 (IL Coalition Against Sexual Assault—Springfield)
- 888-259-6364 (Macoupin County Safe Families)
- 217-854-3221 (Police Non-Emergency)

In the case of an off-campus emergency situation, dial 911.

Staff Assembly Approved 10-14-2015 Faculty Assembly Approved 10-15-2015 Board of Trustees Approved 10-24-2015



CAMPUS SERVICES

BUSINESS OFFICE POLICIES

The Business Office is located on the first floor of Ludlum Hall. Normal business hours are from 9:00 a.m. to 4:00 p.m., Monday through Friday but are subject to change. Hours will be posted outside the Business Office.

The Business Office is responsible for the overall financial management of the College and provides the following services: student account billing and collection, payroll processing, budget, purchasing, and accounts payable.

PAYMENT OF TUITION AND FEES

Blackburn College is a not-for-profit corporation that is dependent on the tuition and fees that are generated by student enrollment to meet its educational objectives. Therefore, the College must enforce the following financial policies.

Upon registration, students are considered financially responsible for all tuition and related fees. Tuition and fees are assessed on a semester basis. A summarized student statement is issued prior to the beginning of each semester and is available via student portals.

1. When to make payments: Payment in full is due prior to August 4 for the Fall semester, January 5 for the Spring semester, and May 20 for the Summer semester. An administration fee of \$100.00 will be assessed for accounts that are not paid in full and do not have a payment plan established with the Business Office by those due dates. In addition, students will not be allowed to move in until their account is paid in full or payment arrangements have been made with the Business Office.
2. Where to make payments: Payments may be made at the Business Office, mailed to Blackburn College, c/o Business Office, 700 E College Ave, Carlinville, IL 62626, or made via phone by calling (217) 854-5515. Payments can be made by cash, check, MasterCard, Visa, or Discover.
3. Payment Plans: Payment plans are available and require a 25% deposit prior to the original due date and three additional payments due each month thereafter. A Payment Plan Form must be filed with the Business Office. If payments are late, a \$100 late fee will be applied to the account. If financial aid will be paying a portion of the balance, arrangements to pay the remainder must be made in the same manner.
4. Delinquent payments: Holds will be placed on accounts that are past due. Students on hold will not be allowed to register for the next semester, receive transcripts or diplomas, or receive money on books returned to the Bookstore. Students on hold will not be allowed to move into a residence hall. Students who become delinquent on payments may also be withdrawn from all courses during the academic period and removed from the residence halls. In addition, services such as check cashing and dining services may be denied until arrangements have been made with the Business Office to pay the debt. Debts that become past due will be assessed a \$100 late fee. Debts that become 90 days past due are in default and remitted to a collection agency. In the event of default in any amount due, and if the account is placed in the hands of an agency or attorney for collection or legal action, the student agrees to pay an additional charge equal to the cost of collection including agency and attorney fees and court costs.
5. 1098Ts will be provided to students by January 31 of the following year as required by IRS regulations. They will be mailed to the student address on file with the Records Office. A form must be completed in the Records Office to change the student's address.

TUITION DEPOSIT

All new students must pay a \$150.00 Tuition Deposit prior to course registration each semester. The deposit is applied toward tuition charges for the following semester of attendance. Students with appropriate financial need may seek a waiver from the Financial Aid Office.

CREDIT BALANCES/EXCESS FUNDS

Credit balances that result from financial aid funds are processed after the student's attendance is confirmed, the financial aid funds are received, and all institutional charges are satisfied. The Business Office will issue a check for the excess funds to the student or to the parent if there is a PLUS loan. A form can be completed in the Business Office allowing a student to apply excess funds to the following semester rather than receiving a check. If the student receives a credit balance check and subsequently ceases class attendance, they will be subject to the Return of Title IV Funds Policy and must return and/ or repay any unearned portions of financial aid that they received toward their educational expenses.

CHECK CASHING

Students may cash personal checks on campus in the Business Office subject to a \$25.00 limit. There is a \$30.00 service charge for each check returned by a bank for insufficient funds. If a student has a “bad” check outstanding, they will not be permitted to cash checks until the debt has been cleared. Students will lose their check cashing privileges if two “bad” checks are issued. No third party checks will be cashed. Several local banks offer Blackburn students new accounts with minimum balance requirements. Please see the Business Office for additional information.

STUDENT WITHDRAWAL OR STATUS CHANGE AND REFUNDS

Students are considered financially responsible for all institutional charges. It is also the responsibility of students to officially withdraw by completion of the appropriate form, with approvals, and returning the completed form to the Student Life Office, located in Demuzio Campus Center. Failure to attend class does not constitute official withdrawal and does not remove financial or academic responsibility nor qualify students for refunds. Students must follow the official withdrawal procedure to be eligible for a tuition refund. The appropriate withdrawal date will be determined after completing the withdrawal procedure. Tuition, Room, and Board charges will be refunded on a weekly pro-rated basis through the fourth week for Fall and Spring semesters according to the schedule below. No refunds will be made after the fourth week for Fall and Spring semesters. For the purpose of calculating refunds for Summer semester, 1 day of class equals one week. The withdrawal process requires a written signature from several college offices.

Students seeking to change status from resident student to commuter student must complete a status change application available in the Student Life Office in DCC. If the student is approved to move off campus, the appropriate status change date will be determined after completing the status change procedure.

Tuition, Room, and Board Refund Schedule Fall/Spring Term

Through the 1st day of classes	100% refund
Through the end of the 1st week of classes.....	90% refund
Through the end of the 2nd week of classes	75% refund
Through the end of the 3rd week of classes.....	50% refund
Through the end of the 4th week of classes.....	25%refund

Summer Term

One day of class equals one week for purposes of calculating refunds for the summer term.

Beginning with the first day of classes, an administrative fee of \$100.00 will be charged for all withdrawals.

RETURN OF TITLE IV FUNDS

Financial Aid recipients who withdraw before completing at least 60% of the semester will be subject to the Return of Title IV Funds Policy prescribed by the United States Department of Education. The number of calendar days attended is divided by the total number of calendar days in the semester, excluding certain breaks. The official withdrawal date is used for the calculation. In the case of unofficial withdrawals, the mid-point of the semester is used unless a later date can be documented. The student is responsible for any balance that is created as a result of a return of funds. Students are strongly encouraged to meet with the Financial Aid Office and the Business Office prior to withdrawal.



WAGES AND COMPENSATION (INCLUDING AWARDS & GIFTS)

1. Student payroll: An electronic time system is used to track time. A form must be completed at the Work Office for direct deposit. A schedule of pay dates is available in the Work Office. Appropriate taxes will be withheld and submitted to the various agencies. W-2s will be mailed by January 31 of the following year as required by IRS guidelines. They will be mailed to the student address on file with the Records Office. A form must be completed in the Records Office to change the student's address.
2. Stipends: If a student receives a stipend and the student has been on payroll, the stipend must be processed through normal payroll procedures. Appropriate taxes will be withheld and the information will be included on the student's W-2. If the student is not on payroll, the stipend must be processed by Accounts Payable through normal procedures. Taxes will not be withheld and the information may appear on a 1099 issued by January 31 of the following year according to IRS regulations.
3. Awards, Prizes & Gifts: Monetary awards, prizes and gifts are considered taxable income by the IRS. If a student receives an award, prize or gift and the student has been on payroll, the award, prize or gift must be processed through normal payroll procedures. Appropriate taxes will be withheld and the information will be included on the student's W-2. If the student is not on payroll, the award, prize or gift must be processed by Accounts Payable through normal procedures. Taxes will not be withheld and the information may appear on a 1099 issued by January 31 of the following year according to IRS regulations

BOOKSTORE POLICIES

BOOK RETURN POLICY

REFUNDS FOR YOUR TEXTBOOKS CAN BE ISSUED IF THE FOLLOWING CONDITIONS ARE MET:

1. **BOOKS MUST BE RETURNED BY "LAST DAY TO DROP CLASS" DATE.**
2. All returns must be accompanied by the original receipt.
2. New books must be unmarked, unused and in original purchase condition and shrink-wrap in place.
3. Used books must be returned in the same condition in which they were purchased.
4. Books purchased by credit card must be refunded to that card. Books purchased by book slip will be refunded to your account.
5. Damaged books are not accepted.
6. Exchanges will be given for identical merchandise in the case of defects. A receipt is required.

MERCHANDISE RETURN POLICY

1. Refunds will be issued for returned merchandise if the following conditions are met:
2. Returns must be made within TWO (2) WEEKS from the date of purchase, and must be accompanied by the original cash register receipt. (Items purchased by credit card must be refunded to that card.)
3. Merchandise must be returned in absolute new condition.
4. Packaged merchandise must be returned in its original packaging.
5. **SALE/CLEARANCE MERCHANDISE IS NOT RETURNABLE.**
6. Exchanges will be given for identical merchandise in the case of defects. A receipt is required.



MAILROOM

1. The Bookstore/Mailroom staff will issue each student a mailbox key. **All mailbox keys must be returned prior to summer break**, or earlier (if a student is departing from Blackburn). *There will be a monetary fine if keys are not returned.*
2. Incoming mail and packages should be addressed as follows:

Blackburn College
Student's Name, Box #
700 College Ave.
Carlinville, IL 62626
3. If you receive mail or packages too large for your mailbox a package notice slip will be placed in your mailbox.
4. Any package or mail requiring special attention needs to be at the mailroom by 10:00am. We utilize USPS, UPS and Fed-Ex.
5. Because campus offices will use campus mail to inform students about a variety of issues, students are expected to check their campus mailbox regularly (at least once/week).
6. Students should not open mail which is not addressed to them but mistakenly delivered to their campus mailbox. Return the mistakenly delivered mail to the mailroom.

RELIGIOUS ACTIVITIES

The churches in Carlinville welcome students to their services and activities. Special ecumenical services are held in Clegg Chapel. The Chapel and adjacent room are also available for meditation and private prayer.

Blackburn is affiliated with the Presbyterian Church (USA) and is actively committed to helping students develop their own life values and religious perspectives. Blackburn's affiliation with the church is reflected, in part, by covenants with the Synod of Lincoln Trails and the Federated Church of Carlinville. Students who would like to read these agreements may do so by contacting the Student Life Office or Office of the President.

HEALTH AND MEDICAL INFORMATION

In the event of sickness or accident, students are advised to contact the Student Life Office as quickly as possible for assistance in receiving proper medical attention. Carlinville Area Hospital is two miles from campus, and there are several physicians' offices in town.

IMMUNIZATIONS AND MEDICAL RECORDS

Students are required by Illinois State law to complete and return an immunization record. Immunization records are requested prior to moving into campus housing and the first day of classes. An extension may be granted no longer than the end of the second week of classes. Students who fail to submit immunization records will be restricted from course enrollment and moving into campus housing.

Students are encouraged to have medical files on record with a physician in the Carlinville area. Students experiencing illness are encouraged to contact a local physician for treatment. Students are responsible for any medical services not covered under the sickness/accident insurance described below.

STUDENT INSURANCE

The College does not require students to acquire or maintain health insurance with the exception of student athletes. Each student athlete must have health insurance coverage during the weeks of their practice & playing season. The College encourages and recommends that students obtain health insurance coverage. The College assumes no liability for medical or other health care costs incurred by students for any illness, injury, intercollegiate or intramural athletic injury, and death resulting from whatever cause, except as otherwise provide by law or College policies.

WORKMAN'S COMPENSATION INSURANCE

Students who receive an injury during the course of their work program job on campus must contact their supervisor immediately. Claims to workman's compensation should be made within 24 hours of the injury by contacting the Physical Plant Services Coordinator at campus extension 5503 or 217-854- 5503.

NON-EMERGENCY MEDICAL TRANSPORT

A Resident Director or Resident Assistant should be contacted when students need travel assistance for medical needs. Please allow at least 24 hours notification.

ADMINISTRATIVE REFERRAL TO COUNSELING SERVICES

1. When an authorized professional staff member has reasonable cause to believe that a student is undergoing severe emotional problems, and when the student's continued presence on campus would present danger to themselves or others, the staff member may direct the student to consult with Counseling Services for administrative referral.
2. Those professional staff members authorized to make Administrative Referrals are the President, the Dean of Students, and the College Counselor.
3. Depending on the severity of the behavior, evaluation by area mental health professionals may be needed for hospitalization.
4. In consultation with the College Counselor, the Dean of Students will determine if a duty to warn exists.
5. Less severe behavior may be treated short-term on campus by the College Counselor at no cost to the student. Long-term treatment, including psychiatric assessment and care, will be referred off-campus with the assistance of the College Counselor. In this case the student or the student's parents/guardians are responsible for costs of treatment. Refusal to seek treatment both on or off campus must be documented, and submitted to the Dean of Students.
6. Students who are removed from campus for a psychological emergency are required to meet with the Dean of Students or designee within one business day of returning to campus. This meeting will determine the student's impact on the College community and the student's ability to continue to be a non-disruptive influence in the community. Disciplinary conditions designed to enhance the student's opportunity to succeed at Blackburn and/or ameliorate disruptive influence may be placed upon a student prior to their return to the College.
7. Continuing recurrences of disruptive behavior (including behavior attributed to psychological problems) that have an injurious or disruptive effect on the ability of other students to further their education and/or the operation of the College will be processed through the College disciplinary system. In such situations, students will be given the option to withdraw as outlined in the section below, prior to initiating disciplinary procedures. Failure to modify behavior may result in suspension or expulsion from the College.

MEDICAL WITHDRAWAL

The College Counselor may recommend that a student withdraw from all of their courses due to a medical condition or psychological issue. The College Counselor will recommend upon withdrawal that the student seek medical, psychological and/or substance abuse treatment. A medical withdrawal does not release a student from outstanding financial obligations. Prior to the medical withdrawal either the College Counselor shall notify the student of all financial obligations or, if the student is able, they can personally collect that information from the Director of Financial Aid/Controller. Upon agreement to medically withdraw, the College Counselor and the student shall agree upon the treatment they are to seek, and the terms to be met prior to re-admission to the College. The student shall sign all necessary release of information forms so that the College Counselor may communicate with any or all treatment providers to ensure the student's compliance with treatment recommendations. If the student is not compliant with treatment recommendations, the student shall not be granted re-admission. The determination of compliance will be made by the College Counselor. It is expected that the student use whatever time is necessary (which often may be a full semester or more away from the College) to regain their medical and psychological health in order to be successful at the College. The College Counselor and the Dean of Students shall agree to a calendar upon which a student may medically withdraw and not compromise the academic integrity of the College, but the student shall not be granted the option of a Medical Withdrawal after the last regular class day of the semester. Upon medical withdrawal, the student shall receive a "W" or "WP" in all course work (depending on the time of the semester). The College Counselor shall notify the Dean of Students, the Registrar, Director of Financial Aid and the Associate Dean of Work of the effective date of the withdrawal. Appeals of decisions made by the College Counselor in matters of medical withdrawal and re-admission shall be heard by the Dean of Students.

CAMPUS FACILITY USAGE AND EVENTS POLICY

CAMPUS SPEAKERS

1. Members of the Blackburn community are encouraged to examine and discuss all questions of interest to them and to express opinions publicly and privately. They should exercise this freedom by the use of orderly means that do not disrupt the regular and essential operation of the College. Student organizations officially registered with the College may invite and hear any speaker of their choosing. It is expected that applicable College Policies and Procedures will be followed in planning special events. These include but are not limited to standards of conduct, scheduling facilities, and pre-event planning. Failure to meet these requirements may result in denial of College funding and facilities. Sponsorship of guest speakers does not imply approval or endorsement of the views expressed, either by the sponsoring group or by the College. The name of the group that is sponsoring the event must appear on all notices of advertisement.
2. Religious organizations or persons meeting for religious purposes, using campus facilities, campus communications, or otherwise soliciting the support of the campus community, must become an official student organization or receive authorization from the office of the President.

CAMPUS FACILITY USAGE

1. The use of campus facilities by organizations or individuals not directly related to the College is approved and scheduled through Auxiliary Services in the Bookstore. The Conference Services Office determines if College facilities will be made available and, in consultation with the Vice President for Administration & Finance, what the cost will be. Members of the College community who wish to use campus facilities for private/non-college related activities will be charged a discounted usage fee.
2. Decisions to make College facilities available are made on the basis of the purpose of the group and/or meeting - it must be consistent with the mission of the College; the convenience or inconvenience caused to staff and regular programs; and the benefits which can be derived by the College. In all instances, the needs of the College take priority.
3. The College rents and makes facilities available only to non-profit organizations. Exceptions may be made if doing so will be in the best interest of the College.

CAMPUS CALENDAR

All events scheduled on campus must be registered with the Auxiliary Services Office in the Campus Bookstore to be placed on the Campus Calendar. This prevents conflicts from occurring. Activities registered on the Campus Calendar have priority over non-registered events. In addition, the College reserves the right to deny funding or facilities for events not on the Campus Calendar.

CONTRACTUAL ARRANGEMENTS

Only the President/Provost and the Vice-President for Administration and Finance are authorized to sign a contract on behalf of the College or any of its organizations. All individuals or campus organizations who desire to enter into contractual arrangements with outside persons and groups (i.e. for entertainment purposes, etc.) should submit a copy of the contract for verification to authorized officials at least 10 days prior to the effective date of the contract.

SOLICITATION

Blackburn College strictly prohibits the solicitation of our students, faculty and staff for services, goods, donations or trade by unapproved organizations and sales representatives. Solicitors must obtain the appropriate approval from the Vice President for Administration and Finance prior to their visit. All solicitors and unannounced visitors must check-in with Campus Safety & Security.

FUNDRAISING POLICY

Fundraising events and raffles must be coordinated to prevent conflicting requests from different areas of the College. There are also specific licensures that are required for certain events. Applications for fundraising and raffle events are available in the Business Office or on the shared drive. The approval from the Development Office is required.

FOOD SERVICE

1. Five meal options/times each day are served via Dining Services - Monday through Friday. Breakfast, continental breakfast, lunch, soup/salad/deli, and dinner. Brunch and dinner are served on weekends. Special programs and banquet times may necessitate a change in regular mealtime serving hours.
2. Students may only enter the dining hall through the main door.
3. The Food Service Director is available to assist in planning for special occasions (luncheons, teas, dorm events, etc.). For best results, they should be contacted at the beginning of the planning process.
4. Special dietary needs will be met if ordered by a medical doctor. Students should contact the Dean of Students and the Food Service Director to review any special dietary needs. Vegetarian selections will be available at each meal.

CONDUCT

1. Students are required to present their own valid Blackburn Identification Cards or pay cash for admission to every meal.
2. Proper attire, which includes shoes and shirts, must be worn in the Dining Hall at all times.
3. No food or Food Service property may be carried out of the Dining Hall without special permission from the Cashier or Food Service Director. Violations may result in revoked privileges and/or disciplinary action.
4. Classes, work groups, sports teams, and co-curricular clubs who have need to meet during a meal period should reserve a room in the Auxiliary Dining Rooms or other campus meeting areas.
5. All students and guests are required to clear their table and deposit their table wear in the proper location before leaving the dining hall. Students are also responsible for reasonable upkeep of the tables, chairs and floors. In addition, the throwing of food is strictly forbidden – no exceptions. Any student(s) found throwing food or neglecting to bus their own table will be subject to disciplinary action and must assist in cleaning the area.

SPECIAL EVENTS/REQUESTS

1. Students who are ill and unable to attend meals should ask a roommate or friend to obtain a meal from the Food Service.
2. Arrangements to obtain a sack lunch because of off-campus College sponsored activities (including Internships or Student Teaching) may be made by contacting the Snack Bar Manager two days in advance.
3. Groups or persons wishing to reserve the Auxiliary Dining Rooms in the Campus Center should contact the Food Service Director (in addition to Auxiliary Services for the Campus Calendar) in advance of the planned date. Campus groups will be given priority over off-campus groups. Catering services available include cafeteria, buffet and table service. Reservations for all activities planned for the Dining Hall (dances, plays, musical events, etc.) must be approved in advance by the Food Service Director and Conference Services. Groups using an Auxiliary Dining Room will be expected to clean the area after use; a cleaning fee will be assessed upon failure to do so.

MOTOR VEHICLES

1. All students may have motor vehicles at their disposal while in attendance at the College.
2. The College does not, under any circumstances, assume any liability for students as riders or operators of motor vehicles. Neither does the College assume any responsibility for any damage to motor vehicles parked or stored on the campus.
3. All students operating motor vehicles must have a valid driver's license and must have proper insurance coverage on the motor vehicles they operate.
4. Students are not permitted to transport other students on College business in any student- owned vehicle prior to completing the appropriate paperwork in the Motor pool office.
5. If a student fails to follow regulations in effect at the College, violates state or local motor vehicle laws, or operates a motor vehicle in an unsafe manner, the privilege to keep and operate a vehicle on campus may be revoked.

REGISTRATION

Each student intending to park a motor vehicle on campus must register the motor vehicle within 72 hours of bringing the vehicle to campus. Register with the office of Campus Community & Safety within Student Life. A registration sticker is issued and must be displayed per instructions. Information on vehicle parking and storage procedures is issued when the motor vehicle is registered.

ENFORCEMENT

The enforcement of the College's motor vehicle regulations rests with the Motor Pool Office & Campus Security. These regulations do not relieve a student of the responsibility for compliance at all times with all federal, state and municipal laws and ordinances.

VIOLATIONS AND PENALTIES

Staff members in Campus Security or other assigned personnel may ticket students who are in violation of motor vehicle regulations. Cars that are illegally parked and/or repeatedly violate campus motor vehicle or parking regulations could be towed away at the owner's expense.

Violations will result in monetary fines payable in the Business Office. Parking Fines are as follows:

No parking permit properly displayed	\$20.00
Illegally parked in a handicapped parking area	\$50.00
Illegally parked in visitor parking area	\$30.00
Parked in posted fire lane	\$30.00
Illegally parked in faculty/staff area	\$20.00
Other	\$20.00

MISUSE OF MOTOR VEHICLE PRIVILEGES

The following constitutes possible misuses of the motor vehicle privileges at the College. This list is not all-inclusive and only serves as an example:

1. Parking in reserved parking spaces, or in an area not designated as parking; or operating a motor vehicle on areas other than driveways, streets, or parking lots;
2. Any act resulting in damage to campus or personal property in which case the person responsible shall pay the cost of such damage;
3. Reckless driving and/or speeding (over 10 m.p.h.);
4. Driving under the influence of alcohol or drugs;
5. Creation of a nuisance through the use or operation of a motor vehicle, including College- owned vehicles.

COLLEGE OWNED VEHICLES

1. Personal use of College vehicles is not allowed. College owned vehicles are reserved for College business. Any staff, faculty or student member wishing to become an approved driver must begin that process with the Motor Pool Office. Approval involves a thorough check of an individual's driving record, a brief test, and takes at least one week. After providing Motor Pool personnel with a copy of a valid driver's license, personnel in that office will notify the individual if they have been approved to operate college vehicles.

PERSONS WILL NOT OPERATE COLLEGE VEHICLES IF THEY HAVE BEEN CONSUMING ALCOHOLIC BEVERAGES OR USING INTOXICATING DRUGS (legal or otherwise). NEITHER ALCOHOLIC BEVERAGES NOR ILLICIT DRUGS WILL BE CONSUMED OR TRANSPORTED IN ANY COLLEGE VEHICLE AT ANY TIME.

FEDERAL REGULATIONS

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) of 1974 is a federal law that gives students certain rights with respect to their education records. The following constitutes the College's policy regarding FERPA.

I. The rights provided to students are as follows:

- The right to inspect and review their education records;
- The right to control disclosure of personally identifiable information contained in their education records;
- The right to request amendments to their education records to correct inaccurate or misleading information;
- The right to file a complaint with the U.S. Department of Education if the College violates FERPA regulations.

II. Education Records are defined as follows:

Career Services Office:	test scores (GRE, GMAT, etc.)
Education Department:	teacher certification records
Financial Aid Office:	financial aid records
Public Relations Office:	student media release forms P.R. information
Records Office:	academic transcript registration information application for admission high school transcript college transfer work test scores work evaluations letters of recommendation activities lists general correspondence
Student Life Office:	disciplinary records immunization records
Work Office:	work records

Records are not maintained in a central location on campus. Requests to review them must be made separately, in writing, to each office that maintains them. Written requests must be given with reasonable advance notice (at least 24 hours). A fee (ten cents per page) is charged for reproducing copies of records. The Family Educational Rights and Privacy Act grants offices forty-five days to honor requests to view and copy such information.

III. The following records are exempt from FERPA regulations and may not be viewed by students:

1. personal notes of faculty and staff;
2. medical and counseling records used solely for treatment;
3. financial records of parents;
4. confidential letters and statements of recommendations placed in student files prior to January 1, 1975;
5. confidential statements of recommendation of admission, employment or honorary recognition placed in student files after January 1, 1975, for which the right to inspect and review has been waived by the student.

IV. The College routinely releases the following directory information when requested:

1. student name;
2. dates of attendance;
3. major field of study;
4. classification by year;
5. degrees, honors, awards, certificates earned
6. photograph;
7. address (home, local & campus);
8. telephone number (home, local & campus);
9. campus e-mail addresses;
10. athletic rosters (name, weight and height);
11. participation in co-curricular activities;
12. work program participation.

Directory information will be released unless the student files the appropriate form prohibiting the release of information to the public. That form is the “Student Information Sheet” and is available in the Records Office. Other student information except directory information as noted above will not be released without prior written consent of the student.

V. Release of Information to School Officials. The law permits school officials (defined as any person who is a trustee, officer, agent or employee of Blackburn College—also included are students serving on college committees where legitimate “need to know” exists) to use information contained in the students’ educational records for internal use, and under certain circumstances to provide it to others, including the use of this information in the event of an emergency. This information will not, however, be used in the College Directory, in public releases or be made available to the public without consent of the student.

VI. Release of Information to Third Parties. Normally, education records, other than directory information, will not be released without the prior written consent of the student. However, education record information may be released, without consent, under the following circumstances:

1. to faculty and staff with a legitimate educational “need to know” (“Legitimate educational interest” or “need to know” means the information or records requested is relevant and necessary to complete an assigned task and the task is an employment responsibility for the requestor or is properly assigned subject matter for the requestor’s employment or committee responsibility.);
2. in accordance with a lawful subpoena or court order;
3. to representatives of agencies or organizations from which students have received financial assistance;
4. to others specifically exempted from prior consent requirements of the act (including certain federal and state officials, organizations conducting student surveys on behalf of the College, accrediting organizations, etc.);
5. to parents of dependent students, as determined by the Financial Aid Office according to the Internal Revenue Code of 1954;
6. to the United States Office of Immigration and Naturalization Service (for international students only);
7. in emergencies where the information is necessary to protect health and safety of the student or others.

VII. Release of Information to Parents

Blackburn College recognizes the importance of support and interest of parents and families of students in all areas of the College program. Students are encouraged to share information about their experiences and programs with their families. A large part of the educational process of college is learning to be independent and solve one’s own problems. Therefore, College personnel will focus on working through problems with students. However, information (as designated on the student information sheet collected each semester by the Records Office) regarding student status and progress may be shared with the parents of dependent students under the following policies. Exceptions may be made in unusual circumstances upon request of the student and approval of the Dean of Students. The College does reserve the right to contact parent(s)/guardian(s) of dependent students who are experiencing difficulty with satisfactory academic or work program progress or difficulty with the Student Conduct Code and/or campus disciplinary system.

The College supports and follows the provisions of the Family Educational Rights and Privacy Act (FERPA) of the United States, which protects students from indiscriminate use of student records. The act permits, but does not require provision of information to parents of dependent students. Examples of information that may be released include, but are not limited to the following:

1. Grades: Copies of end-of-term grades may be sent to parents, guardians, next-of-kin, or other persons designated by the dependent student. The address used will be that indicated for such individuals in the Records Office as amended from term to term. Address changes should be reported to the Records Office.
2. Withdrawal: Student status is part of Directory Information which, under FERPA, is public information. Included is information about whether a student has been, is, or is expected to be enrolled. Parents of dependent students leaving school, including those approved for leaves of absence may be notified.
3. Emergencies: Parents, guardians, or other persons indicated in student records will be notified in cases of emergencies. The Student Life Staff shall determine whether an emergency exists and if notification is necessary.
4. Violations of College Regulations: Parents may be contacted in cases where a student has violated regulations and parental knowledge is deemed appropriate by the Student Life Staff or required by written policy. For purposes of clarification the only students with Independent Student Status are those deemed so by the Financial Aid Office based upon their legal tax status.
 - i. Students may challenge information in their files by filing a written request with the Student Life Office. The decision of the appropriate college official overseeing the file is final, but the student always has the opportunity to place a letter of protest in the file.

TITLE IX AT BLACKBURN COLLEGE

Title IX provides that “no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.” Further information about Title IX can be found in the Equal Employment Opportunity and Non-Discrimination Statements, Policies, and Procedures found in this student handbook.

VOTER REGISTRATION

Blackburn encourages each member of the campus community to exercise their right to vote. Students needing to register to vote may do so by obtaining an Illinois Voter Registration Application available on the State Board of Elections web site, <http://www.elections.state.il.us/>.

DRUG FREE SCHOOLS AND CAMPUSES ACT STATEMENT

Blackburn strictly prohibits the unlawful possession, use, or distribution of drugs and alcohol by students and employees on college property or as a part of college activities. Unlawful is defined in accordance with local, state, and federal laws. Each student and employee will be expected to meet these standards of conduct. The College will be consistent in enforcing our policy against drugs and alcohol on campus.

Individuals found to be in unlawful possession or use of drugs or alcohol on college property, in connection with college activities or while completing duties as an employee will be subject to judicial action. This action will include a hearing in front of the appropriate College official(s) or board, possibly resulting in referral for drug or alcohol treatment. Individuals found to be selling or trafficking drugs will be subject to the most serious disciplinary action--termination of employment/suspension from the College and referral to legal authorities for prosecution. Legal ramifications, in general, for unlawful possession, use, or distribution of illicit drugs and alcohol may include: being charged with a misdemeanor or a felony with resulting penalties of supervision, probation, assessment of a monetary fine, imprisonment, or a combination of these.

The College will annually provide to each member of the community information about our policies, health risks associated with alcohol and other drug use, and resources for prevention, intervention, and treatment. Paper copies of this information are available upon request from the Student Life Office.

BLACKBURN COLLEGE POLICY ON THE PROTECTION OF MINORS ON CAMPUS

I. STATEMENT OF POLICY AND PURPOSE

Blackburn College is committed to maintaining a safe and secure environment for minors on campus. Sexual abuse is unacceptable and will not be tolerated at Blackburn College. This policy outlines the responsibilities and expectations for all faculty, staff, student employees, and volunteers related to the protection of minors during their participation in programs and activities sponsored by, affiliated with, or occurring at the College.

In addition to conduct prohibited under the College's Title IX Sexual Harassment Policy and the Equal Employment Opportunity & Nondiscrimination Policy, this policy specifically prohibits sexual abuse of minors, which includes serial child molestation and sexual misconduct:

- Child molestation means illegal or otherwise wrongful sexual conduct with a minor by a person who is covered by this policy.
- Serial sexual misconduct is any illegal or otherwise wrongful sexual conduct: (a) with more than one victim and (b) committed by or alleged to have been committed by any perpetrator who is covered by this policy.

Sexual abuse with respect to a minor includes the intent to arouse or satisfy the sexual desires of either the minor or the perpetrator. This policy also prohibits sexual abuse defined by Illinois law as: Criminal Sexual Assault (720 ILCS 5/11-1.20(a)), Aggravated Criminal Sexual Assault (720 ILCS 5/11-1.30), Predatory Criminal Sexual Assault of a Child (720 ILCS 5/11-1.40(a)), Criminal Sexual Abuse (720 ILCS 5/11-1.50), Aggravated Criminal Sexual Abuse (720 ILCS 5/11-1.60).

This policy defines minor and child as an individual who has not yet reached the age of majority (18 years old). The terms minor and child are used interchangeably in this policy.

II. MANDATED REPORTER REQUIREMENTS

Under Illinois law, all employees of Blackburn College are mandated reporters. Mandated reporters are required to call the Illinois Child Abuse Hotline 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. Abuse of a child includes both physical abuse and sexual abuse. The Hotline worker will determine if the information given by the reporter meets the legal requirements to initiate an investigation.

If you are not sure whether or not to report a situation or incident to the Hotline, it should be reported. Blackburn College's policy is to err on the side of overreporting.

Reporters may contact the Illinois Child Abuse Hotline at 1-800-25-ABUSE (1-800-252-2873). The Hotline operates 24 hours per day, 365 days a year. Reporters should be prepared to provide phone numbers where they may be reached throughout the day in case the Hotline must call back for more information. If a report is not an emergency, the report may be submitted through the Illinois online reporting system at: <https://dcfs.onlinereporting.dcf.illinois.gov/>.

For more information on making a report to the Hotline, see the reporting instructions in Section V.1 of this policy.

III. PROHIBITION ON RETALIATION

Blackburn College prohibits retaliation against any individual who in good faith reports an incident of sexual abuse or possible warning signs of sexual abuse.

Blackburn College prohibits retaliation against a person who engages in activities protected under this policy. Reporting, or assisting in reporting, suspected violations of this policy and cooperating in investigations or proceedings arising out of a violation of this policy are protected activities under this policy.

IV. SCOPE OF POLICY

All members of Blackburn College's community regardless of role, tenure, or compensation, including, but not limited to students, student-employees, faculty, staff, medical personnel, volunteers, and independent contractors are subject to this policy. Medical personnel or counselors working in any on campus health centers, or other College facility are also subject to this policy. All on-campus activities and College sponsored activities off-campus are subject to this policy.

This policy does not address sexual harassment or sexual misconduct that is not considered sexual abuse under this policy. That conduct is addressed in the Title IX Sexual Harassment Policy and/or the Equal Employment Opportunity & Nondiscrimination Policy. For more information on the application of Title IX, see these policies, located at www.blackburn.edu/titleix.

Please do not let confusion over which policy may apply stop you from reporting. Any report of suspected sexual abuse can be made to the Title IX Coordinator (or designee) who can assist in assessing the application of Blackburn College's policies.

V. REPORTING PROCEDURES

1. Emergency Situations

If a minor is in imminent danger, employees should contact 911 for immediate assistance.

2. Report to Illinois Department of Children & Family Services

If an employee has reasonable cause to believe that a child known to them in their professional or official capacity may be an abused or neglected child, then the employee must make a report immediately to the Illinois Child Abuse Hotline operated by the Illinois Department of Children & Family Services (“DCFS”).

Illinois Child Abuse Hotline can be reached at 1-800-25-ABUSE (1-800-252-2873). The Hotline operates 24 hours per day, 365 days a year. Reporters should be prepared to provide phone numbers where they may be reached throughout the day in case the Hotline must call back for more information. If your call is not an emergency, please submit your report online through our online reporting system at <https://dcfsonlinereporting.dcf.illinois.gov/>.

The employee should be prepared to give the Hotline as much information as possible, including:

- Names, birth dates (or approximate ages), races, genders, etc. for all adult and child subjects.
- Addresses for all victims and perpetrators, including current location.
- Information about the siblings or other family members, if available.
- Specific information about the abusive incident or the circumstances contributing to risk of harm—for example, when the incident occurred, the extent of the injuries, how the child says it happened, and any other pertinent information.

If this information is not readily available, the reporter should not delay a call to the hotline. The reporter should call the Hotline and provide as much information as the reporter can.

When an employee speaks to the Hotline, the employee should document the date and time of the call, the name of the Hotline worker with whom the employee spoke, and the response from the Hotline (whether a report was taken or not, and any explanation from the Hotline as to why a report was not taken). The employee will need to provide this information in writing to the Title IX Coordinator, Deputy Coordinator, or HR Designee.

After the report is made to the Hotline, mandatory reporters must confirm their telephone report in writing within 48 hours using the form provided by DCFS. The required form is available at: <https://www2.illinois.gov/dcf/aboutus/notices/documents/cants5.pdf>.

3. Report to Title IX

In addition to reporting to DCFS, all employees must report if 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 to Title IX Coordinator, Deputy Coordinator, or HR Designee. Reporting to the Illinois Child Abuse Hotline should be immediate, and reporting to the Title IX Coordinator, Deputy Coordinator, or HR Designee should follow a report to the Hotline.

Reporting only to the Title IX Coordinator, Deputy Coordinator, or HR Designee does not satisfy an employee’s mandated reporter requirement. Employees must also report to the Illinois Child Abuse Hotline.

The Title IX Coordinator, Deputy Coordinator, or HR Designee will confirm that the employee has reported to Illinois Child Abuse Hotline. If the employee has not yet contacted the Hotline, the Title IX Coordinator, Deputy Coordinator, or HR Designee will immediately contact the Hotline to make a report.

Title IX Coordinator, Deputy Coordinators, and HR Designees may be contacted at:

Title IX Coordinator

Al Sturgeon

217-854-5582

DCC 125

al.sturgeon@blackburn.edu

Deputy Title IX Coordinator (Student Life)

Director of Inclusive Housing

217-854-5518

DCC 133

Deputy Title IX Coordinator (Work Program)

Angie Morenz

217-854-5536

DCC 115

angie.morenz@blackburn.edu

Deputy Title IX Coordinator (Athletics)

Rob Steinkuehler

217-854-5698

Woodward Athletic Center

robert.steinkuehler@blackburn.edu

HR Designee

Melissa Maguire

217-854-5514

Ludlum 215

hr@blackburn.edu

HR Designee

Chris Burnley

217-854-5513

Ludlum 212

chris.burnley@blackburn.edu

The Title IX Coordinator will be responsible for reviewing all reports to the Illinois Child Abuse Hotline, and any other internal report regarding sexual abuse, and shall maintain documentation of all reports.

4. Failure to Report

Under Illinois law, a mandated reporter's failure to report suspected child abuse or neglect is a Class A misdemeanor for a first violation and a Class 4 felony for a second or subsequent violation. Further, a failure of an employee or volunteer to report sexual abuse as required by this policy may result in discipline up to and including termination.

VI. INVESTIGATION PROCEDURES

All reported alleged incidents of sexual abuse will be reviewed by the Title IX Coordinator or designee. When necessary and appropriate, the Title IX Coordinator will appoint an appropriately trained investigator(s) to conduct a thorough, impartial investigation of a report of sexual abuse. All employees are required to cooperate with any investigation into allegations of sexual abuse. The investigator(s) will prepare a written report to be provided to the Title IX Coordinator or designee, who will take any further steps that are necessary and appropriate to address the report of sexual abuse. The College will coordinate any investigation with state officials from DCFS and/or law enforcement to avoid any interference with their investigations.

Where reports of sexual abuse fall under the scope of the College's Title IX Sexual Harassment Policy or the Equal Employment Opportunity & Nondiscrimination Policy, any investigation will be conducted pursuant to those policies.

VII. PREVENTION EFFORTS

1. Background checks/screening

Blackburn College performs pre-employment background checks on all new employees, including temporary employees, as a condition of employment. The College also performs background checks for all volunteers. Current employees have an on-going obligation to inform the HR designee if the employee is charged with a crime during employment.

This policy defines background checks as including, but not limited to, the following:

- A search for sex-related offenses in an individual's counties of residence for the past seven years;
- A search of the Department of Justice National Sex Offender records of sex offenders; and
- A database search for criminal activity in the individual's states of residence for the past seven years

2. Acknowledgement of Mandated Reporter Status

Under Illinois law, all individuals who become mandated reporters by virtue of their employment shall sign statements acknowledging that they are mandated to report suspected child abuse and neglect pursuant to Illinois law. All employees of Blackburn College must sign an acknowledgment of mandated reporter status, which will be kept by the College as a permanent part of the employee's personnel record.

3. Training requirements

All employees must complete mandated reporter training within three months of their hire and at least every three years thereafter. All employees will also have training on the requirements of this policy. Additional training may be required of employees and volunteers who work directly with minors in any Blackburn College sponsored programs or events.

For more information on the requirements for mandatory reporters, employees should review the Illinois DCFS Manual for Mandatory Reporters, available online at: https://www2.illinois.gov/dcf/safekids/reporting/documents/cfs_1050-21_mandated_reporter_manual.pdf.

CAMPUS SECURITY, EMERGENCY RESPONSE AND CAMPUS CRIME STATISTICS

Blackburn College is committed to ensuring that our students are as free as possible from any threats to their safety or well-being. Fortunately, our rural location affords us the luxury of a relatively low crime rate. In order to anticipate the unexpected, the residence life staff, the campus security force and the students themselves are employed to ensure that students and their possessions are protected as much as possible.

SECURITY POLICIES AND PROCEDURES

1. Students, faculty and staff have regular access to all non-residential campus buildings from 7:00 a.m. to 10:00 p.m. each day. After 10:00 p.m. only those issued keys are authorized to enter buildings. Physical Plant personnel closely monitors key distribution.
2. The exterior doors of all Residence Halls are locked 24 hours per day, 7 days per week. The residents of each building are assigned an exterior door key to the building they occupy.
3. Physical Plant staff maintains campus buildings and grounds with a concern for safety and security. Adequate lighting is considered as well as sufficient locks on doors and windows. Prompt response is given to any report of a potential safety or security hazard.
4. Any disturbance or breach of campus security can be reported by dialing (217-825-3042) for the Campus Community & Safety on call staff member. Upon receipt of a call, the responsible staff person assesses the situation and either handles it or calls local police to intervene.
5. Residence life staff and security personnel are trained in security measures. Various law enforcement agencies are consulted for information regarding effective interventions and reporting strategies. In addition, these staff members are trained to enforce College policy. This includes but is not limited to enforcement of laws regulating underage drinking, and use of controlled substances. Drug enforcement teams, including dogs, may be brought unannounced on to the campus.
6. Blackburn prohibits the unlawful possession, use, or distribution of drugs and alcohol by students and employees on College property or as a part of College activities. Each student and employee will be expected to meet these standards of conduct.
7. The residence hall staff plans programs on a variety of topics to help educate students on personal safety awareness and security. Information on safety and security is provided through seminars, posters and brochures.

CAMPUS-WIDE EMERGENCY RESPONSE

In the event of a campus-wide emergency, students will be informed of the emergency and given instruction via the cell phone numbers students provide to the College and students' campus e-mail addresses. Automated messages will be sent through a "broadcast" communication system used by the College. Students wishing to review the College's Emergency Response Manual may do so via the website.

CRIME STATISTICS AND OTHER CONSUMER INFORMATION

Information regarding crime statistics is available on the College website. Individuals interested in a paper copy of the campus crime statistics can obtain a copy by making a request at the Campus Safety & Security Office (DCC, room #123).

Student persistence rates and graduation rate information can be obtained from the Office of Institutional Research (Ludlum Hall, room #217). Information on financial assistance available to students enrolled at Blackburn can be obtained from the Financial Aid Office (Ludlum Hall, room #119)



CAMPUS SAFETY AUTHORITIES – CLERY ACT

All Responsible Employees are Campus Safety Authorities (CSAs) and must report crimes as defined by CLERY, which includes:

- Murder and Non-Negligent Manslaughter—the willful (non-negligent) killing of one human being by another.
- Negligent Manslaughter—the killing of another person through gross negligence.
- Sex Offenses, Forcible—any sexual act directed against another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent. There are four types of forcible sex offenses:
 - Forcible Rape is the carnal knowledge of a person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of their temporary or permanent mental or physical incapacity (or because of their youth) This offense includes the forcible rape of all genders.
 - Forcible Sodomy is oral or anal sexual intercourse with another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/ her youth or because of their temporary or permanent mental or physical incapacity.
 - Sexual Assault With an Object is the use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of their youth or because of their temporary or permanent mental or physical incapacity. An object or instrument is anything used by the offender other than the offender’s genitalia. Examples are a finger, bottle, handgun, stick, etc.
 - Forcible Fondling is the touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person’s will; or, not forcibly or against the person’s will where the victim is incapable of giving consent because of their youth or because of his/ her temporary or permanent mental incapacity. Forcible fondling includes “indecent liberties” and “child molesting.”
- Sex Offenses, Non-forcible—incidents of unlawful, non-forcible sexual intercourse. Only two types of offenses are included in this definition:
- Incest is non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory Rape is non-forcible sexual intercourse with a person who is under the statutory age of consent. If force was used or threatened, or the victim was incapable of giving consent because of their youth, or temporary or permanent mental impairment, the offense should be classified as forcible rape, not statutory rape.

Robbery—the taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated Assault—an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

Burglary—the unlawful entry of a structure to commit a felony or a theft. The UCR classifies offenses locally known as Burglary (any degree); unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts at these offenses as Burglary.

Motor Vehicle Theft—the theft or attempted theft of a motor vehicle.

Arson—any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Hate Crimes—any of the aforementioned offenses, larceny, simple assault, intimidation and vandalism reported to local police agencies or to a campus security authority, that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias. Categories of bias are:

- Race
- Gender
- Religion
- Sexual orientation
- Ethnicity/national origin
- Disability

Liquor Law Violations—the violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.

Drug Law Violations—the violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use; the unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance.

Weapons Law Violations—the violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons.

GEOGRAPHIC DEFINITIONS

On Campus—Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls; and any building or property that is within or reasonably contiguous to paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

Non-Campus Building or Property—Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

Public Property—All public property (including thoroughfares, streets, sidewalks, and parking facilities) that is within the campus, or immediately adjacent to and accessible from the campus.

FURTHER CAMPUS SAFETY INFORMATION

Further information about campus safety can be obtained from the Campus Safety Department located in the Student Life Office area of the Demuzio Campus Center or by calling 217-854-5550.

STATEMENT ON CIVIL RIGHTS/NON-DISCRIMINATION

See *Equal Employment Opportunity & Nondiscrimination Statements, Policies, Procedure* elsewhere in this handbook.



AMERICANS WITH DISABILITIES ACT (ADA)

This policy applies to students with disabilities as defined by Section 504 and the ADA. A person is disabled if she or he:

- Has a mental or physical impairment which substantially limits one or more of such person's major life activities;
- Has a record of such impairment; or
- Is regarded as having such impairment.

The Americans with Disabilities Act (ADA) of 1990 prohibits discrimination solely on the basis of disability in education, employment, public services, and accommodations. The person must be otherwise qualified for the program, service, or job. The ADA details administrative requirements, complaint procedures, and the consequences for non-compliance related to both services and employment. The ADA requires provision of reasonable, effective accommodations for eligible students across educational activities and settings.

Faculty, instructors, graduate assistants, and staff must respect the privacy of students by maintaining strict confidentiality of his or her knowledge that a student has a disability. Faculty must interact with a student in a way that does not bring to the attention of the other students that the person has a disability or that they are receiving accommodations. For example, modifications of testing procedures should be arranged with the student and carried out in a way that is not brought to the attention of the other students. Students have the right to disclose the nature of his or her disability to faculty; however, faculty do not have the right to ask. The Academic Accommodation Letter presented by the student from the Director of the Student Success Center will indicate the accommodations that are appropriate to the documented functional limitations that are related to the student's disability

PROCEDURE FOR OBTAINING ACCOMMODATIONS

Blackburn College shall, upon request, consider accommodations for students who have been determined to have a disability. An accommodation is defined by this policy as any reasonable adjustment to minimize the potential negative impact for a student's disability as required by Federal regulations.

Blackburn's Director of the Student Success Center (SSC) serves as the primary contact for students requesting accommodations related to a disability; the Vice President for Administration and Finance (VPAF) is the College's ADA compliance officer. Students requesting an accommodation may need to present to the Student Success Center relevant, verifiable, professional documentation or assessment reports confirming the existence of a disability, and meet with the Director of the SSC in order to confirm the disability claim and to assist College officials in determining what accommodations may be warranted. Information regarding a student's disability will be treated in a confidential manner in accordance with Blackburn College policies as well as applicable federal and state law.

After a disability has been confirmed, the Director of the Student Success Center will notify appropriate officials of the accommodation as necessary to implement the accommodation.

The student will have two options for implementation of any recommended accommodations.

- The student will deliver the letter describing the recommended accommodations to (and conferring with) the individuals involved in determining the implementation of a recommended accommodation.
- The student may request the Director of the SSC contact those individuals involved in determining the implementation of recommended accommodations.
- If an approved accommodation is not provided or followed as outlined by the Provost, the Vice President for Administration and Finance, or the Work Program, the student shall report the matter to the Director of the SSC within fifteen business days of receiving the accommodation letter.

Participation in the Accommodations program is completely voluntary and no student may be forced to participate.

Students have the right to decline any accommodation afforded to them, however, Blackburn College is not liable for any associated consequences should a student be afforded an accommodation and refuse to use it. Accommodations requests are not retroactive.

If a student has followed the procedures identified in this policy and does not agree with the determination of the existence of a disability and/or the recommended accommodation they may file a grievance by using the grievance procedures listed in this handbook.

GRIEVANCE PROCEDURES

ADA VIOLATION GRIEVANCE POLICY

- All complaints should be filed with the Dean of Students, in writing, within 15 business days of the alleged violation.
- The written complaint should briefly describe the alleged violation.
- An investigation shall be conducted by the Dean of Students. This process will provide an opportunity for the complainant to submit evidence relevant to a complaint.
- A written determination as to the validity of the complaint and a description of the resolution shall be issued by the Dean of Students no later than fifteen (15) working days after its filing.
- Appeals may be made to the President. The decision will be final.

OTHER GRIEVANCE PROCEDURES

A student who has a complaint which falls outside the jurisdiction of the disciplinary system, the harassment policy or academic matters should contact the Director of Inclusive Housing or Dean of Students for guidance in making a written complaint. The Director of Inclusive Housing or Dean of Students will offer mediation as an informal means of resolution. If the student chooses a formal resolution of the matter, the Director of Inclusive Housing or Dean of Students will contact the appropriate hearing board.

Major, written complaints submitted by students to the College President, V.P. for Finance/ Administration, Provost, and the Dean of Students must by regulation be recorded and shared with the College's accrediting commission. The identities of the student making the complaint and any other individuals involved in facts of the complaint will be shielded in order to protect confidentiality.

CAMPUS CONDUCT HOTLINE

The *Campus Conduct Hotline*® is an independent, confidential service designed for reporting anonymous concerns about possible violations of Blackburn's Conduct Code and employment policies. The *Campus Conduct Hotline*® system is available 24-hours per day, seven days per week.

Call toll-free **866-943-5787**

STUDENT POLICY FOR SERVICE & SUPPORT ANIMALS ON CAMPUS

Emotional Support Animals (ESAs) are a category of animals that may provide necessary emotional support to an individual with a mental or psychiatric disability that alleviates one or more identified symptoms of an individual's disability, but which are not considered Service Animals under the ADA.

Blackburn College (BC) does not permit students to have pets in the residence halls. BC provides reasonable accommodations to students who have a documented disability. An ESA may be permitted to reside with their owner in the student's on-campus residence if:

1. An ESA is prescribed by a healthcare or mental health professional to a student with a disability, and is an integral part of the student's treatment plan. However, BC will not permit an ESA in the residence halls that poses a threat to the health or safety of others; would cause substantial physical damage to College property or to property of others; or results in a fundamental alteration of the College's residence life program.
2. The student has provided adequate documentation of disability to Disability Services (aka the Director of the Student Success Center). BC has the right to request additional clarification or documentation of disability.
3. The student has reviewed the ESA Policy, completed necessary forms, and been given final approval notice from the Director of Disability Services (aka the Director of the Student Success Center) via their student email account.

If an ESA is approved:

1. The student will receive a letter from disability services indicating such approval.
2. The letter will be additionally sent to the Director of Inclusive Housing.

I. DEFINITIONS

ESA Emotional Support Animal

“Emotional Support Animals or ESAs” are a category of animals that may provide necessary emotional support to an individual with a mental or psychiatric disability that alleviates one or more identified symptoms of an individual’s disability, but which are not considered Service Animals under the ADA*¹. Some ESAs are professionally trained, but in other cases ESAs provide the necessary support to individuals with disabilities without any formal training or certification. Dogs are commonly used as ESAs, but any animal has the potential to serve a person with a disability as an ESA.

Owner

The “Owner” is the individual who has requested the accommodation and has received approval to bring an ESA into College Housing.

II. ESA REQUESTS

Blackburn College (BC) does not permit students to have pets in the residence halls. BC provides reasonable accommodations to students who have a documented disability. An ESA may be permitted to reside with their owner in the student’s on-campus residence if:

- An ESA is prescribed by a healthcare or mental health professional to a student with a disability, and is an integral part of the student’s treatment plan. However, BC will not permit an ESA in the residence halls that poses a threat to the health or safety of others; would cause substantial physical damage to College property or to property of others; or results in a fundamental alteration of the College’s residence life program.
- The student has provided adequate documentation of disability to Disability Services (DS). BC has the right to request additional clarification or documentation of disability.
- The student has completed the DS ESA registration and veterinary care forms and provided the campus address at which he/she and the ESA plan to reside for the current academic year. These documents can be requested from the Director Disability Services.

If an ESA is approved:

- The student will receive a letter from DS indicating such approval but not containing any information regarding diagnosis or other student information.
- The letter will be sent to the Director of Inclusive Housing

The College encourages students and their treatment providers to explore all other suitable reasonable accommodations other than having an ESA reside with the owner in a residence hall. In the case of a larger animal, **please consider the needs of the animal in relation to the size of the living space.**

Each request will be reviewed on an individual basis. An ESA will be approved only in those instances in which the owner clearly demonstrates the ESA is necessary to provide the student with a meaningful and equitable opportunity to use and enjoy the residence hall, and there is an identifiable relationship or nexus between the documented disability and the support the animal provides.

In no case will ESAs be permitted in College housing without the prior written authorization from Director of Disability Services. Unless determined to be a reasonable accommodation in accordance with the ADA, ESAs are only allowed within a student’s residence and if on leash or crated, the common area of the owner’s home floor. ESAs are not permitted in study areas of College housing, other floors within the owner’s home residence hall, dining halls or in academic or administrative buildings.

In all cases, the owner of the ESA is fully responsible for the animal’s behavior. The removal of any animal, as well as any necessary cleaning, repairs and/or pest control will be done at the expense of the owner who may also be subject to student disciplinary action. Owners are responsible for any damage or injuries caused by their animals and must take appropriate precautions to prevent property damage or injury. The cost of care, arrangements and responsibilities for the well-being of an ESA are the sole responsibility of the owner at all times. The College strongly recommends that owners consult with their insurance carrier regarding potential liability and insurance to cover such risks.

III. ESA STANDARDS

1. All required ESA immunizations must be up to date and on-file with Disability Services (DS).
2. All required animal licenses must be up-to-date and on file with DS.
3. Collars and identification tags for dogs/cats must be worn at all times.
4. ESAs are only permitted in the owner's residence hall room or if on leash or crated into common areas of the home residence hall. ESAs may not be taken into study areas, other student living areas, other residence halls, dining halls, classroom spaces or any other College building unless explicitly stated as a reasonable accommodation.
5. The ESA must be on a leash or in a cage/container at all times when outside the resident's room. An ESA must never be allowed to roam freely or be left outside the owner's room.
6. The ESA should respond to voice or hand commands at all times, and be in full control of the owner. Owners are strongly encouraged to have **an established relationship with the ESA for at least six (6) months prior to bringing the ESA to campus.**
7. The individual must provide written consent for DS to disclose information regarding the request for and presence of the ESA to those individuals who may be impacted by the presence of the animal including, but not limited to, Residence Life personnel and potential and/or actual roommate(s)/neighbor(s). Such information shall be limited to information related to the animal and shall not include information related to the individual's disability.
8. To the extent possible, the ESA should be unobtrusive to other individuals and the learning, living, and working environment.
9. The owner must ensure that the ESA does not:
 1. Sniff people, or the personal belongings of others.
 2. Display any behaviors or noises that are disruptive to others
 3. Block an aisle or passageway for fire egress.
10. The ESA must not disrupt others (e.g., barking continuously, growling, yowling, howling, crying, etc.). ESAs which constitute a threat (perceived or otherwise) or nuisance to staff, residents, or property, as determined by Director of Inclusive Housing and Director of Disability Services, must be removed from campus within seven (7) days of notification. If the College determines that the ESA poses an immediate threat, animal control may be summoned to remove the ESA. If the behavior of the ESA can be addressed by the owner and the owner can change the behavior of the ESA so that the ESA does not have to be removed, then a written action plan must be submitted to DS by the owner. The action plan must outline the steps that will be taken to alleviate the problem(s) and must also state a deadline for curing the behavior. Any action plan must meet the approval of the Director of Inclusive Housing and Director of Disability Services.
11. An ESA must not be involved in any incident in which a person experiences the threat of or an actual injury as a result of the ESA behavior. All liability for the actions of the ESA (bites, scratches, damages etc.) is the sole responsibility of the owner. The owner is expected to take all reasonable steps to protect the College community and College property and the property of others.
12. The owner must notify DS and Residence Life if the ESA escapes or is unable to be located within 8 hours.
13. The College reserves the right to reassign the owner and the ESA to a different living space if the College determines the owner's living space is not suitable for housing an ESA (e.g. insufficient space based on size/weight of ESA).
14. The animal is allowed in College housing only as long as it is necessary because of the owner's disability. The owner must notify DS in writing if the ESA is no longer needed or is no longer in residence. To replace an ESA, the new animal must be necessary because of the owner's disability and the owner must follow the procedures in this Policy when requesting a different animal.

IV. ESA CARE STANDARDS

1. ESAs require daily food and attention, as well as daily assessment of their general health, behavior and overall welfare. Owners are responsible for attending to the ESA's daily needs. ESAs should also undergo routine maintenance including tick and flea prevention, de-worming and annual examinations.
2. ESAs cannot be left unattended overnight at any time. If the owner must be away, the owner must either take the ESA with them or make arrangements for it to be cared for outside of the College's residence hall system.

3. Blackburn College (BC) personnel shall not be required to provide care or food for any ESA including, but not limited to, removing the animal during emergency evacuation for events such as a fire alarm. Emergency personnel will determine whether to remove the animal and may not be held responsible for the care, damage to, or loss of the animal.
4. ESAs may not be left on-campus in the care of another student.
5. ESAs must be housebroken and the owner is responsible for properly disposing of the ESA's waste. Cleaning up after the ESA is the sole responsibility of the owner. In the event that the owner is not physically able to clean up after the animal, it is then the responsibility of the owner to hire someone capable of cleaning up after the animal. The person cleaning up after the animal must abide by the following guidelines:
 - a. Always carry equipment sufficient to clean up the animal's feces whenever the animal is on campus.
 - b. Properly dispose of waste and/or litter in dumpsters and exterior trash receptacles. No ESA waste may be disposed of in any interior trash receptacles, sinks, toilets or drains.
 - c. Contact residence life staff if arrangements are needed to assist with cleanup. Any cost incurred for doing so is the sole responsibility of the owner.
 - d. ESA accidents within the room must be promptly cleaned up using appropriate cleaning materials. Regular and routine cleaning of floors, kennels, cages and litter boxes is required. The odor of an ESA emanating from the owner's room is not acceptable.
6. Any flea infestation must be attended to promptly by a professional extermination company. The College's Residence Life will schedule the extermination, which will be at the owner's expense. Owners are required to promptly notify the Director of Inclusive Housing to arrange for extermination when a flea problem is noted. Owners are urged to take precautionary measures such as: flea medications prescribed by veterinarians, flea and tick collars, and/or taking your animal to the veterinarian for flea and tick baths.
7. When the owner moves out of his/her room or is no longer housing the ESA, the room will be assessed to determine all damages, including those that can be attributed to the ESA. The College reserves the right to conduct room inspections for the purpose of assessing damage caused by the ESA or otherwise determine the owner's compliance with these procedures.
8. The student-owner has an obligation to make sure that the living space is as clean as or cleaner than the original standard. If the living space has carpet, this also includes regular vacuuming and spot cleaning. Damages and extraordinary cleaning caused by the ESA are the responsibility of the resident. Replacement or repair of damaged items will be the financial responsibility of the owner.

Failure to clean up after an ESA accident or to properly dispose of waste as required by these Procedures will result in a cleaning of fee of \$150.00 per incident.

V. REMOVAL OF AN EMOTIONAL SUPPORT ANIMAL

Blackburn College (BC) may require the individual to remove the animal from College housing if:

1. The animal poses a direct threat to the health or safety of others or causes substantial property damage to the property of others.
2. The animal's presence results in a fundamental alteration of a College program;
3. The owner does not comply with the ESA Standards or ESA Care Standards;
4. The animal or its presence creates an unmanageable disturbance or interference with the College Community.

The College will base such determinations upon the consideration of the behavior of the particular animal at issue, and not on speculation or fear about the harm or damages an animal may cause. Any removal of the animal will be done in consultation with the Director of Disability Services and may be appealed to the ADA/Section 504 Compliance Officer. The owner will be afforded all rights of due process and appeal as outlined in that process. Should the ESA be removed from the premises for any reason, the owner is expected to fulfill his/her housing obligations for the remainder of the housing contract unless other arrangements are approved through DS and the Residence Life office.

VI. CONFLICTING DISABILITIES

Some people may have allergic reactions to animals that may qualify as disabilities. Blackburn College (BC) will consider the needs of all persons in meeting its obligations to reasonably accommodate all disabilities and to resolve the problem as efficiently and expeditiously as possible. Students, faculty and staff requesting allergy accommodations should contact Disability Services.

*Service Animal refers to “any dog (or in some cases miniature horse) that is individually, professionally trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. The work or tasks performed by a service animal must be directly related to the individual’s disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal’s presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.”

DOMESTIC ANIMALS/PETS AS “CAMPUS VISITORS”

Definition: A domestic animal, such as a dog, cat, has been tamed and kept by humans as a pet, and which does not qualify as a service or support animal.

Blackburn College welcomes neighborhood community members and their pets as long as the animals are properly restrained. However, visiting pets are not allowed in any building on the college campus. The owner must clean up all animal waste and may be asked to remove the animal from campus property if it is disruptive (e.g. barking, wandering, or displaying aggressive behavior), ill, or unsanitary.

Failure to comply with the Animal Policy and/or related requests of the Student Life Staff, may result in a fine, conduct action, or additional action deemed necessary by the College. Any violation of the above rules may result in the immediate removal of the animal from the College, pending disciplinary action.

GENDER INCLUSIVE HOUSING, NAME, AND PRONOUN OPTIONS

HOUSING

The Gender Inclusive Living Community is for Blackburn College residents who want a safe, inclusive, comfortable, and supportive community living experience for people of all gender identities and expressions. The community supports students who identify as transgender, gender non-conforming, cisgender, or who would like to be placed with a roommate of any gender identity.

Students who live in this community will be expected to contribute positively to the community by:

- Offering support and encouragement of the living environment.
- Respecting floor members’ different motivations for choosing this living environment
- Embracing and learning from experiences different from one’s own.
- Participating actively in community events.
- Abiding by all Blackburn College Housing Policies and Regulations.
- Understanding that allyship is important for those who do not identify in the above categories.

PRIORITY

Priority will be given to trans* and gender nonconforming students who have an express need for housing that fits their gender identity and/or identity expression. These students will be housed first and will have guarantee to stay. However, if other individuals are living in this community, those who do not have an express need for gender affirming housing, and another student should express a need for this housing. An individual who doesn’t have the express housing needs will be asked to move elsewhere (either in the same hall or others) to make space for someone with those needs.

NAME AND GENDER PRONOUNS

Legal names must appear on some documents, including but not limited to: hiring paperwork, paychecks, accounts payable checks, student billing, financial aid forms, tax forms, official College transcripts, official diplomas, and any other documents required by law. Legal names can only be changed on these records when students pursue a legal name change with their home state and/or federal authorities and then submit that documentation to the College Registrar.

Although legal names must currently be used when required, members of the gender nonconforming and transgender community can request their preferred first name and gender pronoun to be substituted on other documents and rosters intended for everyday use. These documents may include a college directory of names, housing roster, Work Program roster, classroom roster, student ID card, and other requested directories of information when not in violation of state or federal laws.

Anyone wishing to request usage of a preferred first name or gender must meet with the Dean of Students or other official designees.

The Dean of Students or other official designees will meet with those requesting a preferred first name and/or gender identifier change. Since the College database system does not currently allow for an automatic change of names and gender identifiers, the College therefore cannot ensure that a preferred first name and gender identifier will be used at all times. However, the listed designated officials will inform only those that need to know of the request to use the preferred first name and gender identifier instead. Those that need to know generally include faculty and professional staff members where a legal name is the only documented name for an individual on their roster.

HOUSING INFORMATION AND GUIDELINES

Residence life at Blackburn is intended to give each student the opportunity to not only have a place to sleep and study but also a place to be with friends, a place to learn about self and others, and a place to experience the sense of being part of a community. Please keep in mind, you do not own your residence hall room. You are renting it from the College. Be considerate to other students living around you and those who will live in your room next year and in the years to come.

HOUSING CONTRACT

Each resident student, prior to moving into campus housing, will be presented with a housing contract and will be expected to read and sign this contract. Students have a right to ask for a copy of their signed housing contract by contacting the Student Life Office.

CAMPUS RESIDENCE POLICY

Blackburn College recognizes the importance of the college residential experience as part of overall student learning and development. The College is therefore committed to providing students the opportunity of living in affordable campus housing, in communities with their peers, and participating in shared governance.

It is expected that all traditional aged students (18-23) will reside in campus housing. Exceptions to this policy may be made for:

1. Students who reside with their spouses in the Carlinville area;
2. Students who reside with their parents, in the parents' primary residence, within 50 miles of campus (Their parent or legal guardian may be required to provide verification);
3. Students who reside off campus with their children;
4. Students who have completed at least eight semesters in residence on the Blackburn campus; and
5. Students who have previously earned a baccalaureate degree. Exceptions will only be made with an approved residency exception form.

In addition to these circumstances, an approved Residency Exception Request Form may be sought for students who will be 21 or older by September 1st for the fall semester or February 1st for the Spring semester or have senior standing. Students must have an approved Residency Exception Request Form on file in the Student Life Office. A new status certification must be filed each academic year.

Incoming students wishing to commute will also be required to file a Residency Exception Request Form.

It is expected that the following students will not reside on campus and must petition the Office of Residence Life if they wish reside in a residence hall:

1. Students who take less than a full time (12 credit hours) schedule of courses;
2. Students who are older than 23 years of age; and
3. Students who have been removed from the residence halls by specific College action.
4. Part-time students who petition to live on campus must participate in the Work Program. Their housing will be subject to available space in the residence halls.

ON-CALL/EMERGENCY NOTIFICATION SYSTEM

The On-Call/On-Duty system provides the College with a responsible individual to assess and deal with emergency situations. In case of serious emergency, the Office of the President is notified. Only the Office of the President may speak with the media in such matters.

The Resident Director or Resident Assistant in each building is on duty from 8 p.m. to 7 a.m. daily. In addition, a Resident Director is on campus duty 5 p.m. to 8 a.m. Monday through Thursday, and 5 p.m. Fridays to 8 a.m. Mondays.

1. Maintenance (i.e. electrical, plumbing, etc.) emergencies are reported as follows:
 - a. from 8:00am to 5:00pm call ext. 217-854-5503.
 - b. from 5:00pm to 8:00am call the Resident Director on duty 217-825-7504.
2. Other emergencies:

- a. **Fire**

- i. Pull the fire alarm.
- ii. Call the Fire Department 911.
- iii. Notify Resident Director, Resident Assistant or Resident Director on duty.

- b. **Injury, Accident, or Ambulance Request**

- i. Call Ambulance Service 911.
- ii. Notify Resident Director, Resident Assistant or Resident Director on duty.

- c. **Violent Acts (assault and battery, explosions, etc.)**

- i. Call the Police 911.
- ii. Call the Ambulance, if necessary, 911.
- iii. Notify Resident Director, Resident Assistant or Resident Director on duty.
- iv. Call Campus Community & Safety at 217-825-3042.

ROOM SEARCH AND ENTRY

Students generally may expect privacy with regard to their rooms and personal belongings. However, College personnel may enter/search residence hall rooms when deemed necessary since they are owned, operated, and controlled by the institution.

1. Right of Entry:

Student Life Staff who have reason to believe that an emergency exists OR that a resident(s) is significantly violating College policies, may enter a student's room using their pass key **AFTER** having knocked on the door, announced him/herself and waited at least 30 seconds.

In situations involving College policy violations, the RD may consider as evidence any item in plain or open sight. The personal possessions of students will not be disturbed unless appropriate authorization for a room search has been obtained as set forth below.

The College retains the right of entry for visual inspection of a student's room for health and safety reasons or for general maintenance. These situations are not to be construed as room searches. Reasonable effort will be made to give at least twenty-four (24) hours' notice prior to such entry. If contraband or other illegal or unauthorized objects and/or substances are found in student rooms during such entries, the Student Life Office will be contacted immediately and a decision will be made as to whether or not to pursue charges and/or seize the items.

2. Room Search and Seizure:

If a Resident Directors have reason to believe that an emergency exists OR that a resident(s) is significantly violating College polices AND the room will need to be searched, appropriate authorization must be obtained. Significant violations include but are not limited to alcohol, drug, and fire safety policy violations. In such cases, the following guidelines will be observed:

- a. Proper authorization from Student Life Professional On-Call or the Office of the President must be granted prior to conducting a search. The search is to be authorized only when there is reason to believe that the resident(s) is or may be concealing or committing a significant violation of the College rules or local, state or federal laws.
- b. The reasons for the search, the objects being sought, and the room(s) to be searched must be specified when requesting a room search, and explained to the occupant at the time of the search.
- c. Any Resident Director will jointly conduct the search with any professional Student Life staff member available on call for assistance. The person(s) requesting the search, if other than the RD, may be permitted to be present during the search.
- d. At least one occupant of the room will be present during the search. If a specific resident is thought to be responsible for the reason that the room is being searched, they will also be present during the search if possible.
- e. The individuals present in the room may be asked to empty, in full view of the staff member(s), contents of pockets, coats, shoes, book bags, purses, and similar items. In addition, individuals may be asked to present items hidden on their person (i.e. a can held and hidden under a coat). Failure to comply with such requests will result in citation for failure to comply with a staff member in the performance of their duties. All other personal items will be searched with as little disruption as possible.
- f. A written final report is to be filed in the Student Life Office within three working days of the room search. All seized items will be stored until the resident(s) can take the items home or until proper authorities can be contacted.

FURNITURE AND ROOM MAINTENANCE CHECKS

The purposes of maintenance checks/room inspections are (a) to inventory furniture, (b) to continue upgrading the furniture in the residence halls, (c) to account for damages, (d) to repair damaged furniture and facilities and (e) to improve the condition, cleanliness, and appearance of College furniture and facilities. Maintenance checks/room inspections are not to be confused with room searches. They are separate procedures.

1. Room inspections are conducted in each residence hall at check-in, mid-semester, at all hall breaks and check-out by the Resident Director or Resident Assistant. Residents will verify the condition of their room (at check-in) and will be held responsible for any damages or losses that occur subsequently.

AT BREAKS

1. During breaks when the halls are closed (Thanksgiving, Christmas, and spring breaks) all residents will be asked to close their windows and blinds, shut off all lights, empty their room trash and lock their room doors and windows.
2. During the semester break in December all residents will be additionally asked to unplug all electrical items (including fish tanks and refrigerators), empty refrigerators and leave the refrigerator door open. Residents should defrost their refrigerator ahead of their departure.
3. Residence hall staff will check each room prior to departing from campus to ensure each room has been appropriately closed and secured for that break. Any perishable food items will be disposed of. Any items in plain sight that violate college policy will be confiscated and disciplinary sanctions will apply.

AT MID-SEMESTER

1. Mid semester room inspections will be announced at least 24 hours in advance so that students have the opportunity to be present in their room at the check if they so desire.
2. All College property that is customarily a part of the room will be checked.
3. Residents will be charged for repair or replacement costs on any damages identified.
4. Resident Directors will submit repair requests to Physical Plant. Students should report to the Resident Director or Resident Assistant when repairs have not been made so that additional assessments at later checks are not made.
5. Only those items which are College property will be checked. Under no circumstance will the resident's personal belongings be checked. It is recommended that at least one resident of the room be present during maintenance checks (however checks will take place regardless).

ROOM ASSIGNMENT AND ROOM DRAW PROCEDURES

During Spring semester, room assignments for the following fall will take place in the following order at a housing assignment event called “Room Draw”:

1. **“Squatters”**: Current residents who wish to keep the same room (squat) may do so under all of the following conditions:
 - a. The student is registered for courses for the upcoming fall semester;
 - b. The student has not been on social, work or academic probation at any time during the semester;
 - c. The student has a roommate and it has been mutually agreed that the roommate will remain in the room too or that they will move out in favor of another roommate—and that roommate can present a copy of their course schedule for the following fall semester; and has not been on social, work or academic probation at any time during the semester. Only 1 of the 2 roommates need be present as long as the one present has all of the above mentioned paperwork for both and a proxy statement from the roommate not present.
 - d. Students cannot squat single rooms and double single rooms.
2. Resident Assistants and Work Managers will be assigned double single rooms (enrollment permitting) or single rooms. A maximum of two work managers may be allowed in “faculty alley” in Jones Hall.
3. Students who have, in advance, provided the Director of the Student Success Center (Disability Services) with a verifiable housing accommodation need and that need has been reviewed and approved.
4. Some rooms will be blocked off prior to any or all portions of Room Draw for specific use, i.e. medical and psychological exceptions.
5. Wings or floors may be blocked off prior to any or all portions of Room Draw for specific class standing or gender or programmatic purposes.
 - a. **Room Draw**: To participate in room draw students must present a copy of their course schedule for the following fall semester. New or re-admit students must pay a \$150 tuition deposit before they can be housed or listed as a roommate with a returning student.
 - b. Students in any Off-Campus Semester Program: these students will be informed via campus email announcements of the upcoming Room Draw and should designate a proxy to attend Room Draw and make their room selection for them in their absence. Proxy selection should be made by submitting an electronically completed “Room Draw Proxy Form” to the Director of Inclusive Housing via Blackburn email. Students participating in Off-Campus Semester Programs are subject to the same order of Room Draw as on-campus students. Participation in Off-Campus Semester Programs will count towards semesters living on campus. Failure to designate a proxy to complete Room Draw will result in students being assigned housing after Room Draw is complete.
 - c. Students will draw for rooms based on number of semesters residing on campus—the most semesters on campus go first and so on. Ties of the number of semesters on campus will be broken by a random number draw. Students will draw for rooms in the following order:
 - i. Double-Single Rooms
 - ii. Single Rooms
 - iii. Double Occupancy Rooms
 - d. Students selecting a double occupancy room are expected to do so with a roommate. Students who do not have a roommate will be offered the opportunity to meet and talk with other returning students needing a roommate in order to find a match.
 - e. Returning students who do not have a roommate can sign up for a room during the last time slot of the room draw and will have an incoming student placed with them.
6. For those students who want to live in a single or double-single room but were unable to obtain one through the room draw, a waiting list will be created at room draw via a separate “draw” process. This list will go into effect immediately after Room Draw and will be maintained until the next year’s room draw. As a single or double-single room becomes available, the Residence Life office staff will offer the room to students on the list. If a student declines the available space, the offer will go to the next person on the list until the space is filled. Each time a room becomes available, the first student on the list will be the first to be contacted.
7. After everyone has been housed, no changes will be made without the consent of the Director of Inclusive Housing. Unauthorized moves will result in disciplinary action and potential fines.

8. For students who wish to move (as space allows) to an alternate location, they should see the Director of Inclusive Housing who will determine if a room change can be made. The only time a room change can be made is between the 3rd and 5th weeks of each semester. Roommates are expected and encouraged to work out difficulties and may wish to consult with their Resident Assistants or Resident Director for assistance.
9. No freshman is permitted to live in a single or double single room alone. Exceptions may be made under special circumstances determined by the Director of Inclusive Housing.
10. No student will be permitted to move after the 5th week of the semester. Exceptions may be made under special circumstances determined by the Director of Inclusive Housing.
11. Each student will be allowed to move once each semester.
 - a. Double Single Policy. Stoddard second floor has the only guaranteed double-single space on campus and the only double single rooms available at room draw. When capacity permits, additional double-single rooms will be available with the following guidelines:
 - b. Double single rooms will be offered first to: Resident Assistants; then Work Managers (by draw); AND finally to students on the wait list and the general population.
 - c. The charge for a double single is established by the Board of Trustees and will be charged for each semester. Call the Student Life Office for the current charge amount.
 - d. If a student who did not request a double single ends-up with one (i.e. roommate doesn't return, withdraws, etc.) the student will be given 2 weeks to choose from three options: to have a student move in with them, to move in with another student, or to purchase the room as a double single at a prorated cost based on when the room becomes a double single.
 - e. If it is determined that a student's behavior has been unreasonable to the point of causing their roommate to request and be granted permission to move, the student may be required to pay the double single charge and/or move to another housing assignment.

RESIDENCE HALL VISITATION POLICY

1. Guests are permitted to visit at any time during the day or night providing they have permission from the resident they are visiting and their roommate.
2. Co-habitation is not permitted.
3. In cases where students do not wish to have visitors in their room, their right of privacy shall have priority over roommates who may wish to entertain visitors. If a resident requests such privacy, the roommate should be informed and must comply.
4. Infractions of the rules governing residence hall visitation policies are to be referred to the Resident Director.
5. Students and visitors in the residence halls are required to use the appropriate rest room facilities in that building.

OFF-CAMPUS GUEST POLICY:

1. All off-campus guests must obey the above visitation policies as well as all other College rules and regulations. Violations will be cause for immediate removal from the campus. Students are responsible for the actions of their guest(s).
2. All off-campus visitors, including commuter students, staying past 9 p.m. must receive a guest pass (from the Residence Life Staff member on duty in the hall) and be the guest of a current student. The current student should accompany their guest throughout the guest's stay.
3. Overnight guests may stay with a resident (free of charge) for two nights/three days only. After that period guests must leave campus. The same off campus guest cannot spend more than four nights/six days on campus per month and only if their host has the permission of their roommate and the RA or RD. If a visitor needs or wishes to stay beyond two nights, they must make arrangements with the Director of Inclusive Housing to stay in a College guest room (subject to availability) and will be charged the current rate.
4. Students who repeatedly violate the off-campus guest policy may lose the privilege to have guests on campus for a period of time determined by the Director of Inclusive Housing.
5. During "house events" off-campus guests must be registered 24 hours in advance of the event, with the Resident Director of the hall sponsoring the "house event." Guests of residents of the sponsoring hall will receive preference and the Resident Director has the right to limit the number of guests.
6. Students are reminded to be aware of their legal responsibilities for the care and protection of guests under the age of 18. Guests under the age of 18 are under the legal age of consent.

FURNITURE

Residence hall parlor furniture (or common area furniture) may not be removed from its location without permission of the Resident Director.

No college-supplied furniture should be altered or removed from a residence hall room. All furniture changes must be made with the combined permission of the Director of Inclusive Housing and Physical Plant professionals.

DAMAGE AND OTHER CHARGES

1. Campus damage is any act, intentional or unintentional, which results in damages or excessive messes to College property above and beyond normal use.
2. Responsible individuals will be charged for time and materials necessary to repair or clean the abused area and will be referred to the Director of Inclusive Housing for possible disciplinary action. Damages or losses to the interior of residence hall rooms will be charged to the occupant(s)
3. Damages, thefts, or messes not attributable to individuals may be pro-rated to a wing, floor, residence hall, or campus in cases where such are deemed excessive or repetitive (as determined by Director of Inclusive Housing). Notification of pro-rata charges will be e-mailed to those who will be charged. The minimum pro-rata charge will be \$1.00. In extreme situations, Student Life reserves the right to pro-rate residents for damage to the property of Residence Life Staff. See the next section for further description of pro-rated charges.
4. The amount of the damage charge will be determined by the Director of Inclusive Housing following consultation with Physical Plant professionals. Damage of an excessive or repetitive nature will normally be estimated and repaired by professional workers outside the College community and consequently will carry a higher per hour fee.
5. If necessary, pro-rata will be charged according to the following guidelines:
 - a. exterior and interior academic/support building damage will be pro-rated to all students;
 - b. residence hall interiors, common areas (parlors, entry ways, stairwells, etc.) will be pro-rated to all residents of that building;
 - c. residence hall interiors, floor areas (hallways, bath facilities, etc.) will be pro-rated to all residents of that floor or wing.
6. Up to a \$50 charge plus possible replacement costs may be assessed to students who remove or disassemble furniture from residence hall rooms or parlors.
7. Residents will be held responsible for damage to any furniture or college supplied window treatments in the residence halls.
8. Students who wish to appeal damage charges may do so in writing within 30 days of the billing date. Verbal appeals and any appeals received after 30 days may not be accepted for review.

OTHER CHARGES:

1. Lost key policy/procedure:
 - a. \$50.00.....Room Key
 - b. \$100.00.....Residence Hall Exterior Door
 - c. Students must pay the Business Office and take the receipt to the Director of Inclusive Housing.
 - d. Room locks will be “re-cored/keyed” if the resident has reason to suspect that someone has the key and it was not simply “lost,” but may have been “taken or found and not returned”.
 - e. If a student subsequently finds their lost key/s before the room door is re-cored, they will be refunded. If a student finds their lost key/s after the room door has been re-cored, no refund will be issued.
2. Failure to check-out of room with Resident Director or hall staff member at the end of any semester (or upon withdrawal from the College) - \$25.
3. A minimum \$40.00 charge may be assessed to students not leaving their room in a clean and orderly state at checkout.
4. “Propping” outside residence hall doors - \$50.

DEFINITION AND EXPLANATION OF EXCESSIVE MESS

TERMS:

A **proration** is a proportionate division of an overall charge among the number of affected/responsible residents with no amount being less than \$1.00 each (could be a floor, a wing, an entire residence hall, or in very rare circumstances, the entire campus).

A **fine** is a fixed sum charged to a single person.

There are 4 circumstances in which a student may be prorated. Keep in mind that the intent of proration is to encourage students to be active in and aware of their residence hall and campus community, and to encourage those making messes or causing damage to clean it up and/or claim responsibility for it. If it is found that there is an individual(s) responsible for one of the following, a proration (assessed to a number of students) would then be turned into a fine (charged to the student found responsible).

Examples provided are simply a sample listing and not exhaustive or all inclusive.

1. Security Risks: Propped exterior residence hall doors, unlocked common area windows, improper use of fire extinguishers, fire escapes, or fire alarms.
2. Excessive Mess: The only mess that will be considered excessive will be one that involves bodily fluids/solids. The mess must be excessive as deemed by the Campus Services Supervisor. Photos must be provided both before and after clean up to the Campus Services Supervisor and, if the mess is approved by the Campus Services Supervisor, the person doing the clean-up will be compensated for their work. Persons who create excessive messes will not be compensated for cleaning them up.
3. Unnecessary Mess: Any areas where:
 - a. On a repetitive basis, as determined by the Campus Services Supervisor and the DRL, an area that has garbage piled up around trash receptacles or in and around recycling containers, and/or substantial room trash is placed in public area trash receptacles inside buildings, and/or microwave rooms/ kitchens/ bathrooms are left with trash, food, dirty dishes, etc.
 - b. Any one incident taking place which demonstrates use or misuse of College property or supplies above and beyond normal as deemed appropriate by both the Campus Services Supervisor and the DRL.
 - c. In acts of vandalism resulting in a large mess (discharging powder fire extinguishers, flooding areas with water, etc.) the Campus Services Supervisor and DRL may determine that a professional cleaning service must be brought in to clean the affected area. Those cleaning fees will be prorated to the residents in the area or fined to the responsible individual(s) in amounts that could range to \$1000+.
4. Residence Hall Damage: Vandalizing or destroying any Blackburn property including but not limited to furniture, walls/ceilings, windows, and doors.

The only circumstance in which a person cleaning an area may be compensated for doing so is in #2 above. Any other messes or damages will be assessed an amount for cleaning, repair or replacement and that amount will be prorated to a living area or fined to one or more individuals found to be responsible. The monies collected will go into a general fund for residence hall maintenance or for the cost of repairing or replacing the damaged item.

Residence Hall staff and Campus Services staff will be trained each year in the specifics of how to designate the messes/damages described above. There will be an effort to keep proration to a minimum but students must be vigilant in living areas to keep excessive messes/damages from happening.

It is OK to tell a neighbor to stop making a mess.



FIRE SAFETY

1. A professional staff member will serve as the campus Fire Marshal. They may conduct fire drills and training sessions as deemed necessary and appropriate. They will issue guidelines for procedures to be followed in the event of a fire.
2. In order to ensure the safety of all persons on campus, the Fire Marshal has the responsibility of correcting any fire hazard. Occasionally, this may involve the confiscation of personal property (as stated below). This will be accomplished through the normal Room Search Policy and property will be turned over to the Student Life Office and appropriate action will be taken.
3. For reasons of fire safety, students are not permitted to have the following in their rooms:
 - a. hot plates
 - b. electric frying pans
 - c. any small appliance that glows red when heated (i.e. Toasters, toaster ovens, pizzazz pizza cookers, etc.)
 - d. microwave ovens
 - e. large refrigerators (over 3.1 cubic feet) or other appliances
 - f. air conditioners
 - g. any space heating equipment (electric, propane, or kerosene)
 - h. absolutely NO incense, candles, or other combustibles
 - i. halogen lamps
 - j. extension cords that are not of the heavy-duty type
 - k. no more than 15 people

This is not an exhaustive list. When in doubt, check with your Resident Director.

4. Fireplaces are for decorative purposes and may not be used.

VACATION/SEMESTER BREAK HOUSING POLICY

Break housing is available only to those students who are selected to work for the College, have College related academic or athletic commitments, and international or out-of-state students where travel costs to and from home would be prohibitive. Employment in the Carlinville area will not be viewed as an exception to this policy. During the winter semester break all students will be required to leave campus during the time the College closes its' operations (the College is closed from approximately December 23 through January 2 each year).

It is the student's responsibility to fill out the proper break housing forms (available in the Student Life Office). During very short breaks, the College may designate a "break hall" to which all approved break residents must move.

Students who stay on campus during the summer to work and/or to take summer classes will be charged a nominal fee for housing & dining. **Students who have been academically suspended from the College are ineligible for campus break housing unless an exception is granted to take summer courses.**

HOUSING REGULATIONS

AIR CONDITIONING/AIR PURIFICATION

1. All requests for A/C for medical reasons must be made using the proper form available in the Student Life Office. Only the original form will be accepted, no photocopies. A new request must be filled out for each academic year.
2. Unauthorized cooling units will be not be allowed. This is to include, but not limited to, window units and portable air conditioning units.
3. Students requiring filtered/purified air must provide their own air purifiers. College A/C unit filters are not designed to remove small particles, but to prevent coils from becoming plugged with dust.
4. The campus-wide energy management system controls the power to AC units. The AC units are programmed to operate from (approximately) April 15 – October 15. These dates are guidelines based on average external temperatures for our area. Generally, if external temperatures hit a high of 75+ degrees during the day for 3 or more consecutive days, the hall boilers will be turned back and the AC units engaged.
5. College A/C units are not designed to run below a certain outdoor temperature, and will not run when the building heating system is in operation.
6. All residents in air-conditioned halls are charged an extra fee for air conditioning. This fee covers not only the electricity to the AC unit in each individual room but also the cost of maintaining and replacing the AC units, the fees associated with operating the energy management system, and staff to maintain all of the above. AC units will typically be used for a longer period of time in the fall versus the spring semester, but the fee is equally divided between both semesters.

ROOM CAPACITY/FIRE CODE

Campus fire code limits the occupancy in residence hall rooms to a maximum of 15 persons present in a room at any one time.

CHECK-IN AND CHECK-OUT

All residents are required to review and sign a Room Condition Report (RCR) when taking occupancy of a residence hall room. By signing this room condition report the student is agreeing to the conditions of the room and furnishings. When the student checks out, they will be held liable for any discrepancies and will be held responsible for any damages or loss, including keys. If a resident leaves without signing this form, all losses/damages are assumed to be his or hers, and will lose the right to appeal damage charges. Campus Maintenance and/or Director of Inclusive Housing may, upon their discretion, add incidental charges for damages overlooked by Residence Life Staff. Students may appeal damage charges, in writing, to the Director of Inclusive Housing within 30 days of the posting of the charges on the student's account.

PETS

Students are not permitted to have pets in their rooms, with the exception of non-toxic completely aquatic pets (20-gallon maximum tank). For Service Animal or ESA issues see the Student Policy for Service and Support Animals on Campus in this handbook.

ROOFS/WINDOWS/WINDOW SCREENS

It is against College regulations to stand/walk/sit on or jump off roofs or jump out of windows on campus. Screens are to remain in the windows. Fines may be assessed for violating any of these regulations.

QUIET HOURS

Quiet hours are times when noise is not allowed in the residence halls. Graham Hall has a set number of quiet hours designated by the Director of Inclusive Housing. In other halls, residents may set quiet hours with the approval of the Resident Director and the Director of Inclusive Housing. A minimum of eight quiet hours per weeknight is required in each residence hall. "Perpetual quiet hours" (23 quiet hours each day) are mandatory in all halls during the final week of each semester.

NOISE

Loud noises heard beyond the confines of the room are considered to be noise and the responsible student will be liable for judicial action. Music played on campus should be kept to acceptable levels to avoid disturbing classes and meetings and students who are studying. When music is played in a residence hall, all speakers are to be facing into the room. *Residence Life Staff along with individual residents will be responsible for assuring that noise is kept to an acceptable level.*

PERSONAL PROPERTY

Blackburn College assumes no responsibility for students' personal property. All students are urged to carry insurance on their personal property either through their parents' homeowners or tenants' policies or through policies of their own. If students are not presently covered by such a policy, coverage can usually be arranged through a request to an insurance agent.

PAINTING ROOMS

Students may not paint their rooms. Charges will be assessed for any painting that is done in a room.

PEST CONTROL

All rooms in the residence halls receive pest control treatment twice during the year. At the time of spraying, all furniture must be moved away from the walls and all items normally stored on the floors must be placed on top of furniture. All food items must also be sealed in bags.

SMOKING

The Blackburn Campus has been designated a smoke free campus inside all campus buildings. Smoking of any kind is not allowed in any residence hall rooms, bathrooms, hallways, or parlors in accordance with Illinois state law. Smoking is only allowed outside campus buildings, 15 feet away from a door or an operable window. In regards to this policy, "smoking" includes vaping and use of an e-cigs or Juuls.

DISCLAIMER OF CONTRACT

The information and policies contained in this handbook are presented as a matter of information, and are not intended as a contract or offer to contract. Blackburn College reserves the right to alter or change information or conditions contained in this publication without notice. Changes to this handbook will normally be announced via Announcements through campus e-mail

BLACKBURN COLLEGE WORK PROGRAM GUIDELINES REVISED APRIL 2021

These are the principal guidelines by which the Work Program functions and cannot be superseded by any other guidelines. Each teaching supervisor and a worker is issued a copy of the guidelines and is responsible to be familiar with and abide by their said guidelines. Comments and suggestions are welcome. Student involvement helps to make Blackburn unique.

WORK PROGRAM MISSION STATEMENT

The mission of the Blackburn College student-managed Work Program is to help better prepare students for a successful transition to life, work, and career after college. In addition, student participation supports the campus community while providing the means to meet labor needs. In order to develop success for this transition, Blackburn College provides the following:

- Work learning and development through work, internship, and service
- A dimension of community involvement
- Student character development emphasizing transferable skills, responsibility, accountability, and work ethic which are lifelong values
- Hands-on work, service, and leadership learning opportunities in addition to the classroom
- Reduction of the cost of a four-year, private college education through student labor.

INTRODUCTION/ORIENTATION

HISTORY OF THE WORK PROGRAM

Dr. William M. Hudson instituted the work plan at Blackburn in 1913. The initial program was patterned after that of Park College in Parkville, Missouri. Originally, students worked under the direction of two adult supervisors. Several years after the program was instituted, student management positions were created and the responsibility of the program was given to the students.

Since 1913, various work departments have been added and eliminated, and the number of work hours required has fluctuated between 10 and 20 hours per week. However, the core values of self-help, hands-on learning, community participation, leadership, and individual responsibility have remained an important part of education at Blackburn College.



STUDENT LEARNING OUTCOMES

The Work Program is an important part of student learning, personal growth, and hands-on leadership experience. Student work helps keep the cost of Blackburn's tuition lower than average, which makes us one of the most affordable, private, four-year colleges in the state. In addition to the many different job-specific skills acquired by students, the dynamics of Blackburn's student-managed Work Program create opportunities for the development of student leadership. It is the objective of the Work Program to facilitate student learning and growth in the following areas, which have been identified as the program's learning outcomes.

- Personal Responsibility
- Social Responsibility/ Teamwork
- Communication - Sending
- Communication - Receiving
- Adaptability
- Initiative
- Leadership
- Problem Solving
- Job Specific Skill
- Interpersonal Relationships
- Project Management

The Work Program is a community effort, with student work being relied upon to help provide virtually all services essential to college operations. By sharing, belonging, and contributing through their work, students gain an added sense of community engagement.

STUDENT MANAGEMENT

There are 12 departments that provide the essential work and services both on and off-campus, and each department is run by a student manager. Additionally, there are also two general managers that oversee the Work Program. The department managers hire fellow students as assistant managers and crew heads, which vary depending on individual department/campus needs. Student management, with the advice and support of department advisors and/or professional staff, is responsible for the organization, hiring, training, motivation, supervision, and evaluation of the student workforce.

The department managers, under the leadership of the two general managers, constitute the Work Committee. The Work Committee, with the advice and support from the Dean of Work, is responsible for the overall administration of the Work Program. This includes the development, implementation, and monitoring of the Work Program policies. As a management team, they are responsible for assuring that the student labor needs of the campus are met, for the continued growth, and the improvement of the Work Program. The Work Committee and Dean of Work are directly accountable to the Office of the President.

CONSENSUAL RELATIONSHIP POLICY

Given the nature of the student-managed Work Program, it is inevitable that students involved in relationships, platonic, romantic, and sexual, will share the same workplace. It is also recognized that these relationships have the potential to create real or perceived bias with regard to managerial and other evaluative decisions made by student leadership.

All students are expected to conduct themselves in a professional manner and to not allow personal relationships to influence their decisions. Failure to do so may be grounds for termination from their current position. It is believed that students can and will conduct themselves accordingly, especially student leadership, while still enjoying the full range of opportunities that the Blackburn College experience can provide. Supervisors may be available as mediators or a third party for an outside perspective.

TYPES OF JOBS PERFORMED BY STUDENTS

Academic Services: The Academic Services Department consists of many professional academic careers, faculty assistants, tutors and student teachers. A few of the positions include the 'Burnian, the radio station, the theatre, all faculty assistants and tutors. The 'Burnian is the school newspaper and the students serve as the journalists and designers of the paper. The radio station provides a campus and community station for music. The theatre aids and puts on all the school's productions. The faculty assistants help the faculty members with office work and to prepare for their classes. The tutors help the faculty members facilitate study sessions, help with office work, and grade any coursework the faculty member needs help with.

Administrative Services: Students provide support for all administrative offices including Admissions, Business Office, Career Services, Development/Alumni Affairs, Diversity and Inclusion, Financial Aid, Institutional Research, Intramurals, Office of the President, Office of the Provost, Student Engagement, Student Life Office, Orientation, Public Relations, Records, and the Work Office. Students serve as office assistants, research assistants, graduation analysts, public relations writers/photographers, bookkeeping assistants, and campus tour guides.

Athletic Services: Students' jobs include a wide variety of duties within the Athletic Department. Work includes student athletic trainers, assistants to coaches, fitness center staff, athletic event staff, Sports Information Director assistants, and Athletic Director assistants. Student-workers may additionally set up physical education classes and clean Dawes Gymnasium, as well as the locker rooms and fitness center.

Bookstore: The Bookstore Department is responsible for excelling in customer services while providing textbooks, supplies, merchandise, stamps, and clothing to the campus and community. The department is also responsible for sorting and distributing U.S. and campus mail as well as providing Auxiliary services and event setups for the campus.

Auxiliary services and event setup are also the responsibility of the student workers.

Campus Community & Safety: Students perform duties including radio dispatch, campus patrol, and escort, building security including daily unlock and lock up, issue parking tickets, and manage safety for campus events. Students who have attended at least one semester of college can serve as residence hall directors and residence hall assistants. Residence Life is responsible for safety and community programming activities in the six residence halls on campus.

Campus Maintenance: Student crews include Building Maintenance/Carpentry, Utilities (Plumbing/Electrical), HVAC, Grounds/Event setup and teardowns, and Motor Pool. Student-workers perform various maintenance responsibilities that help maintain campus facilities. Students learn how to use appropriate tools alongside supervisors in order to complete tasks.

Campus Services: Student workers are responsible for the daily cleaning and maintenance of all residence halls and academic buildings, including areas such as hallways, stairwells, parlors, and bathrooms. A Saturday/ night time Special Assignment Crew tends to work orders and other needs that are difficult to accomplish during regular shifts.

Community Service: Student workers provide services to the local Carlinville community as teacher and classroom aides for the Carlinville school district as well as entry-level office positions and assistants in local Carlinville businesses. Some job sites for this department include the Carlinville Primary School, Carlinville Intermediate School, Carlinville Middle School, Carlinville Chamber of Commerce, Carlinville Food Pantry, and the Macoupin Center for the Developmentally Disabled. Eligibility to work within the Community Services Department requires passing a background check and having proper transportation to and from the job site.

Dining and Hospitality: Student workers in this department are responsible for the setup, service, and tear down of every meal. They have the opportunity to work hand in hand with the dining staff to learn new lifelong skills. Students in this department will continue to learn how to safely and properly handle food and equipment through training sessions. Throughout their time in this department, they will have the opportunity to get involved with catering events. This sub-department allows students to interact with people both on and off-campus in both formal and informal settings.

Lumpkin Student Success Services: Lumpkin Student Success Service's goal is to aid all campus and community students to a successful career, by meeting all students' academic, personal, mental, and spiritual needs. Student workers are engaged in a variety of tasks. These include, but are not limited to: circulation of library and research material, providing quality customer service, providing success coaching and peer mentorship to students, assistance with the construction and organization of student writing, facilitation of peer writing studios required of all first-year students and transfers, providing one-on-one feedback on student written work as well as suggestions for improvement, maintaining the cleanliness of the Lumpkin facility, operation library computer software, administering general tutoring and academic accommodations, individual and/or cooperative project work, retrieving archival materials, and providing security for all Lumpkin technology.

Snack Bar: Student workers prepare and serve food and drinks while maintaining a courteous and friendly attitude towards customers. Simultaneously, they maintain sanitary conditions on the food preparation area and dining areas, keeping merchandise stocked, record sales on the cash register, and perform other duties as needed.

Technology Services: Students provide supervision and support for people using the computer lab, providing technical support over the phone and on-site. They also work as support technicians, maintaining and supporting the computer equipment around campus, and staff the data center, providing support for the campus network and servers.

STUDENT BREAK WORK

Faculty and staff supervisors may make requests, through the college's regular budgetary process, for student labor needed in their respective offices/crews over winter, spring, and summer breaks. Hiring for break work is coordinated by the Dean of Work. Break work positions and hours that have been approved in the budget are advertised by the Dean of Work several weeks prior to each break. Students must complete and submit a break work application directly to the faculty/staff supervisor for the position(s) they are seeking. The faculty/staff supervisors are expected to remain unbiased when making the final hiring decision. To be hired for break work students must not be on academic, social, or work probation.

If a student already hired for winter or summer break employment is subsequently placed on academic probation, they may petition to the Dean of Work for an exception to be allowed to retain his/her break job. Minimally, consideration would be based upon:

- The work supervisor making the adequate justification for the need to retain the student based upon their skills and experience, and lack of other alternative applicants
- AND the student making the case that retaining the job is essential to his/her ability to be successful at Blackburn College.

If a student already hired for summer (only) break employment is subsequently placed on academic suspension, the student may petition the Dean of Work for an exception to be allowed to work the full summer. In such instances, the student must meet the criteria required for academic probation expectations. The student must also petition the Provost to register for summer classes at Blackburn. If the Provost approves, the student must take (a) summer class(es) at Blackburn and may not work more than 25 hours per week throughout the summer. If the Provost declines the petition, the Dean of Work may allow the student to work up to full time and up to 30 days after graduation at the discretion of the Dean of Work, the student manager, the Provost, and Vice President and Dean of Student Affairs.

Break employment may be full-time (32-40 hours per week) or part-time (less than 32 hours per week). Break work may be through the entire break or only part of the break depending on the details and demands of the job at hand. Hiring is based upon the needs of the office/crew as specified by the hiring supervisor as long as the number of hired hours remains within the total hours approved in the budget for that office/crew.

Students must sign an agreement setting forth the conditions of their break employment. Before students can begin break work, they must have appropriate tax documentation on file in order to be compensated.

Students may be released from their job at any time if it is determined that they are no longer needed or based on poor performance or unacceptable behavior. Break work is compensated at the legal rate as determined by federal or state law for students working at a college, recognizing that Blackburn College is a private institution it is exempt from meeting state minimum wage. In order to be paid, students must clock in with the appropriate income type with their hours worked. Pay dates are on the 15th and 30th (or closest business day) of each month.

BLACKBURN COLLEGE WORK PROGRAM HIRING POLICY

ALLOCATION OF STUDENT LABOR/REQUESTING STUDENT WORKERS

Department managers work with supervisors to determine the number of student workers and paid hours needed within the department. Department Managers then make the request to the Work Committee.

The Work Committee determines the number of student labor hours each department will be allocated based upon the department request, historical labor usage data, projected enrollment, and the needs of the campus as a whole.

The College's Administrative Cabinet reviews allocations, requests changes as necessary, and approves.

Note: R.D.'s and R.A.'s may be hired prior to allocations, but will follow the same hiring stipulations.

Supervisors or Department Managers responsible for hiring are informed of their allocation number by the Department Manager. The hiring process begins upon authorization from the Manager. Department Managers and supervisors are responsible for advertising open positions as described below.

Supervisors and/or Department Managers (and others as described below) are responsible for screening applicants, interviewing viable candidates, making hiring decisions, notifying applicants of hiring decisions, and providing feedback.

When they have accepted an offer of employment, students are required to submit a Returning Student Worker Application signed by the Supervisor/Department Manager. No offers of fall employment may be made to General Workers and no Returning Student Worker Applications can be signed for open positions before the April Job Fair.

If returning students do not have a position secured before August, they will be placed prior to incoming students in the fall placement process. Placement may be affected by registration status, probation status' and failure to have a position secured by the end of the Spring semester.

Departments wanting student labor hours approved after allocations are set must make a request to the Work Committee. Before approving additional positions or hours, the committee will first ensure that current campus labor needs are being met and that the proposed position/hours would provide a benefit to the campus.

Note: During the spring semester, every department will be rehiring for every position for the next academic year in order to allow students an opportunity for movement and build their resume. All leadership positions (general managers, department managers, assistant managers, and crew heads) must be reopened and available to all of the campus for the next academic year.

HIRING PROCESS BY POSITION/WORKER

NEW STUDENT APPLICATION

1. New students fill out the Work Program Application located on the Blackburn website once they have been admitted to the college.
2. Students are encouraged to discuss their interests with Supervisors and Department Managers.
3. The application is sent to the Work Office and placed in a spreadsheet with all incoming students' information.
4. The spreadsheet is kept and updated by the Work Office and is available upon request by managers, supervisors, and GM's to aid in the hiring process throughout the summer months.

RECRUITMENT

1. New students are invited to Summer Orientation, during which they attend information sessions with Work Program Managers and a Job Fair at which all open positions are posted.
2. During the Job Fair, new students go around to different tables representing a department and speak with managers and, when possible, professional supervisors. Job descriptions are available for them to review.
3. During the job fair, new students can write their names on a manager(s) list if they are interested in the department. Managers may use that as a reference during placement.
4. During the job fair, new students may change the preferences and rankings on their original Work Program Application.
5. New students may also contact hiring supervisors not in attendance at the fair using the contact information listed at the Job Fair.

PLACEMENT

1. After all Summer Orientation sessions are over, the Work Committee meets to place returning and then new students without secured positions.
2. The Work Committee assigns students according to college needs, the students' interests, skills, and qualifications (as reflected on their application).
3. Going in alphabetical order by department, each manager chooses a new student one by one.
4. If a manager of one department wishes to hire a student another manager is interested in, there is a discussion during which the student's application, interests, skills, and qualifications are weighed against the needs of each position.

NOTIFICATION

1. Within a week of placement decisions, department managers notify new students and their supervisors about placement via Blackburn email.

RETURNING STUDENTS/GENERAL WORKERS

RECRUITMENT

1. In the weeks before allocations, Department Managers will meet with hiring supervisors to discuss their hiring needs.
2. After allocations have been announced, supervisors must communicate with their Department Manager regarding recruitment.
3. Supervisors and/or Managers may then re-hire students by signing Returning Student Worker applications.
4. The Department Manager will advertise open positions for a minimum of five-full business days and a maximum of ten-full business days. To re-open a position a request must be made to Work Committee.
5. Advertisements must contain the following:
 - a. Application deadline
 - b. Application requirements
 - c. Job qualifications
 - d. Basic job description
 - e. Equal Opportunity statement
 - f. Contact information
6. Advertisements must be posted in the following locations:
 - a. Outside the Work Office
 - b. During the Spring Job Fair (if applicable)
 - c. Via current campus announcement platform and bulletin boards
7. Faculty supervisors should announce positions for which they are hiring to classes.
8. Faculty should encourage students to apply without promising positions; such discussions should not be conducted where other students might hear and deduce they should not apply.
9. Application deadlines may be extended before the five-full business days have ended. However, if the deadline to apply has passed and no applications have been submitted, the position should be advertised again for a minimum of five-full business day and follow the same process outlined above.

APPLICATION

1. Students complete and submit a Returning Student Worker Application to the Department Supervisors and/or Managers of the position they wish to work.
2. Supervisors and/or Managers who wish to re-hire students who currently work for them may sign and submit these applications to the Work Office upon receipt of allocations.
3. Supervisors and/or Managers with open positions will proceed as follows:
 - a. Advertise during the job fair and via steps outlined above
 - b. Review all applications received considering skills/qualifications relative to job description and applicants
 - c. Interview all qualified applicants. A qualified applicant is any student who meets all the eligibility criteria and has a complete application and application materials. During the spring semester, interviews must be conducted after the spring job fair.
 - d. When feasible, interviews should be conducted on the same day with the same group of interviewers, which should include the supervisor and department manager
 - e. Once the spring job fair has taken place and interviews are complete, Supervisors and/or Managers sign and submit Returning Student Worker Applications to the Work Office
 - f. Supervisors and/or Managers may not make offers of employment or promise positions (formally or informally) until all qualified applicants have been duly considered

NOTIFICATION

1. Supervisors and/or Managers will notify applicants via email of their application status within five days of the Job Fair and/or completion of interviews.
2. Any students interviewed and not hired will be provided with the opportunity for feedback regarding why they were not hired; this feedback should follow from the advertised qualifications and responsibilities.

PLACEMENT

1. Returning students who are not able to secure a position by the end of the preceding semester will be placed by Work Committee.
2. When making such placements, Work Committee takes into consideration the needs of the campus, the student's interests, qualifications and work record, and their schedule

CREW HEADS

RECRUITMENT

1. After allocations have been announced, supervisors meet with their department manager to determine hiring needs.
2. Supervisors may then sign Returning Student Worker applications for students they wish to rehire.
3. The Department Manager will advertise open positions for a minimum of five-full business days and a maximum of ten-full business days. To re-open a position a request must be made to Work Committee.
4. Advertisements must contain the following:
 - a. Application deadline
 - b. Application requirements
 - c. Job qualifications
 - d. Basic job description
 - e. Require a resume
 - f. Equal Opportunity statement
 - g. Contact information
5. Advertisements must be posted in the following locations:
 - a. Outside the Work Office
 - b. During the Spring Job Fair (if applicable)
 - c. Via current campus announcement platform
6. Faculty supervisors should announce positions for which they are hiring to classes.
7. Application deadlines may be extended before the five-full business days have ended. However, if the deadline to apply has passed and no applications have been submitted, the position should be advertised again for a minimum of five-full business day and follow the same process outlined above.

ELIGIBILITY CRITERIA

Candidates for crew head positions must not be on academic, work, or social probation.

APPLICATION

1. Students complete and submit a Returning Student Worker Application to the Department Supervisors and/or Managers of the position they wish to work.
2. Supervisors and/or Managers who wish to re-hire students who currently work for them may sign and submit these applications to the Work Office upon receipt of allocations.
3. Supervisors and/or Managers with open crew-head positions will proceed as follows:
 - a. Review all applications received considering skills/qualifications relative to job description and applicants
 - b. Interview all qualified applicants. A qualified applicant is any student who meets all the eligibility criteria and has a complete application and application materials. During the spring semester, interviews must be conducted after the spring job fair.
 - c. When feasible, interviews should be conducted on the same day with the same group of interviewers, which should include the supervisor and department manager
 - d. Once interviews are complete, Supervisors and Managers sign and submit Returning Student Worker Applications to the Work Office.
4. Application deadlines may be extended before the five-full business days have ended. However, if the deadline to apply has passed and no applications have been submitted, the position should be advertised again for a minimum of five-full business day and follow the same process outlined above.

NOTIFICATION

1. Supervisors and/or Managers will notify applicants via email of their application status within five days of the Job Fair and/or completion of interviews.
2. Managers must notify students whether they were hired for a semester-long or year-long position. This must be indicated on the signed Returning Student Worker Application.
3. Any students interviewed and not hired will be provided with the opportunity for feedback regarding why they were not hired; this feedback should follow from the advertised qualifications and responsibilities.

ASSISTANT MANAGERS

RECRUITMENT

1. The Department Manager will advertise open positions for a minimum of five-full business days and a maximum of fifteen-full business days due to the extra application requirements (e.g.: cover letter, letters of recommendation). To re-open a position a request must be made to Work Committee.
2. Advertisements must contain the following:
 - a. Application deadline
 - b. Application requirements
 - c. Job qualifications
 - d. Basic job description
 - e. Require a resume
 - f. Equal Opportunity statement
 - g. Contact information
3. Advertisements must be posted in the following locations:
 - a. Outside the Work Office
 - b. During the Spring Job Fair (if applicable)
 - c. Via current campus announcement platform
4. Application deadlines may be extended before the five-full business days have ended. However, if the deadline to apply has passed and no applications have been submitted, the position should be advertised again for a minimum of five-full business day and follow the same process outlined above.

ELIGIBILITY CRITERIA

Candidates for assistant manager positions must not be on academic, work, or social probation.

APPLICATION

1. Students complete and submit a Returning Student Worker Application to the Department Supervisors and/or Managers of the position they wish to work.
2. Supervisors and/or Managers will proceed as follows:
 - a. Review all applications received considering skills/qualifications relative to job description and applicants
 - b. Interview all qualified applicants. A qualified applicant is any student who meets all the eligibility criteria and has a complete application and application materials. During the spring semester, interviews must be conducted after the spring job fair.
 - c. When feasible, interviews should be conducted on the same day with the same group of interviewers, which should include the Supervisor and Department Manager
 - d. Once interviews are complete and the spring job fair has taken place, Supervisors and/or Managers sign and submit Returning Student Worker Applications to the Work Office

NOTIFICATION

1. Supervisors and/or Managers will notify applicants via email of their application status within five days of the completion of interviews.
2. Managers must notify students whether they were hired for a semester-long or year-long position. This must be indicated on the signed Returning Student Worker Application.
3. Any students interviewed and not hired will be provided with the opportunity for feedback regarding why they were not hired; this feedback should follow from the advertised qualifications and responsibilities.

DEPARTMENT MANAGERS

RECRUITMENT

1. The Department Manager will advertise open positions for a minimum of five–full business days and a maximum of fifteen–full business days due to the extra application requirements (e.g.: cover letter, letters of recommendation).
2. Advertisements must contain the following:
 - a. Application deadline
 - b. Application requirements
 - c. Job qualifications
 - d. Basic job description
 - e. Require a resume
 - f. Equal Opportunity statement
 - g. Contact information
3. Advertisements must be posted in the following locations.
 - a. Outside the Work Office
 - b. During the Spring Job Fair (if applicable)
 - c. Via current campus announcement platform
4. Application deadlines may be extended before the five–full business days have ended. However, if the deadline to apply has passed and no applications have been submitted, the position should be advertised again for a minimum of five–full business day and follow the same process outlined above.

ELIGIBILITY CRITERIA

Candidates for department manager positions must:

1. Have a cumulative grade point average of at least 2.5
2. Not be on academic, work, or social probation

MANAGER TUITION POSITION

Any student participating in the Work Program may apply to be a manager within any of the twelve departments, even if not currently working there. If the newly hired manager already works within the department they will remain in their current position. If they are hired from outside the department they have to transfer to the department they now manage. They must take a non-leadership position within the department in order to fulfill the tuition requirement. For positions with specific criteria the manager must go through the interview process and meet all the qualifications for that position. If a new manager applies for a specific criteria position and does not get hired they would then refer to the general position list and place themselves in a position from there to work their tuition hours. A full comprehensive list of both the specific positions and general positions can be found in the work office or scan the QR code below.

APPLICATION

1. Students must:
 - a. Complete a Returning Student Worker Application
 - b. Write a letter of intent outlining why they want the position
 - c. Solicit two letters of recommendation from faculty/staff that should be submitted directly to the Work Office; the Dean of Work and Department Advisors cannot write recommendations for student managers.
2. Interviews will proceed as follows:
 - a. Any necessary preparation materials will be distributed to all applicants upon receipt of application;
 - b. All qualified applicants will be interviewed. A qualified applicant is any student who meets all the eligibility criteria and has a complete application and application materials.
 - c. When feasible, interviews should be conducted on the same day with the same group of interviewers, which will include the Dean of Work, current and outgoing GMs, the Department's Advisor, any supervisors from the department who wish to attend, the outgoing manager if they are not reapplying, and any additional person(s) that the hiring committee agrees upon.
3. If none of the applicants are chosen after interviews, the position will be reopened.
4. If the current manager is reapplying and no other students applied, there will be a review with the old/new GMs, Department Advisor, and the Dean of Work to discuss rehire.
5. If the current manager is not rehired, the position will be reopened.

NOTIFICATION

1. GMs will call (or email) applicants to notify them of their application status within 24 hours.
2. Any students interviewed and not hired will be provided with the opportunity for feedback regarding why they were not hired; this feedback should follow from the advertised qualifications and responsibilities.
3. Applicants not hired can request a meeting with the interviewers with whom they interviewed to discuss the decision.

GENERAL MANAGERS

RECRUITMENT

1. The current General Managers will advertise open positions for a minimum of five-full business days and a maximum of fifteen-full business days due to the extra application requirements (e.g.: cover letter, letters of recommendation).
2. Advertisements must contain the following:
 - a. Application deadline
 - b. Application requirements
 - c. Job qualifications
 - d. Basic job description
 - e. Require a resume
 - f. Equal Opportunity statement
 - g. Contact information
3. Advertisements must be posted in the following locations:
 - a. Outside the Work Office
 - b. During the Spring Job Fair (if applicable)
 - c. Via current campus announcement platform
4. Application deadlines may be extended before the five-full business days have ended. However, if the deadline to apply has passed and no applications have been submitted, the position should be advertised again for a minimum of five-full business day and follow the same process outlined above.

ELIGIBILITY CRITERIA

Candidates for general manager positions must:

1. Have a cumulative grade point average of at least 2.5
2. Not be on academic, work, or social probation

APPLICATION

1. Students must:
 - a. Complete a Returning Student Worker Application
 - b. Write a letter of intent outlining why they want the position
 - c. Solicit two letters of recommendation from faculty/staff that should be submitted directly to the Work Office.
2. All qualified applicants will be interviewed. A qualified applicant is any student who meets all the eligibility criteria and has a complete application and application materials.
3. When feasible, interviews should be conducted on the same day with the same group of interviewers, which will include the 12 current Department Managers (if not applying), the current General Managers (if not reapplying), the Dean of Work, and the Director of Diversity and Inclusion or a third party.
4. If none of the applicants are chosen after interviews, the position will be reopened.
5. If the current general manager is reapplying and no other student applied, there will be a review with the old Work Committee, and the Dean of Work to discuss rehire.
6. If the current general manager is not rehired, the position will be reopened.

NOTIFICATION

1. The appropriate body will notify applicants of their application status within 24 hours of completing the interview process.
2. Any students interviewed and not hired will be provided with the opportunity for feedback regarding why they were not hired; this feedback should follow from the advertised qualifications and responsibilities.
Applicants not hired can request a meeting with the interviewers with whom they interviewed to discuss the decision.

FALL TO SPRING HIRING

- Unless otherwise notified by a supervisor and department manager, it is assumed that students will remain in their current position.
- After allocations, supervisors and department managers notify students they do not wish to rehire for the spring semester.
- Once allocations have been approved, department managers and supervisors will follow the recruitment, application, and notification guidelines for open positions outlined in the Work Program Hiring Policy.
- Hiring Leadership:
 - Leadership may have to re-apply depending on how long they were hired for - this will be outlined in their signed Returning Student Worker Application
- Students applying for new jobs should notify their supervisor and department manager in advance of their hiring.
- All students need to be hired by the deadline determined by the Work Office.
- Students who are not returning to their jobs and have not been hired for the spring semester before leaving for winter break will be placed by Work Committee.
- All students are required to fill out a Returning Student Worker Application, regardless if they are returning to the same position or not.
 - Students returning to their jobs must fill out and submit the Returning Student Worker Application before allocations.
 - Supervisors and/or department managers must notify students who they do not wish to rehire before allocations.
 - Students who are not returning to their position must apply for a new job after allocations have been approved.

JOB REASSIGNMENT BASED ON CAMPUS NEEDS

If the reassignment of workers is necessary during the year in order to meet campus needs, the Work Committee will determine which students are to be transferred. The primary criteria for reassigning workers are qualifications and class schedules; an impact on the department from which a student may be reassigned will also be considered. The manager needing workers has the right to reject (for appropriate reasons such as inadequate qualifications, student work history, etc.) workers offered to him/her. Student worker job reassignments are tracked on the Alpha-list and CAMS.

JOB ASSIGNMENTS DURING THE SEMESTER

Departments wanting student labor hours approved after allocations are set must make a request to the Work Committee. Before approving additional positions or hours, the committee will first ensure that current campus labor needs are being met and that the proposed position/hours would provide a benefit to the campus. Student worker job reassignments or new positions are tracked on the Alpha-list.

JOB TRANSFERS AND VACANCIES

Transfers may be made for documented medical reasons or for class/work schedule conflicts; requests for transfers for other reasons are discouraged. The respective department managers and direct supervisors must agree to the transfer, and if a one for one switch of workers is necessary, the worker requesting the transfer must find a worker willing to switch jobs with them. Therefore, it must be initiated by the student worker. Students may refer to department managers for guidance with the process.

If a tuition position is needed during the semester and the supervisor or manager wishes to refill the position, they must submit a request to the Work Committee for approval. If the request is approved the supervisor will be given the authorization to fill the position according to the process outlined in *Job Assignment During the Semester* (above).

Any student is a free agent to accept a job offer to fill an approved vacancy; however, they must give at least one week's notice to their current supervisor. The current and new supervisors must meet to discuss arrangements (e.g. transfer effective date) and complete a Job Transfer Form BEFORE the transfer can become final. **IN NO CASE WILL JOB TRANSFERS BE RECOGNIZED OR APPROVED THAT DO NOT CONFORM TO THESE PROCEDURES.**

PROMOTION AND DEMOTION OF STUDENTS IN LEADERSHIP POSITIONS

Note: The Promotion/Demotion form must be completed for either instance. The form will be kept in the student's file for record-keeping.

THE DEMOTION OF STUDENTS FROM LEADERSHIP POSITIONS

Before a student is demoted from a leadership position, they must be placed on a Conditional Hire in order to improve their work ethic/behavior. If the student does not improve in their position after being on a Conditional Hire they may be demoted.

Immediate demotion can take place if a student commits violations that are worthy of immediate termination, such as time card fraud or being under the influence on drugs on the job. For more examples refer to the Work Violations section of the Work Warning System. Although demoted from their leadership position, the student may be allowed to keep their tuition job.

PROMOTION OF STUDENTS INTO LEADERSHIP POSITIONS

Immediate promotion of a student into a leadership position must be voted on by Work Committee. The process to promote a student is as follows:

- The department manager **and** a work supervisor must be represented at Work Committee (in person, phone call, letter) to ask for a student to be promoted.
- The student being considered for promotion should meet some form of the following stipulations:
 - Must demonstrate leadership while on shift
 - Must be reliable and responsible
 - Shows integrity and innovation in their work ethic
- General workers can be promoted to Crew Heads or Assistant Managers based on departmental needs.
- Students cannot be promoted to Department Manager and General Manager positions.

STUDENT BREAK WORK

Faculty and staff supervisors may make requests, through the college's regular budgetary process, for student labor needed in their respective offices/crews over winter, spring, and summer breaks. Hiring for break work is coordinated by the Dean of Work. Break work positions and hours that have been approved in the budget are advertised by the Dean of Work several weeks prior to each break. Students must complete and submit a break work application directly to the faculty/staff supervisor for the position(s) they are seeking. The faculty/staff supervisors are expected to remain unbiased when making the final hiring decision. To be hired for break work students must not be on academic, social, or work probation.

If a student already hired for winter or summer break employment is subsequently placed on academic probation, they may petition to the Dean of Work for an exception to be allowed to retain his/her break job. Minimally, consideration would be based upon:

- The work supervisor making the adequate justification for the need to retain the student based upon their skills and experience, and lack of other alternative applicants
- AND the student making the case that retaining the job is essential to his/her ability to be successful at Blackburn College.

If a student already hired for summer (only) break employment is subsequently placed on academic suspension, the student may petition the Dean of Work for an exception to be allowed to work the full summer. In such instances, the student must meet the criteria required for academic probation expectations. The student must also petition the Provost to register for summer classes at Blackburn. If the Provost approves, the student must take (a) summer class(es) at Blackburn and may not work more than 25 hours per week throughout the summer. If the Provost declines the petition, the Dean of Work may allow the student to work up to full time and up to 30 days after graduation at the discretion of the Dean of Work, the student manager, the Provost, and Vice President and Dean of Student Affairs.

Break employment may be full-time (32-40 hours per week) or part-time (less than 32 hours per week). Break work may be through the entire break or only part of the break depending on the details and demands of the job at hand. Hiring is based upon the needs of the office/crew as specified by the hiring supervisor as long as the number of hired hours remains within the total hours approved in the budget for that office/crew.

Students must sign an agreement setting forth the conditions of their break employment. Before students can begin break work, they must have appropriate tax documentation on file in order to be compensated.

Students may be released from their job at any time if it is determined that they are no longer needed or based on poor performance or unacceptable behavior. Break work is compensated at the legal rate as determined by federal or state law for students working at a college, recognizing that Blackburn College is a private institution it is exempt from meeting state minimum wage. In order to be paid, students must clock in with the appropriate income type with their hours worked. Pay dates are on the 15th and 30th (or closest business day) of each month.

APPEAL OF HIRING DECISION

In addition to disciplinary actions, the Work Program Appeals Board hears student appeals of hiring decisions. Students with concerns about the hiring process and/or hiring decisions are encouraged to communicate with the Dean of Work. The Dean of Work will discuss the student's concerns and assist them in determining the best path forward, which may include but is not limited to, informal mediation or a formal appeal. General concerns are also welcomed.

The Dean of Work will track patterns of concern, sharing them with the Work Committee as appropriate to consider actions to address them.

A student has 5 days after having been notified of why they were not hired in which to initiate a formal appeal, which they do by contacting the Dean of Work. The Dean of Work will meet with the student to discuss their concerns. If informal resolution is not possible or satisfactory to the student, the student's next step is to submit a written appeal to the Appeals Board Chairperson, which they must do within 5 days of meeting with the Dean of Work.

Appeals must be based upon:

1. Evidence of unfair actions
2. Improper procedures were followed

For a detailed description of the Work Program Appeals process, please refer to the section titled **WORK WARNING SYSTEM**.

TEMPORARY LEAVE GUIDELINES

STUDYING ABROAD:

1. Any student who wishes to study abroad must fill out a Temporary Leave Position Request Form to make sure their position is filled during the semester of their absence.
2. The position can only be secured for the student leaving for one semester - Fall to Spring or Spring to Fall.
3. The person who temporarily fills the position must be made aware that the position is a semester only and must sign the Temporary Leave Substitute Contract.
4. If neither form is filled out, then the positions cannot be secured or temporarily filled.
5. To fill the temporary position, the job opening must be advertised according to Work Program hiring policy

PERSONAL MEDICAL LEAVE:

1. Any student who must leave school temporarily due to a personal medical issue must fill out a Temporary Leave Position Request Form to make sure their position is filled during the semester of their absence. Along with this form, they must have some type of medical documentation to prove there is a reason for medical leave.
2. The position can only be secured for the student leaving for one semester- Fall to Spring or Spring to Fall.
3. The person who temporarily fills the position must be made aware that the position is a semester only and must sign the Temporary Leave Substitute Contract.
4. If neither form is filled out, then the positions cannot be secured or temporarily filled.
5. To fill the temporary position, the job opening must be advertised according to Work Program advertisement rules.
6. If a student on leave does not return after the semester, the position will then be reopened to the campus.

FAMILY MEDICAL LEAVE:

1. Any student who must leave school temporarily due to a family medical issue must fill out a Temporary Leave Position Request Form to make sure their position is filled during the semester of their absence. Along with this form, they must have some type of medical documentation to prove there is a reason for medical leave.
2. The position can only be secured for the student leaving for one semester - Fall to Spring or Spring to Fall.
3. The person who temporarily fills the position must be made aware that the position is a semester only and must sign the Temporary Leave Substitute Contract.
4. If neither form is filled out, then the positions cannot be secured or temporarily filled.
5. To fill the temporary position, the job opening must be advertised according to Work Program advertisement rules.
6. If a student on leave does not return after the semester, the position will then be reopened to the campus.

FUNDAMENTAL RIGHTS AND RESPONSIBILITIES OF STUDENT WORKERS

1. The Work Program is open to all students regardless of race, religion, creed, national origin, gender, sexual orientation, disability, age, or military or marital status. Complaints of civil rights violations must be made in writing within (48) hours of the alleged violation to the Work Program Appeals Board Chairperson. The Appeals Board will hear the complaint and render a decision on the matter. The President of the College is the Civil Rights Compliance Officer.
2. Students seeking a work adjustment due to a physical or mental impairment, or medical condition that substantially limits a major life activity will be referred to the College Counselor. They will verify the disability and contact the Work Program General Managers and Dean of Work to explore the feasibility of specific work adjustments needed to accommodate a documented disability. See the Students with Disabilities policy in Blackburn College Student Handbook for further information.
3. The records of student workers are treated as confidential material in conformity with the Family Educational Rights and Privacy Act (FERPA). Written records of various kinds are kept by the Work Program including job applications, evaluations, warnings, etc. Such information may be shared with appropriate, authorized college personnel with a legitimate need to know (faculty, staff, current student managers, and work office secretaries) without student approval. Information will be shared with individuals and agencies outside the College in compliance with FERPA as outlined in the College Student Life Handbook. Students may review and copy the information contained in their work record, but must pay for the cost of copying.
4. Students are expected to fulfill the standards required in work assignments and are evaluated based on their performance.
5. Students may participate in helping set the rules governing the Work Program. They have an obligation to be aware of and abide by the Work Program and Department Guidelines.
6. Students are afforded the following rights within the Warning System and the Appeals Procedure.
 - A. To hear charges and the names of the person(s) bringing them.
 - B. To have one member of the Blackburn community present for support.
 - C. To be offered the opportunity to attend and be notified at least 24 hours prior to the hearing.
 - D. To appeal written warnings, probation, termination, or suspension.
6. The College is committed to the principle that each member of the campus community should be able to pursue their learning and work in an environment free from harassment, or other behavior or language of an offensive or abusive nature. The college policy regarding harassment is contained in the Student Life Handbook and will be followed in situations of alleged harassment at work. Allegations of other offensive or abusive conduct at work will be handled through the Work Program disciplinary process.
7. The Office of the President has the authority to make decisions at any level of the Work Program's disciplinary process. All disciplinary actions are recommendations to the Office of the President, which has final authority in any such matters.

WORK REQUIREMENTS AND OPTIONS

WORK HOURS REQUIREMENT

Students must work a minimum of 160 hours per semester in exchange for a tuition reduction.

The tuition credit for participation in the Work Program for the current Academic Year is \$2,500.00 per semester and \$5,000.00 per year.

PAID WORK HOURS

Supervisors/student managers may request that specific workers be approved to work extra hours for pay. The following will apply:

1. Must be within the department/offices paid hours budget.
2. Workers cannot be on academic, work, or social probation.
3. Workers must sign a contract specifying the conditions of their paid hours employment and complete tax withholding forms.
4. Unless an exception is made, students will not work more than (10) hours extra per week.
5. Students must be on track with tuition hours based on the schedule provided by the Work Office at the beginning of each semester before paid hours can be earned.
6. Student workers will be paid a legal rate as determined by federal or state law for students working at the college, recognizing that Blackburn College is a private institution it is exempt from meeting state minimum wage.
7. In order to be compensated for their hours, students must fill out and submit a Direct Deposit form.

NOTE: Appropriate staff supervisors will be responsible to verify student manager, resident assistant, and resident director managerial and leadership work. Which they receive a stipend over and above the Work Program tuition credit. Supervisors are responsible to submit a written pay authorization to the College Business Office documenting the amount of the stipend and pay intervals.

NON-RESIDENT STUDENT WORK PROGRAM PARTICIPATION

Non-resident students are not required to participate in the Work Program. In order to participate, they must commit to working a minimum of one full semester during which time they will be held to all the same work requirements as a resident student (e.g. cannot quit, failure to meet work obligations could ultimately result in suspension, and loss of the unearned portion of their tuition credit) and must be enrolled for 12 or more credit hours (full-time).

WORK SCHEDULES

Student work hours must be scheduled around their class schedule. Workers are not to be scheduled during classes or during college convocations for which classes have been dismissed unless the student is in a priority job exempt from the convocation dismissal. Work may not necessarily be able to be scheduled around extracurricular activities (excluding athletics) or off-campus jobs.

Supervisors/student leadership may schedule hours as needed to meet labor needs as long as the hours do not exceed 20 per week, do not conflict with classes and do not total more than 7.5 hours in one day without a 20-minute break. There may be times when workers are scheduled to work less than 10 hours a week and other times when they are scheduled to work as many as 20 or more (on rare occasions). Supervisors needing students to work more than 20 hours in a given week must consult with the Dean of Work.

WORKING WHILE IN CLASS

1. Students who work tuition hours while a class is actively in session (as verified by clocked hours and instructor statement that the class was in session at that time) will forfeit all minutes worked while class was in session.
2. Students who work paid hours while class is actively in session (as verified by clocked hours and instructor statement that the class was in session at that time) will receive a written warning for each occurrence.

REQUIRED DEPARTMENT MEETINGS

Meetings designated as mandatory are part of the work requirement and as such workers will receive work time. If a worker misses a required meeting without an excuse, they may be issued a warning. Workers must be given at least 24 hours' notice of required meetings (written notice to the workers or posted in the department). Absences from department meetings are outlined in the department guidelines.

REQUIRED TRAINING

Departments may require student workers as a group or individually to participate in supplemental professional development. If this is a departmental requirement, workers will receive work time for their attendance. Parties must appeal to the Dean of Work for exceptions to this policy.

SEMESTER CAREER OPTION

Students enrolled in an approved student teaching or unpaid internship experience off-campus may receive up to 160 Work Program hours based upon the number of academic credits they will receive for the experience.

Applicants for this option must be enrolled at Blackburn full-time the prior semester, and have worked at least two full semesters in the Work Program throughout their time here. Students must submit a petition to the Dean of Work before their career experience is to begin. Students are unable to participate in the Semester Career Option if the petition is not submitted within the first 10 days of the semester. Each academic credit hour a student receives for their internship is equivalent to 1 tuition hour per week in the Work Program. For example, someone taking a 3 credit hour internship will be credited 48 hours (3 X 16 weeks) towards their 160-hour commitment. In no case will work hours awarded exceed 160 hours with the exception of med-tech majors. Normally, students may only use the option one semester; however, they may petition for approval of a second semester if they received less than 160 hours for their prior internship OR if they are a medical technology major, who since they are required to perform two semesters of practicum may be awarded a maximum of 320 work hours. Decisions will be based on the merits of each petition without regard to precedent. Students enrolled in the College's Cooperative Work-Study Program working off-campus for ten or more hours a week may elect not to hold a campus job; however, they will not receive the tuition reduction. If for any reason a student does not complete their semester career experience, work hours awarded will be calculated based upon the number of verified hours they did complete.

The corresponding faculty supervisors for the Internship will have the responsibility of adding the Work Program credit hours for the Semester Career Option to the students' time cards.

ON-CAMPUS INTERNSHIPS

Some Work Program jobs on-campus may be eligible for internship credit. Students must follow all the procedures for seeking approval and registering for an on-campus internship as for an off-campus internship, including a faculty member from the appropriate academic discipline must approve the experience for credit and agree to act as supervising faculty for the internship. Students are unable to obtain an internship if the form is not approved by the Registrar within the first 10 days of the semester. On-campus internships may be done during the fall, spring, or summer and are eligible for a tuition reduction equivalent to that earned for regular participation in the Work Program. If funding is available, the intern may also be paid for time worked in excess of the hours required for the tuition reduction.

BANKING HOURS OPTION

Students may be approved by the Work Committee to work extra hours and bank them to be carried into the next semester and applied against required work time. The following will apply:

1. A petition, signed by the supervisor/student manager where the work is to be performed and where the student will be working the next semester must be submitted in advance.
2. Students may only bank hours during the fall semester to carry to the spring semester.
3. If the student does not return the next semester, the hours banked will be credited to their account at the current federal or state minimum wage rate, whichever is greater.
4. Students may only bank a maximum of 48 hours.
5. A petition must be submitted by the student at least two weeks before the end of the semester for approval.

SAFETY ON-THE-JOB

In order to promote the health and welfare of all persons in the Blackburn community and to protect assets, the College is committed to a policy of promoting safe working conditions on the campus. Everyone in the College community must share this commitment and it is expected that everyone will work toward ensuring a safe working environment and promoting safe working practices in all departments.

While operating or riding in a vehicle, workers must obey all college rules and State laws including but not limited to wearing a safety belt and shoulder harness, and all speed limit laws on and off-campus. Student-workers may only use the campus vehicles for work-related matters, under no circumstances are students allowed to give other students a ride within the campus vehicles.

Due to the different types of work performed in the various departments, additional safety guidelines are described in the respective department guidelines. Please read and follow them carefully. Safety concerns should be reported to the supervisor and/or to the Safety Committee.

A College Safety Committee composed of student workers, staff, and faculty oversees campus safety policies and issues. Any unresolved safety problems or suggestions are to be brought to the committee's attention.

STUDENT USE OF PERSONAL VEHICLES FOR WORK-RELATED REASONS

For personal safety and liability reasons, student use of vehicles as part of their Work Program job responsibilities must be limited to essential work only and should as much as possible be limited to the use of college vehicles. Students must be approved by the college in order to operate a college-owned, leased, or borrowed vehicle (contact the Motor Pool Office in Physical Plant for details).

Student Work Program jobs wherein the principal responsibilities would require frequent or regular off-campus travel are discouraged.

On those occasional situations when the use of a college vehicle is not practical or possible, and the travel is limited to campus or within the local Carlinville community, a student may use their own personal vehicle for college work, but only under the following conditions:

1. The student does so willingly and their supervisor/student manager has approved
2. The student has the following on file with the Work Office:
 - current valid driver's license
 - proof of auto insurance coverage
3. The student has the opportunity to receive mileage reimbursement if they so choose, the cost of which is expensed to the department/office for which they work (contact Business Office)

NOTE: Under no circumstances are Community Services Department workers (other than the Department Manager and Assistant Manager for management related duties) allowed to use their personal vehicles as part of their off-campus worksite job responsibilities, other than to arrive at their job site.

PERSONAL INJURY ON-THE-JOB

On the job, injuries are to be reported immediately to the supervisor. The supervisor is to assure that the worker receives any necessary medical treatment and that the following procedures are followed:

1. An Injury/Illness Report is submitted to the Physical Plant Coordinator within 24 hours of the injury with copies to the Dean of Work, Manager, and General Managers.
2. If the worker requires hospitalization the supervisor must notify the Student Life Office (or Resident Director on duty), the Dean of Work, and Manager as soon as possible.
3. The College will not be responsible for injuries/damages suffered by anyone participating in horse-play on the job.

DAMAGE TO PERSONAL OR COLLEGE PROPERTY ON-THE-JOB

Damage to personal or college property is to be reported immediately to the supervisor. If the incident occurs off-campus (i.e. vehicle accident) the worker is also to notify the police. If the accident is on campus and involves the property of a student, staff, or faculty member or visitor the police are also to be notified.

The work supervisor is to inspect the damage and submit a Property Damage Report to the Business Office within no less than 24 hours of the incident, with copies to the Work Office.

TIME AND ABSENCE POLICY

WORK ABSENCE

If a student worker must miss work, please refer to department-specific guidelines in order to follow the proper procedures.

RECORDING OF HOURS/TIME CARD PROCEDURES

1. Hours must be recorded on eSelfserve and be approved by the supervisor or student leadership. Please refer to the pay period schedule/calendar for official workdays.
2. The cumulative work time for the prior pay period for each individual student worker will be emailed to their Blackburn email address. This service is provided by the Work Office to update student workers on their hours. Student workers are responsible to contact the Work Office if they believe their work time is not correct. Student workers are also responsible to register for and regularly check their Blackburn email account. Failure to do so will negate their opportunity to receive work time electronically.
3. If a student worker must submit a timecard, they must do so by the pay period deadline or they may receive under time and may be issued a warning. All-time cards must contain the time period covered, shifts/hours worked each day, and the student worker and supervisor/student manager signature.

COMPLETION OF HOURS

Once student workers have worked 160 hours in a semester, they cannot continue to work unless they have been approved to bank hours (see Banking Hours) or have been approved in advance for extra hours for pay. For purposes of determining whether or not the 160-hour requirement has been met each semester, a plus or minus one-hour rounding rule will be used at the semester's end, to allow for time-clock decimal adjustments. Student-workers with 159-161 hours recorded in the time system each semester will be all counted as having worked their 160 hours semester requirement.

UNDER TIME HOURS

If a student worker works less than their work requirement (160 hours), their under time is addressed as follows:

1. Student-workers accumulate under time for all work missed.
2. Once a student worker reaches 10 hours or more of under time, they will be required to sign an Under Time Removal Contract. Department managers/supervisors must give the student worker written instructions at least 24 hours prior to the first scheduled under time shift, however, the student may start working before the 24 hours if agreed upon with the manager. After a student worker has signed an Under Time Removal Contract they will be held accountable for the additional shifts they have agreed upon. A student worker may be asked to sign an Under Time Removal Contract even if they are less than 10 hours under time.
3. Student-workers in any branch of military services are excused from work for REQUIRED service if they follow absence procedures.
4. If a student worker must miss one or more weeks of work under demanding circumstances, they may request to waive under time. They must complete an Under Time Waiver Request form documenting the circumstances and may be required to submit additional documentation (i.e. physician statement/note, etc).
5. If a student worker withdraws during the semester or fails to meet their required tuition hours by the end of the semester, they will be billed for the unearned (hours not worked) portion of their tuition credit.
6. A student worker may be allowed to roll-over under time accumulated during the fall semester into the spring semester in special circumstances (i.e. family emergencies, medical absences within the last few weeks of the semester. A petition must be submitted by the student at least two weeks before the end of the semester for approval. Work Committee reserves the right to approve only a portion of the hours requested. If the student worker does not return the next semester or does not work the rolled-over hours they will be billed for the hours not worked.
7. Students who are over 20 hours behind on tuition credit hours by the end of the semester will be put on Work Probation and will be given notice during the semester break. A written appeal may be made to the Dean of Work which is taken to the President for final determination.
8. Students who are over 40 hours behind on tuition credit hours by the end of the semester will be put on Work Suspension and not allowed to return to the Work Program the following semester. A written appeal may be made to the Dean of Work which is taken to the President for final determination.

SUBSTITUTION

If a student cannot work when scheduled, they must notify their manager/supervisor to secure an excuse, and secure a substitute worker. Some departments are exempt from the substitution policy where it is deemed unnecessary or impractical (See Department Guidelines).

1. The substitute receives hours for the time worked and the absent worker must work the hours missed.
2. Substitutes must be department workers unless approved in advance by the manager/supervisor.
3. The substitute is responsible for following all department guidelines. Sub slips are to be signed by both students.



STUDENT WORKER BEREAVEMENT POLICY

In the case of a student worker's immediate family member passing away, the student worker may request bereavement leave from their department manager/supervisor. Bereavement is an excused leave from the work required of a student for mourning and to attend any event for the matter.

Passing of Immediate Family:

- Immediate family consists of parents, grandparents, siblings, and spouse.
- Student-workers may request up to 3 days of bereavement leave (these can be consecutive or split depending on the worker's need). However, all bereavement days must be taken within a two-week span once the request to use them has been submitted. For such days, the student worker will be allowed to miss work without getting write-ups for the days requested.
- Student workers must request bereavement leave at least 24 hours in advance.
- Student workers must make up the hours they missed while on bereavement leave.

Passing of other Relatives and Close Friends:

- Student-workers may request 1 day of bereavement leave. For such a day, the student worker will be allowed to miss work without getting write-ups for the shifts missed during the requested day.
- Student workers must request bereavement leave at least 24 hours in advance.
- Student workers must make up the hours they missed while on bereavement leave.

Any questions concerning this bereavement policy may be directed towards the Work Office.

WORKER PERFORMANCE APPRAISAL AND ASSISTANCE

COMPETENCY DEVELOPMENT

The key to our students' successful learning outcomes in the Work Program is competency development (listed below). Student workers are evaluated each semester by their work supervisor/student manager. Student-workers and supervisors/student managers meet at the beginning of each semester to outline the competencies they will be evaluated on that semester. Supervisors/student managers are to meet with each student to discuss their evaluation at the end of each semester. Work competencies offer feedback on the students' work, learning, developmental progress, and work performance. This helps identify areas needing improvement and gives the student worker the opportunity to obtain feedback regarding any job concerns they may have. Competency evaluations are stored in the Work Office. Students are evaluated based upon their progress in the following areas of student learning outcomes:

- Personal Responsibility
- Social Responsibility/Teamwork
- Communication- Sending
- Communication- Receiving
- Adaptability
- Initiative
- Leadership
- Problem Solving
- Job Specific Skill
- Interpersonal Relationships
- Project Management

A competency that doesn't already exist may be added by faculty, staff, or student leadership. Competency proposals must first be presented before the Assessment Committee and Work Committee for approval. Competency proposals must be typed and included the following criteria:

- Competency Title
- Description of Competency
- Descriptors for the 5 levels: Not at Basic Level, Basic Level, Moderate Level, High Level, and Advanced Level

HONOR WORKERS

Honor workers are selected monthly based on the following criteria:

1. A worker who gives 100 percent in quantity and quality of work
2. Has a positive and enthusiastic attitude
3. Consistently strives to improve its performance
4. Who is completely dependable
5. A worker who has shown growth in their position

In recognition and appreciation, honor workers are given a Certificate of Appreciation and another gift as agreed upon by the Honor Worker Committee. Honor workers are also recognized at the Honors Night Ceremony held each spring.

WORKER ASSISTANCE PROGRAM

The goal of the program is to provide assistance to workers who are having personal problems (i.e. drug/alcohol abuse, family, etc.). The college counselor provides this confidential assistance. If a supervisor notices significant changes (i.e. frequent absences, tardiness, moodiness, etc.) in a worker's performance that continues, and that the supervisor believes may be due to personal problems, they should refer the worker to the college counselor.

This referral should take place in a one-on-one conversation with the worker. The supervisor should approach the student and describe the specific behavior that has caused them to be concerned.

The supervisor notifies the counselor that they have referred the student for assistance. The student is responsible to contact the counselor to set up an appointment (they are not REQUIRED to make an appointment). The counselor notifies the supervisor if the student DOES NOT schedule an appointment, or does not keep a scheduled appointment. All other information is kept confidential.

CONDITIONAL HIRES

Conditional Hires can be used to aid a student worker's success in the Work Program. A Conditional Hire Contract outlines clear stipulations to resolve undertime and also address work conduct concerns. The Conditional Hire will stay confidential between the student and their department manager and work supervisor.

Note: Given the versatility of a Conditional Hire, it may be used in uncommon situations (e.g.: training, accommodations, etc.)

RESOLVING UNDERTIME

If a student worker cannot complete their tuition hours in their current position for any of the following reasons they will be conditionally hired into a different job.

- Under 25 hours or more
- Lack of work duties
- Medical conditions that prevent the ability to complete job tasks.

When conditional hires are for the purpose of making up under time, students will continue to work their regular tuition work in addition to the stipulations outlined on the conditional hire contract. This may include working in a different department and following that department's guidelines. The work schedule must outline how the student worker will be making up their hours and should be included in the conditional hire contract or attached to it.

Medical Conditions: The department manager and/or supervisor are responsible for helping the student find a job within the Work Program that will accommodate the student's needs to ensure the completion of their hours.

Note: The student will be placed according to campus need and availability taking into account the student's preference.

DISCIPLINE

A Conditional Hire for the purpose of discipline is used to address concerns related to student workers noticed by the work supervisor or department manager. Concerns may include:

- Breaches of departmental and Work Program guidelines
- Insufficient job performance
- Misuse of work tools, keys, and facilities

The Conditional Hire Contract outlines stipulations the student worker must follow within a specific time frame outlined by the work supervisor and/or department manager. Failure to uphold/fulfill said stipulations may result in demotion or termination of the student's current position. If the student does not agree with the stipulations outlined, the following steps may be followed:

- Discuss modifications to the contract between the student worker and the department manager and/or supervisor.
- If an agreement is not reached, the General Managers may be included in the conversation. The Department Manager may be asked to step out of the conversation.
- Students may reach out to the Dean of Work for further discussion.

WORK WARNING SYSTEM

The purpose of the warning system is to make students aware that their work performance or behavior is unacceptable, to assist them with resolving work problems, and to hold them accountable for their behavior.

The warning system applies to student leadership as well as to workers. Given their position of responsibility, however, student managers will be held to higher standards than the workers. They are expected to be role models and to lead by example. If their performance or behavior is not acceptable, student leadership should be removed from their positions.

Note: When in a conversation of the Work Program's Work Warning System, written warnings are synonymous with write-ups, and warnings are synonymous with verbal warnings.

WORK WARNINGS

- A. The manager/supervisor should meet with the worker within two business days after the problem behavior occurs to discuss the matter and endeavor to resolve problems.
- B. Supervisors may issue verbal warnings as they deem appropriate but should document the date and reason. Written warnings should be issued if the behavior continues.
- C. Written warnings are a permanent part of the student's work file. Warnings are dismissed permanently at the end of the semester. Work contracts and probation statuses that are active at the end of each Semester carry-over to the following semester. If multiple warnings are received at the end of the semester and the student leaves campus before a hearing is held, the hearing will be held at the start of next semester. Warnings received while in a prior job do not count in determining a student's current standing in the warning system. The nature of the prior warnings may, however, be considered in any subsequent hearings if they show a continuing trend of unacceptable behavior. Some departments may supplement this procedure in their department guidelines.

1st and 2nd written warnings constitute a discussion with at least one of the following: the supervisor, student manager, or individually assigned to address disciplinary matters within the department.

- D. Copies of warnings are sent to managers, supervisors, faculty advisors, and coaches.
- E. A meeting will be held after 3 or more written warnings have been issued. The general manager, department manager, supervisor, and advisor will be encouraged to attend. The same individuals will be included when 4 or more warnings have been issued. The following actions may be taken:

3rd written warning	Work Contract (minimum 30 days)
4th written warning	Work Probation (minimum 60 days)
5th written warning	Terminated; If accepted back into Work Program, they are then placed on Post-Termination Contract (remainder of the semester)

*At any of these warning levels students may also be required to do a reflective exercise (e.g. writing a paper) on the effects of their work behavior on the college community, their co-workers, and on their own learning and development.

*Any further changes in disciplinary status will be paused until the appropriate meeting has been held. Any written warnings received while scheduling a disciplinary meeting will be documented in the students work file. These written warnings will not change the current warning level of the student.

- F. Based upon the reason for a warning, a worker may be referred for a disciplinary meeting regardless of the number of warnings they have been issued. Examples include, but are not limited to:
- Time card fraud
 - Title IX infringements
 - theft/vandalism
 - alcohol/drugs
 - horseplay that threatens the safety
 - physically/verbally abusive behavior

APPEALING WRITTEN WARNINGS

A worker has the right to appeal any written warning that they believe was issued inappropriately. The worker has 24 hours from the time the warning was issued to submit a written appeal to the department manager (if the warning was issued by someone other than the manager) or to one of the general managers (if the warning was issued by the manager). The worker will be informed in writing as to whether or not the warning will be rescinded. No disciplinary action will be taken while a warning is in appeal.

EXAMPLES OF WORK VIOLATIONS

Reasons warnings may be given include, but are not limited to:

1. Unexcused absence from work or required meeting
2. Reporting late for work or required meeting
3. Leaving a job early without proper authorization
4. Not in assigned work area/not working while clocked-in
5. Insubordination (a refusal to follow procedures/perform the job)
6. Physically or verbally abusive behavior toward others
7. Harmful misuse of tools, equipment or vehicles, or any behavior which threatens safety in the workplace (e.g. horseplay, etc.)
8. Unsatisfactory work, or causing added work for others
9. Committing time card fraud
10. Infractions of Department Guidelines
11. Title IX infringements
12. Theft, vandalism or being under the influence of drugs/alcohol

DRUGS/ALCOHOL

Any worker who is, or with good reason believed to be under the influence of drugs or alcohol will be clocked-out and required to leave work immediately. If the worker requests a breathalyzer test to prove they have not been drinking, the supervisor/manager will contact Campus Security to arrange for such. The worker may be issued a warning, as well as under time for the time missed.

A meeting will be held to determine what disciplinary action is to be taken and if the student should be referred to the college counselor for assistance. The worker may also be subject to disciplinary action via the Student Conduct Code.

THEFT OR VANDALISM

- A. Theft and vandalism occurring at the workplace are to be reported immediately to the work supervisor on duty. The supervisor/manager is responsible to confirm the incident and report it immediately to the department manager and advisor; who are jointly responsible to investigate and resolve the matter. If the theft or vandalism involves losses of \$100 or more the matter will be turned over to the Student Life Office for resolution, including whether or not to notify/involve the local police.
- B. The department manager is to complete a Theft/Vandalism Report within 24 hours of the incident being confirmed. Copies of the report are to be sent to the College Business Office, General Managers, and to the Student Life Office (if \$100 or more).
- C. If cases handled by the manager and advisor result in their finding evidence that a student(s) is guilty of the theft/vandalism, the matter is to be pursued through the work warning system and may result in the worker being terminated or placed on probation. The matter may also be pursued through the social justice system carrying possible social probation or suspension.
- D. If a student is found guilty of theft or vandalism on or off-campus, they may be reassigned to a different job if the supervisor feels the behavior could have a negative effect on their current job.

CONDITIONS APPLYING TO ALL DISCIPLINARY MEETINGS

- A. If a warning is appealed, no action is taken until an appeal is heard.
- B. The manager or worker may invite any faculty, staff, or worker to the meeting who may be of help in resolving the matter.
- C. If a worker is having personal problems, they should be referred to a College counselor and/or other appropriate resources, which might include the student's faculty advisor, coach, residence director, or other Student Life staff. The goal is to assist with problems the student may have in addition to work.
- D. A job transfer may be made if necessary to resolve a work problem.
- E. Disciplinary action(s) should be finalized prior to semester breaks, otherwise, a meeting will be held at the start of the next semester.
- F. If a worker misses a disciplinary meeting without notifying the Manager/General Manager(s) in advance with an acceptable excuse, they may be issued a warning and the meeting held without them.

WORK CONTRACT

A work contract is a written statement outlining the specific actions required of a worker to account for and improve their poor work performance or behavior. Contract conditions vary based upon the individual circumstances of each situation. Contracts should include referral to other campus resources (i.e. college counselor, coach, faculty advisor) as appropriate and additional work shifts to make-up any missed hours. Work contracts are written for a minimum of 30 days.

WORK PROBATION

Work probation is a warning to the student that they are in serious danger of being terminated if their work performance or behavior does not improve. A contract will be prepared to detail the conditions of the work probation, including referral to any other appropriate college resources for assistance. In addition, the following will apply:

- A. They are ineligible to hold a leadership position on campus. Leadership positions include resident director, resident assistant, member of Work Committee, assistant manager, and crew head.
- B. They are ineligible (for a specified period of time) to participate in any college activity whereby they will be representing the college publicly UNLESS participation in that activity is REQUIRED for completion of their degree.
- C. Workers on probation may not be eligible for break employment and are not eligible for paid hour positions.
- D. Work probation lasts for a minimum of 60 days from the date the worker was placed on probation (excluding break days).
- E. Work probation may be appealed to the Work Program Appeals Board.

TERMINATED FROM JOB/SUSPENDED FROM COLLEGE

- A. If a worker is terminated they have the right to appeal the decision (see Appeals Board).
- B. Dean of Work will determine if the student should be:
 - 1. placed in a job by the Work Committee
 - 2. suspended immediately
 - 3. hired on a temporary basis
 - 4. suspended effective at the end of the semester
- C. If a student is hired or placed in a job, they will be on Post-Termination Contract for the rest of the semester
- D. Suspension from the College may be appealed (see Appeals Board)

POST-TERMINATION CONTRACT

Student-workers who are terminated are then reviewed by the Dean of Work to see if they meet the requirements to be placed back into the Work Program. If the student worker meets the requirements and is placed, they will then be put on a Post-Termination Contract for the rest of the semester. While on Post-Termination Contract, if a student receives three written warnings this can be cause for termination in their current department. All stipulations that pertain to Work Probation will also apply to a Post-Termination Contract (i.e. no paid hours, no leadership positions, etc.).

APPEALS BOARD/APPEAL OF DISCIPLINARY ACTIONS

The Appeals Board hears student appeals of work probation, being terminated for work reasons, and civil rights complaints. A worker has 24 hours of being placed on probation, being terminated, or being suspended to submit a written appeal to the Board Chairperson.

Appeals must be based upon:

1. Evidence that the action is excessively harsh
2. Improper procedures were followed
3. New (previously unheard) information exists to prove that the worker is not guilty of the offending behavior for which the action was taken

The Appeals Board Chairperson may, with the assistance of two other members of the Appeals Board (at least one of whom must be a faculty or staff member) may make an inquiry based on the appeals document provided and any other materials provided by the Work Program. They may reject an appeal from being heard if in their opinion the appeal fails to reasonably address at least one of the three appeal criteria. Before denying an appeal the Dean of Work must have met with and discussed their concerns with the student making the appeal. If they choose to allow an appeal to be heard, the following may occur:

- The Appeals Board conducts a hearing as soon as possible. All parties are notified 24 hours prior to the meeting. Disciplinary actions are on hold until the appeal is heard
- A majority of the total seven members (including at least one of the faculty or staff members) must be present at all meetings and hearings. In the event that a student cannot attend, an alternate may sit in for the student worker. Students receive work time for attendance. Excessive absence from meetings may be cause for removal
- All parties are present during the information-gathering part of the meeting; complainant and respondent
- The worker has the right to have one member of the Blackburn community present at the hearing for support. They may not speak openly at the hearing, but they may provide guidance to the complainant
- The appeal (or civil rights complaint) is denied if the worker misses the meeting for other than a legitimate reason, and is upheld if the manager, general manager or Dean of Work in suspension cases (or other people whom civil rights complaint is against) miss the meeting for other than a legitimate reason, which shall be the chairperson's judgment
- The worker presents their position first, followed by the manager and general manager or Dean of Work in suspension cases (or a person whom the civil rights complaint is against). The burden of proof rests with the worker
- Only board members and advisors are present while the board makes a decision. A simple majority vote is needed to uphold/find in favor of an appeal or complaint. If an appeal is upheld, another disciplinary hearing may be held to determine alternative consequences. If the board finds in favor of a civil rights complaint, directives will be given for rectifying the complaint (monetary redress is not an option). The Chair notifies all parties of the decision in writing within 48 hours
- All votes will be cast by secret ballot
- The President has the authority to make decisions at any level of the Work Program disciplinary process

The Appeals Board is constituted and proceeds as follows:

One faculty and one staff advisor, as well as one alternate for each, are appointed by the College President and are voting members of the board. The alternates will be used in the case that a conflict of interest should arise. The student members of the board will be selected as follows:

Each of the 12 work department managers will nominate one worker from their department to serve on the Appeals Board.

- Nominees must be in good standing (academic, work, and social)
- Freshmen are not eligible
- Nominees must have worked at least one semester in the Work Program
- Nominees cannot be in a Work Program leadership position (e.g. manager, assistant manager, or crew head)
- The President of the College will appoint 5 members and 5 alternates from among the student nominees. The 5 student members select a student chair of the Appeals Board, who is a voting member.

DISCIPLINARY ACTION FOR MANAGERS

- A. Managers or general managers may be recommended for a warning by any worker or supervisor, or other managers/general manager. Such recommendations are made to the department advisor or a general manager who will decide whether or not to issue a warning. Warnings are issued for any violation of Work Program or Department Guidelines, or of Work Committee duties. Managers may appeal a warning by submitting a written appeal, within 24 hours of receiving the warning, to either a general manager or the Dean of Work.
- B. Because of their position of responsibility, managers are held to high standards. They are expected to be good role models and to lead by example. If their behavior or job performance is unacceptable, managers should be removed from their positions before disciplinary action through the warning system is necessary.
- C. If a manager or general manager receives a 3rd written warning, a disciplinary meeting is held. However, a general manager, manager, department advisor, or the Dean of Work may, regardless of whether or not warnings have been issued, call for a disciplinary meeting to be held if they feel that a manager's or general manager's conduct so warrants (i.e. failure to fulfill responsibilities, abuse of authority, social misconduct, etc.).
- D. The general managers, department advisor, and Dean of Work hear the case and determine by majority vote what, if any, action is to be taken (i.e. contract, probation, or being terminated).
- E. In cases involving a general manager, the other general manager and the Dean of Work will, with input from the Work Committee members, hear the case and determine what, if any, action should be taken.

REPLACEMENT OF MANAGERS

Each manager designates, with the help of the department advisor, a direct replacement (D.R.). These persons serve in the manner outlined below. If a manager resigns or is terminated the following occurs:

1. The D.R. replaces the manager until a new manager is selected (see Hiring Policy/Procedure); or
2. If the department advisor, general managers, and Dean of Work are all in agreement, the direct replacement may be hired as a permanent replacement.
3. If a manager is terminated or resigns prior to the end of their term, their manager's pay ceases as of the date they were terminated or resigned and any other privileges/ benefits accruing to them as a manager may be revoked or subject to a charge.

WORK COMMITTEE VISITOR POLICY

The Work Committee meets once a week to discuss topics pertaining to the Work Program.

Any member of the Blackburn community (students, faculty/staff, administrators, etc.) is allowed to sit in on Work Committee meetings but must inform the General Managers by 5:00 pm three business days prior to the committee meeting.

Considering the variety of topics the committee discusses, the meetings are organized in three Codes. Due to addressing confidential information during Code 1, any person who is not a member of the committee, with the exception of the Work Office assistant, Dean of Work, and the President, is NOT allowed to sit through Code 1. Observers will be asked to leave the meeting once Code 2 and 3 have been covered.

Anyone interested in attending a Work Committee meeting must:

1. Contact a department manager or a General Manager at least one day prior to the meeting to let the committee know they plan on attending
2. Read and agree to the meeting guidelines

MEETING GUIDELINES:

- Be respectful to every person in the room
- Raise your hand if you would like to weigh in on a particular topic/ask a question
- Be punctual. Visitors who are late will NOT be allowed, as it disrupts the meeting
- Use of any electronic device other than a laptop is prohibited
- Maintain professional behavior

AUGUST 2021

★ GOALS

REMINDERS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					



SEPTEMBER 2021

★ GOALS

REMINDERS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3

OCTOBER 2021

★ GOALS

☑ REMINDERS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31



NOVEMBER 2021

★ GOALS

REMINDERS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

DECEMBER 2021

★ GOALS

☑ REMINDERS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2



JANUARY 2022

★ GOALS

REMINDERS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
27	28	29	30	31	1	2
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24	25	26	27	28	29	30
31						

FEBRUARY 2022

★ GOALS

☑ REMINDERS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	1	2	3	4	5	6



MARCH 2022

★ GOALS

REMINDERS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
28	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

APRIL 2022

★ GOALS

☑ REMINDERS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1



MAY 2022

★ GOALS

REMINDERS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
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30	31					

AUGUST 9 - AUGUST 15

August 13, 1899 – English film director Alfred Hitchcock is born.

AUGUST 2021						
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SEPTEMBER 2021						
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26	27	28	29	30		

NOTES THIS WEEK:

9 MONDAY	Muharram begins at sundown
10 TUESDAY	
11 WEDNESDAY	
12 THURSDAY	
13 FRIDAY	
14 SATURDAY	
15 SUNDAY	

AUGUST 16 - AUGUST 22

August 21, 1911 – After spending the night hiding in a closet, three men walk out of the Louvre in Paris with the *Mona Lisa*. It's recovered two years later.

AUGUST 2021							SEPTEMBER 2021						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6			1	2	3	4	
8	9	10	11	12	13	14	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25
29	30	31					26	27	28	29	30		

NOTES THIS WEEK:

16 MONDAY	
17 TUESDAY	
18 WEDNESDAY	
19 THURSDAY	
20 FRIDAY	Returning students arrive on campus
21 SATURDAY	Matriculation New students arrive on campus
22 SUNDAY	

AUGUST 23 - AUGUST 29

August 26, 1920 – The 19th Amendment, guaranteeing women the right to vote, is formally adopted into the U.S. Constitution.

AUGUST 2021						
S	M	T	W	T	F	S
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28	29	30	31			

SEPTEMBER 2021						
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19	20	21	22	23	24	25
26	27	28	29	30		

NOTES THIS WEEK:

23 MONDAY	
24 TUESDAY	Work Program Training Day
25 WEDNESDAY	All College Convocation Classes begin
26 THURSDAY	
27 FRIDAY	
28 SATURDAY	
29 SUNDAY	

AUGUST 30 - SEPTEMBER 5

September 4, 1882 – Thomas Edison illuminates 400 electric lights on the streets of lower Manhattan in New York City in the first mass lighting of electric light bulbs.

AUGUST 2021							SEPTEMBER 2021							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
				1	2	3	4						1	2
5	6	7	8	9	10	11		3	4	5	6	7	8	9
12	13	14	15	16	17	18		10	11	12	13	14	15	16
19	20	21	22	23	24	25		17	18	19	20	21	22	23
26	27	28	29	30				24	25	26	27	28	29	30
														31

NOTES THIS WEEK:

30 MONDAY

31 TUESDAY

1 WEDNESDAY

2 THURSDAY

3 FRIDAY

4 SATURDAY

5 SUNDAY

Last day to register, add course, declare pass/fail, or drop Course without W grade

SEPTEMBER 6 - SEPTEMBER 12

September 11, 2001 – Terrorist attacks destroy the twin towers of the World Trade Center in New York City and severely damage the Pentagon in Arlington, Virginia.

SEPTEMBER 2021

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19	20	21	22	23	24	25
26	27	28	29	30		

OCTOBER 2021

S	M	T	W	T	F	S
						1 2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
						31

NOTES THIS WEEK:

<p>6 MONDAY</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>Labor Day Rosh Hashanah begins at sundown Labor Day Holiday</p>
<p>7 TUESDAY</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	
<p>8 WEDNESDAY</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	
<p>9 THURSDAY</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	
<p>10 FRIDAY</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	
<p>11 SATURDAY</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>Patriot Day</p>
<p>12 SUNDAY</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	

SEPTEMBER 13 - SEPTEMBER 19

September 16, 1620 – The *Mayflower* sails from Plymouth, England, bound for the New World with 102 passengers on board.

SEPTEMBER 2021							OCTOBER 2021						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4						1	2
5	6	7	8	9	10	11	3	4	5	6	7	8	9
12	13	14	15	16	17	18	10	11	12	13	14	15	16
19	20	21	22	23	24	25	17	18	19	20	21	22	23
26	27	28	29	30			24	25	26	27	28	29	30
							31						

NOTES THIS WEEK:

13 MONDAY

14 TUESDAY

15 WEDNESDAY

Yom Kippur begins at sundown

16 THURSDAY

17 FRIDAY

18 SATURDAY

19 SUNDAY

SEPTEMBER 20 - SEPTEMBER 26

September 25, 1957 – Nine Black students, escorted by the U.S. Army, enter all-white Central High School in Arkansas after the state's efforts to prevent racial integration.

SEPTEMBER 2021

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

OCTOBER 2021

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOTES THIS WEEK:

<p>20 MONDAY</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	
<p>21 TUESDAY</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	
<p>22 WEDNESDAY</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p><i>First day of autumn</i></p>
<p>23 THURSDAY</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	
<p>24 FRIDAY</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>Homecoming Weekend</p>
<p>25 SATURDAY</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>Homecoming Weekend</p>
<p>26 SUNDAY</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>Homecoming Weekend</p>

SEPTEMBER 27 - OCTOBER 3

October 2, 1967 – Thurgood Marshall becomes the first Black justice of the U.S. Supreme Court.

SEPTEMBER 2021							OCTOBER 2021							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
													1	2
5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
19	20	21	22	23	24	25	26	27	28	29	30	31		

NOTES THIS WEEK:

27 MONDAY

28 TUESDAY

29 WEDNESDAY

30 THURSDAY

1 FRIDAY

2 SATURDAY

3 SUNDAY

OCTOBER 4 - OCTOBER 10

October 4, 1957 – The Soviet Union launches *Sputnik*, the world's first artificial satellite; thus begins the Space Age.

OCTOBER 2021

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
						31

NOVEMBER 2021

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

NOTES THIS WEEK:

4 MONDAY

5 TUESDAY

6 WEDNESDAY

7 THURSDAY

8 FRIDAY

Fall Break begins @ 5:00pm

9 SATURDAY

10 SUNDAY

OCTOBER 11 - OCTOBER 17

October 12, 1492 – Christopher Columbus lands at a Bahamian island, believing he has reached East Asia.

OCTOBER 2021							NOVEMBER 2021										
S	M	T	W	T	F	S	S	M	T	W	T	F	S				
						1	2					1	2	3	4	5	6
3	4	5	6	7	8	9		7	8	9	10	11	12	13			
10	11	12	13	14	15	16		14	15	16	17	18	19	20			
17	18	19	20	21	22	23		21	22	23	24	25	26	27			
24	25	26	27	28	29	30		28	29	30							
							31										

NOTES THIS WEEK:

11 MONDAY

Columbus Day
Midterm grade rosters are sue

12 TUESDAY

13 WEDNESDAY

Course Instruction resumes @ 8:00am

14 THURSDAY

15 FRIDAY

16 SATURDAY

17 SUNDAY

OCTOBER 18 - OCTOBER 24

October 24, 1945 – The United Nations officially comes into existence.
Since 1948, United Nations Day has been celebrated every Oct. 24.

OCTOBER 2021

S	M	T	W	T	F	S
						1 2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
						31

NOVEMBER 2021

S	M	T	W	T	F	S
						1 2 3 4 5 6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
						28 29 30

NOTES THIS WEEK:

18 MONDAY

Mawlid al-Nabi begins at sundown

19 TUESDAY

20 WEDNESDAY

Last day to drop a class with a W grade

21 THURSDAY

22 FRIDAY

23 SATURDAY

24 SUNDAY

OCTOBER 25 - OCTOBER 31

October 31, 2011 – The United Nations estimates that the world's population has reached 7 billion.

OCTOBER 2021							NOVEMBER 2021						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1	2						1
3	4	5	6	7	8	9		7	8	9	10	11	12
10	11	12	13	14	15	16		14	15	16	17	18	19
17	18	19	20	21	22	23		21	22	23	24	25	26
24	25	26	27	28	29	30		28	29	30			
31													

NOTES THIS WEEK:

25 MONDAY	Early Registration begins for Spring 2022
26 TUESDAY	
27 WEDNESDAY	
28 THURSDAY	
29 FRIDAY	
30 SATURDAY	
31 SUNDAY	Halloween

NOVEMBER 1 - NOVEMBER 7

November 4, 1922 – English archaeologist Howard Carter discovers the entrance to King Tutankhamun's tomb in the Valley of the Kings, Egypt.

NOVEMBER 2021

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

DECEMBER 2021

S	M	T	W	T	F	S
	1	2	3	4		
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NOTES THIS WEEK:

1 MONDAY	
2 TUESDAY	<i>Election Day</i>
3 WEDNESDAY	
4 THURSDAY	
5 FRIDAY	<i>Early Registration ends for Spring 2022</i>
6 SATURDAY	
7 SUNDAY	<i>Standard time begins</i>

NOVEMBER 8 - NOVEMBER 14

November 11, 1918 – World War I comes to an end. Many countries recognize this day as Armistice Day; in the United States, it's known as Veterans Day.

NOVEMBER 2021							DECEMBER 2021						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6			1	2	3	4	
7	8	9	10	11	12	13	5	6	7	8	9	10	11
14	15	16	17	18	19	20	12	13	14	15	16	17	18
21	22	23	24	25	26	27	19	20	21	22	23	24	25
28	29	30					26	27	28	29	30	31	

NOTES THIS WEEK:

8 MONDAY

9 TUESDAY

10 WEDNESDAY

11 THURSDAY

Veterans Day
Veterans Day Convocation

12 FRIDAY

13 SATURDAY

14 SUNDAY

NOVEMBER 22 - NOVEMBER 28

November 26, 1789 – George Washington issues his Thanksgiving Proclamation
 "to recommend to the people of the United States a day of public thanksgiving."

NOVEMBER 2021							DECEMBER 2021						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6			1	2	3	4	
7	8	9	10	11	12	13	5	6	7	8	9	10	11
14	15	16	17	18	19	20	12	13	14	15	16	17	18
21	22	23	24	25	26	27	19	20	21	22	23	24	25
28	29	30					26	27	28	29	30	31	

NOTES THIS WEEK:

<p>22 MONDAY</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	
<p>23 TUESDAY</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	
<p>24 WEDNESDAY</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>Thanksgiving Break begins @ 9pm</p>
<p>25 THURSDAY</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>Thanksgiving</p>
<p>26 FRIDAY</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	
<p>27 SATURDAY</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	
<p>28 SUNDAY</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>Hanukkah begins at sundown</p>

NOVEMBER 29 - DECEMBER 5

November 29, 1944 – The first open-heart surgery occurs at Johns Hopkins Hospital. It is known as the "Blue Baby Operation."

NOVEMBER 2021

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

DECEMBER 2021

S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NOTES THIS WEEK:

29 MONDAY

Course Instruction resumes @ 8:00am

30 TUESDAY

1 WEDNESDAY

2 THURSDAY

3 FRIDAY

4 SATURDAY

5 SUNDAY

DECEMBER 6 - DECEMBER 12

December 7, 1941 – Two hundred Japanese aircraft attack the U.S. naval base at Pearl Harbor, Hawaii, pulling the United States into World War II.

DECEMBER 2021							JANUARY 2022						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1	2	3	4				1
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	29
							30	31					

NOTES THIS WEEK:

6 MONDAY

7 TUESDAY

8 WEDNESDAY

9 THURSDAY

10 FRIDAY

11 SATURDAY

12 SUNDAY

DECEMBER 13 - DECEMBER 19

December 17, 1903 – Inventors Orville and Wilbur Wright of Dayton, Ohio, fly their biplane for 12 seconds near Kitty Hawk, North Carolina, in the world's first powered flight.

DECEMBER 2021

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JANUARY 2022

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOTES THIS WEEK:

<p>13 MONDAY</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	
<p>14 TUESDAY</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>Study day/ Classes Canceled</p>
<p>15 WEDNESDAY</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>Double Instruction Period Begins</p>
<p>16 THURSDAY</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>Double Instruction Period</p>
<p>17 FRIDAY</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>Double Instruction Period</p>
<p>18 SATURDAY</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>Double Instruction Period/ Course Instruction ends</p>
<p>19 SUNDAY</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	

DECEMBER 20 - DECEMBER 26

December 20, 1956 – Montgomery, Alabama, removes race-based seat assignments on its buses.

DECEMBER 2021							JANUARY 2022						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4							1
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	29
							30	31					

NOTES THIS WEEK:

20 MONDAY

21 TUESDAY

First day of winter

22 WEDNESDAY

23 THURSDAY

24 FRIDAY

25 SATURDAY

Christmas

26 SUNDAY

Kwanzaa begins

DECEMBER 27 - JANUARY 2

December 27, 1904 – *Peter Pan*, by playwright James Barrie,
opens at the Duke of York's Theatre in London.

DECEMBER 2021

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JANUARY 2022

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOTES THIS WEEK:

27 MONDAY	
28 TUESDAY	
29 WEDNESDAY	
30 THURSDAY	
31 FRIDAY	
1 SATURDAY	<i>New Year's Day</i>
2 SUNDAY	

JANUARY 3 - JANUARY 9

January 4, 1999 – For the first time since the ninth century, Europe has a common currency: the euro.

JANUARY 2022							FEBRUARY 2022									
S	M	T	W	T	F	S	S	M	T	W	T	F	S			
						1						1	2	3	4	5
2	3	4	5	6	7	8		6	7	8	9	10	11	12		
9	10	11	12	13	14	15		13	14	15	16	17	18	19		
16	17	18	19	20	21	22		20	21	22	23	24	25	26		
23	24	25	26	27	28	29		27	28							
30	31															

NOTES THIS WEEK:

3 MONDAY

4 TUESDAY

Tuition, room, board due to avoid 100.00 late fee

5 WEDNESDAY

6 THURSDAY

7 FRIDAY

8 SATURDAY

9 SUNDAY

JANUARY 10 - JANUARY 16

January 16, 1991 – Operation Desert Storm begins when a U.S.-led coalition bombs Iraq; it is the start of the Persian Gulf War.

JANUARY 2022

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FEBRUARY 2022

S	M	T	W	T	F	S
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

NOTES THIS WEEK:

<p>10 MONDAY</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>All students arrive on campus/ Work training/ Academic Advising</p>
<p>11 TUESDAY</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>Work Training/ Academic Advising</p>
<p>12 WEDNESDAY</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>Classes Begin</p>
<p>13 THURSDAY</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	
<p>14 FRIDAY</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	
<p>15 SATURDAY</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	
<p>16 SUNDAY</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	

JANUARY 17 - JANUARY 23

January 19, 1943 – American rock singer Janis Joplin is born. Famous for the songs "Piece of My Heart" and "Me and Bobby McGee," she dies at age 27 of a drug overdose.

JANUARY 2022							FEBRUARY 2022						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1			1	2	3	4	5
2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28					
30	31												

NOTES THIS WEEK:

17 MONDAY	<p><i>Martin Luther King Jr. Day</i> Martin Luther King Jr. Day, No Classes</p>
18 TUESDAY	
19 WEDNESDAY	
20 THURSDAY	<p>Last day to register, add course, declare pass/fail, or drop course without W or fee</p>
21 FRIDAY	
22 SATURDAY	
23 SUNDAY	

JANUARY 24 - JANUARY 30

January 25, 1924 – The town of Chamonix, France, hosts the first Winter Olympics.

JANUARY 2022

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FEBRUARY 2022

S	M	T	W	T	F	S
						1
	2	3	4	5		
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

NOTES THIS WEEK:

24 MONDAY

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25 TUESDAY

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JANUARY 31 - FEBRUARY 6

February 1, 1902 – American poet, playwright, and news columnist Langston Hughes, who portrays the African American experience in his writing, is born.

JANUARY 2022							FEBRUARY 2022							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
			1	2	3	4	5			1	2	3	4	5
6	7	8	9	10	11	12	6	7	8	9	10	11	12	
13	14	15	16	17	18	19	13	14	15	16	17	18	19	
20	21	22	23	24	25	26	20	21	22	23	24	25	26	
27	28						27	28	29	30	31			

NOTES THIS WEEK:

31 MONDAY	
1 TUESDAY	<i>Lunar New Year</i>
2 WEDNESDAY	<i>Groundhog Day</i>
3 THURSDAY	
4 FRIDAY	
5 SATURDAY	
6 SUNDAY	

FEBRUARY 7 - FEBRUARY 13

February 8, 1973 – The U.S. Senate names seven members to a special committee to investigate the Watergate scandal. It leads to the resignation of President Richard M. Nixon.

FEBRUARY 2022

S	M	T	W	T	F	S
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

MARCH 2022

S	M	T	W	T	F	S
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOTES THIS WEEK:

7 MONDAY

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8 TUESDAY

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9 WEDNESDAY

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10 THURSDAY

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11 FRIDAY

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12 SATURDAY

Lincoln's Birthday

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13 SUNDAY

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FEBRUARY 14 - FEBRUARY 20

February 15, 1965 – Canada officially adopts the red maple leaf flag, one of the world's most recognizable national emblems.

FEBRUARY 2022							MARCH 2022							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
			1	2	3	4	5		1	2	3	4	5	
6	7	8	9	10	11	12		6	7	8	9	10	11	12
13	14	15	16	17	18	19		13	14	15	16	17	18	19
20	21	22	23	24	25	26		20	21	22	23	24	25	26
27	28							27	28	29	30	31		

NOTES THIS WEEK:

14 MONDAY

Valentine's Day

15 TUESDAY

16 WEDNESDAY

17 THURSDAY

18 FRIDAY

19 SATURDAY

20 SUNDAY

FEBRUARY 21 - FEBRUARY 27

February 24, 1786 – Wilhelm Grimm, the younger of the Brothers Grimm, is born in Hanau, Germany. Their folktales are later published as *Grimm's Fairy Tales*.

FEBRUARY 2022

S	M	T	W	T	F	S
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

MARCH 2022

S	M	T	W	T	F	S
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOTES THIS WEEK:

21 MONDAY

Presidents' Day

22 TUESDAY

Washington's Birthday

23 WEDNESDAY

24 THURSDAY

25 FRIDAY

26 SATURDAY

27 SUNDAY

FEBRUARY 28 - MARCH 6

March 3, 1931 – President Herbert Hoover signs a congressional act making "The Star-Spangled Banner" the national anthem of the United States.

FEBRUARY 2022							MARCH 2022							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
			1	2	3	4	5					1	2	
6	7	8	9	10	11	12		3	4	5	6	7	8	9
13	14	15	16	17	18	19		10	11	12	13	14	15	16
20	21	22	23	24	25	26		17	18	19	20	21	22	23
27	28	29	30	31				24	25	26	27	28	29	30

NOTES THIS WEEK:

28 MONDAY

1 TUESDAY

2 WEDNESDAY

Ash Wednesday

3 THURSDAY

4 FRIDAY

Spring break begins at 5pm

5 SATURDAY

6 SUNDAY

MARCH 7 - MARCH 13

March 7, 1876 – Alexander Graham Bell receives a patent for an invention he calls the telephone.

MARCH 2022							APRIL 2022						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5							1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28	29	30

NOTES THIS WEEK:

7 MONDAY	Midterm grade rosters are due
8 TUESDAY	
9 WEDNESDAY	
10 THURSDAY	
11 FRIDAY	
12 SATURDAY	
13 SUNDAY	Daylight saving time begins

MARCH 14 - MARCH 20

March 16, 1964 – The Beatles release "Can't Buy Me Love." Breaking numerous records, it's the group's third consecutive single at No. 1 on the Billboard charts.

MARCH 2022							APRIL 2022							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
						1	2	3	4	5			1	2
6	7	8	9	10	11	12		3	4	5	6	7	8	9
13	14	15	16	17	18	19		10	11	12	13	14	15	16
20	21	22	23	24	25	26		17	18	19	20	21	22	23
27	28	29	30	31				24	25	26	27	28	29	30

NOTES THIS WEEK:

14 MONDAY	Course instruction resumes at 8am
15 TUESDAY	
16 WEDNESDAY	
17 THURSDAY	<i>St. Patrick's Day</i>
18 FRIDAY	Last day to drop with a W
19 SATURDAY	
20 SUNDAY	<i>First day of spring</i>

MARCH 21 - MARCH 27

March 24, 1989 – The oil tanker *Exxon Valdez* runs aground in Prince William Sound, Alaska. It leaks 11 million gallons of crude oil into one of nature's richest habitats.

MARCH 2022							APRIL 2022						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5							1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28	29	30

NOTES THIS WEEK:

21 MONDAY

Early Registration begins for Fall 2022 semester

22 TUESDAY

23 WEDNESDAY

24 THURSDAY

25 FRIDAY

26 SATURDAY

27 SUNDAY

MARCH 28 - APRIL 3

March 30, 1867 – U.S. Secretary of State William Seward reaches an agreement to purchase Alaska from Russia for \$7.2 million. The Senate approves the purchase by one vote.

MARCH 2022							APRIL 2022							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
						1	2	3	4	5			1	2
6	7	8	9	10	11	12		3	4	5	6	7	8	9
13	14	15	16	17	18	19		10	11	12	13	14	15	16
20	21	22	23	24	25	26		17	18	19	20	21	22	23
27	28	29	30	31				24	25	26	27	28	29	30

NOTES THIS WEEK:

28 MONDAY

29 TUESDAY

30 WEDNESDAY

31 THURSDAY

1 FRIDAY

April Fools' Day
Early Registration ends for Fall 2022 semester

2 SATURDAY

Ramadan begins at sundown

3 SUNDAY

APRIL 4 - APRIL 10

April 6, 648 BC – Ancient Greeks record a solar eclipse for the first time. Earlier eclipses were recorded in China and Babylon.

APRIL 2022

S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY 2022

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOTES THIS WEEK:

4 MONDAY

5 TUESDAY

6 WEDNESDAY

7 THURSDAY

8 FRIDAY

9 SATURDAY

10 SUNDAY

Palm Sunday

APRIL 11 - APRIL 17

April 15, 1912 – The *Titanic*, a luxury ship, strikes an iceberg and sinks on its way from England to New York; more than 1,500 of its 2,200 passengers perish.

APRIL 2022							MAY 2022							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
						1	2	1	2	3	4	5	6	7
3	4	5	6	7	8	9		8	9	10	11	12	13	14
10	11	12	13	14	15	16		15	16	17	18	19	20	21
17	18	19	20	21	22	23		22	23	24	25	26	27	28
24	25	26	27	28	29	30		29	30	31				

NOTES THIS WEEK:

11 MONDAY

12 TUESDAY

13 WEDNESDAY

14 THURSDAY

15 FRIDAY

*Good Friday
Passover begins at sundown*

16 SATURDAY

17 SUNDAY

Easter

APRIL 18 - APRIL 24

April 23, 1564 – While the date is not certain, William Shakespeare, England's most famous and most revered poet and playwright, is said to have been born on this date.

APRIL 2022						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY 2022						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOTES THIS WEEK:

18 MONDAY	Easter Holiday
19 TUESDAY	
20 WEDNESDAY	
21 THURSDAY	Last day to withdraw passing from a course
22 FRIDAY	Earth Day
23 SATURDAY	
24 SUNDAY	

APRIL 25 - MAY 1

April 27, 1994 – South Africa holds its first multiracial parliamentary election. On May 9, the new Black majority elects Nelson Mandela the country's first Black president.

APRIL 2022							MAY 2022							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
						1	2	1	2	3	4	5	6	7
3	4	5	6	7	8	9	8	9	10	11	12	13	14	15
16	17	18	19	20	21	22	23	22	23	24	25	26	27	28
29	30							29	30	31				

NOTES THIS WEEK:

25 MONDAY	Honors night
26 TUESDAY	Student worker appreciation day, classes canceled/ Founder's Day Celebration
27 WEDNESDAY	Laylat al-Qadr begins at sundown
28 THURSDAY	
29 FRIDAY	
30 SATURDAY	
1 SUNDAY	

MAY 2 - MAY 8

May 5, 1961 – Astronaut Alan Shepard Jr. becomes the first American in space with a 15-minute flight on the *Freedom 7* spacecraft.

MAY 2022						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JUNE 2022						
S	M	T	W	T	F	S
	1	2	3	4		
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

NOTES THIS WEEK:

2 MONDAY	<i>Eid al-Fitr begins at sundown</i>
3 TUESDAY	
4 WEDNESDAY	
5 THURSDAY	<i>Cinco de Mayo</i> Study Day, classes canceled
6 FRIDAY	Double Instruction Period begins
7 SATURDAY	Double Instruction Period
8 SUNDAY	<i>Mother's Day</i>

MAY 9 - MAY 15

May 10, 1869 – The transcontinental railroad is ceremoniously completed when workers drive a golden spike into the rail line at Promontory Summit, Utah.

MAY 2022							JUNE 2022						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7			1	2	3	4	
8	9	10	11	12	13	14	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25
29	30	31					26	27	28	29	30		

NOTES THIS WEEK:

9 MONDAY

Double Instruction Period

10 TUESDAY

Double Instruction Period/ Course Instruction ends

11 WEDNESDAY

12 THURSDAY

13 FRIDAY

Baccalaureate

14 SATURDAY

153rd Annual Commencement

15 SUNDAY

MAY 16 - MAY 22

May 21, 1927 – Charles Lindbergh completes the first solo transatlantic flight. On May 21, 1932, Amelia Earhart is the first woman to fly solo across the Atlantic Ocean.

MAY 2022						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JUNE 2022						
S	M	T	W	T	F	S
	1	2	3	4		
	5	6	7	8	9	10
	11	12	13	14	15	16
	17	18	19	20	21	22
	23	24	25	26	27	28
	29	30				

NOTES THIS WEEK:

16 MONDAY	
17 TUESDAY	
18 WEDNESDAY	
19 THURSDAY	
20 FRIDAY	
21 SATURDAY	
22 SUNDAY	

MAY 23 - MAY 29

May 27, 1937 – The Golden Gate Bridge opens in San Francisco.
About 200,000 people cross the bridge on that first day.

MAY 2022

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JUNE 2022

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

NOTES THIS WEEK:

23 MONDAY

24 TUESDAY

25 WEDNESDAY

26 THURSDAY

27 FRIDAY

28 SATURDAY

29 SUNDAY

JUNE 2022

★ GOALS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
30	31	1	2
6	7	8	9
13	14 <i>Flag Day</i>	15	16
20	21 <i>First day of summer</i>	22	23
27	28	29	30

FRIDAY	SATURDAY	SUNDAY	NOTES
3	4	5	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
10	11	12	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
17	18	19 <i>Father's Day</i>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
24	25	26	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
1	2	3	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

JULY 2022

★ GOALS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
27	28	29	30
<i>Independence Day</i> 4	5	6	7
11	12	13	14
18	19	20	21
25	26	27	28

REMINDERS

FRIDAY	SATURDAY	SUNDAY	NOTES
1	2	3	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
8	<i>Eid al-Adha begins at sundown</i> 9	10	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
15	16	17	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
22	23	24	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<i>Muharram begins at sundown</i> 29	30	31	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

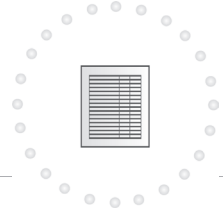
AUGUST 2022

★ GOALS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
1	2	3	4
8	9	10	11
15	16	17	18
22	23	24	25
29	30	31	1

FRIDAY	SATURDAY	SUNDAY	NOTES
5	6	7	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
12	13	14	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
19	20	21	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
26	27	28	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
2	3	4	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

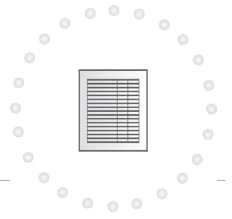
NOTES



A series of horizontal lines for writing notes, spanning the width of the page below the decorative graphic.



NOTES



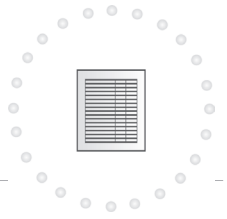
A series of horizontal lines for writing notes, spanning the width of the page below the header.

NOTES



Lined area for writing notes, consisting of horizontal lines.

NOTES



Lined area for writing notes, consisting of multiple horizontal lines.

NOTES



A series of horizontal lines for writing notes, starting from the top of the page and extending down to the bottom.

NOTES



Lined area for writing notes, consisting of multiple horizontal lines.

NOTES



A series of horizontal lines for writing notes, spanning the width of the page below the header and decorative elements.

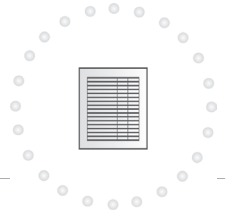
NOTES



Lined area for writing notes, consisting of multiple horizontal lines.

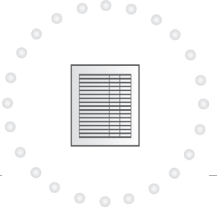


NOTES



Lined writing area with horizontal lines for notes.

NOTES

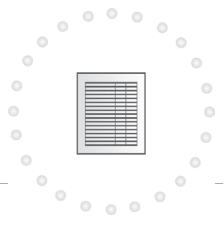


NOTES



A series of horizontal lines for writing, starting from the top of the page and extending to the bottom. The lines are evenly spaced and cover the majority of the page's width.

NOTES



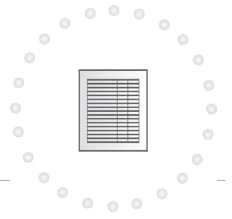
Horizontal lines for writing notes, starting from the top line below the word 'NOTES' and extending to the bottom of the page.

NOTES



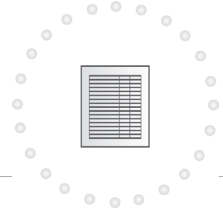
Lined writing area for notes, consisting of multiple horizontal lines.

NOTES



A series of horizontal lines for writing notes, spanning the width of the page.

NOTES

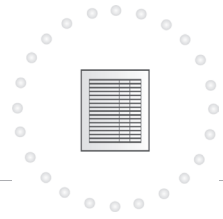


Lined area for notes, consisting of multiple horizontal lines.

NOTES



NOTES



Lined writing area consisting of horizontal lines.