STUDENT HANDBOOK
THE “B” BOOK

Issued by the Vice President and Dean of Students Affairs and the Office of the President
Fall 2014 – Spring 2015

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STATEMENT OF MISSION .......................................................... 5
STUDENT RESPONSIBILITY......................................................... 5
ACADEMICS ............................................................................. 5
  COLLEGE CATALOG .............................................................. 5
  STUDENT PORTAL ............................................................... 6
  CLASS ATTENDANCE ............................................................ 6
  CLASSROOM BEHAVIOR POLICY ........................................ 6
  ACADEMIC INTEGRITY ......................................................... 7
  GRADE APPEAL POLICY ....................................................... 11
  ADMINISTRATIVE WITHDRAWAL POLICY ............................ 11
STUDENT MEMBERSHIP ON CAMPUS-WIDE COMMITTEES ............. 12
GENERAL CAMPUS GUIDELINES .................................................. 12
CONSENSUAL RELATIONS POLICY ............................................ 13
STUDENT CONDUCT CODE ..................................................... 14
MEDICAL AMNESTY ............................................................... 16
DISCIPLINARY SYSTEM ........................................................... 17
  DISCIPLINARY PROCEDURES .............................................. 17
  DISCIPLINARY ACTIONS ....................................................... 18
  APPEALS PROCEDURES ...................................................... 20
ELECTRONIC MEDIA/CELL PHONE POLICY .................................. 21
ALCOHOL REGULATIONS .......................................................... 21
CONTROLLED SUBSTANCES REGULATIONS ............................. 25
HARASSMENT POLICY .......................................................... 25
SEXUAL CONDUCT POLICY ..................................................... 28
CAMPUS SERVICES ............................................................... 39
  BUSINESS OFFICE POLICIES ................................................ 39
    PAYMENT OF TUITION AND FEES .................................... 39
    TUITION DEPOSIT ........................................................... 40
    CREDIT BALANCE/EXCESS FUNDS ..................................... 40
    CHECK CASHING ............................................................. 40
    STUDENT WITHDRAWAL OR STATUS CHANGE & REFUNDS .. 40
    RETURN OF TITLE IV FUNDS ............................................ 41
  WAGES & COMPENSATION .................................................. 41
  BOOKSTORE/MAILROOM POLICIES ....................................... 42
  RELIGIOUS ACTIVITIES ....................................................... 43
  HEALTH AND MEDICAL INFORMATION .................................. 43
    IMMUNIZATIONS AND MEDICAL RECORDS .......................... 43
    STUDENT INSURANCE ...................................................... 43
      REQUIRED STUDENT HEALTH INSURANCE ....................... 43
      ATHLETIC INSURANCE .................................................... 43
      WORKMAN’S COMPENSATION INSURANCE ........................ 44
    NON-EMERGENCY MEDICAL TRANSPORT ........................... 44
    HIV/AIDS ................................................................. 44
    ADMINISTRATIVE REFERRAL TO COUNSELING SERVICES .... 44
    MEDICAL WITHDRAWAL .................................................. 45
  CAMPUS FACILITY USAGE AND EVENTS POLICY ..................... 45
  CAMPUS SPEAKERS ............................................................ 45
  CAMPUS FACILITY USAGE .................................................. 46
APPEALS BOARD/APPEAL OF DISCIPLINARY ACTIONS

WORK WARNING SYSTEM
WORKER PERFORMANCE APPRAISAL AND ASSISTANCE
TIME AND ABSENCE POLICIES
WORK REQUIREMENTS AND OPTIONS
WORK HOURS REQUIREMENT
WORK SCHEDULES
WORK TRANSFERS/VACANCIES
RECORDING OF HOURS/TIME CARD PROCEDURES
WORK SCHEDULES
WORK PROBATION
WORK CONTRACT
APPEALING WRITTEN WARNINGS
DISCIPLINARY ACTION FOR MANAGERS
CONDITIONS APPLYING TO ALL DISCIPLINARY MEETINGS
STUDENT USE OF PERSONAL VEHICLES FOR WORK RELATED REASONS
PERSONAL INJURY ON-THE-JOB
DAMAGE TO PERSONAL OR COLLEGE PROPERTY ON-THE-JOB
TIME AND ABSENCE POLICIES
ABSENCE FROM WORK
UNDER TIME HOURS
EXCESS HOURS
SUBSTITUTION
WORKER PERFORMANCE APPRAISAL AND ASSISTANCE
WORK EVALUATIONS
HONOR WORKERS
WORKER ASSISTANCE PROGRAM
WORK WARNING SYSTEM
WORK WARNINGS
APPEALING WRITTEN WARNINGS
EXAMPLES OF WORK VIOLATIONS
DRUGS/ALCOHOL
THEFT OR VANDALISM
CONDITIONS APPLYING TO ALL DISCIPLINARY MEETINGS
WORK CONTRACT
WORK PROBATION
FIRED FROM JOB/SUSPENDED FROM COLLEGE
APPEALS BOARD/APPEAL OF DISCIPLINARY ACTIONS
SELECTION OF MANAGERS (WORK COMMITTEE MEMBERS)
ELIGIBILITY CRITERIA
SELECTION CRITERIA
SELECTION PROCESS
DISCIPLINARY ACTION FOR MANAGERS
REPLACEMENT OF MANAGERS
BLACKBURN COLLEGE STATEMENT OF MISSION

Blackburn College, founded in 1837 and affiliated with the Presbyterian Church (USA), provides a coeducational student body with a rigorous, distinctive, and affordable liberal arts education, which prepares graduates to be responsible, productive citizens. The Blackburn community values critical and independent thinking, leadership development, respect for all individuals, and lifelong learning. The College fosters a sense of service, community and moral responsibility through its unique student-managed work program, its collegial concept of shared governance, and its faculty/staff mentor relationship with students.

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 The Blackburn University 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.

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.

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.
STUDENT PORTAL
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. You are responsible for checking your billing statement (ledger) on a regular basis. Your statement will only be provided to you 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 the Portal to provide their students with information about the student's courses and communicate with them. They may post syllabi, course documents, and assignments to the portal, take attendance, and even host discussion groups.

COURSE LOAD
Any student who drops below full time academic status (below 12 hours) MUST BE AWARE that his/her 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.
6. Students are expected to fulfill their obligations to the Work Program as scheduled. Excuses from work are available to students for reasons of illness and personal difficulties (such as family emergencies). Specific regulations regarding absences from work assignments are found in the Work Program Guidelines.

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, intimidating 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 4224.

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 became the 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.
• lets 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 World Wide Web
The World Wide Web 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 a WWW site, she must cite that source.

If a writer wants to use visual information from a WWW site, many of the same rules apply. Copying visual information or graphics from a WWW 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 WWW 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 WWW 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.
   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.

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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. 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 faulty 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
Blackburn College reserves the right to administratively withdraw a student who is not demonstrating a serious academic effort. 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, which may include excessive absences, failure to submit homework, complete quizzes, exams, or other classroom based measurements of progress as required by the specific course, or general failure to demonstrate a meaningful commitment to achieving the learning objectives of the course.

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 and Work Program Offices to determine if the student is in good standing in these areas. If a student is found to have failed to demonstrate serious academic effort, as defined above, he or she may be administratively withdrawn from the college by action of the Provost.

Prior to any decision, the Provost will meet with the student to discuss the findings and consult with the student about the circumstances and the possible consequences. In the event of an
administrative withdrawal, resident students will be required to vacate college housing, students will lose eligibility for financial aid, and other services, activities, and benefits of enrollment at the college will be terminated. Grades will be assigned in accordance with current withdrawal policies.

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.

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.

**Conduct Hearing Board:** 4 student representatives. This board, representative of the entire campus community, makes judgments regarding students accused of serious violations of College policies. Students selected for this board should be open minded, fair, and impartial.

**Planning and Budget 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:** 4 student representatives + 2 alternates. This board hears appeals of disciplinary actions resulting from an offense. A smaller group of this board will make determinations about alcohol policy violations and sanctions.

**Student Life Committee:** 2 student representatives. This committee makes recommendations to the President about all areas of student life including rule changes and changes in the judicial system.

**GENERAL CAMPUS GUIDELINES**

1. The Blackburn Campus (the interior of all campus buildings) has been designated as smoke free (for any type of smoking).
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 Student Activities Office to become official campus organizations. Officially registered clubs and organizations are eligible to obtain funding from the Student Senate (via request). Religious organizations or those sponsored by religious groups are subject to the jurisdiction of the College Chaplain or 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 glass 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 the 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 your Resident Director or 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 Meeting.”

CONSENSUAL RELATIONS POLICY

The institutional position is that sexual relationships between faculty or staff and students are not condoned and that institutional support will not be provided to faculty and staff to defend themselves in legal disputes resulting from such relationships.

Sexual relations between students and faculty or staff members with whom they also have an academic or evaluative relationship are fraught with the potential for exploitation. The respect and trust accorded a member of the faculty or staff by a student, as well as the power exercised by the faculty or staff member in an academic or evaluative role, make voluntary consent by the student suspect. Even when both parties initially have consented, the development of a sexual relationship renders both the faculty/staff member and the institution vulnerable to possible later allegations of sexual harassment in light of the significant power differential that exists between faculty and staff members and students. Further, such relationships almost invariably undermine other students’ perception of fairness and equity.

In their relationships with students, members of the faculty and staff are expected to be aware of their professional responsibilities and avoid apparent or actual conflict of interest, favoritism,
or bias. When a sexual relationship exists, effective steps should be taken to ensure unbiased evaluation or supervision of the student. Failure to ensure unbiased evaluation and supervision will be considered a basis for termination for cause and the matter will be referred to the appropriate Professional Relations Committee.

In hiring counselors, chaplains and similar professionals, the College assumes that the work of those professionals will be governed by the standards appropriate to their professions. Violation of those standards will be considered cause for termination for cause even in cases where the professional standards are higher than the College standard outlined above.

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 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, and/or martial arts weapons), or dangerous chemicals on College premises.

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 a College-sponsored activity, or tampering with or misusing fire-safety equipment.

Offenses Against the Peace:

A. Conduct which is disorderly or breach of peace; or aiding or abetting another person to breach the peace on College premises or 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. Theft or abuse of telephone service, including but not limited to: Unauthorized use of another identification, service code, or password; 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) room phones, pay phones, or 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 as long as the roommate agrees.)

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.

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.
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 his/her responsibility for that violation and redirect his/her behavior.

1. The College Disciplinary System guarantees due process rights of students faced with possible probation, suspension or expulsion, but does not necessarily reflect the structure or 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 Dean of Students has the responsibility of coordinating the Disciplinary System, training all hearing and appeal board members and regularly reviewing the disciplinary process.

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. Whenever possible, disciplinary incident review meetings will be held within 5 business days after an incident has been reported. Whenever possible, hearings will be held within 10 business days. 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 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 campus mailbox. Notices are considered to be received by the student unless the student can provide reasonable evidence why he/she 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), Resident Assistants (RAs), or elected hall representatives. 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, before being required to appear before their House Council (if so constituted) or a board comprised of the Hall Staff and the elected Senate representative. The House Council/Board will determine an appropriate penalty and duration of such penalty.

4. Appeals of infractions. (see additional information regarding appeals on page 20) An infraction may be appealed to a Resident Director if the student feels that the charge was unfair or if there are extenuating circumstances to be considered. A Resident Director will consider the appeal when a letter stating the grounds for the appeal is filed within 48 hours of receipt of the violation report.

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 appropriate RD or the Director of Residence Life. An offense occurring in a residence hall will always be reviewed by the Resident Director of that hall in consultation with the Director of Residence Life. The Director of Residence Life will review offenses occurring outside the residence halls. An appropriate disciplinary action contract will be developed, specifying the steps the student will take to modify his/her behavior and/or what specific consequences the student will bear and the time frame for the fulfillment of the contract. The student will sign this contract.

4. Disciplinary actions for offense(s) can include one or more of the following: restrictions of extracurricular 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.

5. Appeals of offenses (see additional information regarding appeals on page 20) must be filed with the Student Life Office within 48 hours of receipt of the incident report to be heard by the Student Life Appeals Board. The Student Life Appeals Board shall consist of two Resident Directors (not involved with the case), and four students 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. The Director of Residence Life will serve as a non-voting advisor.

   a. Appeals will be heard unless 3 members of the appeal board (the board chair + 2 regular members) decide unanimously that there are not sufficient grounds presented to hear the appeal.
b. Student Life Appeals Board procedure
   i. The Chair will read the grounds of the appeal along with the names of the persons bringing them.
   ii. All parties present will be reminded to tell the truth.
   iii. 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.
   iv. 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 being unable to question the witness(es)].
   v. The person who made the decision in the original case will make his/her presentation, submitting evidence, documentation, and/or witnesses to substantiate the decision.
   vi. 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.
   vii. All parties present are entitled to take notes and ask questions at any time during the appeal meeting, provided the Chair has recognized them.
   viii. Decisions will be based on evidence presented during the appeal meeting.
   ix. All persons except appeal board members will leave the room during deliberations.
   x. 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.
   xi. All appeal meetings are closed to the public.
   xii. Appeal decisions are made by majority vote.

Multiple or Major Offenses
1. Repeated minor offenses or major offenses (those deemed to be serious violations of the student conduct code, ie. 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, 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 packet of information outlining his/her rights, hearing procedures, and appeals procedures.
2. 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 or the work program,
      • representing the college publicly (UNLESS participation in that activity is REQUIRED for completion of his/her degree),
      • 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.

A social probation contract will be drawn up (or modifications made in an existing contract) which will specify:

• the steps the student must take to modify his/her behavior;
• the specific restrictions the student will be under;
• the time frame for the fulfillment of the contract;
• what will happen if the student doesn’t fulfill the contract.
• The student will sign this contract.

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 him/herself. Interim suspension is to take place immediately after the preliminary investigation and will require that the student physically remove him/herself from the College campus. Under the conditions of interim suspension, the usual three days 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 he/she was suspended, the suspension is revoked and the student is immediately reinstated without academic or other penalty.

3. Appeals of administrative hearing decisions are made to the Conduct Hearing Board, a board of faculty, staff, and students.

**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 receipt of a letter from student life and a copy of the incident report. The appeal should be filed with the Administrative Assistant 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
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.

**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, 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 Computer Use Policy, 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 classroom and laboratories.

**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 (or other rooms where one resident is of legal age and present) if they have approval of their roommate. 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 his/her 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. There is a total ban on the possession and consumption of alcoholic beverages in Jewell Hall.

6. Possession or consumption of alcoholic beverages in public areas is prohibited. 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 exceptions 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.

7. 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 violation. In such a case, the student(s) may request to take a Breathalyzer test to prove he/she is 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 when requested by authorized College Staff to do so 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.

8. 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.

9. All persons will be held responsible for their conduct regardless of their state of mind.

10. 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.

11. The Student Life Committee may review the alcohol policy at any time and recommend changes (with review by the Student Senate) to the Office of the President Staff to be voted upon and incorporated in the following academic year.

12. 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).

Alcohol Violation Consequences
Student violations of the alcohol regulations will minimally result in the consequences listed below. The below listing of behaviors 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 a board comprised of the Director of Residence Life* and 2 members of the Student Life Appeals Board. The accused student will meet with this board 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, that board 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 Director of Residence Life 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 his/her 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 his/her 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 17–20 of the Disciplinary System. If it is determined that a LEVEL 1 or LEVEL 2 is appropriate, the 2 Student Life Appeals Board members participating in the decision regarding the LEVEL and consequences would not sit in on the appeals hearing. 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.

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
3. Students found guilty of illegal possession, use, or distribution (including sale) of controlled substances will receive at a minimum:
   a. A minimum of a $150 fine,
   b. 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 he/she is staying drug free.
   f. In addition, in cases where controlled substances and/or drug paraphernalia are found, local law enforcement authorities may be notified.

HARASSMENT POLICY

Introduction and Definition

The College is committed to the principle that each member of the campus community should be free to engage in academic pursuits, learning, work, and play in an environment free from harassment. The College has adopted the following policy in keeping with this principle.

Allegations of harassment should not be taken lightly; therefore, allegations of harassment should never be used as revenge or as a venue for settlement of personal disputes better handled through other formal or informal processes.

Definition of Harassment—Harassment is “any act whether oral, written, visual, or physical directed at an individual or group of individuals for the purpose of insulting, stigmatizing, or demeaning the individual or group of individuals on the basis of, but not limited to, race, gender, religion, creed, color, sexual orientation, national origin, disability, or age, and which creates a hostile, intimidating, or demeaning environment.”
**Grievance Procedures for Harassment Cases**

Individuals who believe that they have been harassed may obtain redress through the established informal and formal procedures of the College. The College will respond promptly and equitably to complaints of harassment.

A student wishing to bring charges of harassment against another student, group of students, or member of the faculty or staff should report the incident to any Resident Director, Resident Assistant, or any professional staff or faculty member (referred to below as the contact person).

A faculty or staff member wishing to bring charges of harassment against a student or group of students should notify the Provost, the Chaplain, or the Associate Dean of Work (referred to below as the contact person).

The following procedure shall be followed if a formal complaint is to be filed.

1. Following the initial contact with the charging party, the contact person will request a written statement from him or her, which will then serve as the formal complaint.
2. Upon receipt of the formal complaint, the contact person will notify the President of the College that a formal complaint has been filed.
3. The President will inform the respondent of his or her rights under the policy, and will ask the respondent to submit a written response to the President within 48 hours.
4. The President will inform both parties of their right to resolve the complaint either informally or formally.
5. Resolution Procedures
   a. Informal Resolution—An informal resolution shall be a mutually agreeable solution, arrived at in consultation with the Dean of Students. The Dean of Students shall notify the President whether the complaint has been resolved informally. The Dean of Students will be responsible for monitoring compliance with the terms of the informal resolution.
   a. Formal Resolution—If either party refuses or fails to resolve the matter informally within ten days after notification of the option of informal resolution, the President will convene the Conduct Hearing Board (a panel of trained faculty, staff and students). The Conduct Hearing Board will hear the allegations, review evidence, render a decision, notify all participants of the decision, and decide on disciplinary action to be taken, if any. The Board will follow the procedures detailed below.

6. **Appeals may be made to the Provost.**

**Harassment Conduct Hearing Board Procedures:**

a. All hearings are closed to the public and must be held in either a conference room or a classroom
b. The hearing will be audio taped in order to provide a record in cases of appeal.
c. The Chair of the Conduct Hearing Board will read the charge(s).
d. The Chair will remind all parties present that they are to tell the truth throughout the
hearing and that the information shared in the hearing is confidential.

e. The person(s) bringing the charges will make his/her presentation, submitting appropriate evidence and calling appropriate witnesses.

f. The person(s) against whom charges are being pressed will make his/her presentation, submitting appropriate evidence and calling appropriate witnesses.

g. 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.

h. All parties present are entitled to make notes and ask questions after each party has presented, providing they have been recognized by the hearing chair.

i. Decisions will be reached on the basis of the evidence presented during the hearing.

j. The focus of the hearing shall be the guilt or innocence of those accused of violating the Harassment Policy. 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 accused or the accuser or College may result.

k. In all proceedings, the accused shall be presumed innocent unless a preponderance of evidence suggests otherwise.

l. The Chair of the Conduct Hearing Board will verbally notify all parties [both the person(s) accused and the accuser(s)] of the decision as soon as it is possible. Written verification from the Chair will follow within no more than two days. Information shared in the verbal or the written decision is strictly confidential.

m. The decision will include the Conduct Hearing Board’s recommendations for any disciplinary action to be taken. Those recommendations are to be made to the President, who will make the final decision on any disciplinary action.

i. For a student, possible recommendations may include:
   1. No further action;
   2. Completion of counseling programs;
   3. Social Probation;
   4. Suspension;
   5. Expulsion.

ii. For a staff or faculty member, possible recommendations may include:
   1. No further action;
   2. Letter of reprimand;
   3. Probationary status contingent upon completion of professional counseling and/or job training;
   4. Termination of employment (if dismissal is recommended for a tenured faculty member, the process would follow the 1958 AAUP Statement of Procedural Standards in Faculty Dismissal Proceedings).

Appeals may be made to the Provost (following the appeals procedures outlined on page 20).
**Rights of the Accused and Accuser in Harassment Conduct Hearing Board Procedures:**

a. The right to be notified at least 48 hours prior to the time that the Conduct Hearing Board is convened. The accused and accuser will be notified of the hearing via phone, college e-mail address, or a letter delivered to campus mailboxes.
b. 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).
c. The right to be present during the entire hearing, except deliberations.
d. The right to call witnesses on their behalf.

**SEXUAL CONDUCT POLICY**

Blackburn College is committed to providing a learning environment free of all forms of violence, abuse, intimidation, fear, and coercive conduct, including sexual misconduct. Any form of sexual misconduct is a violation of the student conduct code and will be subject to the most severe disciplinary penalties. Each community member is expected to be familiar with and adhere to policy definitions, responsibilities and guidelines as outlined below; as well as actions that can be taken when sexual misconduct occurs among community members.

**Sexual Responsibilities & Guidelines**

While it is essential to know the policies and laws regarding sexual misconduct, it is equally imperative that each person consider his or her own role in its prevention and ultimately keeping yourself and others safe.

- Each person is responsible for his or her actions.
- If someone starts to offend you or is not adhering to your wishes, firmly tell him or her to stop. Be assertive.
- If you want to do something with or to someone…ask first. (see section below on Consent)
- Every person’s wishes and decisions need to be respected. Accept the fact that “no” means no. When someone says no, he or she means it. Don’t read other meanings into the answer. Don’t coerce a person to change his or her mind. If the person you are with agrees to have sex and then changes his or her mind at any time, you must respect that decision.
- Don’t assume that someone wants to have sexual activity or intercourse based on his or her nonverbal cues, such as style of dress, flirtatious acts, mannerisms, or silence.
- Be conscious of your role and behavior. Randomly kissing, rubbing, or touching a person is not appropriate behavior. Such behavior can, and often does, lead to a break-down in communication and mixed messages. You are responsible for the sexual messages that you send others. Such messages may make it necessary for you to verbally clarify your intent.
- Communicate your intentions as well as your sexual limits clearly. Ask your partner whether physical contact is okay. Don’t interpret passivity or silence as permission.
- Don’t assume that previous permission for intimate contact applies to the current situation. If you have had sex with someone before, don’t assume that he or she has agreed to have sex in the future.
• Having sex with someone whom you know to be, or should know to be, incapacitated (mentally or physically) is a violation of the sexual conduct policy.
• Avoid excessive use of alcohol and drugs as they can interfere with clear thinking and effective communication. Drugs and alcohol impair everyone's judgment and decision making.
• REMEMBER that unimpaired consent to sexual contact is critically important.
• Each and every person is responsible for making an informed decision before acting on a feeling or desire.
• Trust your feelings. If you sense that you are being pressured into unwanted sex, make your feelings clear and, if possible, take steps to ensure your safety (including leaving the situation).
• All members of the Blackburn community are expected to conduct themselves in a responsible and reasonable manner that shows respect for others and for the community at large. As a part of the larger community, Blackburn College is subject to, abides by, and supports Illinois state statutes and local ordinances regarding criminal sexual contact.

Definitions for the Policy
For the purposes of Blackburn College's policy and judicial process the following are considered to be sexual misconduct offenses covered by this policy:

1. Non-Consensual Sexual Intercourse
2. Non-Consensual Sexual Contact
3. Sexual Exploitation
4. Intimate Partner Violence
5. Sexual Harassment
6. Attempt to Engage in Non-Consensual Sexual Contact

Since consent is the foundation of most all sexual misconduct, its definition first:

Consent is defined as:  
CONSENT REQUIRES THAT A PERSON IS ABLE TO FREELY CHOOSE BETWEEN TWO OPTIONS: YES OR NO. CONSENT TO HAVE SEX, AS WELL AS SAYING NO TO SEX, CAN BE VERBAL OR NONVERBAL. CONSENT IS ACTIVE, NOT PASSIVE. THERE MUST ALWAYS BE ACTIVE CONSENT ON BOTH SIDES; HOWEVER, THAT CONSENT CAN BE WITHDRAWN AT ANY TIME DURING THE COURSE OF A SEXUAL ENCOUNTER.

THE CONSENT IS CONSIDERED TO BE MUTUALLY AGREED UPON WHEN A PERSON OF REASONABLE JUDGMENT WOULD CONSIDER THE WORDS OR ACTIONS OF THE PARTIES TO CLEARLY SIGNIFY AGREEMENT.

COERCION (DEFINED AS: VERBALLY, EMOTIONALLY, PSYCHOLOGICALLY, OR PHYSICALLY PRESSURING OR INTIMIDATING SOMEONE INTO AGREEING TO OR CHANGING HER OR HIS MIND ABOUT sexual activity) IS NOT CONSENT.
A PERSON CANNOT GIVE CONSENT IF SHE OR HE IS (FOR EXAMPLE):

- ASLEEP;
- UNCONSCIOUS;
- INCAPACITATED (DEFINED AS LACKING THE ABILITY TO MAKE RATIONAL, REASONABLE JUDGMENTS AS A RESULT OF ALCOHOL, OR OTHER DRUG CONSUMPTION);
- OR OTHERWISE UNABLE TO COMMUNICATE.

Non-Consensual Sexual Intercourse is defined as: rape, sexual assault, unwanted penetration of parts of another person, or subjecting a person to sexual intercourse against her/his will or without her/his consent. This includes sexually motivated penetration of any kind by any object, however slight.

Non-Consensual Sexual Contact is defined as: a form of sexual assault and includes any intentional sexual touching (including disrobing or exposure), however slight, using any body part or object upon another person without their consent.

Sexual Exploitation is defined as: when an individual takes non-consensual or sexual advantage of another individual for the purpose of benefitting anyone other than the individual being exploited. Sexual exploitation also includes behavior that does not otherwise constitute one of the other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:

- Prostitution,
- non-consensual video or audio taping of sexual activity,
- allowing other individuals to observe sexual activity without the consent of all individuals involved in the activity,
- engaging in voyeurism,
- exposing one’s genitals in non-consensual circumstances,
- posting non-consensual evidence of sexual activity on any public forum (ie. social networks and the internet),
- knowingly transmitting a sexually transmitted disease or infection to another individual.

Intimate Partner Violence (IPV) is defined as: physical, sexual, or psychological harm inflicted by a current or former partner or spouse. This type of violence can occur among heterosexual or same-sex couples and does not require sexual intimacy. There are four main types of intimate partner violence:

- Physical violence,
- Sexual violence,
- Threats of physical or sexual violence, and
- Psychological/emotional violence. Psychological/emotional violence can involve trauma to the victim caused by acts, threats of acts, or coercive tactics. Psychological/emotional violence can include, but is not limited to, humiliating the victim, controlling what the victim can and cannot do, withholding information from the victim, deliberately doing something to make the victim feel diminished or embarrassed, isolating the victim from friends and family, and denying the victim access to money or other basic resources. Psychological/emotional violence can also occur when there has been prior physical or
sexual violence or prior threat of physical or sexual violence.

- In addition, stalking is often included among the types of IPV. Stalking generally refers to harassing or threatening behavior that an individual engages in repeatedly, such as following a person, appearing at a person’s home or place of work, making harassing phone calls, leaving written messages or objects, or vandalizing a person’s property.

**Sexual Harassment** is defined as: unwelcome sexual advances, requests for sexual favors and other verbal, physical, and/or electronic conduct of a sexual nature which: either explicitly or implicitly suggests that submission to such conduct is a condition of an individual’s employment, education and/or academic performance and that submission to or rejection of such conduct is used as the basis for employment, evaluation or academic decisions affecting that individual and/or such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an intimidating, hostile or offensive educational or work environment.

Blackburn College reaffirms the principle that its students, faculty, and staff have a right to be free from gender discrimination in the form of sexual harassment by any member of the College community and by vendors and contractors. Protection from sexual harassment is extended to include members of the Blackburn community participating in College sponsored off campus programs.

Sexual harassment is a form of sex discrimination that is prohibited by Title VII of The Civil Rights Act of 1964 and by title IX of the Education Amendments of 1972. The College’s Equal Opportunity Policy also prohibits sex discrimination.

Additional information regarding sexual harassment:

1. The College recognizes the right of members of the campus community to obtain redress from sexual harassment.
   a. Confidentiality: Because of the sensitive nature of sexual harassment charges and the need to protect the privacy of the parties; the confidentiality of the reporting party and the accused will be observed provided it does not interfere with the institution’s ability to investigate or take corrective action.
   b. Intent: The fact that someone did not intend to sexually harass an individual is generally not considered a defense to a complaint of sexual harassment. In most cases, it is the effect and characteristics of the behavior that determine if the behavior constitutes sexual harassment.
   c. Retaliation: Retaliation against anyone reporting or thought to have reported sexual harassment behaviors 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 sexual harassment is substantiated. Encouraging others to retaliate also violates the policy. Examples of retaliation 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 or grades
      - 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

d. False Charges: Due to the serious nature of sexual harassment charges, a false charge of sexual harassment shall be considered a serious offense, subject to disciplinary action by the College.

e. Sanctions: The possible sanctions for anyone found guilty of harassing behavior have as their primary purpose to end harassing behavior and prevent any reoccurrence. Such sanctions, depending on the severity of the offense, range from making an apology to the victim to suspension, probation, termination, or expulsion.

f. Time frame for filing a complaint: A complaint, either informal or formal, should be filed no more than 90 days after the sexually harassing behavior occurred.

2. Records-All complaints and the outcome of all complaints (resolved formally or informally) will be treated as confidential and will not be noted on the student’s or employee’s personal records. However, the President will keep a confidential record of harassment proceedings. Accessibility will be determined by the current provisions of the Family Educational Rights and Privacy Act with regard to students and by applicable law with regard to employees.

3. The Office of the Title IX Coordinator has institutional responsibility for monitoring compliance with Title VII and Title IX: any individual who contends that a sexual harassment complaint did not receive prompt and equitable response should contact the Title IX Coordinator or his or her designated representative.

**Initial On-Campus Contact Options for Sexual Misconduct**

Every report of sexual misconduct will be taken seriously and action will be taken as appropriate.

Confidential Support/Reporting options: The following listed individuals may serve as a confidential source for survivors. This means that if the survivor wishes the incident not be formally reported, this is the best avenue for contact. The counselor (or staff) will ensure that confidentiality is maintained but the survivor is connected with as many supportive resources as possible.

- College Counselor
- College Chaplain
- Any student member of the College Counseling Staff (peer counselors or graduate interns)

Formal Reporting options: Formal reports can be made to the Dean of Students, the Director of Campus Safety, any professional member of the Student Life Staff, or any student member of the residence life staff. All other members of the campus (administration, faculty, professional staff, or students) who receive a complaint about alleged sexual misconduct are mandated to share that report with the Dean of Students and/or the Director of Campus Safety.

The Dean of Students and the Director of Campus Safety will then conduct an investigation into the report, including contacting the survivor, the accused (if known) and any possible witnesses. If sufficient evidence is uncovered in the investigation, campus disciplinary procedures will be pursued.
If at any point during an investigation the alleged assailant identifies him/herself as the assailant to the Dean of Students or the Director of Campus Safety, the assailant will be placed on interim suspension until such time that a formal hearing with the Conduct Hearing Board can be arranged.

**Initial Off-Campus Contact Options**

- Crisis Hotlines (available 24 hours/day, 7 days/week)
  
  1.800.656.HOPE (Rape, Abuse and Incest National Network)
  217.753.8081 (Prairie Center Against Sexual Assault)
  1.800.799.7233 (Domestic Violence Hotline)
  1.800.227.8922 (Sexually Transmitted Disease Hotline 8 a.m. – 8 p.m. Mon-Fri)

- 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
  1.800.552.6843 (U.S. Attorney General for Hate Crime Reports)
  1.800.552.7096 (Child Abuse Hotline)

- Hospital
  217.788.3030 (Memorial Hospital Emergency Room—Rape Exams)
  217.854.3141 (Carlinville Area Hospital—Internal Medicine—will not do Rape Exams)

- Medical Issues
  217.839.1526 (Maple Street Clinic)
  217.545.8882 (SIU Physicians and Surgeons—Gynecology)
  217.544.2744 (Planned Parenthood—Springfield)

- Legal Assistance
  217.753.4117 (IL Coalition Against Sexual Assault—Springfield)
  888.259.6364 (Macoupin County Safe Families)

- Police Non-Emergency
  217.854.3221 (Carlinville Police Department)

**Investigation Process after Formal Complaint**

After a formal (non-confidential) complaint is made, the Dean of Students and/or the Director of Campus Safety will meet with the student making the complaint (the complainant). If the complainant requests confidentiality, the College will take all reasonable steps to investigate and respond to the complaint while respecting the complainant’s request for confidentiality; however, complete confidentiality may not be possible. At this meeting, the Dean of Students and/or the Director of Campus Safety will outline the options available to the complainant, including the complainant’s right to file a criminal complaint, the procedures for the College’s investigation and Conduct Hearing Board hearing, and the possible outcome of such investigation and hearing. If the complainant decides to give a statement, the Dean of Students and/or the Director of Campus Safety will take a written and/or tape-recorded
statement of the complainant's account of the incident.

The accused student (referred to as the “respondent”) will be given the opportunity to provide the Dean of Students and/or the Director of Campus Safety with a written and/or tape-recorded statement after the charge has been made by the complainant.

The investigation will also generally include interviews and written statements from witnesses, as well as consideration of any other evidence relevant to the incident.

The complainant and respondent will be permitted to have an advisor/advocate present during the interviews and the hearing. The advisor/advocate may be another student, faculty or staff member. If either the complainant or the respondent wants such an advisor/advocate, but cannot find one on his/her own, he/she may request that one be found by the Dean of Students. Advisors/advocates may not be members of the Conduct Hearing Board hearing the case or any potential appeals of the case. Advocates/advisors may not be external to the college community (i.e. parents or attorneys).

If the Dean of Students determines that it is in the best interest of either party for safety and/or other reasons, certain accommodations will be provided as all prepare for the conduct hearing process. Both parties may be instructed to avoid all contact with each other. If these instructions are not followed, disciplinary action will be taken, including the possibility of immediate interim suspension from the College and denial of access to College property. The Dean of Students may also temporarily change academic and/or living situations after a report of sexual misconduct is filed, if requested by the complainant or respondent and if such changes are reasonably available.

In most cases, the complainant has the ability to determine whether or not the investigation and proceedings continue until such point that the information gathered during the investigation indicates that a violation of College policy may have occurred. Once that point has been reached, the College is obligated to continue the investigation and hearing process with or without the complainant’s implicit permission in the interests of the safety and security of all Blackburn students. The College encourages the complainant to participate in the hearing process.

Note: The purpose of this conduct process is to determine whether violations of the College’s sexual conduct policy have occurred. Charges of misconduct remain allegations until a decision is reached by the Conduct Hearing Board.

**Options Available for Survivors of Sexual Misconduct**

A primary concern of the college is the safety and well being of all members of its community. All survivors are encouraged to seek immediate medical attention following any rape or sexual assault. Many additional threats remain even after a rape or sexual assault, including the possibility of sexually transmitted infections and/or pregnancy. After the immediate needs of the survivor are met, the college has the following options in place for survivors of sexual violence:
1. Receiving Confidential and Individual Counseling:
   a. The survivor may meet with the College Counselor or with a counselor of his/her choosing.

2. Requesting a No Contact Order
   a. Any student may request a no-contact order with another student if he/she feels that another student threatens his/her academic and social development.
   b. Survivors may speak with the College Counselor and/or the Dean of Students regarding such a request.

3. If the accused is a student, initiating a Hearing before the Conduct Hearing Board:
   a. The survivor may arrange a meeting with the Dean of Students and request a hearing.
   b. Both the complainant and the respondent will present their recollections of the event(s) before the Conduct Hearing Board (a panel of trained faculty, staff and students). These hearings are confidential and both the complainant and the respondent may bring with them one advocate who can support the individual but does not speak or act on their behalf during the hearing. Trained members of the faculty and staff will assist and work with both the complainant and the respondent prior to the hearing to ensure that each are adequately prepared and aware of what will be asked of them as well as what the possible ramifications could be. The members of the Conduct Hearing Board may ask questions of both the complainant and the respondent though the questions may only relate to the act of misconduct as well as to any actions or activities that led to or lend credence to the complaint (as determined by the Chair of the Conduct Hearing Board.

4. If the accused is a member of the faculty or professional staff, initiating a campus hearing:
   a. See the Faculty/Staff Handbook, appendix BB

5. Utilizing Resources Not Available On Campus:
   a. The survivor may contact the local police to press charges against the alleged assailant. The survivor may request the presence and assistance of the College Counselor, the Director of Residence Life or Campus Safety and/or the Dean of Students in making contact with the police.
   b. The survivor will be provided with information about, and assistance if necessary, how to pursue criminal and civil cases. This information will be provided by the College Counselor, the Director of Residence Life and/or the Dean of Students.
      i. Criminal Cases require proving in a court that a statute or law was broken beyond a reasonable doubt and the alleged assailant may receive a prison term.
      ii. Civil Cases require proving in a court that harm was created by another individual by a preponderance of evidence and the alleged assailant may be forced to pay the survivor a monetary amount.
   c. The survivor may choose to pursue criminal or civil proceedings while at the same time pursuing action on campus.

**Conduct Hearing Board Procedures for Acts of Sexual Misconduct**
Students who are considering pressing sexual misconduct charges through the campus judicial system or those students who are facing a campus judicial hearing and being accused of sexual misconduct should go to the Student Life Office and pick up an Administrative Hearing Handbook to review their rights.
Both the person making the accusation and the accused must provide a written statement to the Conduct Hearing Board no later than 48 hours prior in order for a hearing to proceed. The complainant must provide a statement of the accusation and the respondent (after receiving notice of the charge) must provide a statement of response to the charge. Both written statements must include the name of each student's advocate and a list of the name(s) of witness(es) who will attend the hearing. All statements can be read by all involved in the hearing AFTER all statements have been submitted.

The Dean of Students will notify the complainant and the respondent that the Conduct Hearing Board is being called, and will provide both parties with the date of the hearing. In most cases, scheduling of the hearing will be held within five (5) working days of the complainant's initiation of charges. If this condition cannot be met, both the complainant and the respondent will be notified regarding the status of the process and hearing. Both the complainant and the respondent will be informed in writing of the hearing format and specific charges.

Be aware that the following amendments are in effect for hearings of sexual misconduct:

Rights that do not apply to the accused in these cases:
   a. The right to waive the three days notice of charges. Hearings will be held allowing all parties three days notice.

Additional or clarified rights of the respondent:
   1. The right to have an advocate present during the proceedings that cannot speak or address the panel in any fashion. The advocate is to serve as a supporter for the alleged assailant and, as a result, cannot function in a legal or judicial manner.
   2. The right to call witnesses on his/her behalf, as long as the witnesses speak only to the events leading up to or the alleged act of violence itself.

Additional or clarified rights of the complainant:
   a. The right to initiate a hearing before the Conduct Hearing Board as long as the accused is a member of the Blackburn community;
   b. The right to have an advocate present during the proceedings that cannot speak or address the panel in any fashion. The advocate is to serve as a supporter for the survivor and, as a result, cannot function in a legal or judicial manner;
   c. The right to call witnesses on his/her behalf, as long as the witnesses speak only to the events leading up to or the alleged act of violence itself;
   d. The right to receive changes in academic and living arrangements (affected by the respondent).

Hearings addressing acts of sexual misconduct before the Conduct Hearing Board are distinctive in nature.
In cases of sexual misconduct, these procedures will be followed:
1. The College official chairing the hearing will read the charge(s) along with the name(s) of the persons(s) or office bringing them.
2. All parties present will be reminded that they are to tell the truth throughout the hearing.
3. The student will state whether or not he/she was responsible for the offense.
4. The Dean of Students, or the complainant(s) will submit evidence related to the alleged offense(s) of sexual misconduct and/or to other actions that led up to or support the allegation of sexual misconduct as well as providing witnesses that can specifically speak to the alleged offense(s) of sexual misconduct;
5. The respondent(s) against whom allegations are being presented will submit evidence related to the alleged offense(s) of sexual misconduct and/or to other actions that are presented as leading up to or supportive of the allegation of sexual misconduct as well as present witnesses who can specifically speak to the alleged offense(s) of sexual misconduct;
6. 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.
7. All parties present are entitled to make notes and ask questions at any time during the hearing, providing they have been recognized by the College official chairing the hearing. The only exception to this is the advocates who must speak through the person they are present to support. Neither the complainant nor the respondent may speak directly to one another during the hearing.
8. The Conduct Hearing Board may recall the complainant, the respondent, and any witness at any point to clarify or challenge statements made during the hearing. The Conduct Hearing Board members are allowed to ask questions at any point throughout the hearing. All questions and clarifications must be directed to the Conduct Hearing Board members. Any member of the Conduct Hearing Board may request additional information.
9. Decisions will be reached on the basis of the evidence presented during the hearing. If evidence of misbehavior outweighs evidence to the contrary, the student will be considered responsible for the offense.
10. Students will be verbally informed by the Dean of Students of disciplinary decisions as soon as they are made. The Dean of Students will inform both parties of the decision at the same time, but separately so that they do not encounter each other. The complainant will be informed of whether a violation of this policy was found and what sanctions, if any, were imposed on the respondent if such sanctions directly relate to the complainant (e.g., the respondent is ordered to stay away from the complainant, is prohibited from attending school for a period of time, and/or is transferred to different classes and/or residence hall).
11. Written verification from the Student Life Office will follow as soon as possible thereafter.
12. All hearings are closed to the public and must be held in either a conference room or a classroom. The advocates for the survivor and the alleged assailant 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 violence and the acts leading up to it. The sexual history of the complainant is not a relevant part of the Conduct Hearing Board’s proceedings or deliberations. Character witnesses are also not allowed as they cannot substantiate or invalidate any act of sexual misconduct.
Outcomes: In hearings involving students the Conduct Hearing Board will take one of the following actions:

Any student found to have violated the College’s Sexual Misconduct Policy will receive a sanction ranging from an offense of the student conduct code to suspension to last at least one entire semester, depending on the severity of the incident, and taking into account any previous disciplinary offenses. The Campus Conduct Board has the right to assign sanctions as deemed appropriate based on information gathered in the case.

Typical sanctions for each incident of sexual misconduct are as follows:

• Any student found responsible of a charge of Non-Consensual Sexual Contact (where no intercourse has occurred) will receive a sanction ranging from an offense of the student conduct code to suspension to last at least one entire semester, depending on the severity of the incident, and taking into account any previous disciplinary offenses.
• Any student found responsible of a charge of Non-Consensual Sexual Intercourse will face a sanction of suspension to last at least one entire semester or recommending expulsion to the President.
• Any student found responsible of a charge of sexual exploitation or sexual harassment will receive a sanction ranging from an offense of the student conduct code to suspension to last at least one entire semester, depending on the severity of the incident, and taking into account any previous disciplinary offenses.
• Sanctions connected to an offense of the student conduct code can include restrictions of extracurricular activities, withdrawal of specified privileges, payment of a fine, mandatory counseling, a housing move to another room/residence hall/off campus without a refund, restitution to any individual(s) aggrieved by the offense, community service, and/or social probation.

Appeals of Conduct Hearing Board actions in sexual misconduct cases:
1. Appeals are filed with the Provost’s office within 48 hours of the notice of the decision, to be heard by the Provost.
2. Except as required to explain the basis of new evidence, an appeal is limited to a review of the initial proceedings (via an audiotape of the hearing) and supporting documents for one or more of the appeal criteria. An appeal can be requested by the accused or the accuser but must be based on one or more of these criteria:
   • Improper procedure in the hearing
   • New evidence not presented in the hearing
3. The Provost may call, if necessary, for a private conference with the student making the appeal and/or witnesses.
4. Students (both the respondent and the complainant) will be informed verbally of a decision on the appeal as soon as it is made. Written verification will follow as soon as possible.
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.

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) 854-3231. Extension 4225. 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 and returning 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. The tuition deposit is non-refundable for continuing students, 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, he/she 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. Blackburn issued checks can be cashed in the Business Office subject to a $150 limit. 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. 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. Beginning with the first day of classes, an administrative fee of $100.00 will be charged for all withdrawals. 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. Room and Board charges will be refunded on a weekly pro-rated basis through the fourth week. No refunds will be made after the fourth week.

Refund Schedule
Fall/Spring Term
Through the 1st day of classes.....100% refund
Though 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.

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: Time sheets are completed by students and signed by supervisors for submission to the Work Office. Student payroll is tracked by the Work Office and submitted to the Controller for processing. Paychecks can be picked up at the Business Office on payday or a form can be completed at the Business Office for direct deposit. A schedule of paydates 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 by the Controller 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 by the Controller through normal payroll procedures. The check will be issued for the gross amount for presentation purposes. Appropriate taxes will be withheld from the next paycheck 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, AND the signed Add/Drop slip.
3. New books must be unmarked, unused and in original purchase condition and shrink-wrap in place.
4. Used books must be returned in the same condition in which they were purchased.
5. Books purchased by credit card must be refunded to that card. Books purchased by bookslip will be refunded to your account.
6. Damaged books are not accepted.
7. Exchanges will be given for identical merchandise in the case of defects. A receipt is required.

Merchandise Return Policy

Refunds will be issued for returned merchandise if the following conditions are met:

1. 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.)
2. Merchandise must be returned in absolute new condition.
3. Packaged merchandise must be returned in its original packaging.
4. SALE/CLEARANCE MERCHANDISE IS NOT RETURNABLE.
5. 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
   Students 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. The last daily mail run is around 3:00pm Monday - Friday. 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. Students who fail to submit immunization records will be restricted from course enrollment and moving in to 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
Required Student Health Insurance
The College requires all students to provide evidence of health insurance coverage. Students who have other health insurance coverage must complete an online waiver each academic year. FOR THE 2014-15 ACADEMIC YEAR, THE WAIVER DEADLINE IS JULY 15, 2014. A waiver form can be found at the link listed below. Students who do not complete the waiver will be automatically enrolled in and charged for the basic accident and sickness insurance policy and will be billed for the annual premium for that insurance ($200). The policy is administered by Consolidated Health Plans and a brochure can be found on the Blackburn website. The insurance carrier will send each enrolled student an enrollment card within the first few weeks of their first semester of enrollment for the academic year. Waivers and more information can be found at www.universityhealthplans.com, and select Blackburn College to access the waiver form. Claim forms can be found at the link listed above.

Athletic Insurance
All students participating in Blackburn College Intercollegiate Athletics are covered under a secondary athletic insurance policy. Primary insurance coverage must be billed first and then the Blackburn Athletic Trainer can assist student athletes in making a claim for an athletic injury.
**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.

**HIV/AIDS Policy**

References herein to “HIV” (human immunodeficiency virus) are meant to include any of (1) those who are currently healthy but have evidence of exposure to HIV; (2) those who have one of the lesser manifestations of HIV infection; (3) or those who have been diagnosed as having actual cases of AIDS (acquired immune deficiency syndrome). Since medical knowledge indicates that HIV is not spread through casual contact, these guidelines emphasize protection of the rights of persons infected with HIV within the limitations of their medical status.

In accordance with the Americans with Disabilities Act (ADA), students with HIV will be granted full use of existing support services and guaranteed their legal rights. Standard precautions (safety procedures for handling blood and body fluids) shall be utilized in all settings (educational, residence hall, and work). The existence and identity of persons with HIV must be considered as unknown. Discrimination or harassment against students who have been diagnosed with HIV during the admissions process or during their attendance at the college is a violation of the anti-harassment policy.

**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 him/herself and/or others, the staff member may direct the student to consult with Counseling Services for administrative referral. If he/she refuses, interim suspension from the College may be invoked.

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 and the President 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 his/her 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 his/her 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, he/she 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 he/she is 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 of the Chaplain (according to guidelines of the Office of the Chaplain or 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 the Conference Services Office. The Conference Services Office determines if College facilities will be made available and, in consultation with the Business Office, 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 Conference Services Office 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 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 the Vice President for Administration and Finance 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 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. The approval of the Vice President for Administration and Finance and the Vice President for Institutional Advancement are required.
FOOD SERVICE
1. All returning residents will choose their own meal plan from the options of either a block 175 meals/semester or a block 125 meals/semester.
2. Three meals a day are served in the Dining Hall - Monday through Friday. Brunch and dinner are served on weekends. Special programs and banquet times may necessitate a change in regular mealtime serving hours.
3. Students may only enter the dining hall through the main door.
4. The Food Service Director is available to assist in planning for special occasions (luncheons, teas, dorm events, etc.). For best results, he/she should be contacted at the beginning of the planning process.
5. 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 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 extracurricular clubs who have need to meet during a meal period should reserve a room in the Auxiliary Dining Rooms or other campus meeting areas. Trays will be allowed outside the dining hall ONLY for these college-sanctioned meetings.
5. All students and guests are required to clear their table and deposit their tablewear 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 his/her 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 sick tray from the Food Service. If needed, sick tray requests can be obtained from the Student Life Office.
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 Conference 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 Security 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. 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 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 Campus Community and Safety Office. Approval involves a thorough check of an individual's driving record, a brief test, and takes at least one week. After providing Security personnel with a copy of a valid driver's license, personnel in that office will notify the individual if he/she has been approved to operate college vehicles

2. **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
   - 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. of “directory information”; 
6. to parents of dependent students, as determined by the Financial Aid Office according to the Internal Revenue Code of 1954; 
7. to the United States Office of Immigration and Naturalization Service (for international students only); 
8. 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.

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.

**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.

**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 a.m. to 10 p.m. each day. After 10 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 (4224) for the Student Life Office (during regular business hours) or after hours by contacting your Resident Director or the Resident Director on Campus Duty. 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. City police hold seminars for staff discussing various 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 Security Office (DCC, room #134).

1. Student persistence rate & graduation rate information can be obtained from the Records Office (Ludlum Hall, room #113).

2. Information on financial assistance available to students enrolled at Blackburn can be obtained from the Financial Aid Office (Ludlum Hall, room #119)

**STATEMENT ON CIVIL RIGHTS/NON-DISCRIMINATION**

The facilities and services of the College are open to all students without respect to gender, race, color, age, ancestry, religion, marital status, national origin, physical or mental handicap, military status or sexual orientation. The President of the College is the Civil Rights Compliance Officer.

**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.

**Procedure for Obtaining Adjustments**

1. Blackburn College shall, upon request, consider adjustments for students who have been determined to have a disability. **An adjustment is defined by this policy as any reasonable accommodation for a student's disability as required by Federal regulations.**

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

3. After the existence of a disability has been confirmed, the Counselor will meet with appropriate college officials to discuss adjustments for the student.
   a. Academic Adjustments. The Counselor will confer with the Director of the Learning Center and the Provost to make specific recommendations regarding academic adjustments.
   b. Facilities Adjustments. The Counselor will confer with the Director of Physical Plant and the VPAF to make specific recommendations regarding facilities adjustments.
   c. Work Program Adjustments. The Counselor will confer with the Associate Dean of Work and Work Program General Managers to make specific recommendations regarding work adjustments.

4. The student will have two options for implementation of any recommended adjustments:
   a. (S)he may deliver the letter describing the recommended adjustments to (and conferring with) the individuals involved in determining the implementation of a recommended adjustment.
   b. The student may request the Counselor to contact those individuals involved in determining the implementation of recommended adjustments.

5. If an approved adjustment 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 Counselor within fifteen business days of receiving his or her adjustment letter.

6. 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 adjustment, he/she may file a grievance by using the grievance procedures listed in this handbook.

**GRIEVANCE PROCEDURES**

**CIVIL RIGHTS & 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. His 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 Residence Life or Dean of Students for guidance in making a written complaint. The Director of Residence Life 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 Residence Life 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.

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.

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. All students are required to live on campus. Exceptions to this rule may be made for:

1. Students who take less than a full time (12 hours) schedule of courses;
2. Students who reside with their spouses in the Carlinville area;
3. Students who reside with a parent/guardian in the Carlinville area;
4. Those who have completed at least eight semesters in residence on the Blackburn campus;
5. Those who have previously earned a baccalaureate degree;
6. Those students who are older than the traditional age (18-23); and
7. Those students who have been removed from the residence halls by specific College actions.

It is expected that these students will not reside on campus and must receive permission from the Student Life Office if they wish to reside in a residence hall.

Students who are 21 or older, have senior standing, or have completed eight semesters in residence and choose to live off campus must have a commuter status certification on file in the Student Life Office.

The College does not offer married or family housing or housing for couples who wish to co-habitate. No one may live in the residence halls if he/she is not a full time student.

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 9 p.m. to 7 a.m. daily. In addition, a Resident Director is on campus duty 5 p.m. to 8 a.m. Monday thru Thursday and 5 p.m. Fridays to 8 a.m. Mondays. Hall duty schedules are posted in each residence hall.

1. Maintenance (i.e. electrical, plumbing, etc.) emergencies are reported as follows:
   a. from 8:00am to 5:00pm call ext.4277.
   b. from 5:00pm to 8:00am call the Resident Director on duty 217-825-7504.
2. Other emergencies:
   a. Fire
      1. Pull the fire alarm.
      2. Call the Fire Department 7 + 911.
      3. Notify Resident Director, Resident Assistant or Resident Director on duty.
   b. Injury, Accident, or Ambulance Request
      1. Call Ambulance Service 7 + 911.
      2. Notify Resident Director, Resident Assistant or Resident Director on duty.
   c. Violent Acts (assault and battery, explosions, etc.)
      1. Call the Police 7 + 911.
      2. Call the Ambulance, if necessary, 7 + 911.
      3. Notify Resident Director, Resident Assistant or Resident Director on duty.
      4. Call Student Life Office (8am–5pm) at ext.4224 if an RD or RA is unavailable.

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 his/her 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 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 written (or oral in exceptional circumstances) authorization from Student Life 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, he/she 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 his/her 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, and lock their room doors.
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.
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 2-day housing assignment event:

1. “Squatters”: Current residents who wish to keep the same room (squat) may do so under all of the following conditions:
   a. he/she can present a copy of his/her course schedule for the following fall semester
   b. he/she has not been on social, work or academic probation at any time during the semester;
   c. he/she has a roommate and it has been mutually agreed that the roommate will remain in the room too or that he/she will move out in favor of another roommate—and that roommate can present a copy of his/her 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. Some rooms will be blocked off prior to any or all portions of Room Draw for specific use, i.e. medical and psychological exceptions.

4. 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: for the semester they return, may file a housing preference with the Director of Residence Life and an effort will be made to meet their preference. If they choose, students in off campus programs may designate a proxy to attend room draw and make their room selection in their absence. Participation in off-campus semester programs will count towards semesters living on campus.
   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 broken by a random number draw. Students will draw for rooms in the following order:
      i. Single Rooms
      ii. Double-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.

5. Returning students who do not have a roommate will be assigned housing during the summer when assignments are being made for re-admitted students and new transfer students.

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 and students may ask to be placed on the list—first come-first served. This list will start during 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 Residence Life. Unauthorized moves will result in disciplinary action.

8. For students who wish to move (as space allows) to an alternate location, they should see the Director of Residence Life who will determine if a room change can be made. The only time a room change can be made is between the 3rd and 7th week 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 Residence Life.

10. No student will be permitted to move after Fall or Spring break. Exceptions may be made under special circumstances determined by the Director of Residence Life.

11. Each student will be allowed to move once each semester at no charge. Each
additional move after the first will result in a $125 administration fee.

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 Business Office and will be charged for each semester. Call the Business Office at ext. 4225 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 him/her, 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 his/her 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. Each residence hall may set its own regulations regarding campus visitors of the opposite sex.

2. In buildings where 24 hour visitation is in effect, students are permitted to visit at any time during the day or night providing they have permission from the resident they are visiting and his/her roommate. 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. Visitors to the residence halls are required to use the appropriate rest room facilities in that building. Persons are not permitted to use the bathrooms reserved for the opposite sex unless a waiver of this regulation has been granted to a specific floor or wing of a residence hall by the Director of Residence Life.

**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 his/her 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, he/she must make arrangements with the Director of Residence Life 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 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 special legal responsibilities for the care and protection of guests under the age of 18.

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. Students wanting to change from bunk beds to single beds may request that change through their Resident Director within the first two weeks of any semester.

All furniture changes must be made with the permission of 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 Residence Life 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 Residence Life). Notification of pro-rata charges will be posted in the residence hall. 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 Residence Life 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 may be assessed at end of the semester check-out to all residents of a wing or floor for failure to properly dispose of trash or property when responsibility for such property is not able to be attributed to an individual.
7. 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.
8. Residents will be held responsible for damage to any furniture or college supplied window treatments in the residence halls.
9. 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 Residence Life.
   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 his/her lost key he/she will be refunded $20.00 for a room key and $45.00 for a front door key.
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.

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 prorations is to encourage students to be active in and aware of their residence hall & 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 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 both the Work Program Advisor to the Campus Services Department (WPACS) and the Director of Residence Life (DRL). Photos must be provided both before and after clean up to the WPACS and, if the mess is approved by both the WPACS and the DRL, 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 WPACS and the DRL, an area 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 WPACS and the DRL.
   c. In acts of vandalism resulting in a large mess (discharging powder fire extinguishers, flooding areas with water, etc.) the WPACS & 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, 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 1 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 prorations 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. He/She may conduct fire drills and training sessions as deemed necessary and appropriate. He/She 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. toasters or toaster ovens
   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
l. 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 without the consent of the Resident Director.

VACATION/SEMESTER BREAK HOUSING POLICY
One residence hall will be designated for use as the Break Hall during each College Break. Housing in this building is available to only those students who are selected to work for the College, have College related academic or athletic commitments, and international 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 forms (available in the Student Life Office) and find housing in the Break Hall. Residents of the designated Break Hall must be aware that their fellow students will approach them for permission to stay in their room. In the community spirit of Blackburn College it is assumed that residents will voluntarily allow fellow students to reside in their room over Spring and Winter break. However, in extreme circumstances, the Student Life Office reserves the right to randomly select rooms for use in the Break Hall.

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. A/C window units will not be allowed. Unauthorized window units will be removed without notice by Physical Plant.
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, he/she 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/Construction and/or Director of Residence Life may, upon their discretion, add incidental charges for damages overlooked by Residence Life Staff.

**Pets**
Students are not permitted to have pets in their rooms, with the exception of non-toxic completely aquatic pets (50 gallon maximum tank).

**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 Student Senate and the Director of Residence Life. In other halls, residents may set quiet hours with the approval of the Resident Director and the Director of Residence Life. 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 repaint 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.

**Antenna/Cable Connections**
Students may not connect to any antenna line or to any cable/phone line provided by outside sources; with the exception of college provided connections in each residence hall room. Unauthorized connections will be unhooked and persons responsible will be subject to disciplinary action. Students may not install TV, FM, or two-way communication antennas to any exterior surfaces of any building.

**Smoking**
The Blackburn Campus has been designated a smoke free campus. 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.

**Telephone Service**
For information regarding residence hall room telephone service, please contact the Student Life Office.

**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 2014

These are the principal guidelines by which the work program functions and cannot be superseded by any other guidelines. Each “teaching supervisor” and worker is issued a copy of the guidelines and is responsible to be familiar with and abide by them. Comments and suggestions are welcome. Student involvement helps to make Blackburn special.

Work Program Mission Statement
The mission of the Blackburn College student-managed work program is to meet the labor needs of the campus community, and to help better prepare students for a successful transition to life, work, and career after college by:

- Involving students to the maximum extent feasible in the provision of all goods and services needed and/or provided by the college.
- Reducing the cost of a four-year, private college education through student “self-help”.
- Providing “hands-on” work, service and leadership learning opportunities in addition to the classroom.
- Providing an added dimension of community involvement, and student character development emphasizing a strong work ethic, responsibility and accountability.

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, Parkville, Missouri. Initially, students worked under the direction of two adult supervisors. Several years after the program was instituted, student supervisory positions were created and a substantial amount of the responsibility for management 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 as an important part of education at Blackburn College.

PURPOSE OF THE WORK PROGRAM
Coupled with the gifts of Blackburn’s friends and benefactors, student work helps keep the cost of attending Blackburn lower than at most other quality, private, four-year colleges in the country.

The Work Program is an important part of student learning and personal growth and development including hands-on leadership experience. 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 abilities and attitudes that are of life-long value.

It is the objective of the Work Program to facilitate student learning and development in the following eleven areas, which have been identified as the program’s learning goals. Student work learning and development is accomplished through the students’ active engagement in work, internship, and service experiences both on and off-campus, and guided with the active support and collaboration of college faculty and staff “teaching supervisors”, community partners, and student leaders.

- Personal Responsibility
- Social Responsibility
• Effective Communication – Giving
• Effective Communication – Receiving
• Adaptability
• Initiative
• Leadership
• Effective Problem Solving/Analytical Skills
• Job Specific Knowledge
• Social Responsibility
• 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.

WORK TRANSCRIPT
Key to Blackburn College’s successful student managed Work Program is the competency development (listed above) every student goes through. Competencies may be added by faculty, staff, or student supervisors within the jobs they are responsible for. Competency recommendations must first be presented before the Assessment Committee and the Work Committee for approval. Competency requests must include the following criterion:

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

STUDENT MANAGEMENT
All of the work of the college is divided into work departments and each has a student manager. There are also two student general managers. The department managers hire fellow students as assistant managers and crew heads in varying numbers depending on individual departments needs. With the advice and support of department advisors and/or professional staff, student management is responsible to organize, train, motivate, supervise, and evaluate the student work force.

The department managers, under the leadership of the two general managers, constitute the Work Committee. The Work Committee, with the advice and support of an advisor, is responsible for the over all administration of the work program including the development, implementation, and monitoring of work program policies. As a management team they are responsible for assuring that the student labor needs of the campus are met, and for the continued growth and improvement of the work program. The Work Committee and advisor 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, both platonic 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 supervisors.

Student supervisors are expected to exercise caution, and fair and objective judgment when making decisions regarding a worker with whom they have a personal relationship. Whenever possible student supervisors should delegate, or otherwise involve other appropriate personnel in hiring, evaluative, and other sensitive supervisory decisions affecting workers with whom they are having a personal relationship.

68
Student supervisors 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 cause for dismissal. It is believed that student supervisors can and will conduct themselves appropriately, while still enjoying the full range of opportunities and relationships that the Blackburn College experience can provide.

**TYPES OF JOBS PERFORMED BY STUDENTS**

**ACADEMIC SERVICES:** Students serve as faculty assistants, lab assistants and tutors across all academic disciplines including the Writing Center, Art Studio, and Graphic Design Lab.

**ADMINISTRATIVE SERVICES:** Students provide support for all administrative offices including Business, Financial Aid, Student/Resident Life, Admissions, Records, Development/Alumni Affairs, Public Relations, Office of the President, and Office of Institutional Research. Students serve as office assistants, research assistants, graduation analysts, public relations writers, photographers, bookkeeping assistants, and campus tour guides.

**ATHLETIC SERVICES:** Student jobs include athletic trainers, clerical staff for coaches, and set-up for athletic events and physical education classes, and general cleaning in the facility.

**BOOKSTORE:** Workers are responsible for excellent customer service while providing text books, supplies, stamps, clothing, and merchandise to the campus and community. The distribution of U.S. and campus mail is also the responsibility of the workers. Auxiliary Services is managed from the bookstore as well, and coordinates rental space for events on campus.

**CAMPUS COMMUNITY & SAFETY:** Students perform duties including radio dispatch, campus patrol and escort, building security including daily lock-up and unlock, issue parking tickets, and manage the campus motor pool and security for campus events. Upperclassmen serve as residence hall directors and residence hall assistants responsible for safety and community programming activities in the six residence halls on campus. Students must be in good standing with the college, and pass a background investigation in order to be eligible to work in some jobs within this department.

**CAMPUS MAINTENANCE:** Student jobs include carpentry, plumbing/electrical, HVAC, grounds, building maintenance, new construction, recycling, and “set up and tear down” for campus special events. Workers are required to wear “hard sole work boots,” and must furnish their own.

**CAMPUS SERVICES:** Workers are responsible for cleaning the residence halls including hallways, stairwells, parlors and bathrooms and academic/administrative buildings including classrooms, hallways and bathrooms.

**COMMUNITY SERVICE:** Students work at the local Carlinville Schools and Head Start Center as teacher aides/tutors, City Library, Catholic Charities, Center for Developmentally Disabled, Beaver Dam State Park, County Public Health Department, Alternative Education Center, We Care Recycling Center, and with the local Chamber of Commerce, Macoupin County Animal Shelter, Village Morse Farm, and Food Pantry. Students also staff the college's Office of Volunteer Services, which recruits volunteers for service projects of a “one-time” nature, including activities of the Campus Chapter of Habitat for Humanity. Students must be in good standing with the college, and agree to and pass a background investigation in order to be eligible to work in some jobs within this department.
FOOD SERVICES: This department provides staffing for the kitchen and dining hall, and for any college related banquets or catering. Student workers are involved in meal preparation and service, and sanitation for the entire facility.

LUMPKIN LEARNING COMMONS: Peer Resource Counselors (PRC’s) are responsible primarily for helping and connecting students, faculty and staff with all services offered in the Commons, such as library circulation, research consultations and proctoring accommodation sessions. Other jobs available in the Commons include archives, interlibrary loan, and A/V crew.

SNACK BAR: Student workers prepare food, serve customers, and perform cleaning and sanitation work. The work can be fast-paced and fun.

TECHNOLOGY SERVICES: Students provide supervision and support for people using the Computer Center and staff the “help desk” 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.

REQUESTING A STUDENT WORKER/ALLOCATION OF STUDENT LABOR
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. Supervisors responsible for hiring are informed of their allocation number and given authorization to hire.

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 assure that current campus labor needs are being met and that the proposed position/hours would provide a benefit to the campus.

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 Associate Dean of Work. Break work positions and hours that have been approved in the budget are advertised by the Associate 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 make 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 he/she may petition to the Associate 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 adequate justification for the need to retain the student based upon his/her 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” he/she may petition to the Associate Dean of Work for an exception to be allowed to retain his/her break job. In addition to meeting the above two minimal criteria required for academic probation exceptions, the following condition must also be met in order for the petition to be considered:
• He/she has petitioned and been approved by the College Provost to register for summer
classes with the college. In such cases the student's weekly work commitment would be limited to 25 hours.

Break employment may be full-time (32-40 hours per week) or part-time (less than 32 hours per week) and may be for the entire break, or for only part of the break 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. 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 “minimally” compensated at the current State of Illinois minimum wage rate. In order to be paid, students must submit a time card signed by them and their supervisor verifying the hours worked. Pay dates are on the 15th and 30th (or closest business day) of each month.

**JOB APPLICATION PROCESS FOR RETURNING STUDENTS**

The Work Committee places returning students unable to secure a job on their own in the beginning of the Fall Semester. All jobs come open and students apply directly to the “hiring supervisor” (student, faculty or staff). Hiring supervisors first consider the students’ qualifications and past work performance, class schedule and then seniority when making job hires.

The Work Committee places returning students unable to secure a job on their own. When making such placements Work Committee takes into consideration the needs of the campus, the students’ qualifications and past work record, their class schedule, and lastly their preferences and seniority. These placements are made on a “30 day conditional basis”. The worker may be released if the supervisor feels that the workers’ performance is not adequate at any time during the 30 days. If “released” the worker must find a job within a week or request that the Work Committee place him/her in another job.

**JOB ASSIGNMENT PROCESS FOR NEW STUDENTS**

New Students will have an opportunity to electronically apply for all positions available using the same employment software used by the entire student body for placement purposes. New students may pursue any and all positions available to them until Fall Registration. The Work Committee will then assign students according to college needs, the students’ class schedule, and qualifications. An effort is also made to meet their preferences whenever possible. Many new students are assigned to Food Service, Snack Bar, or Campus Service (janitorial).

**JOB REASSIGNMENT BASED ON CAMPUS NEEDS**

If 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 class schedule and qualifications. Student seniority is a factor only if all other relevant factors are equal. The manager needing workers has the right to reject (for appropriate reasons) workers offered to him/her.

**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 in 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. He/she will verify the disability and contact the Work Program General Managers and Work Program Advisor 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, student managers current and elect, 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 information contained in their work record, but must pay for 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 person(s) bringing them.
   B. To have one member of Blackburn community present for support.
   C. To be offered the opportunity to attend, and to be notified at least 24 hours prior to the hearing.
   D. To appeal written warnings, probation, being fired, or suspended.

7. The College is committed to the principal 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.

8. The Office of the President has the authority to make decisions at any level of the work program 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:

<table>
<thead>
<tr>
<th>Year in Work Program</th>
<th>Tuition Credit per Semester</th>
<th>per Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st year</td>
<td>$1320.00</td>
<td>$2640</td>
</tr>
<tr>
<td>2nd year</td>
<td>1485.00</td>
<td>2970</td>
</tr>
<tr>
<td>3rd or more year</td>
<td>1650.00</td>
<td>3300</td>
</tr>
</tbody>
</table>

“Tuition hours” will be scheduled by supervisors to “average 10 hours per week”, and to not regularly exceed 20 hours in one week. Students may receive work credit for an approved on-campus or unpaid off-campus internship or student teaching experience (see Semester Career Option).

HOLIDAY HOURS
Students who are scheduled and who work hours in departments/offices designated by work committee as “required services” (for example Food Services, Campus Services, or any other departments) over holiday periods (e.g. Labor Day, Easter Monday) designated by work committee will be credited “tuition hours only” at the rate of time-and-a-half.
PAID WORK HOURS
Supervisors may request that specific workers be approved to work extra hours for pay. The following will apply:

A. Requests must be submitted to the Work Committee in advance and must be within the department/offices paid hours budget.
B. Workers cannot be on academic, work or social probation.
C. Workers must sign a contract specifying the conditions of their paid hours employment and complete tax withholding forms.
D. Unless an exception is made, students will not work more than (10) hours extra per week.
E. Workers will be paid at the current federal or state minimum wage rate, whichever is greater.
F. Workers who decide they no longer wish to work extra hours must give their supervisor at least two weeks advance notice. Failure to do so can result in disciplinary action.

NON-RESIDENT STUDENT WORK PROGRAM PARTICIPATION
Non-resident students are not currently 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). Part-time, non-resident student approval may be subject to “conditional placement” and may be revoked if the student worker is not making suitable progress toward fulfillment of his/her work commitment.

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.

Supervisors 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 8 hours in one day. 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 (in rare occasions). Supervisors needing students to work more than 20 hours in a given week must consult with the Associate Dean of Work.

JOB TRANSFERS & VACANCIES
Transfers may be made for documented medical reasons or for class/work schedule conflicts. Requests for transfers for other reasons are discouraged, and to be approved the following will apply; the respective department managers and direct supervisors must agree to the transfer and if an “exchange” of workers is necessary, the worker requesting the transfer must find a worker willing to switch jobs with him/her.

If a job vacancy occurs during the semester and the supervisor or manager wishes to refill the position, he/she must submit a request to the Work Committee for approval. If the request is approved the supervisor will be given written authorization to advertise/recruit for a student to fill the position. No position may be filled without posting the position on the job placement system prior to filling the position. Positions must be posted to the entire community for at least 24 hours before filing. Any student is a “free agent” to accept a job offer to fill an “approved vacancy”, however, he/she must give at least one week’s notice to his/her 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 CHANGES BE RECOGNIZED OR APPROVED THAT DO NOT CONFORM TO
THESE PROCEDURES.

REQUIRED DEPARTMENT MEETINGS
Meetings designated as “required” are part of the work requirement and as such workers will receive work time. If a worker misses a required meeting without an excuse, he/she 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). Required meetings are to be kept to a minimum number and length of time.

REQUIRED PROFESSIONAL DEVELOPMENT
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 Associate Dean of Work for exceptions to this policy.

SEMESTER CAREER OPTION
Students enrolled in an approved student teaching or unpaid internship experience off-campus, who were enrolled at Blackburn full-time the prior semester, and who have worked at least two full semesters in the work program may receive up to 160 work program hours based upon the number of academic credits they will receive for the experience. Normally, students may only use the option one semester, however, they may petition for approval of a second semester if they received less than a 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. In no case will work hours awarded exceed 160 hours with the exception of med tech majors. Students must submit a petition to the Work Committee before their career experience is to begin, and must submit time cards verifying the hours worked. 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 his/her semester career experience, work hours awarded will be calculated based upon the number of verified hours he/she did complete.

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. 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 Work Committee to work extra hours (including over breaks) and “bank” them to be carried into the next semester and applied against required work time. The following will apply:

A. A petition, signed by the supervisor where the work is to be performed and where the student will be working the next semester must be submitted IN ADVANCE.
B. If the student does not return the next semester, the hours banked will be credited to his/her account at the current federal or state minimum wage rate, whichever is greater.
C. Students may only bank a maximum of 48 hours.
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.

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 comprised 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 Campus Security Office for details).

Student Work Program jobs wherein the “principal responsibilities would require frequent or
regular off-campus travel” are discouraged. In those occasional situations when 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 his/her own personal vehicle for college work, but
only under the following conditions:
1. The student does so willingly and his/her supervisor has approved.
2. The student has the following on file with the Campus Security Office:
   • current valid drivers license
   • proof of auto insurance coverage
   • a “Permission/Waiver Form”
3. The student has the opportunity to receive mileage reimbursement if he/she so
   chooses, the cost of which is expensed to the department/office for which he/she
   works (contact Business Office).

While it is discouraged, if a faculty/staff member chooses to let a student worker use his/her
personal vehicle for college work the faculty/staff member whose vehicle is being used must
ensure that the student has a valid drivers license on file with the Campus Security Office, and
that he/she (faculty/staff member) has a “Permission/Waiver Form” on file with the Security
Office stipulating the name(s) of the student(s) who he/she has given permission to use his/her
personal vehicle.

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.

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:

A. An “Injury/Illness Report” is submitted to the Physical Plant Secretary within 24 hours of the injury with copies to the Work Department Advisor, Manager and General Managers.
B. If the worker requires hospitalization the supervisor must notify the Student Life Office (or Resident Director on duty), the Work Department Advisor and Manager as soon as possible.
C. 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 POLICIES

Procedure to be followed by a worker if he/she must miss work:
1. Notify work supervisor or other designated person in the work department/office as much in advance of the shift(s) being missed as possible (preferably at least an hour).
2. Arrange for a work substitute – if required (see Department Guidelines).

UNDER TIME HOURS
If a student works less than his/her work requirement he/she is assessed under time as follows:

A. Workers receive under time for all work missed unless waived due to a documented injury on-the-job, or required military service.
B. Workers in the National Guard/Reserves are excused from work for REQUIRED service if they follow absence procedures. Under time will be assessed UNLESS they must miss one or more weeks of work due to being activated for “extraordinary circumstances” (e.g. national or local emergency/disaster).
C. Any student requesting a waiver of under time must complete an Under Time Waiver Request form documenting the circumstances, and may be required to submit documentation (i.e., physician statement, etc.).
D. If a student withdraws during the semester the amount of his/her tuition credit will be adjusted according to the actual number of “tuition hours” that he/she worked. Students that do not complete their required “tuition hours” by the end of the semester will be billed for the “unearned” (hours not worked) portion of their tuition credit AND charged an administrative fee of $5.00 per hour.
NOTE: A worker may be allowed to carry under time incurred into the next semester in special circumstances (i.e., family emergencies, medical absence within the last few weeks of semester). A petition must be submitted by the student for approval. If the worker does not return the next semester or does not work the hours he/she will be billed for the hours not worked.
E. If a worker has under time, he/she can be required to comply with an Under Time Removal Contract. The worker is to be given written instructions at least (48) hours in advance of the required removal time and can only be required to work a maximum of (5) hours extra per week. Workers may be asked to remove under time with less than (48) hours notice, and will be accountable for the shifts if he/she agreed to the extra shifts.
EXCESS HOURS
Once students 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”.

SUBSTITUTION
If a student cannot work when scheduled, he/she must notify his/her 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).
A. The substitute receives credit for the hours worked and the absent worker receives “under time”, which must be made-up.
B. Substitutes must be department workers, unless approved, in advance by the manager.
C. The substitute is responsible for following all department guidelines. Sub slips are to be signed by both students.

RECORDING OF HOURS/TIME CARD PROCEDURES
A. Hours must be recorded on a time card, and be signed by the supervisor and worker. The normal work week begins on Monday and ends on Sunday. Time cards for the previous week are due each Monday (time and place set by each Department).
NOTE: all students receiving the work program tuition credit must submit a weekly time card to the Work Office that has been properly verified and signed by their supervisors.
Appropriate staff supervisors will be responsible to verify student manager and resident director “managerial and leadership work” for which they receive a stipend over and above the work program tuition credit, and are responsible to submit a written pay authorization to the College Business Office documenting the amount of the stipend and pay intervals.
B. The cumulative work time for the prior week for each individual student worker will be emailed to his/her “Blackburn email address”. Workers are responsible to contact the Work Office if they believe their work time is not correct. Workers are responsible to register for and regularly check their Blackburn email account. Failure to do so will negate their opportunity to receive work time electronically. Work supervisors (who so request) will receive copies of the weekly time sheets for workers in their respective work departments.
C. If workers do not submit time cards by the weekly deadline they receive under time and may be issued a warning. All time cards must contain the time period covered, shifts, hours worked each day, and worker and supervisor signature.

WORKER PERFORMANCE APPRAISAL AND ASSISTANCE

WORK EVALUATIONS
Workers and managers are evaluated each semester by their faculty/staff or student supervisors. Students are evaluated based upon their progress in the following areas of work learning, development, and performance;
• Personal Responsibility
• Social Responsibility
• Effective Communication – Giving
• Effective Communication – Receiving
• Adaptability
• Initiative
• Leadership
• Effective Problem Solving/Analytical Skills
• Job Specific Knowledge
• Social Responsibility
• Project Management

Supervisors are to meet with each student to discuss their evaluation. Work evaluations are intended to offer feedback on the students' work learning, growth, and development progress and work performance, to identify areas needing improvement, and to obtain worker feedback regarding any job concerns he/she may have. Copies of evaluations are maintained in the Work Office and Records Office.

HONOR WORKERS
Honor workers are selected monthly based on the following criteria:
- A worker who gives 100 percent in quantity and quality of work,
- who has a positive and enthusiastic attitude,
- who consistently strives to improve his/her performance,
- and who is completely dependable.

In recognition and appreciation, honor workers are given a Certificate of Appreciation. Honor workers are also recognized at an Honors Banquet 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 continue, and that the supervisor believes may be due to personal problems, he/she should refer the worker to the college counselor. This referral should take place in a one to one conversation with the worker. The supervisor should approach the student and describe the specific behavior that has caused him/her to be concerned.

The supervisor notifies the counselor that he/she has referred the student for assistance. The student is responsible to contact the counselor to set up an appointment (he/she is 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.

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 supervisors as well as to workers. Given their position of responsibility, however, supervisors should 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 supervisors should be removed from their positions.

WORK WARNINGS
- A. The manager/supervisor should meet with the worker as soon as possible 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, however, "retired" at the end of the academic year (i.e. do not count in determining status in the warning system the next academic year). Work contracts and probation status active at the end of Spring Semester do carry-over to the next academic year. 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.

D. Copies of warnings are sent to supervisors, faculty advisors and coaches who request that they be sent copies.

E. A meeting will be held after (3) or more written warnings have been issued. The department manager will attend, and supervisor and advisor will be encouraged to attend. The same individuals, along with a general manager 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)
letter to parents of dependent students

4th written warning  work probation (minimum 60 days)
letter to parents of dependent students

5th written warning  fired
letter to parents of dependent students

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

F. Based upon the reason for a warning, a worker may be referred for a disciplinary meeting REGARDLESS OF THE NUMBER OF WARNINGS he/she has been issued. Examples include, but are not limited to:

- fraudulent time card
- theft/vandalism
- alcohol/drugs
- horseplay that threatens safety
- physically/verbally abusive behavior

APPEALING WRITTEN WARNINGS
A worker has the right to appeal any written warning that he/she believes 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 (refusal to follow procedures/perform 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. Submitting a time card late or submitting a fraudulent time card.
10. Infractions of Department Guidelines.
11. 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 he/she has not been drinking, the supervisor 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 social judicial process (see College Handbook).

THEFT OR VANDALISM
A. Theft and vandalism occurring at the work place is to be reported immediately to the work supervisor on duty. The supervisor 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 fired or placed on probation. The matter may also be pursued through the social judicial system carrying possible social probation or suspension.
D. If a student is found guilty of theft or vandalism on or off-campus, he/she may be reassigned to a different job, if the supervisor feels the behavior could have a negative effect on his/her current job.

CONDITIONS APPLYING TO ALL DISCIPLINARY MEETINGS
A. If a warning is appealed, no action is taken until appeal is heard.
B. 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, he/she 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, he/she may be issued a warning and the meeting held without him/her.

WORK CONTRACT
A work contract is a written statement outlining specific actions required of a worker to account for and improve his/her 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 he/she is in serious danger of being fired if his/
her work performance or behavior does not improve. A contract will be prepared detailing the conditions of the work probation, including referral to any other appropriate college resources for assistance. In addition the following will apply:

A. He/she is ineligible to hold a leadership position on campus. Leadership positions include resident director, resident assistant, member of work committee, assistant manager, crew head, member of Student Senate, or officer/leader of a college organization such as class officer, House Council member, or Burnian Editor/Co-Editor.

B. He/she is ineligible (for a specified period of time) to participate in any college activity whereby he/she will be representing the college publicly; UNLESS participation in that activity is REQUIRED for completion of his/her degree. Examples of activities in which a student might be ineligible to participate include: intercollegiate sports*, choir, theater, and off-campus programs such as community service jobs, internships, and British, Latin American, and Washington Semester Programs.

C. Workers on probation may not be eligible for break employment, and are not eligible for “extra work 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.

FIR ED FROM JOB/SUSPENDED FROM COLLEGE

A. If a worker is fired he/she has the right to appeal the decision (see Appeal Board). If there is no appeal, or if the appeal is denied the worker is responsible to secure a job offer within one week.

B. The manager, direct supervisor and department advisor must all be in agreement in order for a job OFFER to be made, and based on a review of the student’s academic, work, and social record the Work Program Advisor must approve the hire.

C. If the student does not secure a job offer within a week, OR if the Work Program Advisor does not approve the worker for job hire the Advisor will determine if the student should be:
   • placed in a job by the work committee,
   • suspended immediately,
   • suspended effective at the end of the semester,
   • or suspended from living on campus and not be eligible to participate in the Work Program.

   The period of suspension will normally be one full-semester. The student’s work program tuition credit will be pro-rated based upon the number of hours he/she actually worked.

D. If a student is hired or placed in a job, he/she will be on work probation for minimum of 60 days.

E. “Suspension from the College” may be appealed (see Appeals Board).

APPEALS BOARD/APPEAL OF DISCIPLINARY ACTIONS

The Appeals Board hears student appeals of work probation, being fired, being suspended for work reasons, and civil rights complaints.

A. A worker has 24 hours of being placed on probation, of being fired or suspended to submit a written appeal to Board Chairperson.

B. Appeals must be based upon evidence that the action is excessively harsh, that improper procedures were followed or that 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 agreement of two other members of the Appeals Board (at least one of whom must be a faculty or staff member) 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 to be heard the Chair and other two
members must have met with and discussed their concerns with the student making the appeal.

C. If a worker feels that his/her civil rights have been violated he/she has 48 hours from the alleged incident to file a written complaint with the Appeals Board Chair.

D. 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.

E. The Appeals Board is constituted and proceeds as follows,
   1. One faculty and one staff advisors are appointed by the College President, and are voting members of the board.
   2. The student members of the board will be selected as follows:
      Each of the 12 work department managers will nominate one worker from his/her department to serve on the Appeals board.
      a. Nominees must be in good standing (academic, work, and social).
      b. Freshmen are not eligible.
      c. Nominees must have worked at least one semester in the work program
      d. Nominees cannot be in a work program leadership position (e.g. manager, assist. mgr, or crew head).
   3. The President of the College will appoint 5 members and 5 alternates from among the student nominees.
   4. The 5 student members select a student chair of the Appeals Board, who is a voting member.
   5. 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 him or her. Students receive work time for attendance. Excessive absence from meetings may be cause for removal.
   6. All votes will be cast by secret ballot.
   7. The worker has the right to have one member of the Blackburn community present at the hearing for support.
   8. 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 Work Program Advisor in suspension cases (or other person whom civil rights complaint is against) miss the meeting for other than a legitimate reason, which shall be the chairperson's decision.
   9. The worker presents his/her position first, followed by the manager and general manager or Work Program Advisor in suspension cases (or person whom the civil rights complaint is against). The “burden of proof” rests with the worker.
  10. Only members and advisor 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.
  11. The President has the authority to make decisions at any level of the work program disciplinary process.

**SELECTION OF MANAGERS/WORK COMMITTEE**

**ELIGIBILITY CRITERIA**
Candidates for manager and 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
Candidates for assistant manager and crew head positions cannot be on academic, social, or work probation. The respective department managers with approval of the department advisor fill these positions. They are to be held to appropriately high standards of conduct and performance, and may/should be demoted if the manager or advisor feels they are not fulfilling the requirements of the position, regardless of whether or not they have been issued prior work warnings.

SELECTION CRITERIA
The following qualities are sought when selecting managers:
• initiative, dependability, desire to do the job;
• leadership experience (or potential);
• prior experience (preferred) in the work area/department;
• maturity of thought, self-confidence;
• good organizational, planning, and problem solving skills;
• good interpersonal, communication, and time management skills;
• ability to work with groups and be a good role model;
• if a commuter he/she must be able to ensure appropriate availability to campus based on the department’s needs.

SELECTION PROCESS
A. Students interested in being managers, assistant managers, or crew heads are encouraged to attend a “management orientation” held early each Spring Semester. The orientation consists of an explanation of student management; roles, functions, examples of what to expect as a student manager, the selection process, etc.
B. Following “management orientation” the new work committee is selected. The general managers are selected first. The work committee and advisor interview applicants. The work committee and advisor select by majority vote the two persons they feel are best qualified to be general managers. If any managers are applicants they do not participate in the selection.
C. After the general managers have been selected, the department managers are selected. A group comprised of the current manager (unless he/she is or was a candidate for the current opening) and advisor, current and new general managers and the work program advisor interview applicants. This group selects (by majority vote) the person they feel is best qualified to be next year’s manager.
D. New managers continue in their current jobs, but once they begin meeting as a work committee, and “shadowing” the current manager they earn 5 hours of work time per week through the end of the semester for time spent learning, organizing, and planning for next year. The current managers continue in their jobs through the end of the semester and the new managers assume responsibility starting Fall Semester.
E. Because manager positions carry extra responsibility and require more work hours, managers are paid a monthly stipend in addition to the tuition reduction during their tenure as a manager. Managers are given priority after resident assistants each semester to receive single or double/single residence hall rooms and may retain the room without being assessed the customary double/single charge–enrollment permitting–and subject to conditions of the housing policies and fee structures.

DISCIPLINARY ACTION FOR MANAGERS
A. Managers or general managers may be recommended for a warning by any worker or supervisor, or other manager/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 work program advisor.

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 work program advisor may, regardless of whether or not warnings have been issued, call for a disciplinary meeting to be held if he/she feels that a managers or general managers conduct so warrants (i.e. failure to fulfill responsibilities, abuse of authority, social misconduct, etc.).

D. The general managers, department advisor and work program advisor hear the case and determine by majority vote what, if any action is to be taken (i.e. contract, probation or being fired).

E. In cases involving a general manager, the other general manager and the work program advisor 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, subject to Work Committee and the Department Advisor’s approval, a designated replacement (D.R.). These persons serve in the manner outlined below.

A. The manager is to notify his/her D.R. and a general manager prior to leaving campus for 24 hours or more and contact them upon his/her return. The D.R. assumes all manager duties and authority.

B. If a manager resigns or is fired the following occurs:
   1. The D.R. replaces the manager until a new manager is selected (see Manager Selection Process); OR
   2. If the department advisor, general managers and work program advisor are all in agreement the designated replacement may be hired as a permanent replacement.
   3. If a manager is fired or resigns prior to the end of his/her term, his/her manager’s pay ceases as of the date he/she was fired or resigned and any other privileges/benefits accruing to him/her as a manager MAY be revoked or subject to a charge. If a manager has been in the position for at least one semester and leaves the position in good standing he/she will be allowed to keep his/her current room subject to the conditions of the housing policies and fee structures.
Honor Code

Learn
I will:
Take an active role in the classroom
Use the Work Program to extend my learning.
Welcome challenges so that I may grow in all areas of campus life.

Work
I will:
Ensure that my academic work represents my own learning.
Put forth my best effort in the Work Program and internships, embracing whatever role I take.
Approach social and co-curricular activities with the same integrity as my work.

Earn
I will:
Communicate with instructors and supervisors to enhance my opportunity to reach my full potential.
Take pride in my achievements as a student, worker, and community member.
Strive to improve myself in all things.
Hold myself and my peers accountable to this honor code.