

# BLACKBURN COLLEGE STUDENT HANDBOOK

*Please reference the Student Handbook, known traditionally as the “B” Book, for the standards that have been established for the Blackburn student community as well as other helpful information about life on campus. The Student Handbook is issued and maintained by the Dean of Students and the Office of the President.*

## TABLE OF CONTENTS

• Introduction.....	2
• Academics.....	3
• Student Conduct Policies.....	9
• Student Housing.....	24
• Student Work Program.....	38
• Campus Guidelines & Policies.....	69

# **INTRODUCTION**

## **VISION**

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

## **MISSION**

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

## **VALUES**

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

## **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.

## **VOTER REGISTRATION**

Blackburn encourages each member of the campus community to exercise their right to vote. Please visit <https://blackburn.edu/about/policies-information/voter-registration> for more information.

## **DEFINITIONS**

When used in these guidelines:

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

## **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.

# **ACADEMICS**

## **COLLEGE CATALOG**

The College Catalog contains the academic regulations and policies of the College. Students should read the Catalog carefully to be certain that they are familiar with these policies, and that they are progressing toward the fulfillment of all graduation requirements. Students should review with special care the discussion of major academic regulations noted in the Catalog. Faculty Advisors and the Records Office personnel are available to assist in this task, **but the student holds the final responsibility for making certain all graduation requirements are fulfilled.** Degree requirements at Blackburn may be met by using any catalog that is in effect during a student's attendance. Combining requirements from various catalogs is not permitted.

## **STUDENT PORTAL**

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

## **COURSE LOAD**

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

## **CLASSROOM BEHAVIOR POLICY**

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

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

## **ACADEMIC INTEGRITY**

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

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

- 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.
- 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.
- 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.
- 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.
- A student who feels that they are 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, they may request review at the next level. If the student is not satisfied with the outcome of these reviews, they may request a hearing before the Committee on Academic Standing.
- The Committee on Academic Standing will review the case and decide 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.
- In the event that the student is exonerated of the charges, all documentation relative to the charge of cheating shall be removed from the student's college records.

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

### **WHAT IS PLAGIARISM AND WHY IS IT IMPORTANT?**

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

### **HOW CAN STUDENTS AVOID PLAGIARISM?**

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

- paraphrase of another person’s spoken or written words.

### HOW TO RECOGNIZE UNACCEPTABLE AND ACCEPTABLE PARAPHRASES

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

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

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

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

What makes this passage plagiarism?

The preceding passage is considered plagiarism for two reasons:

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

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

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

Here is 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 their own words.
- let’s their reader(s) know the source of her information.

Here is 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 their 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 their own paper without putting quotation marks around them, they 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 THEIR OWN TEXT THE SOURCE OF THE PHRASES OR SENTENCES THEY HAVE QUOTED.**

### PLAGIARISM AND THE INTERNET

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

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

### STRATEGIES FOR AVOIDING PLAGIARISM

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

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

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

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

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

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

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

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

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

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

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

*Copyright - Writing Tutorial Services, Indiana University, Bloomington, IN. Reprinted with permission*

### **GRADE APPEAL POLICY**

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

Students may appeal a grade on the basis of a belief that the instructor either made an error in the grading process, or was demonstrably unfair or discriminatory in assigning a grade. Students may not use the grade appeal process to appeal a determination of academic dishonesty. To appeal a grade the student should first make an appointment with the instructor of the course in question and discuss the matter with them. 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

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

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

### **ADMINISTRATIVE WITHDRAWAL POLICY**

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

significant problems exhibited by the student demonstrate that the student is interrupting, obstructing, or inhibiting the teaching and learning process.

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

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

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

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

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

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



# STUDENT CONDUCT POLICIES

## GENERAL CAMPUS GUIDELINES

- The Blackburn Campus (the interior of all campus buildings) has been designated as smoke free (this includes vaping and use of e-cigarettes).
- Blackburn email will be used as the official communication channel for all announcements. Each student, faculty member and staff member receive 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.
- All clubs must be registered with both the Student Senate and the Office of Student Engagement to become official campus organizations. Officially registered clubs and organizations are eligible to obtain funding from the Student Senate (via the allocations process). Religious organizations or those sponsored by religious groups are subject to the jurisdiction of the Office of the President.
- Posters displayed on campus must be approved by personnel in the Student Life Office and removed within 24 hours after the event. No signs may be taped to any walls, doors, or windows. There are designated areas for signs in each building. No signs may be posted on bulletin boards designated to specific departments without the permission of the department. Each group or individual posting signs is responsible for removing and properly discarding the signs by the stamped expiration date.
- At the beginning of their first semester each new student is issued an Identification Card. Returning students are expected to retain their IDs. IDs are required for admission to meals and campus events during the entire academic year. There is a \$10.00 fee for replacement of lost cards.
- 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.
- 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.
- 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.
- Because of Blackburn's small size and democratic traditions, fraternities and sororities are not authorized at the College.
- If you are dissatisfied with the services of the College - other than areas with grievance procedures outlined herein - contact the Dean of Students.
- Any student who drops below full-time academic status (below 12 hours) MUST BE AWARE that their eligibility for financial aid and campus residency is in jeopardy.
- The Student Senate is empowered by its constitution to call an assembly of the student body. This assembly is called a "Town Hall Meeting."
- Although electronic media sites (including but not limited to Facebook, Snapchat, Twitter, LinkedIn, etc.) are hosted outside of Blackburn College, violations of college policy on such sites may be subject to investigation and sanction under the Nondiscrimination Policy, Student Code of Conduct, and other college policies. Information including but not limited to public comments, SMS, MMS, videos, and photos may be used as evidentiary material by Blackburn College as deemed appropriate or necessary by judiciary bodies. Students who receive unsolicited messages or images on their cell phones or any other form of electronic communication systems can use such text and images as evidence supporting a harassment case against another student or representative of the institution. Blackburn College is not held liable for the comments or material students post on internet sites or via cell phone services.

## **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:**

- Assault, physical abuse, verbal abuse, threats, intimidation, harassing or belligerent behavior, coercion, and/ or other conduct which threatens or endangers the health, safety and/or educational progress of any person. This includes threats or intimidation through electronic means, as well as hate speech or the display or use of symbols or images commonly associated with fomenting hatred, intolerance, or oppression (e.g. including but not limited to: swastika, confederate flag, burning crosses, burning Korans, sexually explicit imagery) in such a way as to be judged to create a threatening, hostile, or intimidating environment for others.
- Possession of firearms, explosives, other weapons (including but not limited to knives, pellet/ BB guns, tasers, and/or martial arts weapons), or dangerous chemicals on College premises (including mace & pepper spray).
- Sexual harassment or sexual assault (specific policies can be found in the Title IX policy located at <https://blackburn.edu/about/policies-information/title-ix-at-blackburn-college>).
- 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.
- Hazing of any kind.
- 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.

- Intentionally initiating or causing to be initiated any false report, warning or threat, fire, or explosion on College premises or at a College-sponsored activity, or tampering with or misusing fire-safety equipment.

#### Offenses Against the Peace:

- While peaceful protests are permitted, conduct which is disorderly or a breach of peace; or aiding or abetting another person to breach the peace on College premises or at College sponsored activities is prohibited.
- 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:

- 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:

- Use, possession, or distribution of controlled substances except as expressly permitted by law.
- Public intoxication, and/or use, possession or distribution of alcoholic beverages except as expressly permitted by law and College regulations.
- 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:

- Abuse of telephone service, including but not limited to: Unauthorized use of telephone facilities or services to interfere with the work of any member of the College community; or to send any obscene or abusive message; false or prank emergency calls (911) from any campus phone, including (but not limited to) telephone devices intended solely for emergency 911 calling.
- 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.
- 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.
- Lewd, lascivious, indecent, or obscene activities when imposed on others or in plain view of others, or in places openly accessible by others.
- The use of all tobacco products, vape machines, and e-cigarettes in all administrative, academic, and athletic buildings. (Note: Smoking tobacco is prohibited in all campus buildings. Smokeless tobacco is allowed only inside individual residence hall rooms and as long as the roommate agrees.)
- Violation of federal, state or local law on College premises or at College-sponsored activities.

#### Other Offenses:

- No code of conduct can anticipate every possible situation that will pose a threat to the Blackburn community. Therefore, any action that violates reasonable standards of expected human behavior or that

threatens the safety or academic environment of the campus will also be considered a violation of these conduct guidelines.

## **DISCIPLINARY SYSTEM**

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

- The Blackburn disciplinary system is designed to assure a fair hearing and fundamental due process rights but does not necessarily reflect the philosophy, structure, or formal procedures of civil or criminal Courts of Law.
- 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.
- The focus of the inquiry within the disciplinary system shall be to determine if those accused of violating the student conduct code are responsible for that violation. Formal rules of evidence shall not be applicable, nor shall deviations from prescribed procedures necessarily invalidate a decision or proceeding unless significant prejudice to the student or College may result;
- 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**

- 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.
- 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.
- When more than one student is involved in an alleged incident, all cases may be heard at the same time.
- When appropriate, discipline will include counseling and mediation to serve as a learning experience for the student.
- Disciplinary hearings will be held as soon as possible, with a goal of within 5-7 business days after an incident has been reported. Appeals may take longer to schedule, but will be held as soon as possible.
- If additional information concerning the outcome of a closed case becomes available within one calendar year of a hearing, the College reserves the right to reopen the case and, if appropriate, return it to the proper hearing board/body for deliberation.
- Disciplinary actions will be maintained 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 recordings of hearings) of cases resulting in social probation, suspension, or expulsion will be retained for a period of ten years.
- Written notices of disciplinary documentation, review meetings, hearings and appeals will be delivered to the student's e-mail and campus mailbox. Notices are considered to be received by the student unless the student can provide reasonable evidence why they did not receive it.
- 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.
- 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

- 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.
- Infractions may be issued by Resident Directors (RDs) and/or Resident Assistants (RAs). A copy of the written record of the infraction will be given to the student and also placed on file in the Student Life Office.
- A student may accumulate a maximum of three infractions, in any one semester, prior to requiring a meeting with the Director of Inclusive Housing who will determine an appropriate sanction and duration of such sanction.

### First or Minor Offenses

- An offense is defined as a violation of the College's student conduct code.
- Allegations of minor offenses shall be referred to the Dean of Students (or designee) for adjudication. The Dean of Students (or designee) will review allegations of offenses both inside and outside the residence halls.
- Students receiving an offense will appear before the Dean of Students (or designee). Appropriate disciplinary sanctions will be developed, specifying the steps the student will take to modify their behavior and/or what specific consequences the student will bear and the time frame for the completion of the sanction. The student will receive a letter outlining the sanctions and deadlines.
- Disciplinary actions for first of minor offense(s) can include one or more of the following: restrictions of co-curricular activities, withdrawal of specified privileges, payment of a fine, communication with the parent(s)/guardian (in cases of dependent students), mandatory counseling, being moved to another room or residence hall or removal from College housing, and performing community service. Based on the nature and seriousness of the misconduct and the student's overall behavior and college performance, additional restrictions or conditions may be imposed.

### Multiple or Major Offenses

- Repeated minor offenses or major offenses (those deemed to be serious violations of the student conduct code, i.e. violence or offenses against persons or property), will be referred to the Dean of Students (or designee) for administrative adjudication. The student will receive, via campus mail & campus email, a written statement of the charge. The accused student will be required to provide an official response to the charge within 3 business days of receiving the written charge. An administrative hearing will be scheduled to hear the case. Prior to the administrative hearing, the accused student will be provided with a list of the names of campus faculty or staff who are trained hearing advocates whom students may choose to employ to help navigate the process and procedures of a disciplinary hearing.
- The following rights apply to students in administrative or conduct hearing board hearings which might result in social probation, suspension or expulsion:
  - The right to be informed in writing of all charges at least three days before any administrative hearing may proceed;
  - The right to waive the three-day notice of charges;
  - 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);
  - The right to hear specific charges against them and the name(s) of the person(s) bringing charges;
  - The right to be present during the entire hearing, except deliberations;
  - The right to call witnesses whose written or oral testimony has direct bearing on the incident(s) in question;

- The right to speak on their own behalf;
- The right to appeal a decision (see “Appeal Procedures” in this handbook)

#### Administrative hearing procedures:

- The Dean of Students (or designee) will chair the hearing (hereafter referred to as the Chair).
- All hearings are closed to the public and will be held in a conference room, private office, or virtual setting.
- The hearing will be recorded in order to provide a record in cases of appeal. The recording will be stored securely for one month and then destroyed.
- All witnesses and students involved will be called into the hearing room to have the hearing process explained. Witnesses will be advised to give detailed and factual statements. Witnesses will be excused from the hearing room until they are called by the Chair.
- The Chair will read the charge(s) and specific conduct code violated along with the name(s) of the persons(s) or office bringing them.
- The accused student will make a statement as to whether or not they did or did not commit the described offense.
- The Chair will **review, with the student, the incident documentation and the evidence and/or witness statements collected related to the alleged violation of the conduct code. If appropriate, witnesses may be called to provide testimony.**
- In cases when the student(s) against whom charges are being pressed claims they are not responsible for the alleged offense, they will present relevant evidence and call witnesses as appropriate.
- Witnesses will generally be asked by the Chair to attend only that portion of the hearing relevant to their testimony, although in some cases witnesses may be asked to be present during the entire hearing. Those witnesses who cannot attend may submit a written statement, but it must be provided 24 hours prior to the scheduled start of the hearing.
- All parties present are entitled to make notes and ask questions at any time during the hearing, providing they have been recognized by the Chair.
- The Chair will decide based on the evidence presented during the hearing. If a preponderance of the evidence exists (it is more likely than not that there was a violation of the conduct code) the student will be considered responsible for the offense.
- The Chair may have up to 24 hours to deliberate following the conclusion of the hearing.
- Students will be verbally informed by the Chair of disciplinary decisions as soon as they are made. The Chair will also discuss with the student any additional disciplinary consequences that will accompany the decision. This discussion may take place in the latter part of the hearing or whenever a decision is made. Written verification from the Student Life Office will be sent within 24–48 hours of the hearing.

Major offenses such as those listed in the Equal Employment Opportunity & Non- Discrimination Statements, Policies, and Procedures (found elsewhere in this handbook) will be heard by the Conduct Hearing Board.

Possible disciplinary sanctions for multiple or major offenses include:

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

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

- participating in off-campus study opportunities.

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

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

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

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.

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.

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

## **APPEALS PROCEDURES**

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

- Improper procedure
- New evidence
- Excessively harsh sanction

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

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

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

#### Hearing Board or Officer Appeals Procedure:

- Appeals will be heard in as timely a manner as is possible, with a goal of within five business days of receipt of the request for the appeal.
- All appeal meetings are closed to the public and held in a virtual setting, closed conference room, or campus office (depending upon the number of individuals participating).
- The Chair will read the grounds of the appeal along with the names of the persons bringing them.
- All parties present will be reminded to tell the truth.
- 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.
- A written and signed statement by a witness to the event will be allowed as documentation during the appeals hearing. Bear in mind however, that such a statement will carry less weight than a witness being present during the hearing (due to board members or hearing officer being unable to question the witness(es)).
- The person or board who made the decision in the original case will make their presentation, submitting evidence, documentation, and/or witnesses to substantiate the decision.
- 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.
- All parties present are entitled to take notes and ask questions at any time during the appeal meeting, provided the Chair has recognized them.
- Decisions will be based on evidence presented during the appeal meeting.
- All persons except appeal board members will leave the room during deliberations.
- 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.
- Appeal decisions are made by majority vote.



## **NO CONTACT ORDERS**

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

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

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

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

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

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

NCOs may be issued by the following administrators:

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

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

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

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

## 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 also 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.

- 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. 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.
- Students who are 21 years of age and older may possess and consume alcoholic beverages in the confines of their own room if they have approval of their roommate (or other rooms where one resident is of legal age and present). All other alcohol regulations must be followed. The individual(s) present at the time of the incident (resident, commuter, or guest) will be held accountable for any alcohol violations taking place in their room along with any other students determined to be violating policy. Behavior resulting in violation of College policy attributed to the influence of intoxicants may be cause for disciplinary action (under both the code of student conduct and these alcohol regulations). Any 21-year-old or older student who supplies alcohol to anyone under the age of 21 will receive an offense. Public intoxication is prohibited and will result in an alcohol violation.
- Only beer, wine, wine coolers, and malt beverages may be consumed by those of legal age.
  - Beer kegs are prohibited (including pony kegs, party balls, and similar large multi-serving containers).
  - "Hard" liquor is prohibited on campus.
  - "Trophies" (empty hard alcohol containers) are prohibited on campus.
- Possession or consumption of alcoholic beverages in public areas is prohibited, with the only exception being special events as outlined later in this policy. Public areas are defined as any College property

outside of students' residence hall rooms. Students of legal age may transport unopened containers of alcohol to their residence hall room or the room of another student of legal age. Requests for the exceptions as outlined later in this policy 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.

- Students suspected of an Alcohol Policy violation:
  - Students who are 21 years of age or older and who violate College policy and are suspected of intoxication may be held responsible for an alcohol policy violation. In such a case, the student(s) may request to take a Breathalyzer test to prove they are following College policy.
  - Underage students who are suspected of consumption or intoxication may request to take a Breathalyzer test to prove they are following College policy.
  - Students suspected of violating the alcohol policy who refuse to take a Breathalyzer test will be held responsible for an alcohol violation.
  - Behaviors that warrant suspicion of intoxication include but are not limited to: scent of alcohol, belligerent behavior, slurred speech, impaired mobility.
- 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.
- All persons will be held responsible for their conduct regardless of their state of mind.
- 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.
- The Student Life Committee (SLC) may review the alcohol policy at any time and recommend changes (with review by the Student Senate and the President's Cabinet) to be incorporated into the policy.
- 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).
- Process for allowing alcohol consumption in public areas:
  - Any registered campus club or organization can petition to the Dean of Students to sponsor an event where alcohol is to be served to those who are 21 years of age or older.
  - Approved events will be limited to two events per month—events will be approved on a first come basis.
  - The event must have a “theme” or “focus” beyond simply gathering to drink alcohol.
  - The Dean of Students must approve the event at least two weeks prior to the event.
  - The club or organization sponsoring the event must hire Fresh Ideas to serve as the bar provider for the event.
  - The bar will be a cash bar. No straight hard liquor shall be served.
  - The bartenders will only be allowed to serve one alcoholic beverage to one person per visit to the bar. Those who purchase alcohol must show an arm band to verify that they are 21 years of age.
  - Anyone found to be providing alcohol to a person who is under the age of 21 will be cited for a violation of the alcohol policy.
  - No outside alcohol will be allowed to be brought into the event venue.
  - No alcohol will be allowed to be taken out of the event venue.
  - A volunteer full-time college employee who has participated in event monitoring training must be engaged to serve as the entrance monitor. This person's responsibility is to:
    - Check the 21-year-old list (provided by student life) or photo ID of guests & affix arm bands to those who are 21 and wish to purchase alcoholic beverages.

- Monitor the condition of those arriving and refuse an arm band to any who appear at the “check in” table as being intoxicated (evidenced by belligerent behavior, slurred speech or impaired mobility). If any individual is refused an arm band, they could attend the event but would be restricted from purchasing alcohol.
- An off-duty Carlinville Police Officer or, if available, two campus safety staff members must be hired by the sponsoring organization to oversee the party and help with crowd control, help assure no one is bringing in or taking out alcohol, and help ensure no underage students are consuming alcohol.
- It is expected that the advisor of the sponsoring organization will be present at the event, along with two volunteering members of the sponsoring organization. These people will assist security in monitoring the event.
- The sponsoring organization must provide a non-alcoholic beverage at no cost to attendees and food for the event—at no cost to attendees (a minimum of \$50 must be spent on food for the event). Food and non-alcoholic beverage service must be arranged through Fresh Ideas.
- Events can be no more than four hours in duration.
- Those approved to purchase alcohol can purchase no more than six drinks.
- The bartender or monitor will mark each purchaser’s arm band with the number of alcoholic beverages purchased.
- The venue must be cleaned to the condition prior to the event no later than one hour after the end of the event.
- Venues will be limited to DCC Commons, Woodson or Jaenke and must be reserved with Auxiliary Services at least two weeks in advance. Other venues could be considered as an exception but only if the venue suggested allows for clear distinctions for entrance and monitoring.
- Events will only be approved for Friday nights/Saturday mornings and Saturday nights/Sunday mornings and each event must end no later than 1:00 a.m.
- Guests will be limited to no more than 100 in the venue at any one time.
- Policy for non-Blackburn student guests—numbers must be limited to no more than two per current student and any guest MUST have a current student as a host.
- Any violations of the alcohol policy will result in an offense for the student violating the policy. In addition, if it is evident that the sponsoring club or organization was negligent in upholding these event regulations, the club or organization will be prohibited from hosting future events with alcohol for the next calendar year.

### ALCOHOL POLICY VIOLATION CONSEQUENCES

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

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

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

Alcohol offenses stay on a student's record for the entire time of their enrollment. When a student receives a second or third 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:

- Written documentation to student's file
- Student is required to complete educational sanctioning with either the College Counselor or their designee.
- Appropriate restitution to any community member(s) aggrieved in the offense.

## LEVEL 2

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

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

### Consequences:

- 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 educational sanctioning with either the College Counselor or their designee.
- Appropriate restitution to any community member(s) aggrieved in the offense.

### LEVEL 3

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

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

#### Consequences:

- 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 one 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 in the Disciplinary System section of the Student Handbook. If it is determined that a LEVEL 1 or LEVEL 2 is appropriate, the Student Life Appeals Board will hear the appeal. If it is determined that LEVEL 3 or LEVEL 4 is appropriate, and the student has an administrative hearing with the Dean of Students, appeals of those decisions will go to the Conduct Hearing Board.

### **MEDICAL AMNESTY POLICY**

When a student’s health or safety is 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 at or near the time of the incident 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 may be required to meet with the Dean of Students (or an appointed designee) and/or counseling services. Parents/guardians may be informed.

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

## **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:

- 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.
- 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:
  - Perform a search of the student's room and person.
  - 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.
  - 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.
  - Refusal of the test will be considered an admission of guilt.
- Students found responsible for illegal possession, use, or distribution (including sale) of controlled substances or paraphernalia will receive at a minimum:
  - A minimum of a \$150 fine,
  - A minimum of one semester and a maximum of one year of social probation,
  - The requirement to submit to and pay for a formal drug abuse assessment,
  - Notification of parent(s)/guardian(s) (dependent students).
  - Be required to submit to and pay for random drug screenings during the period of probation to verify they are staying drug free.
  - In addition, in cases where controlled substances and/or drug paraphernalia are found, local law enforcement authorities may be notified.

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

## **EEO & NONDISCRIMINATION POLICY**

Please go to <https://blackburn.edu/about/policies-information/title-ix-at-blackburn-college> for the Blackburn College Equal Employment Opportunity and Nondiscrimination Policy

## **TITLE IX POLICY**

Please go to <https://blackburn.edu/about/policies-information/title-ix-at-blackburn-college> for the Blackburn College Title IX Policy

# **STUDENT HOUSING**

## **INTRODUCTION TO RESIDENCE LIFE**

The Residence Life program at Blackburn is designed 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 themselves and others, and a place to experience the sense of being part of a community. Residence Life seeks to foster and maintain a climate that celebrates diversity and brings students together in a community where differences are respected. We consistently strive to create an atmosphere of civility in each residence hall where self-responsibility and mutual respect are not only encouraged, but expected.

## **HOUSING CONTRACT**

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

## **CAMPUS RESIDENCE POLICY**

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

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

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

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

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

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

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



## **ON-CALL/EMERGENCY NOTIFICATION SYSTEM**

The On-Call/On-Duty system provides the College with a responsible individual to assess and deal with emergency situations. In case of a 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 (“RD”) or Resident Assistant (“RA”) “on duty” in each building is on duty from 8 p.m. to 7 a.m. from Sunday through Thursday and from 8 p.m. to 1 a.m. on Fridays and Saturdays.

In addition, a Resident Director who is “on call” for campus emergencies must be within twenty minutes of campus in case of an emergency and will have the “RD on call” phone with them at all times during their shift.

Emergency Notification Contact Information:

Maintenance (i.e. electrical, plumbing, etc.) emergencies are reported as follows:

- from 8:00am to 5:00pm call ext. 217-854-5503.
- from 5:00pm to 8:00am call the Resident Director on call at 217-825-7504.

Fire

- Pull the fire alarm.
- Call 911.
- Notify RD/RA or the Resident Director on call at 217-825-7504.

Injury, Accident, or Ambulance Request

- Call 911.
- Notify RD/RA or the Resident Director on call at 217-825-7504.

Violent Acts (assault and battery, explosions, etc.)

- Call 911.
- Notify RD/RA or the Resident Director on call at 217-825-7504.
- Call Campus Community & Safety at 217-825-3042.

## **AT BREAKS**

During breaks when the halls are closed (Thanksgiving, Christmas, and Spring) all residents will be asked to close their windows and blinds, shut off all lights, empty their room trash, and lock their room doors and windows.

During the semester break in December, all residents will additionally be asked to unplug all electrical items (including fish tanks and refrigerators), empty refrigerators, and leave the refrigerator door open. Residents should defrost their refrigerator ahead of their departure.

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**

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.

All College property that is customarily a part of the room will be checked.

Residents will be charged for repair or replacement costs on any damages identified.

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.

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).

## **DAMAGE AND OTHER CHARGES**

Definitions:

- Campus damage is any act, intentional or unintentional, which results in damages or excessive messes to College property above and beyond normal use.
- 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 (i.e., it 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.

Responsible individuals will be charged for time and materials necessary to repair or clean the abused area and will be referred to the Director of Inclusive Housing for possible disciplinary action. Damages or losses to the interior of residence hall rooms will be charged to the occupant(s)

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.

Residents will be held responsible for damage to any furniture or college supplied window treatments in the residence halls.

Lost key policy/procedure:

- Room Key: \$50
- Residence Hall Exterior Door: \$100
- Students must pay the Business Office and take the receipt to the Director of Inclusive Housing.
- 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."
- If a student subsequently finds their lost key/s before the room door is re-cored, they will be refunded. If a student finds their lost key/s after the room door has been re-cored, no refund will be issued.

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.

A minimum \$40 charge may be assessed to students not leaving their room in a clean and orderly state at checkout.

"Propping" outside residence hall doors: \$50.

Damages, thefts, or messes not attributable to individuals may be prorated to a wing, floor, residence hall, or campus in cases where such are deemed excessive or repetitive (as determined by the Director of Inclusive Housing). Notification of pro-rata charges will be emailed to those who will be charged. The minimum pro-rata charge will be \$1.00. In extreme situations, Student Life reserves the right to prorate residents for damage to the property of Residence Life Staff. See the next section for further description of prorated charges.

The amount of the damage charged will be determined by the Director of Inclusive Housing following consultation with Physical Plant professionals. Damage of an excessive or repetitive nature will normally be estimated and repaired by professional workers outside the College community and consequently will carry a higher per hour fee.

If necessary, pro-rata will be charged according to the following guidelines:

- exterior and interior academic/support building damage will be prorated to all students;
- residence hall interiors, common areas (parlors, entry ways, stairwells, etc.) will be prorated to all residents of that building;
- residence hall interiors, floor areas (hallways, bath facilities, etc.) will be prorated to all residents of that floor or wing.

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

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

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

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

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

It is okay to tell a neighbor to stop making a mess!

Students who wish to appeal 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.

### **FIRE SAFETY**

A professional staff member will serve as the campus Fire Marshal. They may conduct fire drills and training sessions as deemed necessary and appropriate. They will issue guidelines for procedures to be followed in the event of a fire.

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.

For reasons of fire safety, students are not permitted to have the following in their rooms:

- hot plates
- electric frying pans
- any small appliance that glows red when heated (e.g., toasters, toaster ovens, pizza cookers)
- microwave ovens
- large refrigerators (over 3.1 cubic feet) or other appliances
- air conditioners
- any space heating equipment (electric, propane, or kerosene)
- absolutely NO incense, candles, or other combustibles
- halogen lamps
- extension cords that are not of the heavy-duty type
- no more than 15 people

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

Fireplaces are for decorative purposes and may not be used.

### **FURNITURE**

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

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

### **FURNITURE AND ROOM MAINTENANCE CHECKS**

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

Room inspections are conducted in each residence hall at check-in, mid-semester, 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.

### **GENDER INCLUSIVE HOUSING**

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

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

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

Priority will be given to trans\* and gender nonconforming students who have an express need for housing that fits their gender identity and/or identity expression. These students will be housed first and will have a guarantee to stay. Those living in the community who do not have an express need as described above will be asked to move elsewhere (either in the same hall or others) to make space for someone with an express need should that situation arise.

### **HOUSING REGULATIONS**

#### **AIR CONDITIONING/AIR PURIFICATION**

- 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.
- Unauthorized cooling units will be not be allowed. This is to include, but not limited to, window units and portable air conditioning units.
- 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.
- The campus-wide energy management system controls the power to A/C units. The A/C units are programmed to operate from (approximately) April 15 to 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 three or more consecutive days, the hall boilers will be turned back and the A/C units engaged.

- 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.
- All residents in air-conditioned halls are charged an extra fee for air conditioning. This fee covers not only the electricity to the A/C unit in each individual room but also the cost of maintaining and replacing the A/C units, the fees associated with operating the energy management system, and staff to maintain all of the above. A/C 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.

### CHECK-IN AND CHECK-OUT

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

### NOISE

Loud noises heard beyond the confines of the room are considered to be noise, and the responsible student will be liable for disciplinary 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.***

### QUIET HOURS

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

### PAINTING ROOMS

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

### 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.

### 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.

### 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.

## 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.

## SMOKING

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

## PETS

Students are not permitted to have pets in their rooms, with the exception of non-toxic completely aquatic pets (20-gallon maximum tank).

## SERVICE AND EMOTIONAL SUPPORT ANIMALS

For information on Service Animal and ESA policies, consult the information in the Americans with Disabilities Act section in the Student Handbook. The standards regarding **approved** service animals and ESAs in residential housing are outlined below.

### Housing Standards

- All required immunizations must be up to date and on-file with Disability Services.
- All required animal licenses must be up-to-date and on file with Disability Services.
- Collars and identification tags for dogs and cats must be worn at all times.
- Approved animals are only permitted in the owner’s residence hall room or if on leash or crated into common areas of the home residence hall. The animals may not be taken into study areas, other student living areas, other residence halls, dining halls, classroom spaces or any other College building unless explicitly stated as a reasonable accommodation.
- The animal must be on a leash or in a cage/container at all times when outside the resident’s room. An animal must never be allowed to roam freely or be left outside the owner’s room.
- The animal should respond to voice or hand commands at all times, and be in full control by the owner. Owners are strongly encouraged to have **an established relationship with the animal for at least six (6) months prior to bringing the animal to campus.**
- The individual is required to provide written consent for Disability Services to disclose information regarding the request for and presence of the animal to those individuals who may be impacted by the presence of the animal including, but not limited to, Residence Life personnel and potential and/or actual roommate(s)/neighbor(s). Such information shall be limited to information related to the animal and shall not include information related to the individual’s disability.
- To the extent possible, the animal should be unobtrusive to other individuals and the learning, living, and working environment.
- The owner must ensure that the animal does not:
  - Sniff people, or the personal belongings of others.
  - Display any behaviors or noises that are disruptive to others
  - Block an aisle or passageway for fire egress.
- The animal must not disrupt others (e.g., barking continuously, growling, yowling, howling, crying, etc.). Animals which constitute a threat (perceived or otherwise) or nuisance to staff, residents, or property, as determined by the Director of Inclusive Housing and the Director of Student Success, must be removed from campus within seven (7) days of notification. If the College determines that the animal poses an immediate threat, animal control may be summoned to remove the animal. If the behavior of the animal can be addressed by the owner and the owner can change the behavior of the animal so that

the animal does not have to be removed, then a written action plan must be submitted to Disability Services by the owner. The action plan must outline the steps that will be taken to alleviate the problem(s) and must also state a deadline for curing the behavior. Any action plan must meet the approval of the Director of Inclusive Housing and Director of Disability Services.

- An animal must not be involved in any incident in which a person experiences the threat of or an actual injury as a result of the animal's behavior. All liability for the actions of the animal (e.g., bites, scratches, damages etc.) is the sole responsibility of the owner. The owner is expected to take all reasonable steps to protect the College community and College property and the property of others.
- The owner must notify Disability Services and Residence Life if the animal escapes or is unable to be located within eight hours.
- The College reserves the right to reassign the owner and the animal to a different living space if the College determines the owner's living space is not suitable for housing an animal (e.g. insufficient space based on size/weight of the animal).
- The animal is allowed in College housing only as long as it is necessary because of the owner's disability. The owner must notify Disability Services in writing if the animal is no longer needed or is no longer in residence. To replace an animal, the new animal must be necessary because of the owner's disability and the owner must follow the proper procedures for requesting a different animal.

#### Care Standards

- Animals require daily food and attention, as well as daily assessment of their general health, behavior and overall welfare. Owners are responsible for attending to the animal's daily needs. Animals should also undergo routine maintenance including tick and flea prevention, de-worming and annual examinations.
- Animals cannot be left unattended overnight at any time. If the owner must be away, the owner must either take the animal with them or arrange for it to be cared for outside of the College's residence hall system.
- Blackburn College personnel shall not be required to provide care or food for any animal including, but not limited to, removing the animal during emergency evacuation for events such as a fire alarm. Emergency personnel will determine whether to remove the animal and may not be held responsible for the care, damage to, or loss of the animal.
- Animals may not be left on-campus in the care of another student. The only exception is that an ESA may be housed and cared for by another student on-campus with signed consent for a maximum of 48 hours when the animal's owner is away on approved school business.
- Animals must be housebroken and the owner is responsible for properly disposing of the animal's waste. Cleaning up after the animal is the sole responsibility of the owner. In the event that the owner is not physically able to clean up after the animal, it is then the responsibility of the owner to hire someone capable of cleaning up after the animal. The person cleaning up after the animal must abide by the following guidelines:
  - Always carry equipment sufficient to clean up the animal's feces whenever the animal is on campus.
  - Properly dispose of waste and/or litter in dumpsters and exterior trash receptacles. No animal waste may be disposed of in any interior trash receptacles, sinks, toilets or drains.
  - Contact residence life staff if arrangements are needed to assist with cleanup. Any cost incurred for doing so is the sole responsibility of the owner.
  - Animal accidents within the room must be promptly cleaned up using appropriate cleaning materials. Regular and routine cleaning of floors, kennels, cages and litter boxes is required. The odor of an animal emanating from the owner's room is not acceptable.
- Any flea infestation must be attended to promptly by a professional extermination company. The College's Residence Life staff will schedule the extermination, which will be at the owner's expense.



Owners are required to promptly notify the Director of Inclusive Housing to arrange for extermination when a flea problem is noted. Owners are urged to take precautionary measures such as: flea medications prescribed by veterinarians, flea and tick collars, and/or taking your animal to the veterinarian for flea and tick baths.

- When the owner moves out of his/her room or is no longer housing the animal, the room will be assessed to determine all damages, including those that can be attributed to the animal. The College reserves the right to conduct room inspections for the purpose of assessing damage caused by the animal or otherwise determine the owner's compliance with these procedures.
- The student-owner has an obligation to make sure that the living space is as clean as or cleaner than the original standard. If the living space has carpet, this also includes regular vacuuming and spot cleaning. Damages and extraordinary cleaning caused by the animal are the responsibility of the resident. Replacement or repair of damaged items will be the financial responsibility of the owner.

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

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

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

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

### **RESIDENCE HALL VISITATION POLICY**

Guests are permitted to visit at any time during the day or night providing they have permission from the resident they are visiting and their roommate.

Co-habitation is not permitted.

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.

Infractions of the rules governing residence hall visitation policies are to be referred to the Resident Director.

Students and visitors in the residence halls are required to use the appropriate restroom facilities in that building.

### Off-Campus Guest Policy:

- 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).
- All off-campus visitors, including commuter students, staying past 9 p.m. must receive a guest pass (from the Residence Life Staff member on duty in the hall) and be the guest of a current student. The current student should accompany their guest throughout the guest's stay.
- Overnight guests may stay with a resident (free of charge) for two nights/three days only. After that period guests must leave campus. The same off campus guest cannot spend more than four nights/six days on campus per month and only if their host has the permission of their roommate and the RA or RD. If a visitor needs or wishes to stay beyond two nights, they must make arrangements with the Director of Inclusive Housing to stay in a College guest room (subject to availability) and will be charged the current rate.
- Students who repeatedly violate the off-campus guest policy may lose the privilege to have guests on campus for a period of time determined by the Director of Inclusive Housing.
- 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.
- Students are reminded to be aware of their legal responsibilities for the care and protection of guests under the age of 18. Guests under the age of 18 are under the legal age of consent.

### **ROOM ASSIGNMENT AND ROOM DRAW PROCEDURES**

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

#1: "Squatters": Current residents who wish to keep the same room (i.e., squat) may do so under all of the following conditions:

- The student is registered for courses for the upcoming fall semester.
- The student has not been on social, work or academic probation at any time during the semester.
- The student has a roommate and it has been mutually agreed that the roommate will remain in the room, too, or that they will move out in favor of another roommate—and that roommate can present a copy of their course schedule for the following fall semester and has not been on social, work or academic probation at any time during the semester. Only one of the two roommates needs to 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.
- Students cannot squat single rooms and double single rooms.

#2: Resident Assistants and Work Managers will be assigned double single rooms (enrollment permitting) or single rooms. A maximum of two work managers may be allowed in "faculty alley" in Jones Hall.

#3: Students who have provided the Director of Student Success (Disability Services) with a verifiable housing accommodation need in advance and that need has been reviewed and approved.

#4: Some rooms will be blocked off prior to any or all portions of Room Draw for specific use, i.e. medical and psychological exceptions.

#5: Wings or floors may be blocked off prior to any or all portions of Room Draw for specific class standing or gender or programmatic purposes.

- **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.
- Students in any Off-Campus Semester Program: these students will be informed via campus email announcements of the upcoming Room Draw and should designate a proxy to attend Room Draw and make their room selection for them in their absence. Proxy selection should be made by submitting an electronically completed “Room Draw Proxy Form” to the Director of Inclusive Housing via Blackburn email. Students participating in Off-Campus Semester Programs are subject to the same order of Room Draw as on-campus students. Participation in Off-Campus Semester Programs will count towards semesters living on campus. Failure to designate a proxy to complete Room Draw will result in students being assigned housing after Room Draw is complete.
- Students will draw for rooms based on the number of semesters residing on campus—the most semesters on campus go first and so on. Ties of the number of semesters on campus will be broken by a random number draw. Students will draw for rooms in the following order:
  - Double-Single Rooms
  - Single Rooms
  - Double Occupancy Rooms
- 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.
- Returning students who do not have a roommate can sign up for a room during the last time slot of the room draw and will have an incoming student placed with them.

#6: For those students who want to live in a single or double-single room but were unable to obtain one through the room draw, a waiting list will be created at room draw via a separate “draw” process. This list will go into effect immediately after Room Draw and will be maintained until the next year’s room draw. As a single or double-single room becomes available, the Residence Life office staff will offer the room to students on the list. If a student declines the available space, the offer will go to the next person on the list until the space is filled. Each time a room becomes available, the first student on the list will be the first to be contacted.

#7: After everyone has been housed, no changes will be made without the consent of the Director of Inclusive Housing. Unauthorized moves will result in disciplinary action and potential fines.

#8: For students who wish to move (as space allows) to an alternate location, they should see the Director of Inclusive Housing who will determine if a room change can be made. The only time a room change can be made is between the third and fifth weeks of each semester. Roommates are expected and encouraged to work out difficulties and may wish to consult with their Resident Assistants or Resident Director for assistance.

#9: No freshman is permitted to live in a single or double single room alone. Exceptions may be made under special circumstances determined by the Director of Inclusive Housing.

#10: No student will be permitted to move after the fifth week of the semester. Exceptions may be made under special circumstances determined by the Director of Inclusive Housing.

#11: Each student will be allowed to move once each semester.

- **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:

- Double single rooms will be offered first to: Resident Assistants; then Work Managers (by draw); AND finally, to students on the waitlist and the general population.
- The charge for a double single is established by the Board of Trustees and will be charged for each semester. Call the Student Life Office for the current charge amount.
- 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 two weeks to choose from three options: to have a student move in with them, to move in with another student, or to purchase the room as a double single at a prorated cost based on when the room becomes a double single.
- If it is determined that a student's behavior has been unreasonable to the point of causing their roommate to request and be granted permission to move, the student may be required to pay the double single charge and/or move to another housing assignment.

### **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.

#### **Right of Entry:**

Student Life Staff who have reason to believe that an emergency exists OR that a resident is significantly violating College policies may enter a student's room using their interior master key AFTER having knocked on the door, announced themselves 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.

#### **Room Search and Seizure:**

If a Resident Director has reason to believe that an emergency exists OR that a resident is significantly violating College policies 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:

- Proper authorization from Student Life Professional On-Call or the Office of the President must be granted prior to conducting a search. The search is to be authorized only when there is reason to believe that the resident is or may be concealing or committing a significant violation of the College rules or local, state or federal laws.
- 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.
- 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.

- At least one occupant of the room will be present during the search. If a specific resident is thought to be responsible for the reason that the room is being searched, they will also be present during the search if possible.
- The individuals present in the room may be asked to empty, in full view of the staff member(s), contents of pockets, coats, shoes, book bags, purses, and similar items. In addition, individuals may be asked to present items hidden on their person (i.e. a can held and hidden under a coat). Failure to comply with such requests will result in citation for failure to comply with a staff member in the performance of their duties. All other personal items will be searched with as little disruption as possible.
- 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.

### VACATION/SEMESTER BREAK HOUSING POLICY

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

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

Students who stay on campus during the summer to work and/or take summer classes will be charged a nominal fee for housing and 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.**

# **STUDENT WORK PROGRAM**

## **INTRODUCTION**

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

## **WORK PROGRAM MISSION STATEMENT**

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

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

## **ORIENTATION**

### **HISTORY OF THE WORK PROGRAM**

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

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

### **STUDENT LEARNING OUTCOMES**

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

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

- Interpersonal Relationships
- Project Management

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

### STUDENT MANAGEMENT

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

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

### CONSENSUAL RELATIONSHIP POLICY

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

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

### TYPES OF JOBS PERFORMED BY STUDENTS

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

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

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

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

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

Campus Safety & Security: Students perform duties including radio dispatch, campus patrol, and escort, building security including daily unlock and lock up, issue parking tickets, and manage safety for campus events.

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

Community Service: Student workers provide services to the local Carlinville community as teacher and classroom aides for the Carlinville school district as well as entry-level office positions and assistants in local Carlinville not for profit organizations. Some job sites for this department include the Carlinville Primary School, Carlinville Intermediate School, Carlinville Middle School, Carlinville Chamber of Commerce, Carlinville Food Pantry, and the Macoupin Center for the Developmentally Disabled. Eligibility to work within the Community Services Department requires passing a background check and having proper transportation to and from the job site.

Dining and Hospitality: Student workers in this department are responsible for the setup, service, and tear down of every meal. They have the opportunity to work hand in hand with the dining staff to learn new lifelong skills. Students in this department will continue to learn how to safely and properly handle food and equipment through training sessions. Throughout their time in this department, they will have the opportunity to get involved with catering events.

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



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

Student Life: The Student Life department is dedicated to improving student life and student engagement across campus. This department will work to support a holistic view of Student Life at Blackburn including the following departments: The Residence Life staff, Student Life office suite workers, Student clubs and organizations, and student engagement (CAB). Students who have attended at least one semester of college can serve as residence hall directors and residence hall assistants. Residence Life is responsible for safety and community programming activities in the six residence halls on campus.

### STUDENT BREAK WORK

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

If a student already hired for winter or summer break employment is subsequently placed on academic probation, they may petition to the Dean of Work for an exception to be allowed to retain their break job.

Minimally, consideration would be based upon:

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

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

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

Students must sign an agreement setting forth the conditions of their break employment. Before students can begin break work, they must have appropriate tax documentation on file in order to be compensated. Break work is compensated at the legal rate as determined by federal or state law for students working at a college. In order to be paid, students must clock in with the appropriate income type with their hours worked. Pay dates are on the 15th and 30th (or closest business day) of each month.

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.

## **BLACKBURN COLLEGE WORK PROGRAM HIRING POLICY**

### **ALLOCATION OF STUDENT LABOR/REQUESTING STUDENT WORKERS**

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

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

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

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

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

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

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

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

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

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

### **HIRING PROCESS BY POSITION/WORKER**

#### **NEW STUDENTS**

##### **Application**

- New students fill out the Work Program Application located on the Blackburn website on or before admitted students day. This application can be updated anytime until the time of placement.

- Students are encouraged to discuss their interests with Supervisors and Department Managers.
- The application is sent to the Work Office and placed in a spreadsheet with all incoming students' information.
- The spreadsheet is kept and updated by the Work Office and is available upon request by managers, supervisors, and GM's to aid in the Fall hiring process throughout the summer months.

### Recruitment

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

### Placement

- After all Summer Orientation sessions are over, the Work Committee meets to place full-time incoming students without secured positions.
- The Work Committee assigns students according to college needs, the students' interests, skills, and qualifications (as reflected on their application).
- To begin, cornerstone department managers will take turns to fill 50% of their allocated tuition body number.
- After that is completed, going in alphabetical order by department, each manager chooses a student one by one.
- At any time within this process, if a manager of one department wishes to hire a student another manager is interested in, there is a discussion during which the student's application, interests, skills, and qualifications are weighed against the needs of each position.

### Notification

- Within 48 hours of placement decisions, department managers notify new students and their supervisors about placement via Blackburn email, personal email, or cell phone.

## **RETURNING STUDENTS/GENERAL WORKERS**

### Recruitment

In the weeks before allocations, Department Managers will meet with hiring supervisors to discuss their hiring needs.

After allocations have been announced, supervisors must communicate with their Department Manager regarding recruitment.

Supervisors and/or Managers may then re-hire students by signing Returning Student Worker applications. Students who are not being hired back should be notified before positions open.

The Department Manager will advertise open positions for a minimum of five-full business days and a maximum of ten-full business days. To re-open a position a request must be made to the Work Committee.

- Advertisements must contain the following:
  - Application deadline
  - Application requirements
  - Job qualifications
  - Basic job description
  - Equal Opportunity statement
  - Contact information
- Advertisements must be posted in the following locations:
  - Outside the Work Office
  - During the Spring Job Fair (if applicable)
  - Via current campus announcement platform and bulletin boards
- Faculty supervisors should announce positions for which they are hiring to classes.
- Faculty should encourage students to apply without promising positions; such discussions should not be conducted where other students might hear and deduce they should not apply.
- Application deadlines may be extended before the five-full business days have ended. However, if the deadline to apply has passed and no applications have been submitted, the position should be advertised again for a minimum of five-full business day and follow the same process outlined above.

### Application

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

### Notification

- Supervisors and/or Managers will notify applicants via email of their application status in a timely manner after the Job Fair and/or completion of interviews.
- Any students interviewed and not hired will be provided with the opportunity for feedback regarding why they were not hired; this feedback should follow from the advertised qualifications and responsibilities.

## Placement

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

## **CREW HEADS**

### Recruitment

After allocations have been announced, supervisors meet with their department manager to determine hiring needs.

The Department Manager will advertise open positions for a minimum of five-full business days and a maximum of ten-full business days. To re-open a position a request must be made to Work Committee.

Advertisements must contain the following:

- Application deadline
- Application requirements
- Job qualifications
- Basic job description
- Require a resume
- Equal Opportunity statement
- Contact information

Advertisements must be posted in the following locations:

- Outside the Work Office
- During the Spring Job Fair (if applicable)
- Via current campus announcement platform

Faculty supervisors should announce positions for which they are hiring to classes.

Application deadlines may be extended before the five-full business days have ended. However, if the deadline to apply has passed and no applications have been submitted, the position should be advertised again for a minimum of five-full business day and follow the same process outlined above.

### Eligibility Criteria

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

### Application

Students complete and submit a Returning Student Worker Application to the Department Supervisors and/or Managers of the position they wish to work. Submitting a Returning Student Worker Application does not guarantee a leadership position for next semester.

Supervisors and/or Managers with open crew-head positions will proceed as follows:

- Review all applications received considering skills/qualifications relative to job description and applicants.
- Interview all qualified applicants. A qualified applicant is any student who meets all the eligibility criteria and has a complete application and application materials. During the spring semester, interviews must be conducted after the spring job fair.
- When feasible, interviews should be conducted on the same day with the same group of interviewers.

- Interviews should be conducted with a minimum of two interviewers which can include the supervisor, department manager, or a qualified third party.
- Once interviews are complete, Supervisors and Managers sign and submit Returning Student Worker Applications to the Work Office.

After applicants have been interviewed and receive full consideration, if the position remains unfilled, applications will be reviewed upon receipt until the position is filled or closed.

#### Notification

Supervisors and/or Managers will notify applicants via email of their application status within five days of the Job Fair and/or completion of interviews.

Managers must notify students whether they were hired for a semester-long or year-long position. This must be indicated on the signed Returning Student Worker Application.

Any students interviewed and not hired will be provided with the opportunity for feedback regarding why they were not hired; this feedback should follow from the advertised qualifications and responsibilities.

### **ASSISTANT MANAGERS**

#### Recruitment

The Department Manager will advertise open positions for a minimum of five-full business days and a maximum of ten-full business days due to the extra application requirements (e.g. cover letter, letters of recommendation). To re-open a position a request must be made to the Work Committee.

Advertisements must contain the following:

- Application deadline
- Application requirements
- Job qualifications
- Basic job description
- Require a resume
- Equal Opportunity statement
- Contact information

Advertisements must be posted in the following locations:

- Outside the Work Office
- During the Spring Job Fair (if applicable)
- Via current campus announcement platform

After applicants have been interviewed and receive full consideration, if the position remains unfilled, applications will be reviewed upon receipt until the position is filled or closed.

#### Eligibility Criteria

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

#### Application

Students complete and submit a Returning Student Worker Application to the Department Supervisors and/or Managers of the position they wish to work.

Supervisors and/or Managers will proceed as follows:

- Review all applications received considering skills/qualifications relative to job description and applicants.
- Interview all qualified applicants. A qualified applicant is any student who meets all the eligibility criteria and has a complete application and application materials. During the spring semester, interviews must be conducted after the spring job fair.
- When feasible, interviews should be conducted on the same day with the same group of interviewers.
- Interviews should be conducted with a minimum of two interviewers, which can include the supervisor, and department manager, or a qualified third party.
- Once interviews are complete and the spring job fair has taken place, Supervisors and/or Managers sign and submit Returning Student Worker Applications to the Work Office.

### Notification

Supervisors and/or Managers will notify applicants via email of their application status within five days of the completion of interviews.

Managers must notify students whether they were hired for a semester-long or year-long position. This must be indicated on the signed Returning Student Worker Application.

Any students interviewed and not hired will be provided with the opportunity for feedback regarding why they were not hired; this feedback should follow from the advertised qualifications and responsibilities.

## **DEPARTMENT MANAGERS**

### Recruitment

The Department Manager will advertise open positions for a minimum of five-full business days and a maximum of ten-full business days due to the extra application requirements (e.g. cover letter, letters of recommendation).

Advertisements must contain the following:

- Application deadline
- Application requirements
- Job qualifications
- Basic job description
- Require a resume, letter of intent, diversity statement, and two letters of recommendation
- Equal Opportunity statement
- Contact information

Advertisements must be posted in the following locations.

- Outside the Work Office
- During the Spring Job Fair (if applicable)
- Via current campus announcement platform

Application deadlines may be extended before the five-full business days have ended. However, if the deadline to apply has passed and no applications have been submitted, the position should be advertised again for a minimum of five-full business day and follow the same process outlined above.

### Eligibility Criteria

Candidates for department manager positions must:

- Have a cumulative grade point average of at least 2.5

- Not be on academic, work, or social probation

### Application

Students must:

- Complete a Returning Student Worker Application.
- Write a letter of intent outlining why they want the position.
- Write a diversity statement.
- Solicit two letters of recommendation from individuals who can speak to character and work history. Recommendations should be submitted directly to the Work Office; the Dean of Work, Department Advisor for the department in which the student is applying, and current students cannot write recommendations for student managers.

Interviews will proceed as follows:

- Any necessary preparation materials will be distributed to all applicants upon receipt of application.
- All qualified applicants will be interviewed. A qualified applicant is any student who meets all the eligibility criteria and has a complete application and application materials.
- When feasible, interviews should be conducted on the same day with the same group of interviewers, which will include the Dean of Work and incoming GMs. The outgoing GMs, the Department's Advisor, any supervisors from the department who wish to attend, and the outgoing manager if they are not reapplying may also be in attendance.

If none of the applicants are chosen after interviews, the position will be reopened.

If the current manager is reapplying and no other students applied, there will be a review with the old/new GMs, Department Advisor, and the Dean of Work to discuss rehire.

If the current manager is not rehired, the position will be reopened.

### Notification

GMs will call or email applicants to notify them of their application status within a reasonable time period.

Any students interviewed and not hired will be provided with the opportunity for feedback regarding why they were not hired; this feedback should follow from the advertised qualifications and responsibilities.

Applicants not hired can request a meeting with the interviewers with whom they interviewed to discuss the decision.

### Requirement

If the manager decides to work a different tuition position, they will be required to allocate stipend hours to working alongside workers and/or building relationships in the department that they manage.

Managers are required to work half of their volunteer hours by the eighth week of the semester.

## **GENERAL MANAGERS**

### Recruitment

The current General Managers will advertise open positions for a minimum of five-full business days and a maximum of ten-full business days due to the extra application requirements (e.g. cover letter, letters of recommendation).



Advertisements must contain the following:

- Application deadline
- Application requirements
- Job qualifications
- Basic job description
- Require a resume, letter of intent, diversity statement, and two letters of recommendation
- Equal Opportunity statement
- Contact information

Advertisements must be posted in the following locations:

- Outside the Work Office
- During the Spring Job Fair (if applicable)
- Via current campus announcement platform

Application deadlines may be extended before the five-full business days have ended. However, if the deadline to apply has passed and no applications have been submitted, the position should be advertised again for a minimum of five-full business day and follow the same process outlined above.

### Eligibility Criteria

Candidates for general manager positions must:

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

### Application

Students must:

- Complete a Returning Student Worker Application.
- Write a letter of intent outlining why they want the position.
- Write a diversity statement.
- Solicit two letters of recommendation from individuals who can speak to character and work history. Recommendations should be submitted directly to the Work Office; the Dean of Work, Department Advisor for the department in which the student is applying, and current students cannot write recommendations for student managers.

All qualified applicants will be interviewed. A qualified applicant is any student who meets all the eligibility criteria and has a complete application and application materials.

When feasible, interviews should be conducted on the same day with the same group of interviewers, which will include the 12 current Department Managers (if not applying), the current General Managers (if not reapplying), the Dean of Work, and the Director of Diversity and Inclusion or a third party.

If none of the applicants are chosen after interviews, the position will be reopened.

If the current general manager is reapplying and no other student applied, there will be a review with the old Work Committee, and the Dean of Work to discuss rehire.

If the current general manager is not rehired, the position will be reopened.

### Notification

The Dean of Work or Current GMs will notify applicants of their application status within a reasonable time period.

Any students interviewed and not hired will be provided with the opportunity for feedback regarding why they were not hired; this feedback should follow from the advertised qualifications and responsibilities.

### Requirement

General Managers are required to work in the Work Office for their tuition position.

General Managers are required to work half of their volunteer hours by the eighth week of the semester.

Applicants not hired can request a meeting with the interviewers with whom they interviewed to discuss the decision.

### APPEAL OF HIRING DECISION

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

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

A student has 48 hours after having a feedback meeting about why they were not hired in which to initiate a formal appeal, which they do by contacting the Dean of Work. The Dean of Work will meet with the student to discuss their concerns. If a resolution is not possible or satisfactory to the student, the student's next step is to ask for the formal appeal to be submitted to the Appeals Board Chairperson, which they must do within 48 hours of meeting with the Dean of Work.

Appeals must be based upon:

- Evidence of unfair actions
- Improper procedures were followed

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

### FALL TO SPRING HIRING

Allocations will be completed by Work Committee determining the needs for each department

After allocations, supervisors and department managers notify students they do not wish to rehire for the spring semester.

Unless otherwise notified by a supervisor and department manager, it is assumed that students will remain in their current position from the fall to spring semester.

Students applying for new jobs should notify their supervisor and department manager in advance of their hiring.

Once allocations have been approved, department managers and supervisors will follow the recruitment, application, and notification guidelines for open positions outlined in the Work Program Hiring Policy.

- All students are required to fill out a Returning Student Worker Application, regardless if they are returning to the same position or not.
- Students returning to their jobs must fill out and submit the Returning Student Worker Application before allocations.
- Supervisors and/or department managers must notify students who they do not wish to rehire before allocations.
- Students who are not returning to their position must apply for a new job after allocations have been approved.

All students need to be hired by the deadline determined by the Work Committee.

Students who are not returning to their jobs and have not been hired for the spring semester before leaving for winter break will be placed by Work Committee.

Hiring Leadership:

- Leadership may have to re-apply depending on how long they were hired for - this will be outlined in their signed Returning Student Worker Application.

#### JOB REASSIGNMENT BASED ON CAMPUS NEEDS

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

#### ADDITIONAL JOB OPENINGS DURING THE SEMESTER

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

#### JOB TRANSFERS AND VACANCIES

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

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

## PROMOTION AND DEMOTION OF STUDENTS IN LEADERSHIP POSITIONS (excluding Department Managers)

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

### The Demotion of Students from Leadership Positions

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

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

### Promotion of Students into Leadership Positions

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

- The department manager **and** a work supervisor must be represented at the Work Committee (in person, phone call, letter) to ask for a student to be promoted.
- The student being considered for promotion should meet some form of the following stipulations:
  - Must demonstrate leadership while on shift
  - Must be reliable and responsible
  - Shows integrity and innovation in their work ethic
- General workers can be promoted to Crew Heads or Assistant Managers based on departmental needs.

## STUDENT BREAK WORK

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

If a student already hired for winter or summer break employment is subsequently placed on academic probation, they may petition to the Dean of Work for an exception to be allowed to retain their break job.

Minimally, consideration would be based upon:

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

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

days after graduation at the discretion of the Dean of Work, the student manager, the Provost, and Vice President of Diverse and Equitable Student Life and Dean of Students.

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

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

Students may be released from their job at any time if it is determined that they are no longer needed or based on poor performance or unacceptable behavior. Break work is compensated at the legal rate as determined by federal or state law for students working at a college. Students wishing to use tuition hours during winter and spring break can petition the Dean of Work for approval. In order to be paid, students must clock in with the appropriate income type with their hours worked. Pay dates are on the 15th and 30th (or closest business day) of each month.

### TEMPORARY LEAVE GUIDELINES

#### Studying Abroad:

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

#### Personal Medical Leave:

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

#### Family Medical Leave:

- Any student who must leave school temporarily due to a family medical issue must fill out a Temporary Leave Position Request Form to make sure their position is filled during the semester of their absence. Along with this form, they must have some type of medical documentation to prove there is a reason for medical leave.

- The position can only be secured for the student leaving for one semester - Fall to Spring or Spring to Fall.
- The person who temporarily fills the position must be made aware that the position is a semester only and must sign the Temporary Leave Substitute Contract.
- If neither form is filled out, then the positions cannot be secured or temporarily filled.
- To fill the temporary position, the job opening must be advertised according to Work Program advertisement rules.
- If a student on leave does not return after the semester, the position will then be reopened to the campus.

## **FUNDAMENTAL RIGHTS AND RESPONSIBILITIES OF STUDENT WORKERS**

- The Work Program is open to all students regardless of race, religion, creed, national origin, gender, sexual orientation, disability, age, military, or marital status. Complaints of civil rights violations must be made in writing within (48) hours of the alleged violation to the Chief Diversity Officer. Chief Diversity Officer will hear the complaint and render a decision on the matter.
- 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 Student Success Director. They will verify the disability and contact the Work Program General Managers and Dean of Work to explore the feasibility of specific work adjustments needed to accommodate a documented disability. See the Students with Disabilities policy in Blackburn College Student Handbook for further information.
- 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, and current student managers) without student approval. Information will be shared with individuals and agencies outside the College in compliance with FERPA as outlined in the Student Handbook. Students may review and copy the information contained in their work record, but must pay for the cost of copying.
- Students are expected to fulfill the standards required in work assignments and are evaluated based on their performance.
- 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.
- Students are afforded the following rights within the Warning System and the Appeals Procedure.
  - To hear charges being brought against them.
  - To have one member of the Blackburn community present for support.
  - To be offered the opportunity to attend and be notified at least 24 hours prior to the hearing.
  - To appeal a write-up, probation, termination, or suspension.
- The College is committed to the principle that each member of the campus community should be able to pursue their learning and work in an environment free from harassment, or other behavior or language of an offensive or abusive nature. The college policy regarding harassment is contained in the Student 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.
- The Office of the President has the authority to make decisions at any level of the Work Program's disciplinary process. All disciplinary actions are recommendations to the Office of the President, which has final authority in any such matters.

## **WORK REQUIREMENTS AND OPTIONS**

### **WORK HOURS REQUIREMENT**

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

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

### PAID WORK HOURS

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

- Must be within the department/offices paid hours budget.
- Workers cannot be on academic, work, or social probation.
- Workers must sign a contract specifying the conditions of their paid hours employment and complete tax withholding forms.
- Unless an exception is made, students will not work more than (10) hours extra per week.
- Students must not be under time based on the schedule provided by the Work Office at the beginning of each semester before paid hours can be earned.
- Students will be held to the guidelines of the department they are working paid hours in.
- Students will be held to the guidelines of the department they are working paid hours in. The college strongly recommends compensation via Direct Deposit. Students are encouraged to fill out and submit a Direct Deposit form.

NOTE: Appropriate staff supervisors will be responsible to verify student manager, resident assistant, and resident director managerial and leadership work. They receive a stipend over and above the Work Program tuition credit. Supervisors are responsible to submit a written pay authorization to the Human Resources Office documenting the amount of the stipend and pay intervals. Any student employee with a stipend should not receive extra stipends and/or paid hours.

### NON-RESIDENT STUDENT WORK PROGRAM PARTICIPATION

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

### WORK SCHEDULES

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

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

### WORKING WHILE IN CLASS

Students who work tuition hours while a class is actively in session (as verified by clocked hours and instructor statement that the class was in session at that time) will forfeit all minutes worked while class was in session.

Students who work paid hours while class is actively in session (as verified by clocked hours and instructor statement that the class was in session at that time) will receive a write-up for each occurrence.

### WAGES AND COMPENSATION (INCLUDING AWARDS & GIFTS)

**Student payroll:** An electronic time system is used to track time. A form must be completed at the Work Office for direct deposit. A schedule of pay dates is available in the Work Office. Appropriate taxes will be withheld and submitted to the various agencies. W-2s will be mailed by January 31 of the following year as required by IRS guidelines, and may be available on the student employee's payroll portal prior to that date. W-2s will be mailed to the student address in the student employee's payroll portal.

**Stipends:** If a student receives a stipend and the student has been on payroll, the stipend must be processed through normal payroll procedures. Appropriate taxes will be withheld and the information will be included on the student's W-2. If the student is not on payroll, the stipend must be processed by Accounts Payable through normal procedures. Taxes will not be withheld and the information may appear on a 1099 issued by January 31 of the following year according to IRS regulations.

**Awards, Prizes & Gifts:** Monetary awards, prizes and gifts are considered taxable income by the IRS. If a student receives an award, prize or gift and the student has been on payroll, the award, prize or gift must be processed through normal payroll procedures. Appropriate taxes will be withheld and the information will be included on the student's W-2. If the student is not on payroll, the award, prize or gift must be processed by Accounts Payable through normal procedures. Taxes will not be withheld and the information may appear on a 1099 issued by January 31 of the following year according to IRS regulations.

### REQUIRED DEPARTMENT MEETINGS

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

### REQUIRED TRAINING

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

### SEMESTER CAREER OPTION

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

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



may elect not to hold a campus job; however, they will not receive the tuition reduction. If for any reason a student does not complete their semester career experience, work hours awarded will be calculated based upon the number of verified hours they did complete.

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

### ON-CAMPUS INTERNSHIPS

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

### BANKING AND ROLLING HOURS OPTION

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

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

A student worker may be allowed to roll-over under time accumulated during the fall semester into the spring semester in special circumstances (i.e. family emergencies, medical absences within the last few weeks of the semester).

- A petition must be submitted by the student at least two weeks before the end of the semester for approval.
- The Work Committee reserves the right to approve only a portion of the hours requested. If the student worker does not return the next semester or does not work the rolled-over hours they will be billed for the hours not worked.

### SAFETY ON-THE-JOB

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

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

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

### STUDENT USE OF PERSONAL VEHICLES FOR WORK-RELATED REASONS

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

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

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

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

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

### PERSONAL INJURY ON-THE-JOB

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

- An Injury/Illness Report is submitted to the Physical Plant Coordinator within 24 hours of the injury with copies to the Dean of Work, Manager, and General Managers.
- If the worker requires hospitalization the supervisor must notify the Student Life Office (or Resident Director on duty), the Dean of Work, and Manager as soon as possible.
- 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, faculty member or visitor the police are also to be notified.

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

## TIME AND ABSENCE POLICY

### WORK ABSENCE

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

## RECORDING OF HOURS/TIME CARD PROCEDURES

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

## COMPLETION OF HOURS

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

## UNDER TIME HOURS

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

- Student-workers accumulate under time for all work missed.
- Once a student worker reaches 10 hours or more of under time, they will be required to sign an Under-Time Contract. Department managers/supervisors must give the student worker written instructions at least 24 hours prior to the first scheduled under time shift, however, the student may start working before the 24 hours if agreed upon with the manager. After a student worker has signed an Under-Time Contract they will be held accountable for the additional shifts they have agreed upon. A student worker may be asked to sign an Under-Time Contract even if they are less than 10 hours under time.
- Student-workers in any branch of military services are excused from work for REQUIRED service if they follow absence procedures.
- If a student worker must miss 10 hours of work due to circumstances out of the ordinary, they may request to waive under time. They must complete an Under-Time Waiver Request form at least two weeks before the end of the semester documenting the circumstances and will be required to submit additional documentation (i.e. physician statement/note, discharge paperwork, etc.) Any emergency circumstance where you cannot provide documentation will be reviewed by the General Managers and Dean of Work.
- If a student worker withdraws during the semester or fails to meet their required tuition hours by the end of the semester, they will be billed for the unearned (hours not worked) portion of their tuition credit.
- Students who are over 20 hours behind on tuition credit hours by the end of the semester will be put on Work Probation and will be given notice during the semester break. A written appeal may be made to the Dean of Work which is taken to the President for final determination.
- Students who are over 40 hours behind on tuition credit hours by the end of the semester will be put on Work Suspension and not allowed to return to the Work Program the following semester. A written appeal may be made to the Dean of Work which is taken to the President for final determination.

## SUBSTITUTION

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

- The substitute receives hours for the time worked and the absent worker must work the hours missed.
- Substitutes must be department workers unless approved in advance by the manager/supervisor.
- The substitute is responsible for following all department guidelines.

## STUDENT WORKER BEREAVEMENT POLICY

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

### Passing of Immediate Family:

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

### Passing of other Relatives and Close Friends:

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

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

## **WORKER PERFORMANCE APPRAISAL AND ASSISTANCE**

### COMPETENCY DEVELOPMENT

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

- Personal Responsibility
- Social Responsibility/Teamwork
- Communication- Sending
- Communication- Receiving
- Adaptability
- Initiative
- Leadership

- Problem Solving
- Job Specific Skill
- Interpersonal Relationships
- Project Management

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

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

### HONOR WORKERS

Honor workers are selected monthly based on the following criteria:

- A worker who gives 100% in quantity and quality of work
- Has a positive and enthusiastic attitude
- Consistently strives to improve their performance
- Who is completely dependable
- A worker who has shown growth in their position

Three department per month will select an honor worker in the following rotation:

- Academic Services, Administrative Services, Athletic Services - Aug/Sept & January
- Bookstore, Campus Security & Safety, Campus Maintenance - Oct. & February
- Campus Services, Community Service, Dining & Hospitality - Nov. & March
- Lumpkin Student Success, Snack Bar, Student Life - Dec. & April

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

### WORKER ASSISTANCE PROGRAM

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

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

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

### CONDITIONAL HIRES

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

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

#### Resolving Undertime:

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

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

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

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

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

#### Discipline:

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

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

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

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

### **WORK DISCIPLINE SYSTEM**

The purpose of the write-up 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 write-up system applies to student leadership as well as to workers. Given their position of responsibility, however, student managers will be held to higher standards than the workers.

They are expected to be role models and to lead by example. If their performance or behavior is not acceptable, student leadership should be removed from their positions.

## WRITE-UPS

The manager/supervisor should meet with the worker within two business days after the problem behavior occurs to discuss the matter and endeavor to resolve problems.

Supervisors may issue verbal warnings as they deem appropriate but should document the date and reason. Write-ups should be issued if the behavior continues.

Write-ups are a permanent part of the student's work file. Write-ups are dismissed permanently at the end of the semester. Work contracts and probation statuses that are active at the end of each Semester carry-over to the following semester. If multiple write-ups 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. Write-ups received while in a prior job do not count in determining a student's current standing in the write-up system. The nature of the prior write-ups may, however, be considered in any subsequent hearings if they show a continuing trend of unacceptable behavior. Some departments may supplement this procedure in their department guidelines.

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

Copies of warnings are sent to managers, supervisors, faculty advisors, and coaches.

A meeting will be held after 3 or more write-upss have been issued. The general manager, department manager, supervisor, and advisor will be encouraged to attend. The same individuals will be included when 4 or more warnings have been issued. The following actions may be taken:

- 3rd write-ups: Work Contract (minimum 30 days)
- 4th write-ups: Work Probation (minimum 60 days)
- 5th write-ups: Terminated; If accepted back into Work Program, they are then placed on Post-Termination Contract (remainder of the semester)
- At any of these warning levels students may also be required to do a reflective exercise (e.g. writing a paper) on the effects of their work behavior on the college community, their co-workers, and on their own learning and development.
- A student who is waiting on a disciplinary meeting is still required to abide by all Work Program and department guideline policy and schedules while the meeting is being scheduled. Any deviation from those policies may result in additional disciplinary action.

Based upon the reason for a warning, a worker may be referred for a disciplinary meeting regardless of the number of warnings they have been issued. Examples include, but are not limited to:

- time card fraud
- Title IX infringements
- theft/vandalism
- alcohol/drugs
- horseplay that threatens the safety
- physically/verbally abusive behavior

## APPEALING WRITTEN WARNINGS

A worker has the right to appeal any write-ups that they believe were issued inappropriately. The worker has 24 business 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. A student who has submitted an appeal is still required to abide by all Work Program and department

guideline policy and schedules while the appeal decision is being made. Any deviation from those policies may result in additional disciplinary action.

### EXAMPLES OF WORK VIOLATIONS

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

- Unexcused absence from work or required meeting
- Reporting late for work or required meeting
- Leaving a job early without proper authorization
- Not in assigned work area/not working while clocked-in
- Insubordination (a refusal to follow procedures/performance the job)
- Physically or verbally abusive behavior toward others
- Harmful misuse of tools, equipment or vehicles, or any behavior which threatens safety in the workplace (e.g. horseplay, etc.)
- Unsatisfactory work, or causing added work for others
- Committing time card fraud
- Infractions of Department Guidelines
- Title IX infringements
- 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. The worker may be issued a write-up, as well as under time for the time missed.

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

### THEFT OR VANDALISM

Theft and vandalism occurring at the workplace are to be reported immediately to the work supervisor on duty. The supervisor/manager is responsible to confirm the incident and report it immediately to the department manager and advisor; who are jointly responsible to investigate and resolve the matter. If the theft or vandalism involves losses of \$100 or more the matter will be turned over to the Student Life Office for resolution, including whether or not to notify/involve the local police.

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).

If cases handled by the manager and advisor result in their finding evidence that a student(s) is guilty of the theft/vandalism, the matter is to be pursued through the work warning system and may result in the worker being terminated or placed on probation. The matter may also be pursued through the social justice system carrying possible social probation or suspension.

If a student is found guilty of theft or vandalism within their Work Program position, they may be reassigned to a different job if the supervisor feels the behavior could have a negative effect on their current job. The worker may also be subject to disciplinary action via the Student Conduct Code.



## CONDITIONS APPLYING TO ALL DISCIPLINARY MEETINGS

The manager or worker may invite any faculty, staff, or worker to the meeting who may be of help in resolving the matter.

If a worker is having personal problems, they should be referred to a College counselor and/or other appropriate resources, which might include the student's faculty advisor, coach, residence director, or other Student Life staff. The goal is to assist with problems the student may have in addition to work.

A job transfer may be made if necessary to resolve a work problem.

Disciplinary action(s) should be finalized prior to semester breaks, otherwise, a meeting will be held at the start of the next semester.

If a worker misses a disciplinary meeting without notifying the Manager/General Manager(s) in advance with an acceptable excuse, they may be issued a warning and the meeting held without them.

## WORK CONTRACT

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

## WORK PROBATION

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

- They are ineligible to hold a leadership position on campus. Leadership positions include but are not limited to resident director, resident assistant, member of the Work Committee, assistant manager, and crew head.
- They may be ineligible (for a specified period of time) to participate in any college activity whereby they will be representing the college publicly UNLESS participation in that activity is REQUIRED for completion of their degree.
- Based on the discretion of the General Managers and Dean of Work, community service work and/or a one-page self-reflection could be required.
- Work probation lasts for a minimum of 30 days from the date the worker was placed on probation
- Work probation may be appealed to the Work Program Appeals Board.

## TERMINATED FROM JOB/SUSPENDED FROM COLLEGE

If a worker is terminated they have the right to appeal the decision (see Appeals Board.)

Dean of Work will determine if the student should be:

- Placed in a job by the Work Committee
- Suspended immediately
- Hired on a temporary basis
- Suspended effective at the end of the semester

If a student is hired or placed in a job, they will be on Post-Termination Contract for the rest of the semester.

Suspension from the College may be appealed (see Appeals Board)

### POST-TERMINATION CONTRACT

Student-workers who are terminated are then reviewed by the Dean of Work to see if they meet the requirements to be placed back into the Work Program. If the student worker meets the requirements and is placed, they will then be put on a Post-Termination Contract for the rest of the semester. The disciplinary action taken prior to termination from the work program will be specified during the meeting in which the post termination contract is signed. All stipulations that pertain to Work Probation will also apply to a Post-Termination Contract (i.e., no paid hours, no leadership positions, etc.).

### APPEALS BOARD/APPEAL OF DISCIPLINARY ACTIONS

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

Appeals must be based upon:

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

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

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

complaint, directives will be given for rectifying the complaint (monetary redress is not an option). The Chair notifies all parties of the decision in writing within 48 hours.

- All votes will be cast by secret ballot.
- The President has the authority to make decisions at any level of the Work Program disciplinary process.

The Appeals Board is constituted and proceeds as follows:

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

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

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

#### DISCIPLINARY ACTION FOR MANAGERS

Managers or general managers may be recommended for a warning by any worker or supervisor, or other managers/general manager. Such recommendations are made to the department advisor or a general manager who will decide whether or not to issue a warning. Warnings are issued for any violation of Work Program or Department Guidelines, or of Work Committee duties. Managers may appeal a warning by submitting a written appeal, within 24 hours of receiving the warning, to either a general manager or the Dean of Work.

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.

If a manager or general manager receives a 3rd write-up, a disciplinary meeting is held. However, a general manager, manager, department advisor, or the Dean of Work may, regardless of whether or not warnings have been issued, call for a disciplinary meeting to be held if they feel that a manager's or general manager's conduct so warrants (i.e., failure to fulfill responsibilities, abuse of authority, social misconduct, etc.)

The general managers, department advisor, and Dean of Work hear the case and determine by majority vote what, if any, action is to be taken (i.e., contract, probation, or being terminated.)

In cases involving a general manager, the other general manager and the Dean of Work will, with input from the Work Committee members, hear the case and determine what, if any, action should be taken.

#### REPLACEMENT OF MANAGERS

Each manager designates, with the help of the department advisor, a direct replacement (D.R.) The qualifications for a direct replacement are as follows: Nominees must be in good standing (academic, work, and social), and nominees must have worked at least one semester in the Work Program.

These persons serve in the manner outlined below. If a manager resigns or is terminated the following occurs:

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

### **WORK COMMITTEE VISITOR POLICY**

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

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

Anyone interested in attending a Work Committee meeting must:

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

#### **MEETING GUIDELINES:**

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

# **CAMPUS GUIDELINES & POLICIES**

## **BOOKSTORE POLICIES**

### **BOOK RETURN POLICY**

Refunds for your textbooks can be issued if the following conditions are met:

- **BOOKS MUST BE RETURNED BY “LAST DAY TO DROP CLASS” DATE.**
- All returns must be accompanied by the original receipt.
- New books must be unmarked, unused and in original purchase condition and shrink-wrap in place.
- Used books must be returned in resaleable condition.
- Books purchased by credit card must be refunded to that card. Books purchased by book slip will be refunded to your account.
- Damaged books are not accepted.
- 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:

- 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.)
- Merchandise must be returned in absolute new condition.
- Packaged merchandise must be returned in its original packaging.
- **SALE/CLEARANCE MERCHANDISE IS NOT RETURNABLE.**

### **MAILROOM**

- 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.*
- Incoming mail and packages should be addressed as follows:  
Blackburn College  
Student’s Name, Box #  
700 College Ave.  
Carlinville, IL 62626
- If you receive mail or packages too large for your mailbox a package notice slip will be placed in your mailbox.
- Any package or mail requiring special attention needs to be at the mailroom by 10:00am. We utilize USPS, UPS and Fed-Ex.
- 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).
- 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.

## **CAMPUS FACILITY USAGE AND EVENTS POLICY**

### **CAMPUS SPEAKERS**

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.

Religious organizations or persons meeting for religious purposes, using campus facilities, campus communications, or otherwise soliciting the support of the campus community, must become an official student organization or receive authorization from the office of the President.

### CAMPUS FACILITY USAGE

The use of campus facilities by organizations or individuals not directly related to the College is approved and scheduled through Auxiliary Services in the Bookstore. The Conference Services Office determines if College facilities will be made available and, in consultation with the Vice President for Administration and Finance, what the cost will be. Members of the College community who wish to use campus facilities for private/non-college related activities will be charged a discounted usage fee.

Decisions to make College facilities available are made on the basis of the purpose of the group and/or meeting (i.e., 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.

The College rents and makes facilities available only to non-profit organizations. Exceptions may be made if doing so will be in the best interest of the College.

### CAMPUS CALENDAR

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

### CONTRACTUAL ARRANGEMENTS

Students are not authorized to sign contracts on behalf of Blackburn. All individuals or campus organizations who desire to enter into contractual arrangements with outside persons and groups (i.e., for entertainment purposes, etc.) should submit a copy of the contract for verification to authorized officials at least ten days prior to the effective date of the contract.

### SOLICITATION

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

### FUNDRAISING POLICY

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

## 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

Students, faculty and staff have regular access to all non-residential campus buildings from 7:00 a.m. to 10:00 p.m. each day. After 10:00 p.m. only those issued keys are authorized to enter buildings. During breaks, the hours of unlock and lock-up may be adjusted by Campus Safety/Security. Physical Plant personnel closely monitor key distribution.

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.

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.

Any disturbance or breach of campus security can be reported by dialing 217-825-3042 for the Campus Community & Safety on-call staff member. Upon receipt of a call, the responsible staff person assesses the situation and either handles it or calls local police to intervene.

Residence life staff and security personnel are trained in security measures. Various law enforcement agencies are consulted for information regarding effective interventions and reporting strategies. In addition, these staff members are trained to enforce College policy. This includes but is not limited to enforcement of laws regulating underage drinking, and use of controlled substances. Drug enforcement teams, including dogs, may be brought unannounced on to the campus.

Blackburn prohibits the unlawful or unauthorized 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.

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 email 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 through the Office of Student Life.

### CRIME STATISTICS AND OTHER CONSUMER INFORMATION

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

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

### CAMPUS SAFETY AUTHORITIES – CLERY ACT

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

#### **Part 1 – Primary Crimes**

##### **1. MURDER AND NON-NEGLIGENT MANSLAUGHTER**

The willful (non-negligent) killing of one human being by another.

##### **2. NEGLIGENT MANSLAUGHTER**

The killing of another person through gross negligence.

##### **3. AGGRAVATED ASSAULT**

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. Simple assaults are excluded.

##### **4. ARSON**

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

Note that only fires determined through investigation to have been willfully or maliciously set are classified as arsons. Arson is therefore the only Clery Act offense that must be investigated before it can be disclosed. If other Clery Act offenses were committed during the arson incident, the most serious is counted in addition to the arson.

##### **5. BURGLARY**

The unlawful entry of a structure to commit a felony or a theft. Attempted forcible entry is included.

##### **6. ROBBERY**

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

##### **7. MOTOR VEHICLE THEFT**

The theft or attempted theft of a motor vehicle. A motor vehicle is self-propelled and runs on the surface and not on rails. Motorboats, construction equipment, airplanes, and farming equipment are specifically excluded from this category.

### Sex Offenses

The Clery Act has four defined sex offenses for which crime statistics must be collected on Clery geography. They are: rape, fondling, incest and statutory rape.

##### **8. RAPE**

The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

##### **9. FONDLING**

The touching of the private body parts of another person for the purpose of sexual



gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age and/or because of his/her temporary or permanent mental incapacity.

#### 10. INCEST

Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

#### 11. STATUTORY RAPE

Non-forcible sexual intercourse with a person who is under the statutory age of consent.

### **Part 2 – Alcohol, drug and weapon violations**

The Clery Act requires institutions collect statistics for violations of state law and or ordinances for drug, alcohol and weapons violations.

#### 12. LIQUOR LAW VIOLATIONS

The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

#### 13. WEAPONS POSSESSION

The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

#### 14. DRUG ABUSE VIOLATIONS

Violations of State and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: Opium or Cocaine and their derivatives (Morphine, Heroin, Codeine); Marijuana; synthetic narcotics (Demerol, Methadone); and dangerous non-narcotic drugs (Barbiturates, Benzedrine).

### **Part 3 – Hate Crimes**

The Clery Act requires institutions collect crime statistics for hates crime associated with either the commission of a primary crime or the lesser offenses of larceny-theft, simple assault, intimidation, destruction of or vandalism of a buildings or property.

#### 15. HATE CRIMES

*A Hate Crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim.*

Under the *Clery Act*, Hate Crimes include any of the following offenses motivated by bias: Murder and Non-negligent Manslaughter, Sexual Assault, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Larceny-Theft, Simple Assault, Intimidation, Destruction/Damage/Vandalism of Property. Larceny-Theft, Simple Assault, Intimidation, and Destruction/Damage/Vandalism of Property are included in your *Clery Act* statistics only if they are Hate Crimes

##### *Larceny-theft*

The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

##### *Simple Assault*

An unlawful physical attack by one person on another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

*Intimidation*

To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or conduct, but without displaying a weapon or subjecting the victim to actual attack. Includes cyber-intimidation if victim is threatened on Clery geography.

*Destruction, damage or vandalism of property*

To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of the property.

**Part 4: Violence Against Women Act (2013) Crimes**

**16. DOMESTIC VIOLENCE**

A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

**17. DATING VIOLENCE**

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

**18. STALKING**

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to (1) fear for the person's safety or the safety of others; or (2) suffer substantial emotional distress.

Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.

Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

**GEOGRAPHIC DEFINITIONS**

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

**Non-Campus Building or Property:** Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned

or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

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

### PERSONA NON GRATA POLICY

Persona non grata ("PNG") status shall be given to an individual internal or external to the Blackburn College campus who has exhibited behavior that has been deemed harmful to the Blackburn College community and is no longer welcomed on campus or specified campus locations.

The Director of Campus Safety has full authority to execute PNG notices to any person (student or non-student) who poses a safety risk and/or threat to the community. The President, Provost, and Dean of Students also have full authority to execute PNG notices.

#### Notification of PNG Status:

- Notification shall occur at the first opportunity by the best means possible and shall include full explanation and meaning of the status. The effective date, purpose of the restriction, code violation, and individual's descriptive data will be included on the notice.
- Notification shall, when possible, be acknowledged by the individual's signature. If not acknowledged by such individual's signature, the signature of the official implementing the barring notification must appear on the notice. A copy of the notice is provided to the individual.

#### Violation of PNG Status:

If an individual designated as PNG is found/reported on campus in violation of the terms of the restrictions, local law enforcement may be summoned to remove the individual from campus.

#### Appeal Process:

A written request for appeal to lift an individual's PNG status shall be made to the office that issued the notice.

- The written request should come from the barred individual and include reasoning and objectives to re-enter the campus community. One request per year may be made to lift the PNG status.
- Depending on the circumstances, the Director of Campus Safety will collaborate with internal personnel to consider the appeal. The Director will remain in contact, when possible, with the individual during the review process.
- The PNG status shall remain in effect pending the decision of the review. The Director of Campus Safety shall render a decision within ten working days of receipt of the request for review. Depending on the circumstances and dialogue, the decision timeframe may exceed ten working days. During such time, the Director will continue to remain in contact with the individual during the review.

#### Recordkeeping:

Records are maintained and regularly updated by the Director of Campus Safety.

- Individual records will include the following information: (i) name; (ii) date PNG status issued; (iii) status (e.g., suspended student); (iv) rationale; (v) duration; and (vi) documentation provided.
- Names currently on the PNG list will be flagged (i) "do not hire" in Human Resources; (ii) "do not enroll" in the Office of Admissions; and (iii) in the Alumni database.
- The following administrators will have standing access to the PNG list: (i) Provost; (ii) Dean of Students; and (iii) Vice President for Institutional Advancement.

## FURTHER CAMPUS SAFETY INFORMATION

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

## CAMPUS SERVICES

### BUSINESS OFFICE POLICIES

The Business Office is located on the first floor of Ludlum Hall. Normal business hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday but are subject to change.

The Business Office is responsible for the overall financial management of the College and provides the following services: student account billing and collection, 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.

When to make payments: Payment in full is due prior to move-in day for the Fall and Spring semesters, and prior to the first day of class for the Summer semester. Students will not be allowed to take possession of their keys until their account is paid in full or payment arrangements have been made with the Business Office.

Where to make payments: Payments may be made at the Business Office, mailed to Blackburn College, c/o Business Office, 700 College Ave, Carlinville, IL 62626, or made via phone by calling (217) 854-5515. Payments can be made by cash, check, MasterCard, Visa, or Discover.

Payment Plans: Payment plans are available and require a 25% deposit on or before move-in day, and must include satisfactory arrangements for the remaining balance. A Payment Plan Form must be filed with the Business Office. If financial aid will be paying a portion of the balance, arrangements to pay the remainder must be made in the same manner.

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. 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.

1098Ts will be provided to students by January 31 of the following year as required by IRS regulations. They will be mailed to the student address on file with the Records Office. A form must be completed in the Records Office to change the student's address.

## TUITION DEPOSIT

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

## CREDIT BALANCES/EXCESS FUNDS

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

## CHECK CASHING

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

## STUDENT WITHDRAWAL OR STATUS CHANGE AND REFUNDS

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

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

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

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

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

## 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.

## **DISABILITY ACCOMMODATIONS**

This policy applies to students with disabilities as defined by Section 504 and the Americans with Disabilities Act (“ADA”). A person is disabled if they:

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

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

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

### **PROCEDURE FOR OBTAINING ACCOMMODATIONS**

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

Blackburn’s Director of the Student Success Center (“SSC”) serves as the primary contact for students requesting accommodations related to a disability; the Director of Human Resources is the College’s ADA compliance officer. Students requesting an accommodation may need to present to the SSC relevant, verifiable, professional documentation or assessment reports confirming the existence of a disability as defined by the ADA, and meet with the Director of the SSC in order to confirm the disability as defined by the ADA claim and to assist College officials in determining what accommodations may be warranted. The Director of the SSC will use all available documentation to determine what if any accommodations are appropriate for each individual situation. Information regarding a student’s disability will be treated in a confidential manner in accordance with Blackburn College policies as well as applicable federal and state law.

After a disability as defined by the ADA has been confirmed, the Director of the SSC will notify the student of approved appropriate accommodations. The student will need to notify and coordinate with appropriate college staff and faculty on implementation of accommodations.

The student should follow the following process for accommodations:

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

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

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

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

### GRIEVANCE PROCEDURES

#### ADA VIOLATION GRIEVANCE POLICY

- All complaints regarding academic accommodations should be filed with the Provost, and all complaints regarding non-academic accommodations should be filed with the Dean of Students, in writing, within fifteen (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 or Provost. 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 or Provost no later than fifteen (15) working days after its filing.
- Appeals may be made to the President. The decision will be final.

#### OTHER GRIEVANCE PROCEDURES

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

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

#### CAMPUS CONDUCT HOTLINE

The ***Campus Conduct Hotline***© is an independent, confidential service designed for reporting anonymous concerns about possible violations of Blackburn's Conduct Code and employment policies. The ***Campus Conduct Hotline***© system is available 24-hours per day, seven days per week. Call toll-free **866-943-5787**

## STUDENT POLICY FOR SERVICE & SUPPORT ANIMALS ON CAMPUS

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

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

- An ESA is prescribed by a mental health professional with whom the student has an established and ongoing relationship who provides details of how an ESA is an integral part of the student's treatment plan. However, Blackburn will not permit an ESA in the residence halls that poses a threat to the health or safety of others; would cause substantial physical damage to College property or to property of others; or results in a fundamental alteration of the College’s residence life program.
- The student has provided adequate documentation of disability as defined by the ADA to Disability Services (i.e., the Director of the SSC). Blackburn has the right to request additional clarification or documentation of disability.
- The student has reviewed the ESA Policy, completed necessary forms, and been given final approval notice from the Director of the SSC via their student email account.

If an ESA is approved:

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

Definitions:

- Emotional Support Animal (“ESA”): “Emotional Support Animals or ESAs” are a category of animals that may provide necessary emotional support to an individual with a mental or psychiatric disability that alleviates one or more identified symptoms of an individual’s disability, but which are not considered Service Animals under the ADA. Some ESAs are professionally trained, but in other cases ESAs provide the necessary support to individuals with disabilities without any formal training or certification. Dogs are commonly used as ESAs, but any animal has the potential to serve a person with a disability as an ESA.
- Owner: The “Owner” is the individual who has requested the accommodation and has received approval to bring an ESA into College Housing.

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

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

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



In all cases, the owner of the ESA is fully responsible for the animal's behavior. The removal of any animal, as well as any necessary cleaning, repairs and/or pest control will be done at the expense of the owner who may also be subject to student disciplinary action. Owners are responsible for any damage or injuries caused by their animals and must take appropriate precautions to prevent property damage or injury. The cost of care, arrangements and responsibilities for the well-being of an ESA are the sole responsibility of the owner at all times.

The College strongly recommends that owners consult with their insurance carrier regarding potential liability and insurance to cover such risks.

Service Animals: A service animal is any dog (or, in some cases, a miniature horse) that is trained, or in training, to do work for the benefit of a person with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Students can initiate the interactive process by self-disclosing their disability to the Student Success Director. From there, a reasonable accommodation will be made in accordance with the ADA.

Types of service animals include, but are not necessarily limited to:

- Guide Dogs: carefully trained dogs who serve as a travel tool by persons with severe visual impairments
- Hearing Dogs: dogs who have been trained to alert a person with significant hearing loss when a sound (such as a knock on the door) occurs
- Service or Assistance Dogs: dogs that have been trained to assist a person who has a mobility or health impairment by carrying, fetching, opening doors, ringing doorbells, activating elevator buttons or steadying a person while walking
- Seizure Alert/Response Dogs: dogs trained to assist a person with a seizure disorder. The dog may stand guard over the person during the seizure, indicate to their handler in advance of a seizure, or the dog may go for help.
- Psychiatric Service Dogs: dogs trained in helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors
- Miniature horses trained as a service animal. Note: The use of a miniature horse may be required as a reasonable accommodation if the horse has been individually trained to do work or perform tasks for the benefit of an individual with a disability. In order to determine whether a reasonable accommodation can be made to allow a miniature horse, we must consider the following factors: (1) the horse's type, size, and weight and whether the facility can accommodate these features, (2) whether the handler has sufficient control, (3) whether the horse is housebroken, and (4) whether the presence of the horse compromises legitimate safety requirements that are necessary for safe operation.

A requesting individual must have a disability as defined by the ADA, and the work that the animal has been trained to do must be directly related to the person's disability. Service animals are not "pets." Animals that only provide comfort or emotional support do not qualify as a service animal. However, it is important to note that a service animal can be trained to assist persons with psychiatric disabilities. For example, a dog can be specifically trained to sense an oncoming panic attack and put its paws on the person's shoulders helping them implement certain strategies to eliminate or lessen the panic attack.

Generally, no inquiries will be made when it is readily apparent that the animal is trained to do work or perform tasks for a person with a disability. However, when it is not readily apparent, staff and faculty may ask two questions: (1) is the service animal required because of a disability, and (2) what work or task has the dog been

trained to perform. Staff cannot ask about the person's disability, require medical documentation, require a special identification card or training documentation for the dog, or ask that the dog demonstrate its ability to perform the work or task.

If you utilize a service animal and would like to bring it on campus, please contact the Office of Disability Services and speak with the Director of Student Success. The Director will need to set up a brief appointment with you to collect some information about your animal (such as vaccination records) and go over the rights and responsibilities regarding service animals on campus.

### **Rights & Responsibilities of Students with Service Animals:**

Students, faculty, and staff with service animals have the following *rights* on Blackburn's campus:

- The right to have their service animal present for any events or activities on campus, including classes, work, meals, living in the residence halls, and at special events, EXCEPT in restricted areas (see below).
- The right for other members of the campus community (including students, faculty, staff, and campus visitors) to refrain from approaching, touching, or feeding their service animal without asking for and receiving permission from the animal's handler. As a general rule, if an animal is wearing a vest or badge denoting it as a service animal, the animal is working and should NOT be approached, petted, or otherwise interacted with unless the owner/handler gives explicit permission. However, please be aware that it is not required that a service animal wear a vest or patch identifying the animal as a service animal.
- The right for other members of the campus community (including students, faculty, staff, and campus visitors) to refrain from deliberately startling or distracting the service animal OR attempting to separate the animal from the student or handler.

#### Restricted Areas:

Blackburn College may prohibit the use of service animals in certain locations, on a case-by-case basis, because of health and safety restrictions (e.g., when the animal's presence could present a health or safety risk, or activities that take place in the area could put the service animal in danger). Restricted areas may include, but are not limited to: laboratories, vivariums, custodial closets, boiler rooms, facility equipment rooms, wood and metal shops, and rooms with heavy machinery or ongoing construction.

All students, faculty, staff, and visitors to the College who utilize a service animal and believe they will need to access a restricted area must first request access by contacting the Disability Services office (for students and visitors) or Human Resources office (for faculty and staff). Requests should be made as far in advance as possible to allow adequate time for review of the request through an interactive process with the requester and for consultation with relevant College officials in order to ensure the safety of the animal and/or others using the restricted area.

Students, faculty, and staff with service animals have the following *responsibilities* on Blackburn's campus. Failure to fulfill any of these responsibilities may result in the animal being removed from campus until such time as these responsibilities can be fulfilled by the owner or handler of the animal.

- The owner/handler is responsible for the overall health and well-being of the animal, including all costs associated with the animal's care, living arrangements, and any property damage caused by the animal.
- Service animals on campus must:
  - be current on all vaccinations;
  - wear an owner identification tag at all times;
  - be housebroken;
  - be licensed per local laws and ordinances;
  - be in good health;

- be under the full control of the owner/handler at all times.
- The owner/handler is responsible for cleaning up the service animal's waste, unless the individual's disability prevents them from being physically able to clean up the animal's waste.
- Service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices. In that case, the individual must maintain control of the animal through voice, signal, or other effective controls.
- **If a service animal is behaving out of the owner's or handler's control (i.e. jumping on, barking/growling at, or sniffing others), the animal may be removed until such time as the owner/handler is able to maintain control over the animal.** (An isolated bark or a bark in response to provocation will not result in an animal being regarded as out of the owner or handler's control.) This policy is for the protection of the service animal as well as the protection of other members of the campus community and of the learning environment.

### **Rights & Responsibilities of all Blackburn Students, Faculty, and Staff (with respect to service animals):**

Students, faculty, and staff have the following *rights* on campus with regard to service animals:

- The right to not be jumped on, growled/barked at, or distracted by the behavior of a service animal (note that this right involves the animal's behavior - not simply their presence).
- The right to politely ask an animal's handler to better control the animal's behavior, if the animal is behaving in an uncontrolled or boisterous manner.
- The right to share any concerns about a service animal's behavior with Disability Services.

Students, faculty, and staff have the following *responsibilities* on campus with regard to service animals:

- The responsibility to recognize that a service animal is a working animal, not a pet.
- The responsibility to refrain from approaching, touching, or feeding a service animal without asking for and receiving permission from the animal's handler. As a general rule, if an animal is wearing a vest or badge denoting it as a service animal, the animal is working and should NOT be approached, petted, or otherwise interacted with unless the owner/handler gives explicit permission. However, please be aware that it is not required that a service animal wear a vest or patch identifying the animal as a service animal.
- The responsibility to refrain from deliberately startling or distracting the service animal, or attempting to separate the animal from the student or handler.
- **Failure to adhere to these responsibilities may result in disciplinary action.**

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

### **DOMESTIC ANIMALS/PETS AS "CAMPUS VISITORS"**

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

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

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

### **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.

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.

Education Records are defined as follows:

- Education Department: teacher certification records
- Financial Aid Office: financial aid records
- Public Relations Office: student media release forms  
P.R. information
- Records Office: academic transcript  
registration information  
application for admission  
high school transcript  
college transfer  
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 48 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.

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

- personal notes of faculty and staff;
- medical and counseling records used solely for treatment;
- financial records of parents;
- confidential letters and statements of recommendations placed in student files prior to January 1, 1975;

- 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.

The College routinely releases the following directory information when requested:  
student name;

- dates of attendance;
- major field of study;
- classification by year;
- degrees, honors, awards, certificates earned
- photograph;
- address (home, local & campus);
- telephone number (home, local & campus);
- campus email addresses;
- athletic rosters (name, weight and height);
- participation in co-curricular activities;
- 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.

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.

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:

- 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.);
- in accordance with a lawful subpoena or court order;
- to representatives of agencies or organizations from which students have received financial assistance;
- 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.);
- to parents of dependent students, as determined by the Financial Aid Office according to the Internal Revenue Code of 1954;
- to the United States Office of Immigration and Naturalization Service (for international students only);
- in emergencies where the information is necessary to protect the health and safety of the student or others.

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:

- Grades: Copies of end-of-term grades may be sent to parents, guardians, next-of-kin, or other persons designated by the dependent student. Address changes should be reported to the Records Office.
- 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.
- 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.
- 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.

### **FOOD SERVICE**

Several meal options/times are offered each weekday via Dining Services, including breakfast, lunch with soup/salad/deli, and dinner. Brunch and dinner are served on weekends. Special programs and banquet times may necessitate a change in regular mealtime serving hours.

Students may only enter the dining hall through the main door.

The Food Service Director is available to assist in planning for special occasions (luncheons, teas, dorm events, etc.). For best results, they should be contacted at the beginning of the planning process.

Special dietary needs will be met if ordered by a medical doctor. Students should contact the Director of Student Success (who oversees disability services) to review any special dietary needs. Vegetarian selections will be available at each meal.

### **CONDUCT**

- Students are required to present their own valid Blackburn Identification Cards.
- Proper attire, which includes shoes and shirts, must be worn in the Dining Hall at all times.

- No food or Food Service property may be carried out of the Dining Hall without special permission from the Point of Sales Clerk or Food Service Director. Violations may result in revoked privileges and/or disciplinary action.
- Classes, work groups, sports teams, and co-curricular clubs who have need to meet during a meal period should reserve a room in the Auxiliary Dining Rooms or other campus meeting areas.
- All students and guests are required to clear their table and deposit their table wear in the proper location before leaving the dining hall. Students are also responsible for reasonable upkeep of the tables, chairs and floors. In addition, the throwing of food is strictly forbidden – no exceptions. Any student(s) found throwing food or neglecting to bus their own table will be subject to disciplinary action and must assist in cleaning the area.

### SPECIAL EVENTS/REQUESTS

- Students who are ill and unable to attend meals should ask a roommate or friend to obtain a meal from the Point of Sales Clerk.
- 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.
- Groups or persons wishing to reserve the Auxiliary Dining Rooms in the Campus Center should contact the Food Service Director (in addition to Auxiliary Services for the Campus Calendar) in advance of the planned date. Campus groups will be given priority over off-campus groups. Catering services available include cafeteria, buffet and table service. Reservations for all activities planned for the Dining Hall (dances, plays, musical events, etc.) must be approved in advance by the Food Service Director and Conference Services. Groups using an Auxiliary Dining Room will be expected to clean the area after use; a cleaning fee will be assessed upon failure to do so.

### **GENDER IDENTIFIERS AND PREFERRED FIRST NAMES**

Anyone wishing to request usage of a gender identifier and/or preferred first name may meet with the Executive Director of Diversity, Equity, and Inclusion for assistance in navigating the process within the College.

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

### **LEGAL NAME CHANGES**

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

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

## **MEDIA & PHOTOGRAPHY STATEMENT**

Blackburn College reserves the right to photograph and film students, faculty, staff, and visitors on campus. Such photography is limited to non-commercial purposes representing Blackburn College. Expected uses include, but are not limited to, media (digital, newspaper, television) coverage and officially recognized College-published materials such as brochures, slide shows, videotapes, displays, websites, and social media accounts. Students participating in planned photo or video shoot events will be asked to sign a release form for that specific project.

Blackburn College reserves the right to celebrate, promote, and communicate achievement for students, faculty, staff, and other members of the Blackburn community. Examples include, but are not limited to, press releases about awards and honors received, feature articles on the website or alumni publications.

**Opting Out:** Students may opt out at any time. Summer Orientation Leaders will share and collect a Media & Photo Release Form for new students where they may opt out of photography or press. Students can update their choice by requesting a new form from the Office of Marketing & Public Relations.

## **MEDICAL & HEALTH INFORMATION**

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

### **IMMUNIZATIONS AND MEDICAL RECORDS**

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

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

### **STUDENT INSURANCE**

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

### **WORKER'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 worker's compensation should be made within 24 hours of the injury by contacting the Physical Plant Services Coordinator at campus extension 5503 or 217-854- 5503.

### **NON-EMERGENCY MEDICAL TRANSPORT**

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



## ADMINISTRATIVE REFERRAL TO COUNSELING SERVICES

- When an authorized professional staff member has reasonable cause to believe that a student is undergoing severe emotional problems, and when the student's continued presence on campus would present danger to themselves or others, the staff member may direct the student to consult with Counseling Services for administrative referral.
- Those professional staff members authorized to make Administrative Referrals are the President, the Dean of Students, and the College Counselor.
- Depending on the severity of the behavior, evaluation by area mental health professionals may be needed for hospitalization.
- In consultation with the College Counselor, the Dean of Students will determine if a duty to warn exists.
- 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.
- Students who are removed from campus for a psychological emergency are required to meet with the Dean of Students or designee within one business day of returning to campus. This meeting will determine the student's impact on the College community and the student's ability to continue to be a non-disruptive influence in the community. Disciplinary conditions designed to enhance the student's opportunity to succeed at Blackburn and/or ameliorate disruptive influence may be placed upon a student prior to their return to the College.
- Continuing recurrences of disruptive behavior (including behavior attributed to psychological problems) that have an injurious or disruptive effect on the ability of other students to further their education and/or the operation of the College will be processed through the College disciplinary system. In such situations, students will be given the option to withdraw as outlined in the section below, prior to initiating disciplinary procedures. Failure to modify behavior may result in suspension or expulsion from the College.

## MEDICAL WITHDRAWAL

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

## **MOTOR VEHICLES**

All students may have motor vehicles at their disposal while in attendance at the College.

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.

All students operating motor vehicles must have a valid driver's license and must have proper insurance coverage on the motor vehicles they operate.

Students are not permitted to transport other students on College business in any student-owned vehicle prior to completing the appropriate paperwork in the Motor pool office.

If a student fails to follow regulations in effect at the College, violates state or local motor vehicle laws, or operates a motor vehicle in an unsafe manner, the privilege to keep and operate a vehicle on campus may be revoked.

### REGISTRATION

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

### ENFORCEMENT

The enforcement of the College's motor vehicle regulations rests with the Motor Pool Office and 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:

- 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.
- Any act resulting in damage to campus or personal property in which case the person responsible shall pay the cost of such damage.
- Reckless driving and/or speeding (over 10 m.p.h.).

- Driving under the influence of alcohol or drugs.
- Creation of a nuisance through the use or operation of a motor vehicle, including College-owned vehicles.

### ACCIDENTS ON CAMPUS

Should you be involved in an accident on campus, please make sure both parties are not injured, and if somebody is injured, call 911. When there are no injuries, call Carlinville Police Department at (217) 854-3221, and they will respond to do an accident report. Please be advised that all state laws will be in effect, and if you are at fault and leave the scene without taking care of the accident, you may be arrested by the police department as well as face disciplinary action on campus for violating campus policies.

### COLLEGE OWNED VEHICLES

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

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

## PROTECTION OF MINORS ON CAMPUS

### STATEMENT OF POLICY AND PURPOSE

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

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

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

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

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

## MANDATED REPORTER REQUIREMENTS

Under Illinois law, all employees of Blackburn College are mandated reporters. Mandated reporters are required to call the Illinois Child Abuse Hotline when they have reasonable cause to believe that a child known to them in their professional or official capacity may be an abused or neglected child. Abuse of a child includes both physical abuse and sexual abuse. The Hotline worker will determine if the information given by the reporter meets the legal requirements to initiate an investigation.

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

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

For more information on making a report to the Hotline, see the reporting instructions later in this policy.

## PROHIBITION ON RETALIATION

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

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

## SCOPE OF POLICY

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

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

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

## REPORTING PROCEDURES

### **Emergency Situations**

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

### **Report to Illinois Department of Children & Family Services**

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

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

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

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

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

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

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

### **Report to Title IX**

In addition to reporting to DCFS, all employees must report if they have reasonable cause to believe that a child known to them in their professional or official capacity may be an abused or neglected child to Title IX Coordinator, Deputy Coordinator, or HR Designee. Reporting to the Illinois Child Abuse Hotline should be immediate, and reporting to the Title IX Coordinator, Deputy Coordinator, or HR Designee should follow a report to the Hotline.

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

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

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

Title IX Coordinator

Dr. Margaret Lawler

217-854-5519

Ludlum 110

[margaret.lawler@blackburn.edu](mailto:margaret.lawler@blackburn.edu)

Deputy Title IX Coordinator (Student Life)

Al Sturgeon  
217-854-5582  
DCC 125  
[al.sturgeon@blackburn.edu](mailto:al.sturgeon@blackburn.edu)

Deputy Title IX Coordinator (Work Program)  
Jody Sturgeon  
217-854-5536  
DCC 115  
[jody.sturgeon@blackburn.edu](mailto:jody.sturgeon@blackburn.edu)

Deputy Title IX Coordinator (Athletics)  
Rob Steinkuehler  
217-854-5698  
Woodward Athletic Center  
[robert.steinkuehler@blackburn.edu](mailto:robert.steinkuehler@blackburn.edu)

HR Designee  
Marshall Petty  
217-854-5514  
Ludlum 209  
[hr@blackburn.edu](mailto:hr@blackburn.edu)

HR Designee  
Ken Lilly  
217-854-5513  
Ludlum 212  
[ken.lilly@blackburn.edu](mailto:ken.lilly@blackburn.edu)

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

### **Failure to Report**

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

### INVESTIGATION PROCEDURES

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

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

## PREVENTION EFFORTS

### **Background checks/screening**

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

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

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

### **Acknowledgement of Mandated Reporter Status**

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

### **Training requirements**

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

For more information on the requirements for mandatory reporters, employees should review the Illinois DCFS Manual for Mandatory Reporters, available online at:

[https://www2.illinois.gov/dcf/safekids/reporting/documents/cfs\\_1050-21\\_mandated\\_reporter\\_manual.pdf](https://www2.illinois.gov/dcf/safekids/reporting/documents/cfs_1050-21_mandated_reporter_manual.pdf).

## RELIGIOUS ACTIVITIES

Blackburn College is affiliated with the Presbyterian Church (USA) and maintains a meditation room on campus that is available for meditation and private prayer for all students regardless of religious affiliation.

## STUDENT MEMBERSHIP ON CAMPUS-WIDE COMMITTEES

Students serve on many campus-wide committees at Blackburn College and gain valuable experience while providing valuable input. While students are often invited to serve on a specific committee, any student interested in serving on campus-wide committees can express their interest to the Dean of Students and/or the Office of the President.