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.

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Last Update: June 2026 – (Parking Policy & Procedures, Controlled Substance, Medical Withdrawal, Consumption of Alcohol in Public and Common Areas)

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: Pyrczak.

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GRADE APPEAL POLICY

Students who wish to appeal a course grade must do so no later than 5 p.m. on the last regular class day of the semester following that in which the grade was received (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 Life 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. 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 Vice President for Student Life & Dean of Students.
- Any student who drops below full-time academic status (below 12 hours) most 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, X, 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.
- Disciplinary outcomes are educational in nature and may promote reflections, accountability, conflict resolution, and personal development. Campus resources, including counseling, may be recommended but are voluntary and not a disciplinary sanction.
- 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 Vice President for Student Life & 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, such infractions could also have subsequent fees associated with the offense.
- A student may accumulate a maximum of three infractions, in any one semester, prior to requiring a meeting with the Director or Assistant Director of 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: social improvement plan, restrictions of co- curricular activities, withdrawal of specified privileges, payment of a fine, communication with the parent(s)/guardian (in cases of dependent students), 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 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 person(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 Officer.

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, (this sanction to be determined and implemented by the Head Coach and Athletic Director on a case-by-case basis)
- 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 academic 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 Officer 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 three members of the campus faculty and staff.
- Appeals of major offenses, with the original decision being made by the Conduct Hearing Officer, 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 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 Student Life or 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.
- 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.

    - Students suspected of an alcohol policy violation will be subject to the preponderance of evidence standard, consistent with Blackburn College discipline procedures.
    - 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.
- All persons will be held responsible for their conduct regardless of their state of mind.
- 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).

Possession and Consumption of Alcohol in Public and Common Areas

- Students who are 21 years of age or older may possess and consume approved alcoholic beverages in designated public and common areas of campus in accordance with the following:
    - Monday through Friday, consumption is permitted between 5:00 p.m. and 1:00 a.m.
    - Saturday and Sunday, consumption is permitted between 12:00 p.m. (Noon) and 1:00 a.m.
- Permitted areas include designated outdoor campus spaces, including the North Garden, Jaenke Patio, residence hall patios and porches, residence hall fire pits, the North Quad (including around the sand volleyball court), and the Hudson Quad, as well as other outdoor spaces specifically approved for special events. Permitted indoor areas include designated residence hall parlors and common lounges.
- Students under the age of 21 may be present in these areas but may not possess, consume, hold, or otherwise be provided alcoholic beverages.
- Alcohol consumption is not permitted in residence hall hallways, stairwells, bathrooms, laundry rooms, entryways, or other residential common areas unless specifically designated by the College. The College recognizes that students may need to briefly pass through these areas when traveling between a residence hall room and an approved common area. In such cases, students should move directly and promptly through the space and may not congregate, linger, or consume alcohol in hallways, stairwells, bathrooms, entryways, or other non-designated areas.
- Alcohol may not be consumed in academic buildings, classrooms, administrative offices, athletic facilities, parking lots, streets, or other areas designated as alcohol-free unless specifically authorized as part of a College-approved event.
- Alcoholic beverages consumed in designated public and common areas must remain in their original containers. Larger containers that are not intended for individual consumption, such as bottles of wine or boxed wine, may be poured into an individual cup for consumption within the designated area. Clear plastic cups are preferred for this purpose. Alcohol may not otherwise be transferred into unmarked or concealed containers for consumption in public or common areas.
- College-approved events may permit alcohol consumption outside of the times or locations established above when specifically authorized through the College's event approval process (See below).
- The Dean of Students or designee may temporarily restrict or prohibit alcohol possession or consumption in a particular residence hall, common area, or campus location due to health and safety concerns, significant disruption, repeated alcohol-related incidents, or the needs of a particular College event or program.

- All other provisions of the College Alcohol Regulations remain applicable. Nothing in this section permits possession or consumption by individuals under the age of 21, furnishing alcohol to individuals under the age of 21, public intoxication, drinking games, disorderly behavior, or conduct otherwise prohibited by College policy. 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.

Process for allowing alcohol consumption at campus events:

- 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.
- The event must have a "theme" or "focus" beyond simply gathering to drink alcohol.
- The Dean of Students must approve the event at least one week 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 alcohol will be allowed to be taken out of the event venue.
- A member of the Student Life or Campus Safety Staff must 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.
- At least one additional campus safety staff member must be present to oversee the event 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.
- 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.
- Guests will be limited to no more than 150 in the venue at any one time.
- Policy for non-Blackburn student guest 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 mayl 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 regarding students who are found to be in possession of or suspected to be under the influence of controlled substances.

For this policy, controlled substances refer to illegal drugs and legal drugs used without a valid prescription issued to the user by a licensed healthcare prescriber. Although medical & recreational marijuana are 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.

- If Campus Safety or Residence Life staff suspect a student is in possession of or under the influence of controlled substances, the suspicion will be documented.
    - If a student (or group of students) is suspected of controlled substance use, the College reserves the right, with proper prior documentation, to perform a search of the student's room and person.
    - 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.
- Students found responsible for illegal possession, use, or distribution (including sale) of controlled substances or paraphernalia may receive one or more of the following sanctions:
    - Educational Sanction;
    - Community Service;
    - Fine;
    - Social probation;
    - Submit to and pay for a formal drug abuse assessment;
    - Submit to and pay for random drug screenings during the period of probation to verify they are staying drug-free.
    - Notification of parent(s)/guardian(s);
    - Notification of local law enforcement in cases where controlled substances and/or drug paraphernalia are found

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.

Cohabitation 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.**

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 resalable 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 licenses 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 onto 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 9:00 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 t~~o the SSC r~~elevant, 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 <u>politely</u> 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.**

<u>Conflicting Disabilities</u>: 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: New students will complete a Media & Photo Release Form for the Office of Marketing & Public Relations (OMPR) during check-in at the beginning of a semester, where they can opt in or out of photography or press. Students can update their choice by requesting a new form from OMPR..

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 POLICY & PROCEDURES

The College recognizes that students may experience medical or psychological conditions that significantly impair their ability to function successfully or safely in the academic environment. This policy outlines the process for medical withdrawals, supporting student well-being while upholding the academic integrity of the institution.

Medical Withdrawal

A student may request a medical withdrawal from all courses if they experience a medical, psychological, or substance abuse condition that substantially limits their ability to meet academic or community responsibilities.

Request Submission:

The request must be submitted to the Director of Counseling Services, who will review the request, may consult with relevant professionals as needed, and provide a recommendation to the Dean of Students, who will make the final

determination. Requests for Medical Withdrawal, including all required documentation, must be submitted by 5 pm on the final day of classes before the double instruction period.

Release of Information:
The student must sign the necessary release of information form (which allows the release of protected information about the student's condition) with their provider to enable the Director of Counseling Services to verify compliance with treatment recommendations.

Approval and Treatment Plan:
If approved, the student will be advised to seek appropriate medical or psychological treatment. The Director of Counseling Services and the student will develop a plan together outlining the necessary treatment and conditions for readmission.

Financial Review:
The student must meet with the Director of Financial Aid to review financial obligations before finalizing the withdrawal.

Academic Standing:
In accordance with the College's official withdrawal date, the student will receive a "W" or "WP" in all coursework

Notification:
The Director of Counseling Services will notify the Dean of Students, the Registrar, the Director of Financial Aid, and the Dean of Work of the withdrawal.

Readmission After Medical Withdrawal
A student seeking readmission following a medical withdrawal must provide:

Written Request:
A written request for readmission must be submitted to the Records Office.

Provider Documentation:
Documentation from a licensed healthcare provider verifying that the student can return to the academic environment and comply with any ongoing treatment recommendations must be submitted to the Office of Counseling Services.

Additional Information:
Additional information may be requested by the Dean of Students or the Director of Counseling Services to assess readiness for return and verify compliance with treatment recommendations.

Decision:
The Dean of Students, in consultation with the Director of Counseling Services, will determine the student's readmission status based on the student's demonstrated ability to meet academic and community expectations while maintaining their well-being. Failure to meet re-admission criteria may result in continued withdrawal status.

Appeals
A student may appeal a decision related to medical withdrawal or readmission by submitting a written appeal to the President of the College within 48 business hours of receiving the decision.

The appeal must clearly state the grounds for appeal, which may include:

- Procedural error or inconsistency in the process;
- New information not previously available that may affect the decision; or
- A concern that the decision was unreasonable or not based on all available information.

The President will review the appeal, consult with appropriate staff or faculty as needed, and issue a written decision. The decision of the College President is final.

Confidentiality
All medical and psychological information provided in connection with this policy will be maintained as confidential and handled in accordance with the Family Educational Rights and Privacy Act (FERPA), the Health Insurance Portability and Accountability Act (HIPAA), and other applicable privacy laws. The College will provide reasonable accommodations as required under the Americans with Disabilities Act (ADA), but reserves the right to take any action necessary to protect student welfare and uphold institutional integrity.

PARKING POLICY & PROCEDURES

The purpose of this policy is to outline the rules and regulations for the use of motor vehicles on the Blackburn College campus. These rules and regulations are designed for the safety, welfare, and health of students, employees, and visitors; the protection and maintenance of College property; and to govern traffic on the campus. Cooperation and compliance with these rules and regulations by all members of this community are essential. Failure to comply may result in a citation being issued or suspension/revocation of parking privileges on campus.

Scope
This policy applies to all individuals seeking to operate/park a motorized vehicle on the Blackburn College campus.

Policy
Blackburn College is a private College; therefore, the parking lots and other areas of the College are private property. The operation and/or parking of any motor vehicle on campus is a privilege, not a right. The College reserves the right to regulate the use of any motor vehicle on campus property for the benefit and safety of the campus community. Campus parking lots are provided for the convenience of permit holders in conducting Blackburn College business, and for no other purpose.

Parking Permits
All Blackburn College students and employees must obtain a parking permit for any vehicle parked on campus. Parking permits must be displayed at all times and authorize the parking of only one vehicle on campus. It does not establish a designated parking space, only a designated area. A vehicle parked in any unauthorized area is in violation of the regulations in this document.

Enforcement
Campus Safety is responsible for issuing citations, enforcing, and reporting violations of College motor vehicle regulations to College officials.

Towing/Booting
In accordance with Blackburn College Parking regulations, a vehicle may be towed or booted for having a third violation of any campus parking regulation.

Vehicle Immobilization
A settlement of charges of the boot-removal fee of $50 and any prior outstanding violations must be satisfied prior to the removal of the immobilization device. Settlement of charges can be completed by cash payment in the appropriate office or a valid student identification number, with which the charges can be billed appropriately.

Vehicles may be immobilized and/or towed at any time when:

- Obstructing traffic
- Parking in a fire lane
- Parking in handicap parking
- Parking in marked “visitor” parking spaces
- Multiple violations of parking regulations
- Reasons deemed necessary for the safety of the campus community

Vehicles towed may be claimed by contacting: Campus Safety On-Call - (217-825-3042). Campus Safety will provide contact information for the appropriate towing company. The tow company will provide information on fees and may require fees to be paid before releasing the vehicle.

Owner's Responsibilities
It is the responsibility of the owner to take precautions against vehicle damage and theft. Blackburn College assumes no responsibility or liability for any vehicle parked on or near College property. The owner should lock the vehicle at all times and refrain from leaving valuables in plain sight.

Vehicle Registration
Valid permits must be affixed to the bottom of the front passenger side windshield of the vehicle. Permits placed in other locations will be considered invalid.

Student Permits
Permits must be obtained during Move-In Day, the Week of Welcome, or before the first day of class. Permits must be obtained from the Office of Campus Safety, located in the Student Life Office, Demuzio Campus Center. Student Permits are issued free of charge for all Blackburn College Students. Students must obtain a permit. Permits are only valid for the academic year in which they are received. Vehicle registration information, your contract information, and insurance provider information will all be necessary to complete the online vehicle registration.

Faculty and Staff Permits
Faculty/staff permits are issued at the time of employment and remain valid throughout employment.

Visitor Passes
Visitor passes may be obtained from the Director of Campus Safety’s Office, located in the Student Life Office Suite. Visitor passes must be dated to be valid. All vehicles with visitor permits must park in Visitor and/or Student Parking areas.

Parking and Traffic

- To park a motor vehicle/motorcycle or licensed scooter on campus, it must be registered with the College and a parking permit properly displayed at all times. All administrators, faculty, staff and students must register vehicles to be parked on campus.
- Administrators, faculty, staff and students are responsible for all violations of regulations in which their vehicle is involved.
- Faculty, staff and students are not allowed to use visitor spaces at any time.
- Blackburn College assumes no liability for damages to any vehicle parked or driven on campus.
- Motorcycles, motor scooters and mopeds are subject to the regulations governing automobiles.
- Abandoned vehicles are subject to towing at the owner's expense unless the owner notifies the Office of Campus Safety in writing at the time the vehicle becomes disabled.
- Vehicle repairs that create a nuisance are not permitted on campus. Any property damage caused by the making of repairs is the responsibility of the person making such repairs.
- All vehicle operators must obey public safety directions and instructions regarding operating and parking motor vehicles.
- All vehicles must have a valid license plate.

Parking Regulations for Permit Holders

Restricted Areas:

- Visitor spaces
- Fire lanes
- All accessible parking spaces (unless displaying a state-issued disability permit and/or license plate)
- Any roadway where the vehicle becomes an obstruction in the traffic lane
- Areas where signs and road markings prohibit parking
- Sidewalks, walkways, lawns or other cultivated areas
- Parking spaces are designated by the presence of a parking block and/or painted lines

Violations and Fines

Fines for one to two parking violations issued by Blackburn College shall be assessed in the amount of $20 each; three or more violations may be upwards of $50 each. Violations include:

- Obstructing traffic
- No valid permit displayed
- Parking in a no-parking area
- Parking in an area where a permit does not apply
- Parking in an area designated for visitors
- Parking in a fire lane
- Parking in a person's with disabilities space
- Parking without a permit
- Other violations deemed to be a violation of parking regulations or necessary for the safety of the campus community

City of Carlinville authorities and Blackburn College Campus Safety may issue tickets and/or tow a vehicle at the owner's expense for fire lane, visitor space, and accessible parking space violations. Three or more consecutive violations of any kind may result in towing or booting at the owner's expense. Fines will automatically be charged to the violator's account.

Appeals: To appeal a parking citation:

- Ticket appeals must be submitted in writing within five business days of the violation.
- Tickets not appealed within five business days may be billed to the violator's account.
- Appeals received after five business days may be considered invalid

An appeal must be sent by email and must include the following information:

- Name and Student identification number
- Ticket date
- Vehicle license number
- Explanation of the circumstances surrounding the violation
- Reason for appeal

Violations for which there is no appeal:

- Parking in fire lanes
- Unauthorized use of accessible parking spaces

Each parking appeal is reviewed by the Director of Campus Safety

Revocation

Blackburn College retains the right to revoke any on-campus parking and driving privileges. Reasons may include, but are not limited to:

- Violations in excess of five per semester or seven per year
- Use of fraudulent permits
- Creating a nuisance or causing property damage while making repairs to vehicles on campus
- Causing other property damage
- Becoming verbally or physically abusive, threatening or verbally assaulting any safety officer during the performance of their duties
- Inappropriate operation of a motor vehicle that presents a safety concern to the campus community.
- Payment of violations does not void a revocation.

Complaints, appeals, and suggestions should be addressed to the Director of Campus Safety by email at ronald.lewis@blackburn.edu.

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.dcfs.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.

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.dcfs.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/dcfs/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
Logan Elliott
217-854-5582
DCC 125
logan.elliott@blackburn.edu

Deputy Title IX Coordinator (Work Program)
Leslie Johnson
217-854-5536
DCC 115
leslie.johnson@blackburn.edu

Deputy Title IX Coordinator (Athletics)
Kim Camara-Harvey
217-854-5698
Woodward Athletic Center
kim.camaraharvey@blackburn.edu

HR Designee
Daylin McClusky
217-854-5514
Ludlum 209
hr@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/dcfs/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.