



LAKE FOREST
COLLEGE

2023-2024
Student Handbook

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MISSION STATEMENT

Lake Forest College affirms that education ennobles the individual. Our curriculum engages students in the breadth of the liberal arts and the depth of traditional disciplines. We encourage students to read critically, reason analytically, communicate persuasively, and, above all, to think for themselves. We prepare our students for, and help them attain, productive and rewarding careers. We foster creative talent and independent research. We embrace cultural diversity. We honor achievement. Our faculty of distinguished scholars takes pride in its commitment to teaching. We know our students by name and prepare them to become responsible citizens of the global community. We enable students, faculty, trustees, and administrators to solve problems in a civil manner, collectively. We maintain a secure residential campus of great beauty. We enrich our curriculum with the vibrant resources of Chicago. Lake Forest College celebrates the personal growth that accompanies the quest for excellence.

-Approved by the Faculty and Trustees, May 1992; amended 2014.

Lake Forest College Contact Information

Phone:

847-234-3100

Address:

555 N. Sheridan Road

Lake Forest, Illinois 60045

Office and Departments:

<https://www.lakeforest.edu/offices/>

COLLEGE POLICIES AND PROCEDURES

Academic Policies and Procedures

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

Alcohol and Other Drug Policy

Lake Forest College is committed to maintaining a healthy and safe learning environment, workplace, and community that is free from the adverse effects of alcohol and illegal drug use and abuse, and complies with:

- Drug-Free Schools and Communities Act (Federal)
 - Drug-Free Schools and Campuses Regulations (EDGAR Part 86)
- Drug-Free Workplace Act of 1988 (Federal)
- Illinois Controlled Substances Act (State)
- Illinois Cannabis Regulation and Tax Act Section 10-35, paragraph (d) (State)
- Illinois Liquor Control Act of 1934 (State)
 - Act 5, Article VI General Provisions, Section 5/6-16 Prohibited Sales and Possession
- City of Lake Forest Drug Ordinances (Local)
 - §§ 135.029 through § 135.031
- City of Lake Forest Alcohol Ordinances (Local)
 - § 111.076

The College is not a sanctuary protecting those who violate laws concerning illegal substances, and College officials will cooperate with legal authorities whenever necessary and deemed appropriate.

Prohibited Conduct

Drugs

- Use, possession, distribution, manufacture, or dispensing of all drugs as identified in Federal or State law or regulation.
- Use and possession of cannabis. While Illinois state law legalized recreational cannabis use in January of 2020, federal law still prohibits use and colleges must comply with federal law.
- Use of prescription drugs not in accordance with the prescription;
- Abuse, sharing, or resale/trafficking of over-the-counter or prescription drugs (such as Ritalin and Adderall);
- Use, possession, distribution, manufacture, or dispensing of synthetic drugs that contain ingredients or mimic the effects of illegal drugs including but not limited to synthetic cannabis, CBD, and salvia divinorum;

- Possession of drug paraphernalia including, but not limited to, pipes, grinders and bongs (but excluding medically required and approved devices); and,
- Misuse of Legal Substances
 - Various substances, even if legal, can have dangerous negative impact on an individual's health and academic success. Inhaling or ingesting a substance (including but not limited to nitrous oxide, glue, paint, gasoline, solvent, etc.) or using the substance other than in its intended purpose is a violation of college policy and is prohibited.

Alcohol

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

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

Responsible Use of Alcohol

Private Rooms

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

Balconies may not be used as an extension of a student's room for the purpose of hosting a private room party. A Public Safety officer or a member of the Residence Life staff will close

private parties that spill onto balconies and document the incident for referral to the conduct process.

Ice Rink/Sports & Recreation Center

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

Stuart Commons

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

Organizations

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

Additional Provisions Involving Alcohol

All students must present their Lake Forest College ID and a state-issued photo ID to attend any event at which alcoholic beverages are served. In the case where the administration has specifically approved attendance by guests, non-students must be registered online via the College's guest registration system and present a state issued photo ID to attend. Students and their guests who are 21 years of age or older must be given a bracelet or have their hands stamped to indicate that they are of legal drinking age.

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

Senior Celebration and Senior Party

The senior class may have one on-campus Senior Celebration and one on-campus Senior Party each year. No guests are permitted at the Senior Celebration. Beer and wine may be served at both parties; no liquor may be served. There is a three-drink limit at the on-campus Senior

Celebration and a four drink limit at the on-campus Senior Party. Seniors and their registered guests must be over the age of 21 to consume alcohol at the Senior Celebration and Senior Party.

Athletics: Varsity, Junior Varsity, Intramural, and Club Sports

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

Mohr Student Center

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

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

- Sponsors of events that take place in the Mohr Student Center reserve the right to request the suspension of beer and wine service during the duration of their event.

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

Drug Law Sanctions and Penalties

College Sanctions

All student violations will be referred to the conduct system.

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

State Penalties

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

STATE PENALTIES		
CATEGORY OF OFFENSE	MONETARY FINES	IMPRISONMENT
Class A Misdemeanor	\$1,000	Up to 1 year
Class X Felony	Up to \$500,000	6 to 60 years
Class 1 Felony	Up to \$250,000	4 to 15 years
Class 2 Felony	Up to \$200,000	3 to 7 years
Class 3 Felony	Up to \$150,000	2 to 4 years
Class 4 Felony	Up to \$15,000	1 to 3 years

Federal Penalties

FEDERAL TRAFFICKING PENALTIES—CANNABIS			
DRUG	QUANTITY	1st OFFENSE	2nd OFFENSE *
Cannabis (Schedule I)	1,000 kg or more cannabis mixture; or 1,000 or more cannabis plants	Not less than 10 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs., or	Not less than 20 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine

		more than life. Fine not more than \$10 million if an individual, \$50 million if other than an individual.	not more than \$20 million if an individual, \$75 million if other than an individual.
Cannabis (Schedule I)	100 kg to 999 kg cannabis mixture; or 100 to 999 cannabis plants	Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine not more than \$5 million if an individual, \$25 million if other than an individual.	Not less than 10 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an individual.
Cannabis (Schedule I)	More than 10 kgs hashish; 50 to 99 kg cannabis mixture More than 1 kg of hashish oil; 50 to 99 cannabis plants	Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine \$1 million if an individual, \$5 million if other than an individual.	Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if other than an individual.
Cannabis (Schedule I)	Less than 50 kilograms cannabis (but does not include 50 or more cannabis plants regardless of weight) 1 to 49 cannabis plants;	Not more than 5 yrs. Fine not more than \$250,000, \$1 million if other than an individual.	Not more than 10 yrs. Fine \$500,000 if an individual, \$2 million if other than individual.
Hashish (Schedule I)	10 kg or less		
Hashish Oil (Schedule I)	1 kg or less		
*The minimum sentence for a violation after two or more prior convictions for a felony drug offense have become final is a mandatory term of life imprisonment without release and a fine up to \$20 million if an individual and \$75 million if other than an individual.			

Source: https://www.dea.gov/sites/default/files/2018-06/drug_of_abuse.pdf

FEDERAL TRAFFICKING PENALTIES				
DRUG/SCHEDULE	QUANTITY	PENALTIES	QUANTITY	PENALTIES
Cocaine (Schedule II)	500–4999 grams mixture	First Offense: Not less than 5 yrs, and not	5 kgs or more mixture	First Offense: Not less than 10 yrs, and not

Cocaine Base (Schedule II)	28–279 grams mixture	more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual.	280 grams or more mixture	more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual.
Fentanyl (Schedule II)	40–399 grams mixture	more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual.	400 grams or more mixture	more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual.
Fentanyl Ana- logue (Schedule I)	10–99 grams mixture	more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual.	100 grams or more mixture	more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual.
Heroin (Schedule I)	100–999 grams mixture	more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual.	1 kg or more mixture	more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual.
LSD (Schedule I)	1–9 grams mixture	Second Offense: Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.	10 grams or more mixture	Second Offense: Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.
Methamphetamine (Schedule II)	5–49 grams pure or 50–499 grams mixture	more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual.	50 grams or more pure or 500 grams or more mixture	more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual.
PCP (Schedule II)	10–99 grams pure or 100– 999 grams mixture	more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual.	100 gm or more pure or 1 kg or more mixture	more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual.
PENALTIES				
Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid) Flunitrazepam (Schedule IV)	Any amount 1 gram	First Offense: Not more than 20 yrs. If death or serious injury, not less than 20 yrs, or more than life. Fine \$1 million if an individual, \$5 million if not an individual. Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.		

Other Schedule III drugs	Any amount	First Offense: Not more than 10 years. If death or serious injury, not more than 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual. Second Offense: Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1 million if an individual, \$5 million if not an individual.
All other Schedule IV drugs	Any amount	First Offense: Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual.
Flunitrazepam (Schedule IV)	Other than 1 gram or more	Second Offense: Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.
All Schedule V drugs	Any amount	First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual. Second Offense: Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.

Source: https://www.dea.gov/sites/default/files/2018-06/drug_of_abuse.pdf

Alcohol Sanctions and Penalties

College Sanctions

All student violations will be referred to the conduct system.

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

Health Risks Associated with Substance Abuse

The use of illicit drugs and the abuse of alcohol may result in serious health consequences.

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

Use of controlled substances (drugs) can result in damage to health and impairment of physical condition, including: impaired short term memory or comprehension, anxiety, delusions, hallucinations, loss of appetite resulting in a general damage to the user's health over a long term,

a drug-dependent newborn if the mother is a drug user during pregnancy, AIDS from "needle sharing" among drug users, and death from overdose.

Counseling Services

Students experiencing problems with drug and alcohol abuse are encouraged to seek assistance in the Health and Wellness Center . The Health and Wellness Center offers Alcohol and Other Drug assessments, individual counseling, and referrals to off-campus professionals..

Biennial Policy Review

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

Allergy Conscious Policy

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

Latex/Rubber

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

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

Food Allergies

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

<http://www.parkhurstdining.com/our-food/allergies-sensitivities>

If you are hosting an event on campus and will be providing food, please *ask about allergies when planning your event*. Work with your Parkhurst Dining or outside vendors to choose a

menu that will meet the needs of your attendees. When providing food you personally prepare, consider avoiding major allergens and provide information on food ingredients and preparation to those with allergies.

Fragrances and Chemical Sensitivity

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

Bias Incident Response Process

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

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

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

On October 6, 2021, the College’s faculty approved a specific process for resolving student claims of faculty bias. The College encourages any student who feels harmed by a perceived expression of bias by a faculty member to consider direct communication with that faculty member. Direct conversation can often result in reconciliation and healing without requiring a more extended process. The College recognizes, however, that students may find it challenging to initiate such communication, given the different levels of power they and faculty possess. A student who feels unable to directly communicate with a faculty member – or who feels unsatisfied after such direct communication – may invoke this BIR Process. You can view the process for [Student Claims of Faculty Bias](#) on the web and pasted at the end of the general process in this Handbook.

I. Initial Inquiry

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

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

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

Following an Initial Inquiry, possible next steps include:

- **Formal Investigation:** The Director for the Office of Intercultural Relations may determine the complainant provided sufficient information to support a claim of bias and

that the respondent may be responsible. In these cases, the complaint will proceed to full investigation. Prior to the conclusion of an investigation, the complainant may request to withdraw the complaint by contacting the Director for the Office of Intercultural Relations in writing. As noted above, although the Director for the Office of Intercultural Relations weighs the wishes of the complainant heavily when deciding whether to pursue a full investigation, in some cases the College may have an obligation to proceed with a full investigation based on the nature of the allegations.

- ***Informal Action:*** Informal action involves action taken by the College in response to a situation or report of bias when the complainant does not desire a formal investigation or when there is not enough information to proceed with a full investigation. Examples of informal actions include, but are not limited to, a warning to cease current behaviors, no-contact directives and/or an educational conversation with the respondent or others. Informal action does not result in findings related to responsibility or in sanctions.
- ***Close the Case:*** In order for a case to be referred for a full investigation, there must be sufficient information to believe an incident of bias has occurred and the respondent may be responsible. The Director for the Office of Intercultural Relations may dismiss a case when insufficient information exists to move forward or when the alleged misconduct—even if substantiated— would not warrant future response. The Director for the Office of Intercultural Relations may, in its discretion, reopen a case in the future if additional information becomes available or a complainant who was unwilling to participate in an investigation changes their mind.

II. Formal Investigation

Investigation process

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

During an investigation, complainants will have the opportunity to describe their allegations and present supporting witnesses or other evidence. The respondent will have the opportunity to receive notice of each allegation, respond to each allegation and present their evidence supporting their position and propose relevant witnesses. The investigator will review evidence presented and will, as determined appropriate by the investigator, meet with additional witnesses identified by the complainant, the respondent or third parties. In some instances, the investigator

may identify and communicate with witnesses who were not identified by the complainant, respondent or third parties.

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

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

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

Support person

Complainants and respondents may be accompanied by one advisor throughout the investigation and any hearing process, provided that the involvement of the advisor does not result in an undue delay of the process. It is the responsibility of each party to coordinate scheduling with their advisor for any meetings. An advisor is a support person who is present to provide support to a complainant or respondent throughout an investigation and/or hearing. An advisor may not speak, write or otherwise communicate with an investigator or with the individual responsible for deciding an investigation appeal on behalf of the complainant or respondent. Advisors may not engage in behavior or advocacy that harasses, abuses, or intimidates either party, a witness or individuals involved in resolving the complaint. Advisors who do not abide by these guidelines may be excluded from the process.

Advisors cannot be a witness or party in the matter or a related matter, a family member of the complainant or respondent or an attorney.

Privacy and sharing of information

The purpose of the Bias Incident Response is to provide the College community with a positive working and educational environment that is free of bias. Complaints of bias will be investigated in a manner that is consistent with this goal.

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

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

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

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

Honor Council

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

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

Resolution

At the conclusion of an investigation, the investigator will determine whether the preponderance of the evidence indicates that the respondent is responsible for an incident of bias. The investigator(s) will provide their conclusions to the Director for the Office of Intercultural Relations and or Dean of Faculty or the Director of Human Resources, as appropriate. The complainant and the respondent will be notified, in writing, of the outcome of the investigation and the rationale of the outcome decision, upon its conclusion.

When a respondent is found responsible for an incident of bias, the College's response is based on several factors, including the severity of the conduct, and aims to prevent problems from

recurring. In addition, the College may recommend steps to address the effects of the conduct on the complainant and others. Respondents will be subject to disciplinary action, including sanctions listed in Article III (c) of the Student Handbook.

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

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

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

Appeals

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

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

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

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

III. Retaliation

Lake Forest College strictly prohibits retaliation against anyone for making a complaint of bias for participating in an investigation of bias. Retaliation is any attempt to seek retribution against an individual or group of individuals who engaged in protected activities. Action in response to protected activities is retaliatory if (i) it has a materially adverse effect on the working, academic, or other College-controlled environment of an individual; and (ii) it would not have occurred in the absence of the protected activities.

Anyone experiencing any conduct that they believe to be retaliatory should report it to The Director for the Office of Intercultural Relations immediately.

IV. Conflicts of Interest

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

Student Claims of Faculty Bias

(Enacted: May 6, 2019, revised 01/14/2020, revised/voted at faculty meeting 10/06/2021)

Preamble:

Lake Forest College is committed to providing a safe and inclusive campus environment for all students, faculty, and staff. We value the diversity of our community, including but not limited to our community members' ethnic, gender, religious, racial and cultural backgrounds.

As a community of learners, we also believe that the expression of differing views and controversial ideas is vital to the educational process. Our commitment to academic freedom and educational excellence supports many instances of such expression.

At the same time, we believe that bias and discrimination have no place in our community. For this reason, we cannot support expressions of bias or discrimination that can harm the legitimate well-being and safety of others.

State and federal laws protect people against discrimination, including harassment. Although expressions of bias may not be legally actionable, in contrast, they can still inflict harm and violate our values. With this in mind, the College has established this Bias Incident Response Process ("BIR Process") to support and assist students who believe they have experienced bias from faculty members.

A key goal of the BIR Process is education. Expressions of bias may not be intentional, and the College believes the BIR Process will help students and faculty learn to avoid biased expressions or actions. A further goal is to address the concerns of the student who feels harmed and files a bias claim involving a faculty member. Through facilitated conversation between student and faculty member, mediation, or other appropriate steps, the BIR Process can either (i) affirm the student's concern and lead to positive change on the part of the faculty member, or (ii) help reframe the reported incident in a fair way that mitigates the student's concern and restores the sense of safety and well-being that students deserve.

The College encourages any student who feels harmed by a perceived expression of bias by a faculty member to consider direct communication with that faculty member. Direct conversation can often result in reconciliation and healing without requiring a more extended process. The College recognizes, however, that students may find it challenging to initiate such communication, given the different levels of power they and faculty possess. A student who feels unable to directly communicate with a faculty member – or who feels unsatisfied after such direct communication – may invoke this BIR Process.

REVIEW PROCESS FOR A STUDENT CLAIM OF FACULTY BIAS

Purpose: The BIR Process is designed to respond to reported incidents of potential faculty bias directed toward or perceived by one or more students.

Definition: A bias incident involves expression (speech, writing, or physical behavior) that is directed at an individual's actual or perceived membership in a particular identity group; has the effect of interfering with an individual's safety, security, emotional and/or psychological wellbeing; and lacks a reasonable and responsible relationship to an educational or artistic goal.

Who is covered: The relevant identity groups covered by this definition include sex, pregnancy, gender identity or expression, race, color, creed, national or ethnic origin, religion or religious affiliation, sexual orientation or sexuality, age, marital or family status, disability, socioeconomic identity, political/ideological identity, legal status, or veteran status, to list a few.

What is not covered: The term "bias incident" is often used in an overarching manner and includes incidents that are *more accurately* defined as hate crimes, discrimination, or harassment. However, as noted above, there are laws that protect against discrimination and hate crimes. In addition, College policies and procedures governing hate crimes, discrimination, and sexual harassment are already covered elsewhere, as noted in the Faculty Handbook: Equal Employment Opportunity (I, A, 2, p.6), Standards of Conduct (Appendix F), Sexual Misconduct Policy (I, C, 4, p. 36), Protection Against Improper Academic Evaluation (Appendix G)]. Therefore, the Bias Incident Response Process outlined here explicitly focuses on reported claims of bias that are not covered by these other policies.

Academic Freedom: The College intends this process to operate consistently with – and never in opposition to – the principles of academic freedom to which the College has been historically committed. Rigorous discussion and debate are fundamental to the College's educational

mission, and neither this BIR Process nor any other College policy or process is intended to determine teaching methods, course content, or the processes of intellectual inquiry and debate.

I. The First Step

The first step every student should consider is direct engagement with their faculty member.

When a student feels uneasy about something that has happened in the classroom, their faculty member will want to know and will also want the opportunity to discuss the matter with the student. If the student is not comfortable going to the faculty member, the student may also consider contacting the department chair to discuss the matter. The chair could bring a student concern to the faculty member anonymously, offer to mediate with the faculty member, or advise a student to move on to the next step in the process, which is to file a bias incident report.

II. Initial Review

The Initial Review: Any student who experiences or witnesses a potential bias incident and has considered Step 1, described above, may decide to report the incident using the linked [Bias Incident Report Form](#). A student claimant should report a potential bias incident as soon as they are able after it occurs, because the passing of time makes a review of the incident more arduous and might make any meaningful healing between parties difficult. In any case, a bias claim must be filed no later than 10 weekdays, exclusive of College recognized holidays, two weeks before the end of the term semester following the term semester in which the incident occurred.

Information Gathering: Once a Bias Incident Report is filed, the Director for the Office of Intercultural Relations (OIR) will notify the Dean of Faculty and the faculty respondent of the nature of the complaint within 72 hours of the report's submission.

The Director for the OIR and the Dean of Faculty serve as a "Coordination Team." They collaborate to determine and coordinate the next steps.

The overall goal at this stage is to understand what happened and determine if further action under the policy, including mediation, is warranted, and to determine if the incident should be referred to another office on campus (such as the Title IX Coordinator).

The Coordination Team contacts the student claimant and the faculty respondent. The aim of the contact with the student claimant, preferably conducted via an in-person meeting, is to gain additional information regarding the incident, such as the possible number of students affected and other contextual components. The Dean of Faculty will contact the faculty respondent identified by the student claimant, also to gain additional information regarding the incident.

At the request of the faculty respondent, the Dean of Faculty will consult with a faculty member with disciplinary knowledge, such as the faculty member's department chair, about the reported incident. The faculty member may offer a perspective on the incident from the standpoint of the faculty member's academic discipline.

After consultation with the student claimant and the faculty respondent, if the Coordination Team concludes that the incident does not involve bias, then the OIR Director will contact the student claimant, explain the conclusion reached by the Director and the Dean, and offer the student appropriate support. The Dean of Faculty will contact the faculty member and explain the conclusion.

If the Coordination Team concludes that the reported incident involves potential bias, they will determine the scope and timing of further action based upon several factors, including but not limited to whether the student claimant is willing to participate in a meeting; whether the student claimant requests anonymity or confidentiality; and whether the College has an obligation to proceed with an investigation based on the nature of the alleged expression, regardless of the student claimant's wishes.

Potential Outcomes: Following this Initial Review, which will be generally completed within 10 weekdays, exclusive of College recognized holidays, the Coordination Team will determine the next steps that could include one or more of the following:

1. Referring the student claimant to another office on campus, for incidents that might meet definitions of sexual misconduct or discrimination.
2. Mediation
 - Coordinating a meeting between the student claimant and faculty respondent with a mediator chosen by the Coordination Team. Mediators will be chosen from a group of administrative staff and faculty who have received professional mediation training.
 - Coordinating submission of an impact statement from student claimant to the faculty respondent, in appropriate cases, and a faculty respondent's response statement to the student claimant. This may be warranted when a student claimant wishes to remain anonymous.
3. Professional Development Opportunity
 - Advising the faculty respondent and/or student claimant to participate in an educational program about bias or similar professional development opportunity, such as a web-based tutorial or a structured meeting with the Associate Dean for the Office of Faculty Development.
4. Conducting an In-Depth Examination (see below)

Resolution of the Initial Review: Should the Coordination Team recommend options #1 or #3 above, the review process will conclude, and the team will issue a determination report.

Should option #2 be recommended, the Initial Review will conclude, and the team will issue a determination report after mediation, indicating whether mediation was successful and, if not, any follow-up recommendations such as those described in option #3.

III. In-Depth Examination

When the Coordination Team determines that a bias incident report is sufficiently complex (such as may be the case when the incident involves multiple campus members or repetitive behavior over a period of time), they can initiate an In-Depth Examination.

In-Depth Examination Process: The examination process is directed by the Coordination Team, which will designate an Examiner to solicit, collect, review, and summarize all information relevant to the student claimant's report. The Coordination Team may also designate more than one Examiner if requested by the student claimant or faculty respondent, or if otherwise deemed necessary by the Coordination Team. The Examiner(s) can be a faculty member, a member of the College Title IX staff, or an OIR staff member, but must not be a current member of the Bias Advisory Council. The Examiner(s) must be experienced in gathering information in relevant contexts, and may come from the group of faculty or staff who receive the mediation training described in II(2) above. The Coordination Team determines when the examination process is to be concluded, in consultation with the Examiner(s).

The Examiner(s) will seek further information from the student claimant, faculty respondent, corroborating witnesses, and/or other information sources, including a faculty member with disciplinary knowledge if requested by the faculty respondent. Such information could be requested to be provided in writing or via in-person meeting, as circumstances warrant.

The Examiner(s) will provide the Coordination Team with regular status reports. Once the Coordination Team determines that sufficient information has been collected, the Examiner(s) will prepare a final written summary report.

In-Depth Examination meetings are not to be recorded by the College and may not be recorded by any participant. Claimants, respondents, and witnesses may take notes during these meetings. Generally, the Examiner(s) will meet with each party and each witness separately. The Examiner(s) may interview the parties and/or witnesses more than once, as circumstances dictate. All who meet with the Examiner(s) may submit additional materials or information to the Examiner(s) following their interview(s). In all cases, both the student claimant and faculty respondent will have equal opportunities to share information and have their information considered.

The In-Depth Examination will be conducted in a prompt, thorough and impartial manner. The process is to commence as soon as possible following the Initial Review process described above. In-Depth Examinations are expected to be completed within 20 weekdays, exclusive of College recognized holidays, though this may vary based on the availability of parties and witnesses, breaks in the academic calendar, the scope of the investigation or unforeseen or exigent circumstances. In instances when an In-Depth Examination investigation exceeds 20 weekdays, the Coordination Team is to notify both the student claimant and faculty respondent as to an approximate completion date.

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

Resolution of the In-Depth Examination: Based upon the Examiner’s summary report, the Coordination Team will issue an official determination that includes a) a determination as to whether a bias incident has indeed occurred, b) if so, the specific bias involved, c) a summary of the factors that led to their determination, and d) what, if any, follow-up actions are recommended. Follow-up actions must support the goals of the BIR Process, i.e., educating the faculty respondent or student claimant, addressing the concerns of a student claimant who has suffered harm, and minimizing the likelihood of future bias incidents. Illustrative follow-up actions are described above in II(2) (Mediation).

IV. Guidelines for the Initial Review and In-Depth Examination

Support person: Student claimants and faculty respondents may be accompanied by one advisor throughout the process, provided that the involvement of the advisor does not result in an undue delay of the process. It is the responsibility of each party to coordinate scheduling with their advisor for any meetings. An advisor's purpose is to provide support to the student claimant or faculty respondent during the examination process. An advisor may not speak, write or otherwise communicate about the incident with an Examiner or with any individuals involved in this process. Advisors may not engage in behavior or advocacy that harasses, abuses, or intimidates either claimant, respondent, Examiner, witnesses, or individuals involved in addressing the complaint. Advisors who do not abide by these guidelines may be excluded from the process at the discretion of the Coordination Team. An advisor cannot be a witness or party in the matter or a related matter, or a family member of the claimant or respondent.

Privacy and sharing of information: All participants in a BIR Process will be informed that confidentiality helps enhance the integrity of the entire process, protects the privacy interests of the parties, and protects the participants from statements that might be interpreted to be retaliatory or defamatory. For these reasons, claimants, respondents, and witnesses will be encouraged to keep the bias examination process confidential unless any applicable law directs otherwise.

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

In certain circumstances, and upon explicit request, the College may be able to address bias reports without revealing to the alleged faculty respondent the identity of the student claimant and/or the individuals involved in the examination. However, this is not possible in the majority of matters, as situations typically require the disclosure of the student claimant’s identity in order to fully review the matter and/or to enable the faculty respondent the ability to fully respond to the allegations against them. When student claimants report allegations of bias to the College and do not consent to the disclosure of their names and/or do not disclose the identity of the alleged respondents, the College’s ability to respond to the complaints may be limited.

Throughout its proceedings, Lake Forest College will be sensitive to the wishes of the student claimant. Nevertheless, the College has a compelling interest to address allegations of bias brought

to its attention. Lake Forest College reserves the right to take appropriate action in such circumstances, even in cases when the student claimant is reluctant to proceed with an in-depth examination or requests anonymity.

V. Resolution

The Coordination Team directs the BIR Process toward the resolutions described in sections I, II, III and IV above.

The Bias Incident Report review process concludes either after the Initial Review or after completion of an In-Depth Examination. The process requires the team to reach a consensus opinion as described in the preceding sections. In a rare instance, if the DOF and OIR Director cannot reach consensus, then each member of the team will render their individual opinion to the Bias Advisory Council¹. The Coordination Team will meet with the Council, present the perspectives, and invite feedback from the Council.

Following consultation with the BAC, the Coordination Team will complete the resolution report as described above. If consensus has still not been achieved, the matter will be referred to the President, who will then arbitrate, with a resolution report following this arbitration.

The final determination report (including addendums) is to be provided to the student claimant and the faculty respondent within 10 weekdays, exclusive of College recognized holidays, from its completion.

All final determination reports and addendums will be maintained in a confidential password protected repository housed within the Office of Intercultural Relations. The Promotion and Tenure Subcommittee (PTS) will be provided reports involving faculty candidates for tenure or promotion. The reports will help PTS assess student course evaluations, particularly any negative evaluations suggesting bias on the part of a faculty candidate. PTS would be able to discount such evaluations if final BIR reports cleared the candidate of bias claims. OIR will destroy all reports six years following their filing.

The OIR Director and the Dean of the Faculty will annually provide the campus with a statistical report on bias incidents and their outcomes. The report will not reveal the names of student claimants, faculty respondents, or witnesses.

Appeals: The student claimant or faculty respondent may appeal the determination of a case to the President in instances where they are dissatisfied with the outcome. The appeal must be made

¹ Approved by College Council in May 2021 as a pilot initiative to strengthen fairness and equity at the College, the Bias Advisory Council (BAC) includes two faculty, two staff, and three students. BAC members receive training to recognize, understand, and respond to forms of bias. College officials may consult with the BAC to gain perspective and recommendations in resolving bias incidents on campus.

within 10 weekdays, exclusive of College recognized holidays, of their receipt of a final report from the Coordination Team. An appeal must be in writing and specify the basis for the appeal.

The only grounds for appeal are as follows:

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

The decision on an appeal will be issued as expeditiously as possible, usually within 45 weekdays, exclusive of College holidays, though this may vary based on the scope of the appeal or unforeseen circumstances. The President may review the full case, beyond the aspects of the case outlined in the request for appeal. The President may exercise discretion to stay, during an appeal, any follow-up actions specified in the final report under appeal. If the President does not find that any of the three grounds for appeal are present in the case, the outcome will be upheld. If the President finds that any of the grounds for appeal are present in the case, then the President may amend the outcome, may issue a new outcome or may refer the matter back to the Coordination Team for further consideration. A final outcome on an appeal is not subject to further appeal.

VI. Role of the Bias Advisory Council

In addition to the annual statistical report on bias incidents noted in section V above, the Director for the OIR is to provide a general status report to the Bias Advisory Council annually. The report will include summaries of all reported bias incidents without revealing the identities of claimants, respondents, or witnesses. In addition, the Coordination Team may consult with the Council on a case-by-case basis with respect to any aspect of the BIR process, at their discretion.

VII. Retaliation

Lake Forest College strictly prohibits retaliation against anyone for making a complaint of bias or for participating in an examination of bias. Retaliation is any attempt to seek retribution against an individual or group of individuals who engaged in protected activities. Action in response to protected activities is retaliatory if (i) it has a materially adverse effect on the working, academic, or other College-controlled environment of an individual; and (ii) it would not have occurred in the absence of the protected activities.

Anyone experiencing any conduct that they believe to be retaliatory should report it to The Director for the Office of Intercultural Relations or Dean of Faculty immediately.

VIII. Conflicts of Interest

Any participant in an examination who has a complaint regarding the conduct of the investigator or who believes the investigator has a conflict of interest should contact a member of the Coordination Team. If a participant has a concern regarding one of the members of the Coordination Team, the participant should contact the President.

IX. Bias Incident Report Process Biennial Review

Every two years this process will be reviewed for clarity, procedural updates, and to ensure it best serves the campus community. The review will include a survey of students and faculty to determine their satisfaction with the BIR Process. The Director for the OIR and the Dean of the Faculty, in consultation with the Bias Advisory Group, will complete the review.

X. Summary of Timeline for BIR Submission and Investigation

Action	Timing
Student claimant submits a potential bias report	As soon as claimant is able to do so after the alleged incident, but no later than 10 weekdays, exclusive of College recognized holidays, before the end of the term following the term in which the incident occurred
Director for the Office of Intercultural Relations (OIR) notifies the Dean of Faculty and the faculty respondent of the nature of the complaint	Within 72 hours of the BIR report's submission to the OIR
Completion of Initial Review by Coordination Team	Within 10 weekdays, exclusive of College recognized holidays, of the BIR report's submission
Completion of In-Depth Examination	Within 20 weekdays, exclusive of College recognized holidays, of the completion of the Initial Review
Final determination report (including addendums) provided to the student claimant and the faculty respondent	Within 10 weekdays, exclusive of College recognized holidays, of the completion of the In-Depth Examination
Appeal of final report	Within 10 weekdays, exclusive of College recognized holidays, of the receipt of a final report from the Coordination Team
Decision on appeal	Within 45 weekdays, exclusive of College recognized holidays, of receipt of the Appeal

Campus Parking

OVERVIEW

Lake Forest College is predominantly a residential campus with limited parking capacity. Since there simply are not enough spaces to accommodate everyone who would like to have a car, student parking and eligibility to obtain an academic year permit to park on campus is limited.

Vehicles belonging to faculty, staff, and eligible students **must** display a valid permit when parked on any campus, at any time, and student parking on City of Lake Forest streets surrounding the College (Deerpath, College, Rosemary, Illinois, Sheridan, and Washington Roads) is prohibited.

Legal Notice

Lake Forest College assumes no responsibility or liability for the care and/or protection of any vehicle or its contents while parked on campus, and all community members and guests use the College's parking facilities at their own risk.

ELIGIBILITY

Student parking and academic year permit eligibility is limited to **all commuting students and any junior or senior level residential students** who wish to obtain one.

First-year and sophomore residential students are not eligible to obtain an academic year permit and are not permitted to park on campus. First-year and sophomore residential students who wish to have access to a car can purchase permits and park in a City of Lake Forest "Central Business District" parking lot. Information regarding this option can be found on the [City of Lake Forest's Parking Information website](#) or by calling the City's Finance Department at (847) 810-3622.

MEDICAL MOBILITY ACCOMMODATION REQUESTS

Since **First-year and sophomore residential students** are **not eligible to obtain an academic year permit**, those who have **documented medical mobility needs** can seek permission to purchase an academic year permit by completing a [Verification of Need for Accessibility Services](#) form and sending it to accessibilityservices@lakeforest.edu. Students will be notified by email of the outcome of their request.

Since vehicles that do not display proper permits are subject to being ticketed, students seeking a medical accommodation are strongly encouraged to obtain permission to park **before** bringing the car to campus.

PAYMENT OPTIONS

Eligible students can purchase their academic year permit [online](#) (recommended), at the Public Safety Center (*which is open 24 hours a day and is located on South Campus, west of Buchanan Hall*), or in the Business Office.

ACADEMIC YEAR PERMIT FEE

Permits purchased at the beginning of the fall semester cost \$250 for the academic year. Permits purchased after the semester has started (beginning approximately late September) will be charged a prorated amount.

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

DISPLAY OF ACADEMIC YEAR PERMITS

Prior year permits **should be removed** before affixing the new permit which **must be displayed** by **completely affixing it** on the **outside** of the vehicle's **rear window** using the permit's adhesive.

Permits affixed in **any** other manner are deemed a violation and subject to a fine for "Improper Display."

Motorcycle permits can be mounted on one of the front forks.

PERMIT RETURN OR REPLACEMENT

Students who no longer need their permit, for whatever reason, can obtain a pro-rated credit to their student account **provided they remove top layer of the self-voiding permit and bring it to the Public Safety Center** at which time the Business Office will be notified of the return.

A student can obtain a replacement permit if their registered vehicle becomes no longer useable due to a sale or accident. A \$25.00 replacement fee will be **waived** if the student **removes the top layer of the self-voiding permit and brings it to the Public Safety Center**.

Commuting students who move to campus at any time after obtaining an "Commuting Student Parking Permit" will become subject to residential student eligibility requirements. Immediately upon moving to campus, the student **must remove the top layer of the self-voiding permit and bring it to the Public Safety Center** at which time **if eligible**, a new residential permit will be issued at no charge. If the student is ineligible to obtain an academic year permit, the Business Office will be notified of the returned permit and authorize a pro-rated credit to their student account be made based on the date the permit is physically returned. Permits that are not returned will still be considered inactive and subject the vehicle to being ticketed for failing to display a valid permit if parked on campus.

TEMPORARY PERMITS AND FEE FOR ACADEMIC YEAR PERMIT HOLDERS

A regular permit holder who must use a different car for a short, temporary period of time (usually for emergency maintenance reasons) **must** obtain a temporary permit at the Public Safety Center **immediately upon arrival** to campus with the temporary vehicle.

While there is no fee charged for this type of permit, the temporary permit must be obtained at the Public Safety Center **immediately upon arrival** to campus with the vehicle.

TEMPORARY PARKING PERMITS - ELIGIBILITY

First-year and sophomore residential students are permitted the ability to purchase **no more than seven (7) daily temporary permits each semester**.

TEMPORARY PERMIT FEE

The cost for a temporary permit is \$2.00 per day, with payment being made at the Public Safety Center at the time of purchase along with registration of the vehicle.

TEMPORARY PERMITS FOR MEDICAL REASONS

Temporary medical permits will be issued in **no more than 15-day increments** and will require a written physician statement/note that **must** be sent to accessibilityservices@lakeforest.edu who

will evaluate the request, and if confirmed, will notify the Director of Public Safety that the request is supported.

TEMPORARY PERMIT FEE FOR MEDICAL REASONS

The cost for a temporary permit for medical reasons is \$2.00 per day, with payment being made at the Public Safety Center at the time of purchase along with registration of the vehicle.

If the medical need is imposed by Health & Wellness as a condition of continued enrollment, the Director of Health & Wellness will notify the Director of Public Safety that the request is supported and no fee is assessed.

If the medical need is result of an **injury sustained during athletic team participation**, a member of the College's **Athletic Training Staff** will notify the Director of Public Safety that they have confirmed and support the need for a temporary parking permit and no fee is assessed.

DISPLAY OF TEMPORARY PARKING PERMITS

Temporary permits **must be displayed** by hanging them from the rear-view mirror with the location the vehicle is authorized to be parked in facing forward so it can be seen through the windshield.

Permits affixed in **any** other manner are deemed a violation and subject to a fine for "Improper Display."

STUDENT VEHICLE REGISTRATION

Students **must** come to the **Public Safety Center** and register their vehicle to obtain any type of permit (unless otherwise directed and given special instructions such as for "move-in" days) **and must bring**

1. a **copy of their receipt** if purchased on-line (*recommended*) or in the Business Office, and
2. an original or copy of the vehicle's current year **license registration card** (which is used to verify the license plate number and registered ownership)

It is important to note that registration will only be permitted if the license registration card bears the name of the student or the name of a member of their immediate family. Any discrepancy or dispute will require approval by the Director of Public Safety, and under no circumstances will a student be permitted to register a car belonging to another student who is not eligible to obtain a permit. Any violation, whether willful or unintentional, will result in immediate revocation of parking privileges, the loss of any fee(s) paid, and notification to the Office of Student Affairs to report the deceptive conduct.

GENERAL RULES

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

Students are **not** permitted to park **at any time** in reserved/designated spaces or areas identified as:

- Reserved Resident Parking (Campus Circle & designated spaces on South Campus Drive)
- Reserved Parking (Residence Life Staff Only)
- Reserved Guest/Visitor Parking (adjacent to North Hall & Patterson Lodge)
- Reserved Parking (College Vehicles, i.e. Public Safety, Mailroom, Food Service, Facilities Management, and Bus & Vans)

- Fire Lanes
- Roadways
- Loading Docks
- Posted “No Parking” areas
- Any other location that is not marked as an identified parking space, at any time, for any reason unless directed to do so by Public Safety
- City of Lake Forest streets surrounding the College (Deerpath, College, Rosemary, Illinois, Sheridan, and Washington Roads)

RULES GOVERNING USE OF A COMMUTING STUDENT PARKING PERMIT

Weekdays between 7 a.m. and 4 p.m.

Vehicles displaying this permit may be parked on any campus in any marked, non-reserved student-permitted space, and only when the registered permit holder is physically on campus. During this time, permit holders are also allowed to use any marked, non-reserved space in the Glen Rowan Lot unless it is closed with a sign posted “No Student Parking Today. If a space still cannot be found, permit holders must call Public Safety to receive authorization and instruction of where they can park (without being ticketed). **Commuting students are encouraged to travel to and park on South Campus if a Middle or North Campus student permitted space cannot quickly be found versus parking where not permitted and risk being ticketed.**

Weekdays after 4 p.m. until 7 a.m. the following morning, and anytime on weekends

Vehicles displaying this permit are allowed to be parked in spaces specifically designated as “Reserved Parking – Faculty, Staff, & Guests Only” in addition to any marked, student-permitted space on any campus (unless another restriction applies) and only when the registered permit holder is physically on campus.

RULES GOVERNING USE OF A NORTH CAMPUS PERMIT

Weekdays between 7 a.m. and 4 p.m.

Vehicles displaying this permit **must** be parked on North Campus **and** in one of the spaces that are designated exclusively for North Campus Permit holders. During this time, permit holders **must** call Public Safety to receive authorization and instruction of where they can park (without being ticketed) in the event a space in the designated area cannot be found.

Weekdays after 4 p.m. until 7 a.m. the following morning, and anytime on weekends

Vehicles displaying this permit are allowed to be parked in spaces specifically designated as “Reserved Parking – Faculty, Staff, & Guests Only” in addition to any marked, student-permitted space on any campus (unless another restriction applies).

RULES GOVERNING USE OF A MIDDLE CAMPUS PERMIT

Weekdays between 7 a.m. and 4 p.m.

Vehicles displaying this permit **must** be parked on Middle Campus in the lot adjacent to Blackstone Hall, which is designated exclusively for Middle Campus permit holders. During this time, permit holders **must** call Public Safety to receive authorization and instruction of where they can park (without being ticketed) in the event a space in the designated area cannot be found.

Weekdays after 4 p.m. until 7 a.m. the following morning, and anytime on weekends

Vehicles displaying this permit are allowed to be parked in spaces specifically designated as “Reserved Parking – Faculty, Staff, & Guests Only” in addition to any marked, student-permitted space on any campus (unless another restriction applies).

RULES GOVERNING USE OF A SOUTH CAMPUS PERMIT

Weekdays between 7 a.m. and 4 p.m.

Vehicles displaying this permit **must** be parked on South Campus in any marked, student-permitted space. During this time, permit holders **must** call Public Safety to receive authorization and instruction of where they can park (without being ticketed) in the event a space in the designated area cannot be found.

Weekdays after 4 p.m. until 7 a.m. the following morning, and anytime on weekends

Vehicles displaying this permit are allowed to be parked in spaces specifically designated as “Reserved Parking – Faculty, Staff, & Guests Only” in addition to any marked, student-permitted space on any campus (unless another restriction applies).

COURTESY PARKING PROVISION

For the purpose of providing the ability to quickly pick up or drop off a book, copy a paper, or another similar reason weekdays between 7 a.m. and 4 p.m., student parking (**with a valid permit**) will be permitted in the Reserved – Guest/Visitor Parking spaces adjacent to the Student Center Mailroom entrance, or any other marked, non-reserved space provided the following two conditions are met:

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

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

MID-SEMESTER BREAKS

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

WINTER BREAK PARKING

Students who have registered cars and wish to leave them on campus during the winter break are required to contact the Public Safety Center before leaving campus at which time travel date information will be obtained, and direction will be given regarding where the vehicle must be parked. Vehicles left on campus must be relocated to the parking area their permit is valid for by 7 a.m. on the first day the Spring Semester begins. **All parking rules and regulations remain enforceable** unless otherwise notified by Public Safety.

SUMMER SESSION PARKING

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

UNLICENSED, IMPROPERLY LICENSED, AND INOPERABLE VEHICLES

Unlicensed, improperly licensed, and inoperable vehicles may not be left on campus and are subject to being **towed at the owner’s sole expense** unless approved in writing in advance by the Director of Public Safety.

CITY OF LAKE FOREST – BEACH PARKING

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

VEHICLE IMMOBILIZATION

Any vehicle that is found in violation of campus parking policies may, at the discretion of the College, be **immobilized or towed at the owners' expense**.

Unregistered vehicles will be **immobilized** after receiving multiple citations and/or **towed** at the discretion of the College, **at the owner's expense**.

PENALTIES

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

The following violations carry a \$100 fine:

- Parking in a handicapped/disabled space*
- Reckless driving
- Stop sign violation
- Immobilization (Boot)
- Repeated offenses (after official notice)

The following violations carry a \$50 fine:

- Speeding
- Blocking a fire lane*
- Blocking a roadway or driveway
- Driving the wrong direction
- Driving on grass or pedestrian path
- Parking on a city street surrounding the college
- Campus event parking restriction violation

The following violations carry a \$25 fine:

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

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

In addition to monetary penalties identified on the parking citation for the observed infraction, the College may,

- Add an **additional \$100 "Repeat offense" fine** on the fourth (4th) and **every** subsequent ticket issued,

- Refer the matter to the Office of Student Affairs as a **conduct violation**,
- Revoke the parking privileges of any person who is cited for any **reckless driving** (exceeding the posted speed limit and driving on the grass or the sidewalk may also be considered reckless driving at the Officer’s discretion),
- Revoke the parking privileges of any person who receives **eight (8) or more parking violations** during the course of the current and two previous semesters.

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

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

False registration of a vehicle, whether willful or unintentional, will result in immediate revocation of parking privileges, forfeiture of any fee(s) paid, and notification to the Office of Student Affairs to report the deceptive conduct.

APPEAL OF CITATIONS

Appeal of a ticket requires the submission of an on-line [Ticket Appeal](#) form, which **must be submitted within 30 days of the issued date**.

For an appeal to be successful, the petitioner must articulate in writing that some exceptional circumstance beyond their control existed, (such as having been hospitalized and unable to relocate the car) or, that the ticket was issued in error by the Officer.

However, the following reasons **will not be considered as acceptable justification** to grant an appeal:

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

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

GUEST REGISTRATION FOR PARKING - REGISTRATION PROCESS

The [Office of Residence Life](#) administers and manages the [guest registration](#) process, which includes registration of the guest’s vehicle, through their on-line Visitor Registration Portal.

Guests should be informed that their vehicle must be registered through this portal **before** bringing the car to campus and that they are allowed to park in any marked, non-reserved space on any campus.

Questions or concerns with the registration process should be sent to the [Office of Residence Life](#) by [email](#) or by calling 847-735-6232.

CAMPUS PARKING RESTRICTIONS PROGRAM

The College hosts several special events each year that brings a lot of invited guests, friends, and families, to campus. We also host numerous athletic contests (sometimes occurring consecutively or concurrently) that brings visiting teams, their families, and friends. Other events that typically bring a high volume of guests include, but are not limited to Admissions Open House Events, Career Advancement Center's Speed Networking, and building grand or re-opening ceremonies.

Since the streets that surround Lake Forest College do not easily accommodate two-way traffic when cars are parked along the roadway, the College's student parking restriction program was developed to provide the convenience of greater on-campus parking capacity for invited guests while simultaneously minimizing congestion on the neighboring streets.

While the vast majority of restrictions typically involve some, or all of South Campus, they are occasionally instituted on Middle or North Campus if necessary.

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

It is the **student's responsibility** to regularly check both their "Inbox" and "Clutter" folder for these announcements, particularly because event restriction violations carry a \$50 fine (which doubles to \$100 during Homecoming). Since ample notice is given in advance of every event that will impact parking, event restriction violations are not subject to appeal.

Discrimination: Federal Regulations & Grievance Procedures

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

Disability Discrimination

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

Procedures

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

- a. Individuals with a grievance should notify the Director of Human Resources of their grievances, in writing, within seven days of the alleged incident.
- b. Failing resolution, individuals should follow appropriate grievance procedures established for sex discrimination.

Family Educational Rights and Privacy Act Notice

Lake Forest College complies with the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, by publishing an annual notice to students explaining your rights under the act in the Student Handbook.

1. Upon written request, students may inspect and review their educational records by submitting their request to the office responsible for maintaining such records (i.e., Registrar for academic records, Associate Dean of Students for conduct records). Lake Forest College will endeavor to provide the student an opportunity to inspect and review his or her educational records within a reasonable time after receiving the request, not exceeding 45 days from the receipt of the request. Students' educational records are maintained under the supervision of the Registrar and Dean of Students.
2. Students have the right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the college in an administrative, supervisory, academic, or support staff position (including public safety and health services staff); a person or company with whom the college has contracted; a person serving on the Board of Trustees; or assisting another school official in performing his or her tasks. A school official has legitimate educational interest if the official needs to review an education record in order to fulfill his or professional responsibilities. Another exception to the act permits the college to share educational record information with parents or guardians of dependent students. In general, the college will share information related to the student's academic performance, progress toward graduation, any indebtedness, and involvement in matters that may lead to suspension or dismissal.
3. As required by the act and regulations, Lake Forest College maintains a record of written requests for personally identifiable information whether or not such requests are granted. Each student has the right to inspect and review the record of written requests for disclosures of personally identifiable information which is maintained in his or her permanent record.
4. Lake Forest College designates the following information as directory information: the student's name; address, home telephone listing, college email address, residence hall room extension, class year, date and place of birth, major field of study, faculty advisor, classes, parents, participation in officially recognized activities and sports, weight and height and photograph of members of athletic teams, dates of attendance, degrees and awards received, and the most previous educational agency or institution attended by the student. An on-line photograph of the student will also be published to the Lake Forest College community only. Students have the right to withhold disclosure of the above information by notifying the Dean of Students in writing. Students should consider carefully the consequences of any decision made to withhold directory information, as any future requests for such information from non-institutional persons or organizations will be refused. Lake Forest College will honor students' requests to withhold directory

information but cannot assume responsibility to contact students for subsequent permission to release directory information. Regardless of the effect on the student, Lake Forest College assumes no liability for honoring a student's instructions that such information be withheld. In addition, the college assumes no liability for information disclosed by student or other groups associated with, but not under the direct auspices of, Lake Forest College. Students must take additional measures to inform fellow students and student groups of their wish for their information to remain off of printed or online lists, programs, and the like.

5. A student has the right to request amendment of his or her educational records to ensure that the educational record information is not inaccurate, misleading, or in violation of the student's rights. The procedure to seek amendment of a student's educational records is as follows:
 - a. A written request must be submitted to the office responsible for maintaining the record (i.e., Registrar for academic records, Associate Dean of Students for conduct records) stating the reason a student seeks to amend his or her educational record and attaching any supporting documentation to the request.
 - b. Within a reasonable time after receiving the request, but in no event longer than 45 days, the Registrar or Dean of Students will issue a decision in response to the student's request. If the decision is unfavorable, the student has the right to a hearing before the Academic Appeals Board (for academic records) or the Dean of Students (for conduct records) on the request to amend.
 - c. In the event of an unfavorable decision by the Academic Appeals Board and/or Dean of Students, the student has the right to include a written statement setting forth his or her reasons for disagreeing with the decision on the matters presented in the request to amend the records.
 - d. Each student has the right to file a complaint with the United States Department of Education concerning alleged failures by Lake Forest College to comply with the requirements of the act and the regulations passed pursuant thereto.

Fundraising by Student Organizations

College policy governing fundraising by student organizations is outlined in the Student Organization Handbook produced by the Gates Center for Leadership and Personal Growth.

Gambling

Any event that suggests that the College explicitly or implicitly endorses gambling is not permitted. Given the broad definition of "gambling" under Illinois law, any "game of chance or

skill" is an act of gambling when played "for money or other thing of value." This definition encompasses blackjack, poker and euchre, as well as any other card game, craps, roulette, and other comparable games when these games are played for money or any other thing of value (including prizes).

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

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

Good Neighbor Policy

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

Off Campus Conduct

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

Good Neighbor Guidelines

Guidelines for off campus conduct have been established in order to uphold standards of behavior that should be demonstrated by Lake Forest College students when off campus.

The following guidelines are consistent with the educational role of the College, the rights and needs of all residents, city ordinances, standards of common courtesy, and are directed toward encouraging and maintaining positive neighbor relationships.

The Good Neighbor Guidelines address the following areas:

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

Upkeep and Beautification of Property

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

Specifically, students should:

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

Traffic Safety and Parking

Students should:

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

Neighborhood Relations

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

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

The Responsibilities of Dual Membership

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

Relevant Municipal Codes

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

Noise Violations

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

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

1. It shall be unlawful to cause or to make reasonable loud noise in any depot, store, theater, street, alley, sidewalk, park or other public place or any place frequented by the public in the City. It shall further be unlawful to cause or make unreasonable loud noise at any point on or beyond the boundary of any lot, whether privately owned or public, which such unreasonable noise interferes with the quiet enjoyment of adjoining lots or lots within 1,000 feet of the location from which the noise is emanating. (Code of 1946, Sec. 18-4; Ord. No. 625, Sec. 2).
2. It shall be unlawful to carry on or conduct any manufacture, trade or business, engage in any activity, or use a vehicle, machine or other equipment in said City which, by occasioning loud noises or sound shall be offensive or prejudicial or dangerous to the health of individuals or of the public of the City or which shall disturb or break the rest, sleep or quiet of persons in said City before 7:00 a.m. on weekdays and 8:00 a.m. on Saturdays, Sundays or holidays, and after 8:00 p.m. Monday through Friday and 6:00 p.m. on Saturdays, Sundays or holidays, except as authorized by the City Manager. These restrictions shall not apply to snow removal equipment, including but not limited to snowplows and snow blowers.

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

Guests and Recruiters

Any guest to campus (e.g., speaker, recruiter) must be invited by a member of the campus community and or a recognized student organization. All guests and recruiters are expected to adhere to all campus policies including the College's non-discrimination policy. No student may obstruct other students from access to an exchange of information with a speaker, recruiter, or representative who has made arrangements to visit the College. No speaker, recruiter, or representative who visits the College shall be permitted to take photographs of demonstrators or, in any other way, prevent students from exercising their right to demonstrate peacefully.

Harassment Free Environment

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

Prohibited harassment includes, but is not limited to, the use or expression of epithets, slurs, intimidation, negative stereotyping, threats, assault or any physical interference with an individual's normal work or movement. Harassment may also include written or graphic material placed on walls, bulletin boards, College-related websites or social media, or elsewhere on the College's premises that denigrates, shows hostility or aversion towards an individual or group because of the characteristics identified above.

Hazing

Lake Forest College explicitly and emphatically prohibits hazing. A student is responsible for hazing when they take any action and/or creates a situation on or off College premises which may produce mental or physical harm, discomfort, harassment, embarrassment, ridicule, or abuse as part of any activity and/or event related to membership and/or participation in an organization. Such activities and situations include but are not limited to paddling in any form, creation of excessive fatigue, physical or psychological shocks, morally degrading and humiliating games and activities, late work sessions that interfere with academic goals, the coerced use of alcohol/other drugs, and any other activities that are not consistent with the guidelines and/or policies of the College.

Hazing violations will be addressed by the College's conduct system. In addition to those sanctions included in the conduct system, the Student Affairs staff may administer sanctions that include, but are not limited to, warnings, suspensions, or disbandment of organizations. Explicit violations of this policy will warrant the consideration of a minimum sanction of suspension for at least one year. This policy acknowledges the role that peer pressure and acceptance play in new member programs.

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

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

Subtle Hazing

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

Examples:

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

Harassment Hazing

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

Examples:

- Verbal abuse
- Threats or implied threats
- Asking new members to wear embarrassing or humiliating attire
- Stunts or skits with degrading, crude, or humiliating acts
- Expecting new members/rookies to perform personal service to other members such as carrying books, errands, cooking, cleaning etc
- Sleep deprivation
- Sexual simulations

- Expecting new members/rookies to be deprived of maintaining a normal schedule of bodily cleanliness.
- Be expected to harass others

Violent Hazing

Violent hazing includes behaviors that have the potential to cause physical and/or emotional, or psychological harm.

Examples:

- A. Forced or coerced alcohol or other drug consumption
- B. Beating, paddling, or other forms of assault
- C. Branding
- D. Forced or coerced ingestion of vile substances or concoctions
- E. Burning
- F. Water intoxication
- G. Expecting abuse or mistreatment of animals
- H. Public nudity
- I. Expecting illegal activity
- J. Bondage
- K. Abductions/kidnaps
- L. Exposure to cold weather or extreme heat without appropriate protection

The following hazing activities are expressly forbidden at Lake Forest College:

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

Health Records & Immunization

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

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

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

Exemptions to the Immunization Requirement

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

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

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

PLEASE NOTE: If a vaccine-preventable disease occurs on campus, students who have not been vaccinated may be excluded from attending classes or other campus activities.

Medical: A student may be exempted from one or more immunization requirements if a physician provides a written statement indicating the nature and probable duration of the medical condition or circumstances that contraindicates those immunizations, identifying the specific vaccines that could be detrimental to the student's health. If a student's medical condition or circumstances later permit immunization, the exemptions granted shall terminate and the student shall be required to obtain the immunizations.

If pregnancy or suspected pregnancy is certified by a physician in a written statement, students may be granted temporary exemption from immunization against measles, mumps, and rubella.

Keys to Academic Buildings

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

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

The loss of a key is a serious matter because it requires the College to recore the lock on every door that the key would open. The time and equipment required to recore a lock make this a very costly thing to do. As a result, the College will impose a \$100 fine for the loss of a key or failure to return a key. This fine will be assessed for each separate door that the key would open and that must be re-cored, up to a maximum fine of \$500, and it will be imposed against the faculty member or student responsible for the loss.

Movie and Film Screening Guidelines

Public viewing of movies is strictly regulated by the Motion Picture Association of America. The Federal Copyright Act (Title 17, United States code, Public Law 94-553, 90 Stat. 2541) governs how copyrighted materials, such as movies, may be utilized publicly. Neither the rental nor the

purchase or lending of a film carries with it the right to exhibit such a movie publicly outside the home unless the site where the video is used is properly licensed for copyright compliant exhibition.

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

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

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

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

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

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

Therefore, anytime a group shows a movie in any context, the group must purchase the public viewing rights (copyright) for that particular showing. Copyright purchase for film currently runs \$200-\$800 per showing for popular titles. Swank Motion Pictures is a film distributing company that provides film copyright to Lake Forest College. Swank maintains an inventory of films that

can be applicable to any occasion. Please check out their website for a listing of available titles: <http://colleges.swankmp.com>. If you are interested in showing a film, please reach out to the Gates Center for Leadership and Personal Growth with your request. Your organization or department is responsible for payment. Films not available through Swank Motion Pictures will not be allowed to be shown for public performance on campus.

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

News Releases and Photo Release

Lake Forest College reserves the right to disseminate information highlighting student achievements and honors on the College website and to a student's local community newspaper through the *Hometown Press Release Program*.

Photographs and videos are taken for a variety of purposes on campus and at College related events. Lake Forest College reserves the right to use a student's photo and/or video, audio files for the College's communication, news, marketing, and promotional purposes during their time at the College and beyond.

Any student who wishes to be exempt from this policy should contact the Dean of Students.

Nondiscrimination Policy

Lake Forest College does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, pregnancy, sexual orientation, gender identity, gender expression, parental status, marital status, age, disability, citizenship status, work authorization status, military or veteran status, unfavorable discharge from military service, order of protection status, arrest record, or any other classification protected by law in matters of admissions, employment, housing, or services or in the educational programs or activities it operates.

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

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

Any inquires or concerns with respect to sex discrimination, sexual misconduct, Title IX, and the College's Title IX policies and procedures may be directed to:

LaShun McGhee
Title IX Coordinator
555 North Sheridan Road
Lake Forest, IL 60045
847-735-6009
TitleIX@lakeforest.edu

Any inquiries or concerns regarding Title VI (prohibiting discrimination based on race, color, or national origin), Section 504 of the Federal Rehabilitation Act of 1973 (prohibiting discrimination based on disability), or the College's Non-Discrimination Policy and Complaint Resolution Procedures may be directed to:

Agnes Stepek
Director of Human Resources and Campus Coordinator for Section 504
555 North Sheridan Road
Lake Forest, IL 60045
847-735-5036
stepek@lakeforest.edu

Individuals may also contact the U.S. Department of Education's Office of Civil Rights for information.

Office for Civil Rights
U.S. Department of Education-Chicago Office
500 W Madison St., Suite 1475
Chicago, IL 60661-4544
(312) 730-1560
ocr@ed.gov

Off-Campus Events

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

Student Organizations are expected to follow the procedure outlined below:

1. Organization must complete an Off-Campus Event Registration form and submit it to the Gates Center for Leadership and Personal Growth no later than 15 business days before the day of the event. If the initial request is denied by the Gates Center for Leadership and Personal Growth, the organization may appeal to the Dean of Students.
2. Prior to initiating any contracts with outside vendors, student organization representatives must meet with the Assistant Director of the Gates Center for Leadership and Personal Growth to discuss the logistics of the event.

3. After meeting with the Assistant Director of the Gates Center for Leadership and Personal Growth, student organization representatives may initiate a contract for use or service naming Lake Forest College as the purchaser. The contract must also include the phrasing “PURCHASER SIGNATURE: The representative(s) of LAKE FOREST COLLEGE and/or PURCHASER in signing this contract warrants that they signs as a properly authorized representative and does not assume personal liability for meeting the terms of the contract.”
4. Contracts must be signed by a member of the Gates Center for Leadership and Personal Growth staff; Lake Forest College students may not sign contracts on behalf of their student organization.
5. Prior to the event, all attendees of any off campus event must sign a waiver of liability, available by contacting the Gates Center for Leadership and Personal Growth.
6. All student organizations having an event with alcohol must review Lake Forest College’s alcohol policy, which is available at the Gates Center for Leadership and Personal Growth or in this document, and sign an agreement that they will adhere to the policy.

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

Pets on Campus

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

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

Pet owners are responsible for cleaning up waste left by their pet on campus, and failure to do so will result in the pet no longer being allowed on campus. Pets must also be licensed and wearing identification tags.

Principles for Professional Conduct

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

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

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

Property Loss or Damage

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

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

Reservations of Campus Facilities

Room reservations for on-campus activities are made through the online scheduling system Ad Astra at astra.lakeforest.edu and approved by the Director of Conferences. In the case of events in the Mohr Student Center/Stuart Commons and the Sports and Recreation Center, approval is

coordinated with the Gates Center for Leadership and Personal Growth staff or the SRC facility staff, respectively.

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

Rental of any room or building to an outside person or group should be made by contacting the Director of Conferences at 847-735-6030.

Retaliation Policy

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

Services for Students with Disabilities

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

Students must meet the statutory definition of disability under federal law. In order to determine whether an individual is entitled to these protections, the Office of Accessibility Services require objective evidence (documentation) that verifies that the individual's condition fits the definition of "disability."

The ADA defines disability as:

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

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

Disability documentation serves two primary purposes:

1. To establish the right to protection from discrimination.

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

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

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

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

Though documentation can vary by student, it should contain the following:

1. Credentials of the evaluator – Disability documentation should be provided by a licensed or credentialed professional with relevant training and experience. The name, title, and professional credentials of the evaluator should be clearly stated in the documentation. Reports should be on letterhead, typed, dated, and signed. Disability documentation may not be provided by an individual who has a personal relationship with the student.
2. Statement of diagnosis – Disability documentation should include a current diagnostic (DSM-V or medical) statement.
3. Description of the diagnostic methodology – The documentation should include a description of the diagnostic criteria for the condition and the evaluation method used to render a diagnosis, including medical examinations, formal testing instruments, structured interviews, and observations. The dates of administration should be included, along with a history of the presenting symptoms.
4. Description of the current functional impact of the disability – An evaluator should provide a comprehensive description of the impact of the condition on the student in an academic environment and other life settings, including the severity, frequency, and pervasiveness of the symptoms. This description should demonstrate that the student is substantially impaired in one or more major life activities. Documentation should be current.

5. Treatment, medication, and prognosis – Documentation should describe the impact of medication and/or treatment and anticipated prognosis. If relevant, it should provide information about the cyclical or episodic nature of the condition.
6. Accommodation recommendations – It is helpful for the evaluator to recommend accommodations or services that will address the functional impact of the condition. Accommodation recommendations should be directly connected to the limitations caused by the condition. If accommodations have been used in the past, the documentation should include a description of the accommodations and information regarding their efficacy.

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

Documentation should not be:

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

It is the responsibility of the student to provide documentation and to request accommodations for your disability. When making your initial request for any type of accommodation:

- Complete and submit the Verification [of Need for Accessibility Services form](#) on the College website. Students should provide a narrative information on the forms where indicated.
- Educational, clinical/licensed, and/or medical professionals providing documentation should complete the Evaluator portion of the Verification of Need for Accessibility Services form and/or provide documents that address the questions on the form.

Please submit documentation to:

Mail Stop: Accessibility Services

Lake Forest College
555 N. Sheridan Road
Lake Forest, IL 60045
accessibilityservices@lakeforest.edu

Reasonable Accommodations and Auxiliary Aids

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

Disabilities affecting mobility

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

Disabilities affecting learning

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

Disabilities affecting hearing

- Residence hall room with an accessible fire alarm (usually a flashing alarm)
- For a student with little to no hearing, potentially interpreter services

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

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

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

The College is not required to waive essential requirements. For example, the College is not required to eliminate a course requirement that is reasonably necessary for a course of study. Further, the lowering or substantial modification of reasonable academic standards is not available as an accommodation. At all times, the objective of the accommodation efforts is to afford a student with a disability an equal opportunity for academic success. If a specific

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academic adjustment is requested, the College may offer that adjustment, or it may offer an effective and reasonable alternative. Accommodations are reasonable when they do not fundamentally alter the nature of a program or service and do not represent undue financial or administrative burden.

Accessibility Services Committee

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

For questions or more information visit: <https://foresternet.lakeforest.edu/student-resources/accessibility-services>

Contact:

Director of Accessibility Services

Phone: 847-735-5167

accessibilityservices@lakeforest.edu

Grievance Procedure

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

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

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

Sexual Discrimination and Misconduct Policy

I. STATEMENT AGAINST DISCRIMINATION ON THE BASIS OF SEX, SEXUAL ORIENTATION, GENDER, AND GENDER IDENTITY

Under this policy, Lake Forest College prohibits discrimination on the basis of sex, sexual orientation, gender, and/or gender identity in any College program or activity, consistent with Title IX of the Educational Amendments of 1972, Title VII of the Civil Rights Act of 1964, and other applicable state and federal laws. Sexual misconduct, including sexual harassment, non-consensual sexual penetration and/or contact, sexual exploitation, stalking, dating violence and domestic violence, are forms of sex discrimination that may deny or limit a College community member's ability to participate in the College's programs or activities.

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

NONDISCRIMINATION STATEMENT

The College's non-discrimination statement pertaining to sex, sexual orientation, gender, gender identity and all other protected classes is located at: www.lakeforest.edu/about/working/non-discrimination-Policy/. Lake Forest College does not discriminate on the basis of race, color, religion, national origin, sex, pregnancy, sexual orientation, gender, gender identity, gender expression, parental status, marital status, age, disability, citizenship status, veteran status, genetic information, or any other classification protected by law in matters of admissions, employment, housing, or services or in the educational programs or activities it operates.

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

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

Any inquires or concerns with respect to sex discrimination, sexual misconduct, or Title IX may be directed to LaShun McGhee, Title IX Coordinator; 555 North Sheridan Road, Lake Forest, IL 60045; 847-735-6009; TitleIX@lakeforest.edu.

A person may also file a complaint with the Department of Education's Office for Civil Rights regarding an alleged violation of Title IX by visiting: www2.ed.gov/about/offices/list/ocr/complaintintro.html or calling 800-421-3481.

The campus coordinator for Section 504 of the Federal Rehabilitation Act of 1973 (prohibiting discrimination based on disability) is Agnes Stepek, Director of Human Resources, 555 North Sheridan Road, Lake Forest, IL 60045, 847-735-5036, stepek@lakeforest.edu.

Inquiries or concerns with respect to any other type of discrimination may be directed to Agnes Stepek, Director of Human Resources, 847-735-5036, stepek@lakeforest.edu.

This Policy has been updated to reflect the requirements of the 2020 Title IX Regulations (“Title IX”), which became effective on August 14, 2020.

STATEMENT OF COMMITMENT TO TRANSGENDER INDIVIDUALS

When a student or employee notifies the College that the student or employee’s gender identity is different from previous representations or records, the College will begin treating that individual consistent with the individual’s gender identity. To that end, the College will use pronouns and names as requested by the transgender individual in person and in student and employment records going forward. Requests to amend previously existing student or employment records will be handled pursuant to the Family Educational Rights and Privacy Act and/or other relevant law and consistent with record amendment requests made by all other students and employees. Moreover, transgender individuals will be permitted access to sex segregated facilities (such as bathrooms, residence halls and/or locker rooms) consistent with their gender identity. Transgender students may participate in the College’s single sex NCAA athletics programs as set forth in the NCAA guidelines regarding the same. Transgender students may participate in the College’s single sex non-NCAA athletics programs consistent with their gender identity.

II. SCOPE AND APPLICABILITY OF POLICY

This Policy and the accompanying procedures address sex discrimination and sexual misconduct, including sexual harassment as prohibited by the 2020 Title IX Regulations.

This Policy applies to all members of the College community, including students, faculty, staff, administrators, board members, contractors, vendors, applicants, volunteers, and visitors, regardless of their sex, sexual orientation, gender, or gender identity.

For allegations and complaints of sex discrimination and/or sexual misconduct other than *Title IX Sexual Harassment*, as defined in this Policy, the Policy applies to on-campus conduct and to off-campus conduct, including online or electronic conduct, when the off-campus conduct: (i) occurs during a College sponsored employment or education activity or program; or (ii) adversely impacts the education, employment, or health and/or safety of a member of the College community or creates a hostile environment on campus. Complaint resolution procedures for allegations and complaints of sex discrimination and/or sexual misconduct other than *Title IX Sexual Harassment*, as defined in this Policy, are under separate cover. This includes sexual misconduct outside of the Title IX jurisdiction, sexual misconduct that does not reach the Title IX thresholds, and other types of Title VII discrimination outside of sex discrimination (which is covered under Title IX).

For allegations and complaints of *Title IX Sexual Harassment*, as defined in this Policy, the Policy applies only to sex discrimination, sexual harassment against a person in the United States within programs controlled by and in jurisdiction of the College, and the accompanying complaint resolution procedures for *Title IX Sexual Harassment* are as required by the 2020 Title IX regulations.

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

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

The College may impose sanctions for sexual discrimination or misconduct that takes place from the time an individual applies for enrollment as a student, until such time as the student graduates or otherwise separates from the college. Additionally, the College may impose sanctions for sexual discrimination or misconduct that takes place from the time an individual applies for employment, until such time as the employee ceases employment. In reports involving allegations against individuals who are not affiliated with the College at the time of the complaint, the College will assess whether the individual may pose a risk to the safety or well-being of members of the College community and take measures it deems appropriate to mitigate this risk or as otherwise needed to achieve the goals of this Policy.

Further information about Title IX and sex discrimination in education is available from the College's Title IX Coordinator as set forth in Section IV below and/or: :

The Office of Civil Rights
U.S. Department of Education,
John C. Kluczynski Federal Building 230 S. Dearborn Street,
37th Floor Chicago, IL 60604
312-730-1560, OCRChicago@ed.gov

III. ROLE OF THE TITLE IX COORDINATOR

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

- Responsible for coordinating the College’s efforts to comply with applicable federal and state law;
- Responsible for coordinating the effective implementation of supportive measures, and implementing remedies arising from this Policy and Procedures.
- Oversees the investigation and/or resolution of all complaints of misconduct under this Policy, but does not serve as a decision-maker in the hearing or appeal processes;
- Advises Complainants (individuals who are alleged to be the victim of misconduct), Respondents (individuals alleged to be the perpetrator of alleged misconduct), and/or third parties regarding support resources and options available through the College or off-campus, including options for resolving complaints of sex discrimination and sexual misconduct;
- Provides training and assistance to faculty, staff, and student employees regarding how to appropriately respond to a report of misconduct under this Policy;
- Develops and updates College policies, procedures, websites, and resources addressing sex discrimination and sexual misconduct;
- Assesses campus climate, tracks and monitors sexual misconduct allegations, addresses any systemic issues, and reports findings to College officials and/or the campus community, where appropriate;
- Prepares required federal and state compliance reports;
- Oversees sex discrimination and sexual misconduct education efforts for the campus community, including training in implementing this Policy and the corresponding Procedures.

The Title IX Coordinator can be reached as follows:

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

IV. PROHIBITED CONDUCT

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

www.lakeforest.edu/about/ourcampus/safety/report.php or in print at the Department of Public Safety.

- A. Sex Discrimination.** Sex discrimination is adverse treatment of an individual based on sex, sexual orientation, gender, gender expression, or gender identity. Sex discrimination encompasses sexual misconduct, as defined below, but also includes other behavior that does not constitute sexual misconduct. Use of the terms “sex discrimination” and/or “gender discrimination” throughout this Policy includes sexual orientation-based and gender identity-based discrimination as well as discrimination based on sex-stereotyping.
- B. Sexual Misconduct.** The following offenses are considered sexual misconduct and are prohibited by the College. Attempts to commit prohibited conduct listed below, or assisting or encouraging any such conduct, are also considered violations of this Policy.
1. **Sexual Harassment.** *Title IX Sexual Harassment*, as defined by the 2020 Title IX Regulations, is conduct on the basis of sex that is:
 - i. Taken against a person in the United States;
 - ii. Occurs in an education program or activity; and
 - iii. Satisfies one or more of the following:
 - Quid Pro Quo Harassment -- An employee conditioning the provision of an aid, benefit, or service on an individual’s participation in unwelcome sexual conduct;
 - Hostile Environment -- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the College’s education program or activity;
 - “Sexual assault,” “dating violence,” “domestic violence,” or “stalking,” as defined by this Policy.
 2. **Gender-Based Harassment.** Gender-based harassment includes acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on gender, sex, or sex-stereotyping, even if those acts do not involve conduct of a sexual nature. Use of the term “sexual harassment” throughout this Policy includes gender-based harassment.
 3. **Sexual Orientation-Based/Gender Identity-Based Harassment.** Sexual orientation-based or gender identity-based harassment includes verbal, non-verbal, and physical acts of aggression, intimidation, or hostility based on an individual’s actual or perceived sexual orientation or gender identity. Use of the term “sexual harassment” throughout this Policy includes sexual orientation-based and gender identity-based harassment.
 4. **Incest.** Incest is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by the laws of the state in which the incident occurred.

5. **Sexual Assault.** Sexual assault as defined in 20 U.S.C. 1092(f)(6)(A)(v), is an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation (FBI). This includes forcible rape and forcible fondling.
- a. Forcible rape is defined as any sexual penetration, no matter how slight, of the vagina or anus or any bodily opening with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim and committed by force, threat, coercion, or through exploitation of another's condition of which Respondent was aware or which a reasonable person would have been aware.
 - b. Forcible fondling is defined as the touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will, or not forcibly or against the person's will in instances where the victim is incapable of giving consent because of their youth or because of their temporary or permanent mental or physical incapacity.

For purposes of this Policy, sexual assault also includes sexual battery, sexual abuse, and sexual coercion.

6. **Sexual Exploitation.** Sexual exploitation occurs when a person takes non-consensual or abusive sexual advantage of another individual(s) for personal benefit, or to benefit anyone other than the individual being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses in this Policy. Examples of sexual exploitation include, but are not limited to:
- Invasion of sexual privacy;
 - Prostituting another person or otherwise recruiting, providing, or obtaining another person for purpose of sexual exploitation;
 - Non-consensual photographing, video or audio-taping of sexual activity;
 - Distributing intimate or sexual information, images, or recordings about another person without that person's consent (applies even if the videos were obtained with consent);
 - Observing or permitting others to observe sexual activity of another person without that person's consent;
 - Knowingly transmitting a sexually transmitted infection (STI) to another without disclosing STI status;
 - Exposing one's genitals in non-consensual circumstances and/or inducing another to expose their genitals; or
 - Inducing incapacitation in another person with the intent to engage in sexual activity.

- 7. Dating Violence.** Dating violence, as defined in 34 U.S.C. 12291(a)(10), is violence or the threat of violence (including but not limited to sexual or physical abuse) by another person with whom the individual is or has been in a social relationship of a romantic or intimate nature. The existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Sexual abuse includes sexual penetration without consent, sexual contact without consent, incest, and statutory rape. Physical abuse includes physical violence, which is the intentional use of physical force (e.g., shoving, choking, shaking, slapping, punching, burning, or use of a weapon, restraints, or one's size and strength against another person) with the potential for causing death, disability, injury, or substantial physical harm. Dating violence may include psychological/emotional abuse (e.g., isolating the victim from friends and family or denying access to money or other basic resources) if it is preceded by, or done in conjunction with, physical violence or the threat thereof.
- 8. Domestic Violence.** Domestic Violence for purposes of this policy may also be referred to as Intimate Partner Violence (IPV). Domestic violence, as defined in 34 U.S.C. 12291(a)(8), is a felony or misdemeanor crime of violence or the threat of violence (including but not limited to sexual or physical abuse) committed by a current or former spouse or intimate partner of the individual, by someone with whom the individual shares a child in common, by someone who is cohabitating with or has cohabitated with the individual as a spouse or intimate partner, by a person similarly situated to a spouse of the victim, 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 state of Illinois or the laws of the jurisdiction in which the crime was committed. Complaints of violence between cohabitating individuals who do not meet this definition (i.e. roommates) are addressed under other applicable College policies. Sexual abuse includes sexual penetration without consent, sexual contact without consent, incest, and statutory rape. Physical abuse includes physical violence, which is the intentional use of physical force (e.g., shoving, choking, shaking, slapping, punching, burning, or use of a weapon, restraints, or one's size and strength against another person) with the potential for causing death, disability, injury, or substantial physical harm. Domestic violence may include psychological/emotional abuse (e.g., isolating the victim from friends and family or denying access to money or other basic resources) if it is preceded by, or done in conjunction with, physical violence or the threat thereof.
- 9. Stalking.** Stalking is, as defined in 34 U.S.C. 12291(a)(30), a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety (or the safety of a third person) or suffer substantial

emotional distress. A “course of conduct” means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device or means, follows, monitors, observes, surveils, threatens, communicates to or about a person, or interferes with a person’s property. “Substantial emotional distress” means significant mental suffering or anguish that may, but does not necessarily, require medical treatment of professional counseling. **Cyberstalking.** This definition incorporates the concept of cyber-stalking, which employs the use of the internet, social media, blogs, texts, cell phones, or other similar devices or forms of communication. Examples of stalking behaviors that can contribute to a course of conduct include, but are not limited to:

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

V. ADDITIONAL DEFINITIONS

A. Consent. Lack of consent is a critical factor in determining whether sexual assault has occurred. Consent is informed, freely given, and a mutually understood agreement to sexual activity. Consent requires an affirmative act or statement by each participant.

Consent is:

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

Consent cannot be:

- Coerced or compelled by duress, threat, or force, or fraudulently obtained through misrepresentation;
- Given by someone who, for any reason, cannot understand the facts, nature, extent or implications of the sexual situation occurring, including, but not limited to, those who are under the legal age of consent (17 years in

Illinois²), asleep, unconscious, mentally or physically incapacitated through the effects of drugs or alcohol, or mentally impaired due to an intellectual or other disability;

- Assumed based on silence, the absence of verbal or physical resistance, an individual's manner of dress, the existence of a prior or current relationship, consent to prior sexual activity, or consent to sexual activity with another individual; and/or
- Given by a third party.

A person's lack of verbal or physical resistance or submission resulting from the use or threat of force does not constitute consent, a person's manner of dress does not constitute consent, consent in prior situations does not constitute consent to future sexual activity, and a person's consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another.

B. Coercion. When coercion exists, an individual's consent to sexual activity is not voluntary. A person's words or conduct are sufficient to constitute coercion if they wrongfully impair another individual's freedom of will and ability to choose whether or not to engage in sexual activity. Means of coercion may include, but are not limited to, severe or persistent pressure, direct or implied threats of force, retribution, or significant harm, or emotional intimidation. Coercion is evaluated based on the intensity, frequency, and duration of the comments or actions.

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

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

² Except in cases of child sexual abuse as defined by the Illinois Abused and Neglected Child reporting Act, where the age of majority is 18. See Section XII below.

- Outrageous or unusual behavior
- Unconsciousness

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

VI. ACADEMIC FREEDOM

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

VII. REPORTING OPTIONS AND AVAILABLE RESOURCES

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

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

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

- Providing information regarding the individual's reporting options and possible outcomes;

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

Confidential Advisor Contact Information:

Mary Grigar, PhD

Assistant Dean of Students and Director of Health and Wellness

Buchanan Hall, Room 137

847-735-5242

After hours crisis line: 847-735-5300 mgrigar@lakeforest.edu

Edward Neumann, PsyD

Assistant Director of Counseling Services, Community Wellness Coordinator Buchanan Hall, Room 137

847-735-5243

After hours crisis line: 847-735-5300 neumann@lakeforest.edu

Kasey Schultz-Saindon, Ph.D

Assistant Director of Counseling Services, Coordinator of Clinical Training

Buchanan Hall, Room 137

847-735-5241

After hours crisis line: 847-735-5300 schultzsaindon@lakeforest.edu

B. Off-Campus Confidential Resources. The following off-campus agencies also employ individuals available to discuss incidents of misconduct in confidence. Disclosures to these entities *will not* trigger the College's obligation to respond to into an incident. Please note that limitations of confidentiality may exist for individuals under the age of 18.

- **Employee EAP, United Healthcare:** 888-887-4114 (for employees only).
- The Zacharias Sexual Abuse Center: 847-872-7799.
- The Chicago Rape Crisis Hotline: 888-293-2080.
- National Sexual Assault Telephone Hotline: 800-656-HOPE (4673).
- State of Illinois Domestic Violence Hotline: 877-863-6338.
- Center on Halsted LGBTQ Violence Resource Line: 773-871-CARE (2273).

*Both on-and off-campus confidential resources will provide to the Title IX Coordinator aggregate numbers, with no identifying information of individuals they have supported.

C. Reporting Prohibited Conduct to the College. The College strongly encourages individuals, including third parties, to report incidents of sex discrimination and sexual misconduct to the Title IX Coordinator or other College employees. With the exception of the confidential advisors listed above and other employees in the College's Health and Wellness Center, all other College employees, including student employees, who receive a report of sex discrimination and/or sexual misconduct in the context of their employment are required to promptly report all known details of the incident (including the identities of both the Complainant and alleged Respondent) to the Title IX Coordinator. There is no time limit for filing a report, however Complainants are encouraged to report behavior as soon as possible to maximize the College's ability to respond promptly and effectively.

Alleged violations of this Policy may be reported to:

- The Title IX Coordinator (contact information listed above)
- Public Safety: 847-735-5555
- Student Affairs: 847-735-5200
- Human Resources, Agnes Stepek: stepek@lakeforest.edu, 847-735-5036

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

Electronic reports may be filed by completing the form found at www.lakeforest.edu/titleixreport. A response will be provided with 12-24 hours of receipt of the report.

To file an anonymous report, please submit by completing the [Anonymous Reporting](#) form or submit via the Confidential and Independent Campus Conduct Hotline at 866-943-5787.

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

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

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

a) **Supportive Measures.** Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent, before or after the filing of a complaint or where no complaint has been filed. Such measures are designed to restore or preserve equal access to the College's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the college's educational environment, or deter discrimination or harassment.

Supportive measures may include:

- Referral to the Health and Wellness Center (students) or the Employee Assistance Program (employees)
- Extensions of deadlines or other course-related adjustments
- Modifications of work or class schedules
- Campus escort services and/or changes to campus transportation arrangements
- Dining accommodations
- Mutual restrictions on contact between the parties,
- Changes in work or housing locations
- Campus "No-Trespass Orders" against employees, students, and third parties
- Assistance in obtaining and/or enforcing a court-issued Stalking No Contact or other Orders of Protection.
- Leaves of absence
- Increased security and monitoring of certain areas of the campus, and/or
- Other similar measures.

The College must maintain as confidential any supportive measures provided to the Complainant or Respondent, to the extent that maintaining such confidentiality would not impair the ability of the College to provide the supportive measures. Requests for supportive measures may be made to the Title IX Coordinator. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

b) **Requests for Confidentiality or to Not Proceed With Formal Resolution.** When individuals report sexual misconduct but do not consent to the disclosure of their names and/or do not disclose information about the alleged perpetrators, the College's ability to respond to the complaints may be limited. In most cases, the College can honor an individual's request that a formal resolution process not be conducted. The College's Title IX Coordinator, or designee, will evaluate a request for confidentiality or no action on a complaint in the context of the College's obligations to provide a safe and nondiscriminatory environment for all community members, and to remain true to the principle of fundamental fairness which requires that a Respondent be provided with notice of the allegations and an opportunity to respond before any action is taken against a Respondent. The Title IX Coordinator, or designee, will make this determination consistent with the following considerations: 1) the seriousness of the conduct; 2) the respective ages and roles of the Complainant and the Respondent; 3) whether there have been other complaints against the

Respondent; and 4) the right of the Respondent to receive notice and relevant information before disciplinary action is sought.

- c) **Reporting to Law Enforcement.** The College encourages Complainants to report to the police any allegation of sexual misconduct that could be a crime, and will assist individuals wishing to do so. A police report must be made before a criminal prosecution can be considered by the local State's Attorney's Office. The chances of successful prosecution are greater if the report to the police is timely.

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

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

For incidents in Chicago, contact:

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

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

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

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

- d) **Medical Assistance.** Whether or not an individual who has experienced sexual misconduct decides to report an incident to the College or law enforcement, the individual is encouraged

to seek immediate medical attention from one of the resources listed below in order to treat physical injuries, test for and treat sexually transmitted infections and pregnancy, and access emergency contraception (if requested).

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

Local medical assistance can be obtained at:

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

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

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

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

- f) **Amnesty for Sexual Misconduct Complainants and Witnesses.** The College encourages the reporting of sexual misconduct and seeks to remove barriers to an individual making a report. The College recognizes that a student who has been drinking or using drugs at the time of the incident may be hesitant to make a report because of the potential disciplinary consequences. Therefore, a student who reports sexual misconduct, either as a Complainant

or witness, will not be subject to disciplinary action by the College for their own personal consumption of alcohol or drugs at or near the time of the incident, provided that such consumption did not or does not place the health or safety of any other person at risk.

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

VIII. DISABILITY ACCOMMODATIONS

The College is committed to providing individuals with disabilities reasonable accommodations needed in order to have full and equal access to the procedures under this Policy. Requests for accommodations or support should be directed to the Title IX Coordinator, who will review the request with the Accessibility Services (for students) and Human Resources (for staff and faculty), to determine whether and what accommodations are appropriate.

IX. PRIVACY

The privacy of all parties and participating witnesses involved in reports of misconduct under this Policy will be respected to the extent permitted under relevant law. Information related to a report will be shared only with those College employees who need to know to assist in the investigation and/or resolution of the matter pursuant to this Policy and the accompanying Complaint procedures.

The College will, to the extent permitted by law, keep confidential 1) the identity of any individual who has made a report or filed a complaint under this Policy, 2) any Complainant, 3) any individual who has been reported to be the perpetrator of a Policy violation, 4) any Respondent, 5) and any witness, except as may be permitted by the FERPA statute, 20 U.S.C. 1232g, or FERPA regulations, 34 CFR part 99, or as required by law, to carry out the purposes of any arising investigation, hearing, or judicial proceeding. The College will also keep confidential any support measures provided to a Complainant or Respondent except as necessary to implement the support measure(s).

The College does not restrict the ability of either party to a complaint to discuss an investigation with other individuals.

X. RETALIATION

Retaliation against individuals engaging in protected activity under this Policy is prohibited. Retaliation is an adverse action taken by the College, a Respondent, a Complainant, another student, and/or friends, family and acquaintances against an individual for the purpose of

interfering with any right or privilege secured by Title IX or other applicable state or federal law or this Policy or as reprisal for filing a complaint or report, supporting a Complainant, and/or otherwise participating or refusing to participate in a proceeding pursuant to this Policy.

Protected activity includes, but is not limited to, making a good-faith complaint of sex discrimination or sexual misconduct, cooperating in good faith in the investigation of a complaint of sexual discrimination or misconduct, and/or testifying as a witness to any report of sexual discrimination or misconduct. An action is generally deemed retaliatory if it would deter a reasonable person in the same circumstances from opposing practices prohibited by this Policy or participating in the reporting, investigation or resolution processes under this Policy.

Retaliation includes intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve discrimination or harassment, but arise out of the same facts or circumstances as a report or complaint of prohibited conduct, or a report or complaint of prohibited conduct, for the purpose of interfering with any right or privilege secured by this Policy.

Retaliation does not include the exercise of rights protected under the First Amendment, or charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a proceeding under this Policy, provided that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

Retaliation can be committed by or against any individual or group of individuals, including a Respondent or Complainant. Retaliation is still prohibited even when there is a finding of no responsibility for the allegation.

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

XI. INSTITUTIONAL CRIME REPORTING

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

The College will also issue timely warnings of Clery Act crimes occurring within relevant geography that represent a serious or continuing threat to the community. A Complainant will not be identified in a timely warning. For more details about institutional crime reporting, including information about which employees are designated Campus Security Authorities

required to report crimes under the Clery Act, please see the College's Annual Security and Fire Safety Report at <https://www.lakeforest.edu/about/ourcampus/safety/report.php>.

XII. MANDATORY REPORTING OF CHILD ABUSE, CHILD SEXUAL ABUSE AND CHILD NEGLECT

All College employees³ are mandated reporters under the *Illinois Abused and Neglected Children's Reporting Act*. Mandated reporters are required to immediately report to the Illinois Department of Children and Family Services (DCFS) suspected child abuse and/or neglect when they have "reasonable cause to believe" that a child known to them in their professional or official capacity may be an abused or neglected child. This is done by calling the DCFS Hotline at 1-800-252-2873 or 1-800-25ABUSE.

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

- Inflicts, causes to be inflicted, or allows to be inflicted upon such child physical injury, by other than accidental means, which causes death, disfigurement, impairment of physical or emotional health or loss or impairment of any bodily function;
- Creates a substantial risk of physical injury to such child by other than accidental means which would be likely to cause death, disfigurement, impairment of physical or emotional health or loss or impairment of any bodily function;
- Commits or allows to be committed any sex offense, act of torture, excessive corporal punishment, female genital mutilation, involuntary servitude, involuntary sexual servitude, or trafficking in persons against such child; or
- Causes to be sold, transferred, distributed or given to such child under 18 years of age, a controlled substance, except for controlled substances that are prescribed and dispensed to such child in a manner that substantially complies with the prescription.

There is *no* option for confidentiality in the case of suspected child abuse, child sexual abuse and/or child neglect. In other words, all mandated reporters with reasonable cause to believe that a child known to them in their professional capacities may be abused, sexually abused or neglected are required to contact DCFS. Mandated reporters must also promptly notify the Title IX Coordinator that a DCFS report has been made.

XIII. EDUCATIONAL PROGRAMMING AND TRAINING

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

The College provides educational programming and training relating to this Policy and the accompanying Procedures including:

- a) **Training for Officials Responsible for Investigation or Adjudication of Complaints.** The College will ensure that all officials responsible for the investigation or adjudication of sex discrimination and sexual misconduct receive annual training as required by applicable state and federal laws. These individuals will include, but not be limited to, the College's Title IX Coordinator, Deputy Title IX Coordinator, investigators, hearing officers, appeal decision-makers, confidential advisors, and Informal Resolution facilitators. The training materials will not rely on sex stereotypes and will promote impartial investigations and adjudications of complaints of sexual harassment. The training materials will be posted on the College's website. The functions of the listed individuals may be performed by a College employee or other individual engaged by the College to provide a service.
- b) **Primary Prevention and Awareness Programs.** The College provides annual primary prevention and awareness programs for all students and training programs for all employees that include information on the definitions of sexual misconduct offenses, College Policy, consent, bystander intervention, warning signs of abusive behavior, risk reduction, on-campus and off campus-confidential and other resources, procedures and options for reporting sexual misconduct, the College sexual misconduct complaint resolution process, available sanctions and supportive measures, and confidentiality.
- c) **Ongoing Prevention and Awareness Campaigns.** The College also provides ongoing prevention and awareness campaigns for students and employees that provide additional information regarding the subjects covered in the primary prevention and awareness programs.

XIV. ANNUAL REPORTS

The College prepares an annual report on the previous calendar year's sexual violence complaints, responsive actions, and prevention education in accordance with the *Illinois Preventing Sexual Violence in Higher Education Act*. The report does not mention the name of any individuals or identify details of any complaint.

The report is posted on the College's website at <http://www.lakeforest.edu/sexualmisconduct/learn/reports.php>. The Title IX Coordinator may create additional periodic reports for submission to the College President, who shall publicize them to the College community as appropriate.

The Colleges also prepares an Annual Security and Fire Safety Report, which is located on the College's website and referenced in section XI.

XV. POLICY APPROVAL AND POSTING

This Policy will be reviewed regularly for compliance with federal, state and local laws and best practices. This Policy is approved annually by the President of Lake Forest College. The Policy, along with its related materials, is available on the College’s website at: www.lakeforest.edu/sexualmisconduct. We reserve the right to revise and adjust the Policy to align with state or local statutes, as necessary.

Enacted: August 28, 2015

Last Amended: August 14, 2020

Interim Title IX Sexual Harassment Complaint Resolution Procedures

The College provides a prompt and impartial resolution of alleged violations of the College’s *Interim Sex Discrimination and Sexual Misconduct Policy* (“the Policy”). Under this Policy, Lake Forest College does not discriminate the basis of sex, sexual orientation, gender, and/or gender identity in any College program or activity, consistent with Title IX of the Educational Amendments of 1972, Title VII of the Civil Rights Act of 1964, and other applicable state and federal laws.

When the College has actual knowledge of an allegation or complaint of *Title IX Sexual Harassment*, as defined in the Policy, in an education program or activity of the recipient against a person in the United States, the College will respond promptly in a manner that is not deliberately indifferent. In this process, the College will treat Complainants and Respondents equitably by providing remedies to a Complainant where a determination of responsibility has been made against the Respondent, and by following the investigation and resolution process described in these Procedures before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a Respondent.

1. Resolution Time Frame

The College will make a good faith effort to resolve all *Title IX Sexual Harassment* reports and appeals (where applicable) as expeditiously as possible. The College strives to complete all investigations, hearings and appeals under this process within ninety (90) – one hundred twenty (120) calendar days. The Title IX Coordinator or designee will regularly update the parties on the status of the proceedings throughout their duration. If an Informal Resolution Process is used, the College strives to resolve the matter through that process within similar timeframes. These processes may be temporarily delayed or extended for a limited timeframe for good cause. Good cause may include considerations such as the absence of a party, a party’s advisor or witness, concurrent law enforcement activity, or the need for language assistance or accommodation of disabilities. The Title IX Coordinator will provide written notice of any delays and/or extensions to the parties and describe the reason(s) for the delays and/or extension.

2. Relevant Definitions

Actual knowledge means notice of *Title IX Sexual Harassment* or allegations of *Title IX Sexual Harassment* to the College's Title IX Coordinator or any College official who has authority to institute corrective measures on behalf of College. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only official of the College with actual knowledge is the Respondent. The mere ability or obligation to report sexual harassment or to inform a student about how to report sexual harassment, or having been trained to do so, does not qualify an individual as one who has authority to institute corrective measures on behalf of the College.

Advisor. An individual chosen by either party to accompany the party to meetings with regarding the investigation or to a hearing. The advisor of choice may be, but is not required to be, an attorney,

Authority to Take Correct Measures. A College official designated by the College as having the authority to take corrective measures on behalf of the College in response to reports and complaints under this Policy. These officials include Title IX Coordinator, the Deputy Title IX Coordinator, or any other College employee in a supervisory or management position.

Complaint means a written document filed by a Complainant or signed by the Title IX Coordinator or designee alleging *Title IX sexual harassment* against a Respondent and requesting that College investigate the allegation of sexual harassment. Both formal and informal resolution processes require a signed complaint to initiate the process. At the time of filing a complaint, a Complainant must be participating in or attempting to participate in the education program or activity of the College. As used in this paragraph, the phrase "document filed by a Complainant" means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by College) that contains the Complainant's physical or digital signature, or otherwise indicates that the Complainant is the person filing the complaint. Where the Title IX Coordinator signs a complaint, the Title IX Coordinator is not a Complainant or otherwise a party under this Policy.

Complainant is the party who is alleged to be the victim of *Title IX Sexual Harassment*.

Education Program or Activity means any location, event, or circumstance over which the College exercises substantial control over both the Respondent and the context in which the alleged violation of this Policy occurs, and also includes any building owned or controlled by a student organization that is officially recognized by the College.

Remedies are measures taken by the College that are intended and designed to restore access or preserves equal access to the College's programs and activities. Such remedies may include supportive measures; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the Respondent.

Reporting Party. An individual who reports *Title IX Sexual Harassment* occurring between other individuals is referred to as a Reporting Party.

Respondent is the party accused of Title IX Sexual Harassment.

3. Initial Review and Assessment

Any person may report a violation or alleged violation of this Policy in person, by mail, by telephone, or by electronic mail or online portal, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Any person may report a violation or alleged violation of this Policy whether or not the person reporting is the person alleged to be the victim of conduct that could constitute prohibited conduct. A report may also be made to any College official designated as having the authority to take corrective action on behalf of the College. A report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for the Title IX Coordinator. Officials with the authority to take corrective measures, including as defined above, College supervisors or managers, who receive a report or complaint must promptly refer the report or complaint to the Title IX Office.

Upon receipt of a report of *Title IX Sexual Harassment*, the Title IX Coordinator will assess the nature of the allegations, the safety of the involved individuals and the College community, the Complainant's expressed preference for resolution and/or request for confidentiality, and the necessity for any protective measures to maintain the safety of the Complainant or the College community. During the initial review, the Title IX Coordinator will provide the Complainant with a written statement of rights and options under the College's Policy, information about these complaint procedures, and information relating to support resources. The College's Title IX Coordinator, or designee, will evaluate a request for confidentiality and/or no action on a complaint in accordance with the factors described in Policy Section VII.E.

Where there the College determines that the process will move forward, the College will proceed as set forth below.

4. Supportive Measures

The Title IX Coordinator or designee will offer supportive measures, as described in the Policy, as appropriate, without fee or charge, to the Complainant or Respondent upon notice of possible *Title IX Sexual Harassment*. The Title IX Coordinator will promptly contact the Complainant to discuss the availability of supportive measures, consider the Complainant's wishes with respect to supportive measures, inform the Complainant of the availability of supportive measures with or without the filing of a complaint, and explain to the Complainant the process for filing a complaint.

- Supportive measures are available regardless of whether formal resolution is sought by the Complainant and may be provided on an interim basis pending resolution.
- In cases where the Respondent is a student or student organization and considered a threat to persons or property, the Dean of Students may impose interim measures such as suspension and/or loss/cancellation of other privileges prior to or during the resolution of *Title IX Sexual Harassment* allegations. In cases where the alleged Respondent is an employee and considered a threat to persons or property, the Director of Human Resources and/or the Dean of the Faculty may impose interim measures such as

suspension (with or without pay) during the resolution of *Title IX Sexual Harassment* allegations. The College will keep supportive measures confidential and will share information only with those needed in order to implement the measures.

Violation(s) of a directive and/or supportive measure may result in disciplinary action separate from any sanctions issued for a determination of *Title IX Sexual Harassment*.

5. Advisor

The Complainant and Respondent are both permitted to bring an advisor of their choice, at their expense (except for cross-examination at the hearing as discussed below), to any meeting or interview in connection with a report of Title IX Sexual Harassment. The advisor may be a friend, professor, mentor, family member, attorney, or any other person a party chooses, except that an individual who will be serving as a witness in the matter may not also serve as an advisor in the same matter without express prior permission from the Title IX Coordinator. Both parties will be provided with timely written notification of meetings or interviews at which they may/must be present. The College reserves the right to proceed with a pre-arranged meeting or interview regardless of an advisor's availability.

The College cannot guarantee the equality of an advisor's representation. This means that if one party selects an attorney as an advisor, but the other party does not, or cannot afford an attorney, the College is not obligated to provide an attorney to that party. In situations listed below where the College provides an advisor for a party for a hearing, again the College cannot guarantee the equality of an advisor's representation. An advisor who disrupts or otherwise fails to observe these limits will be asked to leave the meeting/interview, and the meeting/interview may continue without the advisor present. Subsequently, the Title IX Coordinator will determine whether the advisor may be reinstated or replaced.

Advisors are expected to maintain the privacy of any information shared during the Title IX Sexual Harassment complaint investigation and resolution process. Such information may not be shared with third parties, disclosed publicly, or used for purposes not explicitly authorized by the College. The College may restrict the role of any advisor who fails to abide by these privacy expectations.

6. Emergency Removal and/or Administrative Leave

On an emergency basis, College may place a student on interim suspension, impose administrative leave for an employee (including student employees), or otherwise remove a student or employee Respondent from or deny access to campus facilities, and/or all or part of the College's programs or activities during the pendency of the College's Procedures under this Policy. Except for administrative leave for an employee, prior to such removal the College must undertake an individualized safety and risk analysis to determine whether there is an immediate

threat to the physical health or safety of any student, employee, or other individual arising from the allegations of conduct prohibited by this Policy that would justify a Respondent's removal.⁴

The College will provide the Respondent with written notice of an opportunity to appeal the removal decision immediately following the removal. The written appeal request should state the reasons why the Respondent believes the removal should be overturned. The appeal request must be received by the Title IX Coordinator within five (5) calendar days of the notification of the issuance of a temporary suspension. The Title IX Coordinator will ensure the relevant College official reviews the appeal to determine whether the decision was supported. The appeal determination shall be sent to the Respondent within five (5) calendar days of receipt of the initial appeal request, and the appeal determination is final.

During a temporary suspension, a student Respondent may be denied access to the campus, facilities, or events. As determined by Title IX Coordinator, this restriction includes classes, access to campus housing or dining facilities, and/or all other activities or privileges for which the student might otherwise be eligible. Similarly, alternative coursework option may be pursued to ensure as minimal impact as possible on the Respondent and Complainant. A temporary suspension of a student Respondent may be enforced until the final disposition of the allegation has been made by the appropriate College official or hearing entity.

7. Informal Resolution

Complainants have the option of formal or informal dispute resolution procedures. Under both options, the investigator(s) will meet with the Complainant and the Respondent separately to discuss the complaint and the process. The Complainant must file a written formal complaint to initiate the Informal Resolution Process.

At any time prior to reaching a determination regarding responsibility and after the filing of a complaint, the College may offer and facilitate an Informal Resolution process, such as mediation, that does not involve a full investigation and adjudication. Informal Resolution is a voluntary, structured interaction between or among the parties that is designed to reach an effective resolution to a complaint made under this Policy. These informal procedures may include, but are not limited to, mediation, counseling, and/or any other means of resolving a complaint other than a formal resolution process. The Informal Resolution process attempts to resolve the issue with the Complainant and Respondent by mutual agreement. The College recognizes that Informal Resolution options may, if implemented in concert with institutional values and legal obligations, be an appropriate means of addressing some forms of possible Prohibited Conduct reported under this Policy. If an Informal Resolution Process is used, the College strives to resolve the matter through that process within 90-120 calendar days.

⁴ This provision may not be construed to modify any rights under the Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

Informal Resolution is not appropriate for all forms of possible Prohibited Conduct under the Policy and the Title IX Coordinator retains the discretion to determine which cases are appropriate for Informal Resolution. The Title IX Coordinator will determine if Informal Resolution is appropriate based upon: 1) the willingness of the parties to participate in Informal Resolution; 2) the nature of the conduct at issue; and 3) the susceptibility of the conduct to Informal Resolution. *Informal resolution is not an available option for complaints of Title IX Sexual Harassment made by a student or students against an employee.*

Participation in the Informal Resolution process is voluntary and the College will not require the parties to participate in an Informal Resolution process to resolve allegations of Prohibited Conduct under this Policy. Both a Complainant and a Respondent can request to end this type of resolution and pursue an investigation at any time.

The College must obtain the parties' voluntary, written consent to the Informal Resolution process. The College will provide the parties with written notice disclosing: 1) the allegations; 2) the requirements of the Informal Resolution process, including the circumstances under which it precludes the parties from resuming an investigation arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the Informal Resolution process and resume the formal resolution process; and 3) any consequences resulting from participating in the Informal Resolution process, including the records that will be maintained or could be shared.

The College does not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of complaints of *Title IX Sexual Harassment* under this Policy.

Individuals may be accompanied by an Advisor at any meetings related to the Informal Resolution process. Information shared or obtained during Informal Resolution will be treated as confidential to the extent permitted by law and will not result in subsequent disciplinary actions by the College, unless additional action is deemed necessary to fulfill the College's legal obligations.

Written notification will promptly be sent by the Title IX Coordinator to the Complainant and the Respondent of the conclusion of the Informal Resolution process. The notification will describe the terms of the approved resolution, if any.

The Title IX Coordinator will keep records of any resolution that is reached, and failure to abide by the resolution may result in appropriate responsive actions.

8. Presumption of Not Responsible

The College recognizes, and will advise the parties, that there is a presumption that the Respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the investigation and resolution process.

9. Formal Resolution

A. Investigation. When Informal Resolution is not requested or inappropriate, or when a report of *Title IX Sexual Harassment* cannot be informally resolved, a formal resolution process will be initiated. Formal resolutions will be prompt, adequate, thorough, reliable, impartial and equitable, incorporating applicable investigation techniques, including, but not limited to, interviewing relevant parties and witnesses, and obtaining available evidence.

i. General Principles:

- The burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the College and not on the parties provided that the College cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the College obtains that party's voluntary, written consent to do so for a complaint resolution process under this section (if a party is not an "eligible student," as defined in 34 CFR 99.3, then the College must obtain the voluntary, written consent of a "parent," as defined in 34 CFR 99.3);
- In all investigations and determinations of responsibility, the College will conduct an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence. Credibility determinations will not be based on a person's status as a Complainant, Respondent, or witness.
- The College will not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;
- The College will provide the parties with the same opportunities to have others present during any complaint resolution proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the Complainant or Respondent in any meeting or complaint resolution proceeding; however, the recipient may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties.
- The College will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege
- The College will provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate.

ii. Notice to the Parties. The Title IX Coordinator will notify the Complainant and Respondent, in writing and simultaneously, of its decision to proceed to

investigation of any alleged violation of this Policy. Where a Complainant chooses to not participate in an investigation that is moving forward regardless, the Title IX Coordinator will prepare a writing of the specific allegations as well as the scope of the investigation prior to the start of the investigation. The written notification to the Complainant and to the Respondent will include the following, where known at that time:

- A description of this Policy and the Procedures, including the Informal Resolution process.
- A description of the allegations potentially constituting a violation of this Policy, including sufficient details known at the time. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting a violation of this Policy, and the date and location of the alleged incident, if known.
- Notice that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the Procedures in this Policy.
- Notice to the parties that they may have an advisor of their choice, who may be, but is not required being an attorney.
- Notice to the parties of the College's student or employee code of conduct that prohibits knowingly making false statements or knowingly submitting false information under this Policy.
- Notice to the parties that they may, as described below in this Policy, inspect and review evidence obtained as part of the investigation that is directly related to the allegations raised in a complaint.

The College will provide the parties with sufficient time to review the written notice and prepare a response before any initial interview.

In the course of the investigation, the College will provide written notice of any additional allegations to the parties if the College decides to investigate allegations about the Complainant or the Respondent that are not otherwise provided in the initial written notice.

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

The College will provide an equal opportunity for the parties to present witnesses, including fact witnesses and expert witnesses with factual information about the allegations, and other inculpatory and exculpatory evidence. Complainants and Respondents may provide written statements, identify fact witnesses, or submit other evidence to the investigator. The parties may also provide the investigator with questions they request that the investigator ask the other party or witnesses. It is in the investigator's discretion whether to interview all witnesses identified by the parties, whether to interview additional witnesses not identified by the parties, and whether to ask the parties and witnesses the questions requested by the parties.

The College will provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a complaint, including the evidence upon which the College does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. In addition, prior to completion of the investigative report, the College must send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy. The College must also make all such evidence subject to the parties' inspection and review available at any hearing to give each party equal opportunity to refer to such evidence during the hearing, including for purposes of cross-examination.

v. **Sexual Predisposition and Prior Sexual Behavior**

In general, the Complainant's or potential Complainant's sexual predisposition and prior sexual behavior are generally not relevant and will not be considered as evidence. However, either party's prior sexual behavior may be offered as evidence under the following limited circumstances:

- To provide that someone other than the Respondent committed the conduct alleged by the Complainant; and
- To prove consent by offering specific incidents of the Complainant's prior sexual behavior with respect to the Respondent. The mere fact of a current or previous dating or sexual relationship, by itself, is insufficient to constitute consent.

vi. **Dismissal of Claims**

The College must dismiss a formal complaint or any allegations therein if, at any time, it is determined that:

- The conduct alleged in the formal complaint would not constitute *Title IX Sexual Harassment* as defined in the Policy even if proved; and/or
- The conduct did not occur in a College educational program or activity; and/or
- The conduct did not occur against a person in the United States; and/or

- At the time of filing a formal complaint, a complainant is not participating in or attempting to participate in the education program or activity of the College.

The College may dismiss a formal complaint or any allegations therein if, at any time during the investigation or hearing:

- A Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the formal complaint or any allegations therein; or
- The Respondent is no longer enrolled in or employed by the College; or
- Specific circumstances prevent the College from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon any dismissal, the College will promptly send written notice of the dismissal and the rationale for doing so simultaneously to the parties.

This dismissal decision is appealable by any party under the procedures for appeal below. A Complainant who decides to withdraw a complaint may later request to reinstate it or refile it.

vii. Consolidation of Claims

The College may consolidate for investigation and resolution multiple complaints alleging *Title IX Sexual Harassment* against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one party against the other party, where the allegations of *Title IX Sexual Harassment* arise out of the same facts or circumstances.

viii. Concurrent Criminal Investigations.

Some instances of *Title IX Sexual Harassment* may also constitute criminal conduct. In such instances, the Complainant is also encouraged to file a report with the appropriate law enforcement authorities and, if requested, the College will assist the Complainant in doing so. The pendency of a criminal investigation, however, does not relieve the College of its responsibilities under Title IX. Therefore, to the extent doing so does not interfere with any criminal investigation, the College will not delay, and will proceed with its own investigation and resolution of the complaint as provided in these Procedures.

ix. Admission of Wrongdoing

If at any time during the formal process, a Respondent wishes to admit responsibility for a Policy violation, the Title IX Coordinator may conclude the investigation and refer the matter to the appropriate sanctioning official, as identified below.

B. Investigative Report

i. Draft Investigation Report

After the investigation has been completed, the investigator will prepare a Draft Investigation Report that fairly summarizes relevant evidence gathered during the course of the investigation. The Draft Investigation Report will state specific factual findings and will not include any preliminary determination as to whether the evidence supports that Respondent has violated the Policy.

The Draft Investigation Report will be provided in electronic format or in a hard copy to the parties and their advisors, if any, for review at least ten (10) calendar days prior to the live hearing. The parties must respond to the Draft Investigation Report within ten (10) calendar days of receipt. The parties may provide: 1) a written response to the information in the Draft Investigation Report, including the provision of additional clarifying information; 2) identification of new witnesses; and/or 3) submission of new evidence. The Title IX Coordinator will review any responses provided and consider whether the responses establish a basis for additional investigation and/or for altering any information in the Draft Investigation Report.

ii. Final Investigation Report

The Title IX Coordinator will issue a Final Investigation Report that will include: the Draft Investigation Report; the parties' responses to the Draft Investigation Report (if applicable); and the Title IX Coordinator's determinations regarding the parties' responses (if applicable); The Final Investigation Report will be simultaneously provided to both parties.

C. Live Hearing

The College will provide a live hearing for both parties. This may be conducted with all parties physically present in the same geographic location or, at the recipient's discretion, any or all parties, witnesses, and other participants may appear at the live hearing virtually, with technology enabling participants simultaneously to see and hear each other.

The Title IX Coordinator will provide the Hearing Panel with the Final Investigation Report.

i. Hearing Panel

The Hearing Panel is responsible for making the determination of responsibility for violations of the Policy and, if applicable, sanctions and/or other disciplinary actions. Members of the Hearing Panel cannot be the same person(s) as the Title IX Coordinator or the investigator(s).

ii. Restricted Communications

The Hearing Panel shall not initiate, permit, or consider communications made to any member of the Hearing Panel outside the proceedings concerning a pending or

impending hearing, except as follows: 1) Communications necessary to perform their responsibilities and duties; and/or 2) Communication for scheduling, administrative, or emergency purposes, which does not address substantive matters.

iii. Hearing and Sanctioning and Disciplinary Procedures

A. Pre-Hearing Procedures

The Title IX Coordinator will notify both parties in writing of the date, time, and location of the hearing at least five (5) calendar days prior to the hearing. The Title IX Coordinator will be available to discuss with the Complainant and Respondent the hearing process.

The Complainant and Respondent shall submit to the Chair of the Hearing Panel any information they wish to present at the hearing, the name of their Advisor, a list of questions, if desired, and a list of possible witnesses at least two (2) calendar days prior to the hearing.

Prior to the hearing, a Respondent or Complainant may submit a request to the Hearing Panel to postpone the hearing for good cause no later than three (3) calendar days prior to the scheduled hearing unless an unforeseen circumstance occurs. The written request must include the reason(s) for the request. The Hearing Panel may accept or deny the request after considering the nature of the request and the incident at issue.

B. Hearing Procedures

All hearings will be held in accordance with the following procedures:

- a. Both the Complainant and the Respondent may choose to request that the live hearing occur with the parties located in separate rooms with technology enabling the participants simultaneously see and hear the party or the witness answering questions each as one another.
- b. The Title IX Coordinator and/or Investigator may be called as the first witness(es) and will testify as to the preliminary findings of the investigation, if necessary.
- c. Both the Complainant and the Respondent are entitled to have one Advisor present, who may be an attorney. If a party does not have an Advisor present at the live hearing, the College will provide without fee or charge to that party, an Advisor of the College's choice, who may be, but is not required to be, an attorney, to conduct cross-examination on behalf of that party.
- d. The Chair of the Hearing Panel will provide each party with an opportunity for Cross-Examination:

- Each party’s advisor must be permitted to ask the other party and any witnesses all relevant questions and follow up questions, including those challenging credibility.
 - Cross-examination must be conducted directly, orally, and in real time by the party’s Advisor and never by a party personally, notwithstanding the discretion of the College to otherwise restrict the extent to which Advisors may participate in the proceedings.
 - Only relevant cross-examination and other questions may be asked of a party or witness. Before a Complainant, Respondent, or witness answers a cross-examination or other question, the Chair of the Hearing Panel must first determine whether the question is relevant and explain any decision to exclude a question as not relevant.
- e. Both the Complainant and the Respondent may provide an impact statement.
- f. The College will create an audio or audiovisual recording of the hearing and make it available to the parties, upon request, for inspection and review.

iv. Sanctions and Remedies

If the Hearing Panel finds, based on a preponderance of the evidence, that the Respondent violated the Policy, the Hearing Panel will prepare the written determination. For any sanctions determinations, the Hearing Panel Chair will consult with the following College officials:

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

Disciplinary sanctions for violation of the College’s Policy may include:

- Verbal or written warning;
- Mandatory training, programming, or educational assignments;
- Required psychological assessments;
- Revocation of offer of employment or admission;
- Community service;
- Disciplinary hold on academic and/or financial records;
- Probation;
- Removal from housing or other campus programs/activities/leadership positions;
- Restrictions regarding entering certain buildings or areas of campus;
- Loss of privileges;

- No-contact directive (with respect to individuals) or no-trespass order (with respect to campus locations);
- Performance improvement/management process (employees only);
- Transfer (of employment);
- Demotion or loss of pay increase;
- Loss of oversight, teaching, or supervisory responsibility;
- Suspension from school or employment (with or without pay, in the case of employees);
- Degree revocation;
- Termination of contract (contractors); and/or
- Termination, expulsion, or other separation from the College.

Other corrective action may also be taken, including those remedies set forth in the supportive measures section and any other appropriate targeted or broad-based remedial action.

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

v. Written Determination

Both the Complainant and the Respondent shall be simultaneously provided with a written determination, which will include:

- a. Identification of the allegations, names of the parties, and name of the Investigator;
- b. Description of the procedural steps taken from the receipt of the complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
- c. Applicable policies and procedures;
- d. Information considered during the investigation and hearing (witnesses questioned, documents and other evidence);
- f. Supportive measures requested/provided;

- g. Responses from either the Complainant or Respondent to the investigator's Draft Investigation Report;
- h. Findings of fact to support the determination;
- i. Conclusions, using the preponderance of evidence standard, regarding the application of the College's Policy to the facts;
- j. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the College imposed on the Respondent, and whether remedies designed to restore or preserve equal access to the College's programs and activities will be provided by the College to the Complainant.
- k. The College's appeal procedures and the permissible bases for the Complainant and Respondent to appeal.
- l. The determination regarding responsibility becomes final either on the date that the College provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

vi. Respondent Withdrawal While Complaints Are Pending

Should a Respondent decide to leave the College and not participate in the investigation and other portions of the Procedures set forth herein, the process will nonetheless proceed to a reasonable resolution in the Respondent's absence, if the Respondent is a student. The Respondent will not be permitted to return to the College until any sanctions or disciplinary actions issued have been satisfied. Sanctions of suspension or separation from the College will be permanently recorded on a student's transcript.

vii. Failure to Complete Sanctions

Respondents who fail to complete issued sanctions or disciplinary actions may be disciplined or placed on academic hold and prohibited from registering for classes, acquiring transcripts, and accessing student accounts and/or grade reviews.

D. Appeals

The Respondent and/or the Complainant may appeal at various times throughout this process:

- after an emergency removal (see #6 above); the appeal process is outlined in that section

- after the College’s dismissal of a complaint or allegations therein (see section #9 above); the appeal process is outlined in that section
- after the Hearing Panel’s written determination of responsibility and imposition of sanctions; the appeal process is outlined below

Either party may appeal the outcome or sanctions by the Hearing Panel by submitting a written request for appeal to the Appeal Decision-maker (the Dean of Students when the Respondent is a student; the Dean of the Faculty when the Respondent is a faculty member; the Director of Human Resources when the Respondent is a staff member). The appeal must be sent within five (5) calendar days of the date of receipt of the written notice of the outcome of the hearing. The appeal must be in writing and contain a detailed statement of the basis for the appeal including the specific facts, circumstances, and argument in support of the appeal.

The College will implement the appeal procedures equally for both parties and will use the preponderance of the evidence standard for its determination.

i. Grounds for Appeal. Appeals will be considered on the following four grounds:

- The existence of procedural error(s) that affected the outcome;
- Existence of new evidence which was not reasonably available at the time that the determination of responsibility was made and that could affect the outcome, including the findings and/or sanctions. Information that was known to the Complainant or Respondent during the investigation, but which he or she chose not to present, is not new;
- Conflict of Interest or Bias: The Title IX Coordinator, Investigator(s), or a member of the Hearing Panel had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the outcome of the matter; and/or
- The sanctions imposed are substantially disproportionate to the violation.

Mere disagreement with the decision is not grounds for appeal.

ii. Notice to Non-Appealing Party and Other Relevant Officials. Upon receipt of an appeal, the Appeal Decision-Maker will forward the appeal and its supporting documentation to the non-appealing party. Additionally, the Appeal Decision-maker will forward a copy of the appeal and supporting documentation to the Title IX Coordinator and other appropriate College officials.

iii. Non-Appealing Party Response. The non-appealing party may submit a written response and supporting documentation to Appeal Decision-maker within five (5) calendar days from the date of the party’s receipt of the appeal. In cases where the appeal is based upon procedural error or the existence of additional evidence not available at the time of the investigation, the Title IX Coordinator may submit to the Appeal Decision-maker any relevant clarifying information within the same timeline. In cases where the appeal is based upon disproportionality of the sanctions, the Chair of the Hearing Panel may

submit to the Appeal Decision-maker any clarifying information within the same timeline.

- iv. **Burden of Proof.** In any request for an appeal, the burden to demonstrate procedural error, new evidence, or disproportionate sanction lies with the party requesting the appeal.
- v. **Appeal Decision-maker Options:** After considering all the relevant documentation, the Appeal Decision-maker may:
 - a. Deny the appeal because the reason for appeal does not fall within the stated ground for appeal, *i.e.*, procedural error, new evidence or disproportionate sanctions;
 - b. Uphold the original finding and/or sanction;
 - c. Remand the case to the Hearing Panel for reconsideration of the findings in light of new evidence or procedural error;
 - d. Request appointment of a new investigator to conduct a new investigation where significant procedural error occurred during the course of the original investigation; or
 - e. Refer the case back to the Hearing Panel for reconsideration of the sanction (with or without recommendations).
- vi. **Final Decision.** The Appeal Decision-maker will notify the parties simultaneously in writing of the outcome of the appeal, including the result of the appeal and the rationale for the result. **Appeal decisions are final.**

All appellate time periods set forth in this section can be extended as necessary for good cause by the Appeal Decision-maker with notice to the parties.

10. Records

The College will maintain records relating to allegations of Prohibited Conduct under this Policy for a period of seven years. Records will be retained in accordance with the Illinois Personnel Record Review Act and all other state and federal requirements. Complaints and information gathered in the course of an investigation will be kept private to the extent permitted by law. The records shall include:

- a. Each investigation of *Title IX Sexual Harassment* under this Policy including any determination regarding responsibility and any audio or audiovisual recording of the hearing, any disciplinary sanctions imposed on the Respondent, and any remedies provided to the Complainant;
- b. Any appeal and the result therefrom;
- c. Any Informal Resolution and the result therefrom; and
- d. All materials used to train Title IX Coordinators, Investigators, Hearing Panel Members, others decision-makers, and any person who facilitates an Informal Resolution process.
- e. Records of any actions, including any supportive measures, taken in response to a report or complaint of “*Title IX Sexual Harassment*,” as defined in this Policy. The

College will, in each instance, document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to its education program or activity. If College decides not to provide a Complainant with supportive measures, then the College will document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the College in the future from providing additional explanations or detailing additional measures taken.

11. Non-Disclosure Agreements

The College will not require a party to abide by a nondisclosure agreement, in writing or otherwise, that would prevent the disclosure of information related to the outcome of the proceeding.

Enacted: August 28, 2015

Last Amended: August 14, 2020

Smoking Policy

For purposes of this policy, “smoking” references any kind of cigarette, cigar, pipe, joint, hookah, water pipe, ePen, vaping device, and/or any ignited paraphernalia.

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

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

Solicitation by Off-Campus Individuals or Organizations

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

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

Commercial Sales

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

Charitable, Political, or Religious Solicitation

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

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

External Organizations Recruiting on Campus

Student groups or other entities on campus should notify the Career Advancement Center when working with any employer, external organization or individual who wishes to recruit students for part-time jobs, internships, full-time jobs or other career-related experiences. This includes individuals or organizations invited on campus as guest speakers. All organizations recruiting on

campus are expected to comply with established Recruiting Policies and Procedures and be registered for a Handshake account.

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

The Lake Forest College Career Advancement Center (CAC) facilitates in person and virtual interactions between students/alumni and employers who are recruiting for jobs and internships. The Lake Forest CAC acts only as an intermediary between employers promoting and candidates. **Students/candidates and employers are expected perform appropriate research and due diligence on one-another before entering into an employment agreement.**

Speaker Policy

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

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

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

In May of 1966 the Board of Trustees supplemented its resolution as follows:

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

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

1. The College, out of simple courtesy, wishes to protect its guests from insults and indignities.
2. The College seeks to preserve a forum open to all. Freedom of inquiry in a liberal arts college takes precedence over freedom of public demonstration.
3. Picketing or demonstrating are appropriate tools only where the rational processes of discussion have broken down so that negotiation or dialogue is no longer possible.
4. The College wishes to make it clear that outsiders who are not members of the College community and who seek to intervene or agitate on College property will be treated as trespassers.
5. Further, in order to preserve an orderly atmosphere and avoid possible embarrassment to invited guests, the College will prohibit two speakers representing opposing viewpoints on the same date, unless the events have been appropriately arranged in advance and unless both speakers have full prior knowledge and acceptance of the circumstances of their invitation.
6. The College neither has, nor desires, authority to prohibit its students from participating as individuals in picket lines or peaceful and lawful demonstrations off campus on behalf of causes with which they are in sympathy.

Specific “Campus” Rules of Use

Parking on North Campus with a North Campus permit

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

Parking on Middle Campus with a Middle Campus permit

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

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

Students with “South” Campus permits and All Campus permits may park in any marked, non-reserved South Campus space weekdays between 7a.m. and 4p.m. South Campus and All Campus permit holders must call Public Safety to receive authorization and instruction of where

they can park (without being ticketed) in the event that a space in the designated lot cannot be found.

Parking with an All Campus permit

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

Courtesy Parking Provisions

For the purpose of providing the ability to quickly pick up or drop off a book, copy a paper, or another similar reason weekdays between 7 a.m. and 4 p.m., student parking (with a valid permit) will be permitted in the Reserved – Guest/Visitor Parking spaces adjacent to the Student Center Mailroom/Bookstore entrance, or any other marked, non-reserved space provided the following two conditions are met:

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

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

Mid-Semester Breaks

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

Winter Break Parking

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

Summer Session Parking

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

City of Lake Forest – Beach Parking

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

Speed Limit

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

Sports & Recreation Center Policies

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

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

Specific facility rules are outlined on permanent signage throughout the Sports and Recreation Center. It is the responsibility of all patrons to be aware of and observe all rules and verbal instruction from the Sports and Recreation Center staff. Failure to do so will result in loss of facility privileges. The use of athletic facilities for individual sports lessons and/or personal training of any kind, regardless of compensation, is prohibited.

Student Complaint Policy

Lake Forest College (the “College”) has designed and maintains the Policy described herein to address student academic and non-academic complaints that are not otherwise addressed in the Student Handbook or other written College policies or procedures (e.g, the Sexual Misconduct Policy). The College encourages informal resolution of complaints whenever possible at the lowest unit level, but provides, through this Policy, for a formal review of complaints to provide resolution when informal resolution is not achieved. The College maintains records of all formal complaints pursuant to the Policy along with the resolution status.

Students may bring complaints against the College with regard to any academic or non-academic services provided to students by any representative of the College, but all complaints must claim that a College policy, regulation or established practice has been violated. No complaint will be considered unless it specifically references the underlying policy, regulation or established practice which has been alleged to be violated.

As further defined below, the Policy does not apply to student complaints regarding issues that can be addressed through other complaint procedures established by the College. Excluded

issues, in this respect, include, but are not limited to, those regarding employment by the College, admissions or financial aid decisions, grades, fees including parking violations, academic honesty, housing, sexual harassment or misconduct.

Resolution under this policy shall fall into one of two categories:

- A. Student Academic Complaints are complaints brought by students alleging violations of Lake Forest College's policies or practices regarding the provision of education or other academic services which affect the complainant in his or her role as a student at Lake Forest College. Student academic complaints shall not include grade disputes, academic appeals brought before the Academic Appeals Board or appeals of Academic Honesty Judicial Board decisions. Students should consult the Lake Forest College Student Handbook for procedures related to complaints which are excluded under this policy.
- B. Student Non-Academic Complaints are complaints brought by students alleging violations of policies or practices regarding the provision of non-academic services by the College. Non-academic complaints shall not include admissions or financial aid decisions, campus housing assignments, parking or residence hall fines, student conduct findings including those involving fees or violation charges, or sexual harassment or misconduct. Students should consult the Lake Forest College Student Handbook for procedures related to complaints which are excluded under this policy.

Informal Resolution of Student Complaints

The first stage of the complaint process under this Policy must be an informal meeting with the party or parties involved and an appropriate third party such as a department chair, administrator or faculty member. If the complaint cannot be resolved informally, the student may seek formal resolution.

Formal Resolution of Student Complaints

If resolution is not reached through informal means, the student may bring a formal written complaint to the appropriate Dean. Student Academic Complaints shall be addressed to the Dean of the Faculty while Student Non-Academic Complaints shall be addressed to the Dean of Students.

The student must submit a written explanation of the issue of concern including a full description of the issue, the College policy or policies which the student is alleging have been violated, a description of any efforts which have been made to resolve the concern informally and a statement of requested remedy. Copies of any relevant documents or other materials should be attached.

Upon receipt of a formal complaint, the Dean of the Faculty or Dean of Students (whichever is appropriately addressed by the complaint) shall designate an investigator to review the matter and make recommendations for remedy. The investigator may request a written response from any College employee or representative mentioned in the complaint and any other persons who may be able to help with the resolution of the complaint. The investigator may also conduct interviews or review documents as required.

All investigations should be completed within 30 days of the filing of the written complaint, however the appropriate Dean may extend this time for good cause. In all cases, the complaint will be reviewed and investigated as quickly as possible. The College maintains a strict policy against retaliation toward the complaining student by any College employee or representative including other students. The investigator will file a report of the findings of the investigation to the appropriate Dean along with recommended remedies, if any. The Dean of the Faculty or the Dean of Students will review the recommendations of the investigator and render a final decision regarding the resolution of the complaint. The decisions of the Dean are final and may not be appealed.

Records of Student Complaints

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

- a. The files for Student Academic Complaints will be maintained in the office of the Dean of the Faculty. The files for Student Non-academic Complaints will be maintained in the office of the Dean of Students.
- b. For purposes of tracking complaints, the College will assume that any issues for which no formal complaint has been filed have been resolved informally.
- c. Copies of the formal complaint filed by a student along with any exhibits and attachments shall be maintained in the appropriate Dean's office for a period of two years from the date of the findings of the investigator. After two years, the student complaint and any other material with identifying information will be purged to protect the confidentiality of student information.
- d. The College will maintain summary records of student complaints under this Policy for a period of ten years which will include the following:
 - i. The total number of complaints filed in each year.
 - ii. The general type of complaint.
 - iii. A summary record of the action taken by the College with respect to the complaint.
- e. This summary record will be provided annually to the President of the College for review to determine if any institutional changes are warranted.
- f. This summary will be made available to Higher Learning Commission reviewers during any visit to the College and will be included in the materials supplied to the reviewers as part of the accreditation process.
- g. The College maintains only the records of formal complaints filed by students or former students of the College. Complaints initiated by parents, employees, members of the public or any other individuals or groups are not tracked or subject to the terms of this Policy.

Student Posting Policy

Because the College hopes to avoid cluttering our campus with too many posters and flyers, or with posters and flyers that are unclear or inaccurate, students are asked to adhere to the following guidelines for posting in, on, or around, campus buildings. It is especially important

the students plan ahead as they organize the marketing efforts for their events. This policy is designed to support the mission of Lake Forest College and to ensure equal access of campus posting areas to all students and registered student organizations.

As a private institution, the College reserves the right to place reasonable restrictions on the time, place, and manner of speech on campus. The content of posters, window painting, and chalking will be reviewed by the Gates Center for Leadership and Personal Growth staff for approval, and a case-by-case determination will be made whether the words and images are consistent with the community standards of Lake Forest College. No postings will be approved that advertise alcohol or other drugs, include known hate speech or imagery, depict guns or acts of violence, are pornographic in nature, are known to be libelous, include photographs of body parts, or are deemed to be inconsistent with the community's values.

General Guidelines

- All student & student organization flyers, pamphlets, and posters must be approved and stamped by the Gates Center for Leadership and Personal Growth before they are hung on campus or in the community. The Gates Center for Leadership and Personal Growth is located in the Stuart Commons across from the Gus & Margie Hart Dining Hall.
- Department and office flyers, pamphlets and posters do not need to be stamped by the Gates Center for Leadership and Personal Growth.
- Approved literature may be posted for a maximum of two weeks unless an extension is approved by the Gates Center for Leadership and Personal Growth. This includes flyers announcing general meeting times (e.g., “Chess Club meets every Tuesday evening at 7 p.m.”)
- Only posters and flyers promoting College-approved events will be eligible for posting, with the exception of campaign postings for student elections.
- Posting policies related to Student Government campaigning will be determined each year by the Student Government Election Committee.
- A maximum of thirty flyers may be posted by any organization at one time throughout campus.
- All material must have the name of the sponsoring department/student organization clearly identified.
- All materials advertising social events must list beginning and ending times.
- Within 24 hours of completion of the event, the individual or organization must remove all posters.
- Postings that do not adhere to the posting policy will be taken down and discarded.
- Community members who wish to post something other than flyers can request permission from any member of the professional staff in the Gates Center for Leadership and Personal Growth.
- All flyers and posters must contain information about providing access for people with disabilities.

Mohr Student Center and Stuart Commons

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

Residence Halls

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

Academic Buildings

- Flyers and posters must be confined to bulletin boards and designated posting areas.
- Posting on unapproved walls, windows, and doors is strictly prohibited.
- There may be only one poster or flyer publicizing a given activity on any bulletin board.

Window Painting

- Approved student organizations are allowed to paint designated windows in the Mohr Student Center.
- The Mohr Student Center windows must be reserved through the Gates Center for Leadership and Personal Growth. The windows can be reserved for up to 5 days.
- Window paint and paintbrushes are available from Boomer’s Den in the Mohr Student Center.
- The student organization is responsible for cleaning the windows. If they are not cleaned thoroughly, the student organization will be charged for having the windows professionally cleaned.

Posting by Off-Campus Groups

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

Chalking Guidelines

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

Tailgating

Tailgating is allowed in conjunction with Saturday or Sunday outdoor varsity contests, which must be approved at least one week in advance by the Athletics Department and is restricted to the Halas Hall (Tailgate) Lot (unless otherwise designated by the Director of Public Safety) and is located on South Campus behind the Public Safety Center. Tailgating may begin two (2) hours prior to the start of a game, vacated during the game, and may resume for 90 minutes following the contest. All College policies are in effect, including the prohibition against underage consumption and possession of alcohol. No kegs, common containers, or drinking games are allowed. Tailgaters are expected to clean up individual areas after use; tailgaters who fail to clean up may be prohibited from future tailgating. No oversized vehicles are allowed; passenger vehicles only. Public Safety reserves the right to monitor tailgating activities and remove or restrict individuals who display inappropriate behavior. In addition, Public Safety officers may verify the legal age of any persons consuming alcohol and to take whatever actions are necessary to address violations which may include notifying the Lake Forest Police Department.

Use of College Vehicles

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

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

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

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

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

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

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

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

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

Use of Video/Audio Surveillance Equipment

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

Whistleblower Policy

Purpose and Applicability

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

Statement of Policy

It is the policy of Lake Forest College that a Board member, employee, volunteer, student, vendor, alumnus or applicant shall be free without fear of retaliation to make known allegations of misconduct existing within the College that they reasonably believe constitutes the following:

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

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

Process for Disclosure

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

Subject Matter	Intake Officers
ADA Rules Violation	Provost & Dean of Faculty (Tara Natarajan) Interim Dean of Students (Ed Whipple)
Discrimination	Provost & Dean of Faculty (Tara Natarajan)
Faculty Staff Handbook Violation Hostile Workplace Retaliation Wrongful Termination Waste of Institution Resources	Director of Human Resources (Agnes Stepek) Controller (AJ Rodino)
Harassment	Director of Human Resources (Agnes Stepek) Interim Dean of Students (Ed Whipple)
Sex Discrimination, Sexual Harassment, and Sexual Misconduct	Title IX Coordinator (LaShun McGhee)
Hate Messages	Interim Dean of Students (Ed Whipple) Director of Public Safety (Richard Cohen)
Financial Improprieties Fraudulent Accounting/Bookkeeping Illegal/Unethical Business Practices	Vice President for Finance and Planning (Lori Sundberg) Provost & Dean of Faculty (Tara Natarajan)
NCAA/Athletic Rules Violation	Vice President for Athletics and Career Advancement (Jackie Slaats) Provost & Dean of Faculty (Tara Natarajan)
Safety/Security Issues Environmental Hazards Unsafe Workplace Conditions	Director of Public Safety (Richard Cohen) Director of Facilities Management (Philip Bryan)

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

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

- A. The intake officer shall consider the disclosure and take whatever action they determines to be appropriate under the law and circumstances of the disclosure.
- B. In the case of disclosure of misconduct involving the designated intake officer, the disclosure shall be directed to the alternate designee. The alternate designee shall consider the disclosure and take whatever action they determines to be appropriate under the law and circumstances of the disclosure.
- C. In the case of disclosure involving financial misconduct, the intake officer shall also provide the disclosure to the Chair of Budget & Audit Committee for his or her review and consideration.
- D. In the case of disclosure to **Campus Conduct Hotline (866-943-5787)** that does not involve financial misconduct, the President shall be entitled to receive a summary of the disclosure from the intake officer. At his discretion, the President shall have the authority to resolve the matter in accordance with College policies.
- E. If the disclosure involves the President, the disclosure may be directed to the Chair of the Board of Trustees.
- F. If the disclosure involves a member of the Board of Trustees, the disclosure may be directed to the Chair of the Board of Trustees.

Complaints of Retaliation as a Result of Disclosure

- 1. If a Board member, employee, volunteer, student, vendor, alumnus or applicant believes that they have been retaliated against in the form of an adverse employment or other action for disclosing information regarding misconduct under this policy, the individual may file a written complaint requesting an appropriate remedy.
- 2. For purposes of this policy, an adverse employment action shall be defined as actions including: discharge, demotion, suspension, being threatened or harassed, or in any other manner discriminated against with respect to compensation, terms, conditions or privileges of employment. Other adverse actions include: dismissing, suspending or disciplining a student or changing or lowering a grade or evaluation of a student or negatively affecting the student's academic career; terminating or threatening to terminate a customer or vendor relationship; and unlawfully discriminating against an alumnus or volunteer. This policy does not prohibit an employment action or any other action that would have been taken regardless of disclosure of information.

Process for Adjudication of Complaints Stemming from Disclosure

- A. A Board member, employee, volunteer, student, vendor, alumnus or applicant must file a complaint with the intake officer or their alternate within ninety (90) days from the effective date of the adverse employment action or from the date on which the employee, volunteer, student, vendor, alumnus or applicant should reasonably have had knowledge of the adverse action.
- B. Complaints shall be filed in writing and shall include:
 - 1. Name and address of the complainant;
 - 2. Name and title of individual(s) against whom the complaint is made;
 - 3. The specific type(s) of adverse action(s) taken;
 - 4. The specific date(s) on which the adverse action(s) were taken;
 - 5. A clear and concise statement of the facts that form the basis of the complaint;
 - 6. A clear and concise statement of the complainant's explanation of how his or her previous disclosure of misconduct is related to the adverse employment or other action; and
 - 7. A clear and concise statement of the remedy sought by the complainant.
- C. Within sixty (60) calendar days of receipt of the complaint, the intake officer or their alternate shall consider the written complaint, shall conduct or have conducted an investigation which, in his or her judgment, is consistent with the circumstances of the complaint and disclosure, and shall provide the complainant with a determination regarding the complaint.
- D. The determination shall be in writing and shall include the findings of fact, the conclusions of the investigation, and, if applicable, a specific and timely remedy consistent with the findings. The decision of the intake officer or their alternate shall be final.

RESIDENCE LIFE POLICIES AND PROCEDURES

Mission Statement

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

Learning Outcomes

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

...will learn how to live, interact, and succeed in a community living environment.

...will establish a positive sense of belonging in the campus community.

...will be exposed to and gain awareness of individual differences as they engage in a community setting.

...will achieve a higher level of student success through access to learning resources and engaging in a residential environment that supports academic goals.

Administrative Authority for Housing

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

Eligibility for Housing

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

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

Residency Requirement

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

- Live at home with parent/guardian within 30 road miles of the College;
- Age 23 or older;
- Have dependent children;
- Are married;
- Active members of the armed force; or
- Have completed 24 credits or more (not including AP or IB credits).

Reduction of Academic Course Load

Students who have an academic course load that is part-time (fewer than three courses) are not eligible for on-campus housing. Resident students must seek permission from the Director of Residence Life in order to remain in housing when reducing their course loads to part-time status.

Married Students and Students with Children

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

Housing Contract

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

Room and Board Costs

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

For specific information regarding meal plans, please visit the College's website.

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

Housing Refund

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

Room Entry

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

College staff will try whenever possible to respect students' privacy in their rooms; however, representatives of the College will enter a student's room under the following conditions:

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

Room Searches

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

Dates of Occupancy

Residence Hall Opening

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

Winter Break Closing and Spring Semester Opening

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

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

Early Return/Arrival and Late Departure Fines

Students may not move in before designated hall opening times and must leave prior to hall closing times. If a student attempts to move into a residence hall before the times specified or fails to vacate the residence hall room by the times specified in the Housing Contract, the student will be assessed fines, will be subject to disciplinary action, will not be issued a key, will not be able to drop off belongings in the room, and/or will be required to vacate the premises by College officials. In the event that a student encounters unexpected circumstances precluding them from following the ordinary return/arrival/departure guidelines, the student should contact the Office of Residence Life immediately. In these situations, the student may be assessed a \$100 per day for early arrival or late departure.

Residence Hall Closing

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

damage-free at the end of the semester. Failure to do so will result in fines or restitution for damage and cleaning.

Housing Procedures

Key Pick-Up

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

Lost Key Charges

An individual who loses a room key or fails to return a room key at check-out will be charged \$100.00, and the lock on the door will be changed. When a student loses their room key, the student must report their key as lost to a Residence Life staff member, who will submit a work request to have the lock changed. The student will be billed \$100.00, which will appear on the student's account.

Lock-Outs

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

Room Changes

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

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

If a room change request is made because of a roommate conflict, all other means of resolution (e.g., roommate contracts, mediation, etc.) must be exhausted before a room change will be

granted. Consultation with Residence Life staff (e.g., your Resident Assistant or Residence Director) is expected prior to submitting a room change request. It is the expectation of the Office of Residence Life that students make every effort to live together in a civil and responsible manner. Room changes are not considered a valid method of mitigating conflict.

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

Room Change Instructions

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

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

Vacancies in Residence Hall Rooms

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

1. The current resident(s) living in the room may find someone they would like as a roommate. If they agree, they should inform the Office of Residence Life. The friend should participate in the online, self-service room change process. Students should not move until they are authorized to do so by the Office Residence Life.
2. If the current resident does not have someone with whom they would like to live it is possible that a new roommate may be assigned at any time. Space for a new roommate must be kept available at all times and should include a clear and empty bed, closet space/wardrobe, dresser, desk, and chair. The space will more than likely be filled by Residence Life with a student who requests a room change or is just moving onto campus. Once Residence Life has started the process or assigning someone to a current resident’s room, it is too late for the current occupant(s) to request someone specific. Space for the newly assigned student must be made immediately and the current resident is expected to treat the new roommate with respect. If the room is not available and ready for a new roommate, the current resident(s) of the room may face a fine of up to \$100. If the Residence Life staff have reason to believe that a resident is acting in an

unwelcoming manner in hopes of forcing the roommate to move out so that the resident can maintain the room to themselves, conduct action may be taken.

3. Residence Life also reserves the right to consolidate rooms. Consolidation is defined as residents of two or more partially occupied rooms being required to move in together to create one fully occupied space. Students who are eligible for consolidation will receive written notice from Residence Life during or after the second week of the semester. At that time, students may elect to move voluntarily and select a room from the provided list. Students who do not move voluntarily by the stated deadline will be subject to forced consolidation, in which they will receive a new assignment from Residence Life and be required to move by an established deadline.

Abandoned Property

Occasionally a student vacates their campus housing assignment during the course of the academic year. In these circumstances, students are expected to remove all of their belongings, return the room key, and otherwise follow proper check-out procedures. A student has 48 hours from the date of cancellation and/or departure to make arrangements with the Office of Residence Life to complete the move-out/check-out process. If a student fails to check out properly and/or remove their property from the room within 48 hours indicated, any belongings left behind will be considered abandoned. When possible, abandoned property will be stored or shipped at the student's expense, although it may be disposed of or donated.

Room Selection Process

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

Gender Inclusive Housing

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

Living Learning Communities and Special Interest Housing

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

General Room Selection

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

Housing Wait List

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

Housing Cancellation

Contract Release Request

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

Check-Out Procedures

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

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

Fall Semester Housing

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

If you notify the Office of Residence Life:	The charge is:
After Room Selection and before June 1 st	No charge
On or after June 1 st , before July 1 st	\$500
On or after July 1 st	\$750
On or after first day of Fall classes	\$750 plus prorated room and board charges

Spring Semester Housing

The following charges apply for requesting a release from the housing contract during the spring semester.

These charges only apply to **new** housing applicants for the spring semester.

If you notify the Office of Residence Life:	The charge is:
Before December 1	No charge
On or after December and before first day of Spring classes	\$150
On or after first day of Spring classes	\$150 plus prorated room/board charges

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

Changing of Residency Status from Nonresident (Commuter) to Resident

Commuting students who move to campus at any time after obtaining an “Commuting Student Parking Permit” will become subject to residential student eligibility requirements. Immediately upon moving to campus, the student **must remove the top layer of the self-voiding permit and bring it to the Public Safety Center** at which time **if eligible**, a new residential permit will be issued at no charge. If the student is ineligible to obtain an academic year permit, the Business Office will be notified of the returned permit and authorize a pro-rated credit to their student account be made based on the date the permit is physically returned. **Permits that are not returned will still be considered inactive and subject the vehicle to being ticketed for failing to display a valid permit if parked on campus.**

Off-Campus Programs and Residence Life

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

Removal from Housing—Disciplinary Sanction, Academic Suspension, or Dismissal

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

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

If upon the stated deadline, the room is not vacated:

1. The Residence Life staff member will notify the Director immediately.
2. The Director will notify the Dean of Students immediately.
3. The Director will contact a Public Safety officer to locate the student at their room or on campus.
4. The Public Safety officer will escort the student to the Dean of Students' office.
5. The Director will consult with Facilities Management to have the lock changed at the student's expense.
6. The student will not be permitted to enter the room without being escorted by a Public Safety officer. The Public Safety officer will supervise the student in packing and gathering all belongings, and the student will check out with a Residence Life staff member.
7. The student will be escorted from the residence hall and campus by a Public Safety officer.
8. If deemed necessary by the Dean of Students or the Director of Residence Life, all items in the room that belong to the student will be packed and stored or shipped at the student's expense.

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

Summer Housing

Eligibility for Summer Housing

Summer housing applicants will be assigned to housing on a space-available basis in the following order:

1. Richter Scholars
2. Students registered for Summer Session (May Term, June Term, or July Term) and are returning to Lake Forest College in the fall or completing work for graduation during the summer
3. Students participating in a College-sponsored internship for academic credit.
4. Students working on campus for a minimum of 25 hours per week
5. All other students, who can verify ongoing enrollment at the College, based on space availability.

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

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

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

Payment for Summer Housing

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

Disciplinary Records and Summer Housing

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

Summer Residence Hall Use and Dates of Occupancy

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

Damage Policy and Vandalism

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

“Common area damage” is any damage occasioned by carelessness, accident, or intentional action on the part of the students or their guests in a common area (lounge, hallway, stairwell, community bathroom, etc.). Common area damages will be charged to a designated floor, wing, or entire hall unless those responsible can be identified. After common area damage has been reported to Facilities Management, Residence Life, or the Department of Public Safety, a “Damage Charge Notice” will be distributed via email. All residents will have the option to report information about the responsible party so that the collective community does not get charged. Residents also have the option to appeal the charges, given a stated deadline as posted on the Damage Charge Notice. All charges from common area damage will be posted on students' accounts at the end of the semester.

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

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

Vandalism and Collective Responsibility

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

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

Summary of Charges/Fines

Fires Safety Fines	
Fire Extinguisher Glass	\$100
Failure to evacuate residence hall during alarms	\$150
Fire Extinguisher (Shot Off)	\$100
Missing Fire Extinguisher	\$200
Exit Sign/ Emergency Light	\$300
Refilling Fire Extinguisher	\$150
False Fire Alarm (may also incur fine from the City of Lake Forest)	\$500
Candles/Incense Possession or Use	\$25 per item
Disconnected/Covered Smoke Detector	\$50
Smoking	\$50
Room Change Fines	
Failure to Check In to New Room	\$25
Failure to Check Out of Old Room	\$25
Failure to Return Key	\$100
Unauthorized Room Change	\$50
Additional Fines/Charges	
Early Arrivals (prior to opening) and/or gaining access to hall/room when it is closed	\$50 per hour/per person
Late Departures (after closing)	\$50 per hour/per person
Improper Check-Out (Failure to properly check out)	\$50
Removal of Furniture (lounge)	\$50 per item
Lock-Outs	\$5 per incident
Pet Policy Violation	\$50 per day of violation
Removal of Window Screens	\$50
Failure to Dismantle/Remove Lofts	\$75
Insufficient Cleaning	\$50 and up
Garbage/Trash in Common Areas, Hallways	\$25
Excessive Garbage	\$75 and up
Unauthorized Appliance	\$25 and up

Damage Charges	
Charges within student rooms will be determined by the fines listed or by the actual cost (materials, labor, and overhead) of the replacement or repair of the property damaged, whichever is greater. If determined by Residence Life or Facilities Management that labor costs are greater than posted fees, charges may be higher.	
Bed Frame	\$250
Chair	\$100
Closet Door	\$185
Desk	\$275
Doorknob and Lockset	\$150

Door Refinishing	\$75
Dresser	\$275
Lamp	\$40
Large Furniture	\$500 and up
Light Fixture	\$100
Light Fixture Globe	\$35
Lock Core	\$50
Mattress	\$125
Medicine Cabinet	\$200
Mini-Blinds	\$65
Mirror	\$35
Paint (per wall/per coat)	\$100
Radiator Valve	\$100
Recycling Bin	\$10
Screen	\$50-150
Shower Curtain	\$25
Sink	\$150 + labor
Smoke Detector	\$35
Telephone Jack	\$65
Toilet	\$250 + labor
Towel Rack	\$35
Tub	\$600 + labor
Tub-Refinished	\$500
Wardrobe	\$450
Waste Basket	\$10
Window	\$350 and up
Window Lock	\$50

Liability and Renter's Insurance

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

Residence Hall Policies

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

Animals/Pets

Fish (defined as animals with fins and gills, living under water 24 hours a day) are the only pets permitted in the residence halls. Maximum tank size is 10 gallons. All other pets are strictly prohibited in all resident rooms or other residence hall public areas. Residents found in violation of this policy will be fined \$50 per day of violation. Immediate removal of the pet to an off-campus location is required. Animal Control officials will be contacted if the animal is not removed immediately. Violators will also be subject to disciplinary action.

Residents are restricted from feeding or leaving food outside the buildings for wildlife. This policy has been established to prevent an infestation of fleas and/or the presence of disease-carrying animals that may pose a danger to residents.

Appliances/Power Sources

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

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

Balconies, Hallways, Stairwells, Railings, and Roofs

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

Barbecue Grills

While using outdoor barbecue grills, College policies regarding noise/quiet hours, trash, and alcohol must be followed at all times. A College official may require a barbecue to end if guidelines are not followed.

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

Bicycles/Motorcycles/Skateboards/Self-Propelled Scooters

Bicycles must be parked in assigned bike rack areas outside the residence halls. Bicycles must be registered at the Department of Public Safety.

- Bicycles may not be stored in common areas of the residence halls (e.g., hallways, stairwells) where there are no bike racks.
- Bicycles should be locked to bike racks. Bicycles locked to anything other than the provided bike racks will be removed and turned over to the Department of Public Safety for collection.
- Motorcycles must be parked in approved parking spaces. They may not be parked anywhere else on campus.
- Skateboards, scooters, and/or in-line skates are not to be ridden or worn inside any buildings.
- Self-propelled scooters are banned from campus and may not be stored or used on campus property.

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

Candles/Incense

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

Residents seeking to honor religious observations or cultural holidays should contact Residence Life at reslife@lakeforest.edu.

Cleanliness

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

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

Common Area Responsibility

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

Decorations

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

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

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

Elevators

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

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

Fire Safety

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

Furniture and Lofts

- Furniture may not be stacked, except for a maximum of 2 bunked beds that are secured using bunking materials provided (e.g. bed pins, frame connectors, etc.) by the College.
- The only lofts permitted in the residence halls are those acquired through www.bedloft.com. Residents must dismantle and remove any prohibited loft within 24

hours. Residents are responsible to set-up, dismantle, and return any loft in accordance with the terms of the contract with Bedloft.com. Residents found in violation of this policy and/or any contract signed with BedLoft.com may be assessed fines by Bedloft.com and/or the College and referred to the student conduct process.

- The use of other materials to elevate beds or other furniture is strictly prohibited, with the exception of standard bed risers (usually 5-8 inches in height, made of heavy plastic or rubber).
- Beds that have been bunked or lofted may not be placed adjacent to any window, door, or passageway so that they block or impede access, exit, or view to the room in case of emergency. The top of a lofted or bunked mattress must be at least 30 inches below the ceiling or sprinkler head.
- Beds may not block air flow from vents.
- Waterbeds are prohibited.
- Hot tubs are prohibited.
- College-owned furniture must remain in common areas. Residents found with common area furniture in their College-managed residence may be assessed a fine and/or referred to the student conduct process. Residents must return the furniture within 24 hours and may be responsible for any associated repair or replacement costs.
- Any costs associated with the repair or replacement of college owned common area furniture may be charged to the entire community if responsible person(s) cannot be identified.
- Residents are prohibited from placing furniture in foyers, hallways, or on balconies. Residents may not remove college owned furniture from their College-managed residence and must return the furniture in their College-managed residence to its original arrangement before checking out. The costs associated with missing or damaged furniture at the time of checkout or College-managed residence inspection may be charged to the student responsible for the missing or damaged furniture.

Gambling

Gambling in the residence halls is prohibited.

Hall Sports

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

Keys

A room key is issued to each resident at check-in. Residents should carry their keys at all times and lock their doors.

- Residents must return keys immediately upon checkout or reassignment and sign the appropriate key envelope.
- Residents must report any lost or stolen keys to the Residence Director. In the instance of lost keys, the lock will be re-cored and new keys will be issued to the resident(s) at the

cost of the person responsible for the loss. This re-core fee will be assigned to the student account by Residence Life.

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

Lamps/Lighting

- The use or possession of halogen lamps in the residence halls is prohibited.
- Black or colored light bulbs may not be used in College-provided light fixtures.
- UL-approved holiday lights may be hung in the residence halls, but are to be plugged in only when the residents are present.
- Hallway/balcony lights may only be removed or replaced by Facilities Management personnel.

Littering

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

Locks/Doors

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

Posters/Flyers in Residence Halls

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

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

- Posters, flyers, or banners may not be placed on any exit doors, fire doors, or windows.

Propped Doors

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

Quiet Hours and Courtesy Hours

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

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

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

Quiet Hours are as follows:

Sunday through Thursday nights: 10:00 p.m. to 8:00 a.m. the following morning

Friday and Saturday nights: 2:00 a.m. to 8:00 a.m. the following morning

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

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

Solicitation

Soliciting of funds, commercial advertising, or sales and distribution of commercial items in the residence halls must be approved in advance by the Office of Residence Life. Generally,

soliciting must be sponsored by a College-recognized organization, and individuals engaged in the solicitation must be current students.

Vandalism/Damages

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

Windows and Screens

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

Visitation/Guest/Hosting Policy

Non-Student Guests

All non-student guests must be registered in the Student Housing Portal. First, a new guest must register themselves [through a form](#) on the Portal, and next the student must use the Portal to create a Guest Pass. This information is then reported out to Residence Life and Public Safety staff. Guests with cars can find additional information about guest parking in the Campus Parking Section.

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

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

- Guests are expected to abide by the same College and residence hall policies as the residents. Should a violation occur, the host of the guest will be held accountable, disciplinary action may be taken, the guest may be asked to leave, and a trespass notice may be issued.

Student Guests

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

Cohabitation

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

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

Fire Safety

TO REPORT A FIRE, CALL 911.

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

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

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

Room Decorations

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

Smoke Detectors

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

Prohibited Items

The following are prohibited in residence halls, including lounges:

1. Storage of flammable materials (including charcoal and lighter fluids)
2. Storage of newspapers in large quantities
3. Storage of motor-driven vehicles
4. Storage that impedes access to rooms
5. Live cut trees
6. Storage of/discharging of fireworks
7. Halogen lamps
8. Candles (even for decoration), incense, and potpourri burners
9. Fog or smoke machines

False Alarms or Tampering with Fire Safety Equipment

False alarms or tampering with fire safety equipment violates Illinois law and will be severely dealt with through the student conduct process. Tampering with fire safety equipment (e.g., fire extinguishers, smoke detectors, sprinkler heads, fire evacuation stickers) is prohibited and will result in a minimum \$100 fine and disciplinary action. The mishandling of fire extinguishers and fire alarms is prohibited. The inappropriate discharge of a fire extinguisher will result in a \$100 fine plus refilling costs in addition to disciplinary action. Sounding a false fire alarm is a felony and will be treated as such. Additionally, a \$500 fine will be charged

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

Fire Escapes and Fire Doors

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

Automatic Sprinkler Systems

All residence halls are equipped with automatic sprinkler systems. These systems are effective, secure, and designed to only react to heat. Tampering with the individual sprinkler heads, such as knocking it or hanging something on it, can cause the sprinkler head to discharge water. In the

event that a sprinkler head discharges as a result of tampering, the student may be held responsible for any and all costs associated with damage to personal and College property and any resulting costs associated with the ensuing cleanup.

Residence Hall Community Involvement

Residence Hall Programs and Activities

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

Residence Life Student Leadership Opportunities

Resident Assistants (RAs) work with other students and other residence hall staff members to facilitate and develop a community environment within the residence hall that contributes to the intellectual, social, and cultural growth of residents and meets their educational, social, and safety needs. The RA upholds and presents the philosophy and policies of Lake Forest College. Additionally, the RA acts as a liaison between residents and College administrators. RAs strive to develop an inclusive, creative, and dynamic community that engages students in the pursuit of intellectual and artistic excellence, fosters personal and professional development, and provides opportunities to explore and realize their individual potentials. Applications for RA positions are available at the end of the fall semester and beginning of the spring semester, or as positions become available.

Community Room Reservations

Certain community rooms, kitchens, and lounges may be reserved directly through the Residence Director that oversees that space. These include:

- Lois Durand Hall (1st Floor Lounge)
- Nollen Hall (3rd Floor Community Room)
- Deerpath Hall (Abbott Common Room and T.V. Lounge)
- Blackstone Hall (Basement Lounge)
- Moore Hall Multipurpose Room
- Cleveland–Young International Center (1st Floor Lounge and Kitchen)

All other kitchens, lounges, and common spaces operate on a first-come first-served basis.

Student Organization Lounges

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

Policies Governing Student Organization Lounges

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

COMMUNITY STANDARDS & CONDUCT

Students are required to engage in responsible social conduct as members of the Lake Forest College community. This Student Code applies at all locations on and off campus. Decisions by Hearing Officers or the Conduct Board under this Code are final unless appealed as provided herein. Appellate Board decisions are final and may not be further appealed.

Definitions

1. The term “College” means Lake Forest College.
2. The term “student” includes all persons taking courses at the College, either full-time or part-time, pursuing undergraduate, graduate, or professional studies. Persons who withdraw after allegedly violating the Student Code, who are not officially enrolled for a particular term but who have a continuing relationship with the College, or who have been notified of their acceptance for admission are considered “students”.
3. A “faculty member” means any person hired by the College to conduct classroom or teaching activities or who is otherwise considered by the College to be a member of its faculty.
4. A “College official” includes any person employed by the College, performing assigned administrative or professional responsibilities.
5. A “member of the College community” includes any person who is a student, faculty member, College official or any other person employed by the College.
6. The term “College premises” includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the College (including adjacent streets and sidewalks).
7. A “College organization” means any group of students that has complied with College requirements for recognition as a student organization.
8. A “policy” means the written regulations of the College as found in, but not limited to, the Student Code, the College website and computer use policy, and the Student Handbook.
9. A “Hearing Officer” is a College staff member who may serve as the facilitator of an Administrative Hearing or chair a Conduct or Appellate Board. All staff members in Residence Life, and others in Student Affairs, serve as Hearing Officers. Any staff

member at the College may volunteer and receive specific training to serve as a Hearing Officer.

10. A “Respondent” is any student or student organization that has been charged with an alleged violation of the Code of Conduct or College policy.
11. A “Complainant” is any person who formally reports an alleged violation committed by one or more students or student organization.
12. A “Notice of Alleged Violation” is a formal notification to the Respondent that there is information to support a possible violation of the Code of Conduct.
13. An “Administrative Hearing” is a meeting between a Hearing Officer and a Respondent after an alleged violation(s) has occurred. The purpose of the Administrative Hearing is to provide the Respondent with the opportunity to review any alleged violation(s), allow the Respondent to provide relevant factual information on their behalf, and for the Hearing Officer to make a determination as to whether a Respondent is Responsible or Not Responsible for the alleged violation(s).
14. A “Conduct Board” is a more formalized hearing during which a Respondent is found Responsible or Not Responsible for any alleged violations. A Conduct Board will consist of one student, one staff member, and one faculty member. A Conduct Board will be held for certain violations of the college’s policies at the discretion of the Director of Residence Life or Dean of Students. Each Conduct Board is chaired by a Hearing Officer.
15. An “Appeal” refers to the process offered to parties after the findings of responsibility (and sanctions, if applicable) have been announced. Appeals will be heard by different Hearing Officers, or – in the case of a Conduct Board – a new Appellate Board.
16. An “Appellate Board” is convened to uphold or deny appeals of a Conduct Board decision submitted by a Respondent or Complainant.
17. The term “Preponderance of Evidence” is a standard of evidence used in the Lake Forest College Student Conduct process to determine whether a student is responsible or not responsible for any alleged violations. Using this standard of evidence, it must be more likely than not that the Respondent committed the violation for a finding of responsibility to be reached. This standard of evidence is used for all hearings in this process.

Prohibited Conduct

1. Acts of dishonesty, including but not limited to the following:
 - a. Cheating, plagiarism, or other forms of academic dishonesty.
 - b. Furnishing false information to any College official, faculty member, or office or utilizing information obtained under false pretenses.
 - c. Forgery, alteration, or misuse of any College document, record, or instrument of identification.
2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other College activities, including its public service functions on or off campus, or of other authorized non-College activities when the conduct occurs on College premises.
3. Physical contact, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the health or safety of any person.
4. Attempted or actual theft of and/or damage to property of the College or property of a member of the College community or other personal or public property, on or off campus.

5. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this rule.
6. Failure to comply with directions of College officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
7. Unauthorized possession, duplication or use of keys to any College premises or unauthorized entry to or use of College premises.
8. Violation of any College policy, rule, or regulation published in hard copy or available electronically on the College website.
9. Violation of any federal, state, or local law.
10. Use, possession, manufacturing, or distribution of cannabis, heroin, narcotics, or other controlled substances except as expressly permitted by law.
11. Use, possession, manufacturing, or distribution of alcoholic beverages (except as expressly permitted by College regulations), or public intoxication. Alcoholic beverages may not, in any circumstances, be used by, possessed by or distributed to any person under twenty-one (21) years of age.
12. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on College premises or use of any such item, even if legally possessed and otherwise authorized, in a manner that harms, threatens or causes fear to others or poses a safety threat.
13. Participating in, leading or inciting others to participate in an on-campus or off-campus demonstration, riot or activity that disrupts the operations of the College and/or infringes the rights of members of the College community
14. Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College sponsored or supervised functions.
15. Disorderly, lewd, or indecent conduct; breaches of peace; or aiding, abetting, or procuring another person to breach the peace on College premises or at functions sponsored by the College, participated in by the College, or by members of the College community.
16. Invasion of privacy, which includes any unauthorized use of electronic or other devices to make an audio or video record of any person while on College premises without their prior knowledge, or without their effective consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room, residence hall room or restroom.
17. Theft or abuse of computer facilities and resources, including, but not limited to:
 - a. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
 - b. Unauthorized transfer of a file.
 - c. Use of another individual's identification and/or password.
 - d. Use of computing facilities and resources to interfere with the work of another student, faculty member or College Official.

- e. Use of computing facilities and resources to send obscene, threatening, or harassing messages.
 - f. Use of computing facilities and resources to interfere with normal operation of the College computing system.
 - g. Use of computing facilities and resources in violation of copyright laws.
 - h. Any violation of the College Computer Use policy.
18. Abuse of the Student Conduct System, including but not limited to:
- a. Failure to obey a notice from a Conduct Board or College official to appear for a meeting or hearing as part of the Student Conduct System.
 - b. Falsification, distortion, or misrepresentation of information before a Conduct Board.
 - c. Disruption or interference with the orderly conduct of a Conduct Board proceeding.
 - d. Institution of a Code of Conduct proceeding in bad faith.
 - e. Attempting to discourage an individual's proper participation in, or use of, the student conduct system.
 - f. Attempting to influence the impartiality of a member of a Conduct Board prior to, and/or during the course of a Conduct Board proceeding.
 - g. Harassment (verbal or physical) and/or intimidation of a member of a Conduct Board proceeding.
 - h. Failure to comply with a sanction(s) imposed under this Code of Conduct.
 - i. Influencing or attempting to influence another person to commit an abuse of this Code of Conduct.

Student Conduct Procedures

A. Oversight

The Dean of Students is designated by the College President to be responsible for the administration of this Code of Conduct. The Dean may designate one or more College officials (i.e. the Director of Residence Life and/or Associate Dean of Students) to carry out responsibilities assigned by this Code of Conduct.

B. Violation of Law and the Code of Conduct

Lake Forest College disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and this Student Code of Conduct (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the Dean of Students or the Dean's designee. Determinations made or sanctions imposed under this Code shall not be subject to change because criminal charges arising out of the same facts giving rise to violations of College rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.

C. Reporting Alleged Violations

Any member of the College community may file charges against one or more students or student organization for violations of the Code of Conduct or other College policy. A charge shall be prepared in writing and directed to the Office of Student Affairs. Any

charge should be submitted as soon as possible after the event takes place, preferably with 24 hours of notice of the alleged conduct violation.

D. Assignment of a Hearing Officer or Conduct Board

The College official that administers the conduct process will discern if the charge(s) have merit as a potential violation of the College's policies, or close the case administratively or upon mutual consent of the parties. Next, the College official assigns the charge(s) to a Hearing Officer for an Administrative Hearing or to convene a Conduct Board.

E. Notice of Alleged Violation

The assigned Hearing Officer will provide the Respondent(s) with a Notice of Alleged Violation letter that outlines:

- a. An explanation of procedures;
- b. A description of the alleged violation and summary of the incident;
- c. A list of charge(s) that the Respondent may have violated in the College's policies
- d. The date and time of the Administrative Hearing or Conduct Board Hearing.

F. Administrative Hearing

Any student or student organization charged with a violation of the Code of Conduct will be directed to attend an Administrative Hearing with a Hearing Officer to review the alleged violation(s). The Hearing Officer will review the Respondent's academic schedule and select a date and time for the hearing to be held. The Administrative Hearing will be scheduled no less than three (3) nor more than fifteen (15) calendar days after the Respondent has been presented with a Notice of Alleged Violation. The Hearing Officer will clarify the rights and options available, as well as describe a range of potential sanctions for the alleged violation(s). At the hearing, the Respondent will have an opportunity to share important factual information as it relates to their responsibility for the alleged violation.

- a. The Hearing Officer will:
 - i. Find the Respondent responsible for the alleged violation(s) and assign sanctions to the Respondent, or
 - ii. Find the Respondent not responsible for the alleged violation(s) and close the case.

Administrative Hearings are scheduled based on a student's academic course schedule. They are not able to be rescheduled for work or non-academic obligations. A Hearing Officer may request confirmation of an academic conflict from a faculty or staff member at the College to verify the need to reschedule the Administrative Hearing.

The Respondent must attend the Administrative Hearing. If the Respondent fails to appear for a scheduled Administrative Hearing and the absence is not excused (at the discretion of the Hearing Officer), the Hearing may be rescheduled one time. Any further lack of correspondence, confirmation, or attendance by the Respondent will lead the case be adjudicated in the absence of the Respondent.

G. Conduct Board

Certain violation(s) of the Code of Conduct will be referred directly to a Conduct Board (instead of an Administrative Hearing). A Conduct Board may also be scheduled for a Respondent if a sufficiently neutral Hearing Officer cannot be assigned for an Administrative Hearing. Decisions to refer directly to a Conduct Board are made at the discretion of the Dean of Students' designee that administers the student conduct process. Conduct Board Hearing shall be conducted in accordance with the following guidelines:

- a. Student privacy will be protected to the extent possible and consistent with relevant law.
- b. A Conduct Board will be chaired by a Hearing Officer as defined above and consist of one faculty member, one staff member, and one Lake Forest College student.
- c. Conduct Board decisions of responsible/not responsible are made by the three Conduct Board members by majority vote. A unanimous vote is not required for a Respondent to be found responsible for the alleged violation(s).
- d. The Conduct Board Chair does not make a determination on responsible vs. not responsible in a Conduct Board Hearing.
- e. The Complainant and the Respondent have the right to be assisted by an Advisor of their own choosing, at their own expense. The role of the Advisor is to be supportive in nature; the Advisor's role is not participatory. The Complainant and the Respondent are responsible for presenting their own information, and therefore, Advisors are not permitted to speak or participate directly with the Conduct Board in a hearing. The Complainant and the Respondent should select an Advisor whose schedule allows attendance at the scheduled date and time for the Hearing. A Conduct Board will not be delayed or rescheduled to accommodate the availability of an Advisor.
- f. The Complainant, Respondent, and their Advisors, if any, shall be allowed to attend the entire Hearing except for the Conduct Board's deliberations. Admission of any other person to the Hearing shall be at the discretion of the Conduct Board Chair.
- g. In the event the alleged violation(s) involves multiple respondents referred to the Conduct Board, the Conduct Board Chair may, but is not required to, permit separate hearings for each Respondent.
- h. The Complainant, the Respondent and the Conduct Board may arrange for witnesses to present pertinent information in a hearing. Students are responsible for inviting and coordinating the attendance of their own witnesses. Names of witnesses must be submitted to the Conduct Board Chair at least two (2) school days prior to the hearing. Witnesses will provide information to and answer questions from the Conduct Board. Questions may be suggested by the Respondent and/or Complainant to be answered by witnesses. Questions for witnesses must be directed to the Conduct Board Chair, rather than to the witness directly. This method is used to preserve the educational tone of the hearing and minimize the development of an adversarial environment.
- i. There shall be a single verbatim record, such as an audio recording, of all hearings, except for Conduct Board deliberations, which shall not be recorded. The record shall be the property of Lake Forest College.

- j. If a Respondent, without notice, does not appear at a scheduled hearing, the hearing will proceed. All information available will be considered and a decision will be made by the Conduct Board.
- k. To accommodate any reasonable concerns for the personal safety, well-being, and/or fears of confrontation of the Complainant, Respondent, and/or other witnesses during the hearing, the Conduct Board may provide separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, close circuit television, video conferencing, videotape, audio tape, written statement, or other means, where and as determined by the Dean of Students or the Dean's designee, provided that requests for such special facilities are submitted to the Dean of designee at least two (2) school days before the Hearing.

Each Conduct Board Hearing shall consist of four phases:

1. Scheduling

The Conduct Board Chair will review the Respondent's academic schedule and select a date and time for the hearing to be held. The Conduct Board Hearing will be scheduled no less than three (3) nor more than fifteen (15) calendar days after the Respondent has been presented with a Notice of Alleged Violation. Conduct Board Hearings may be delayed or postponed when required due to typical breaks in the academic calendar or at the discretion of the Conduct Board Chair with notice to the parties involved.

2. Evidence

The initial portion of the Conduct Board Hearing will be dedicated to gathering information to help the Conduct Board members reach a decision in the case. Board members will have a chance to review any relevant reports, case notes, and documents related to the case. The Respondent will provide an opening statement and answer questions from the Conduct Board members. Witnesses, if any, will present information and answer questions during this phase. The Conduct Board Chair retains the right to resolve any questions or disputes related to the relevant or factual nature of information shared during this phase.

- a. The Complainant and the Respondent should submit pertinent records, exhibits, or written statements to the Conduct Board Chair at least two (2) school days prior to the scheduled hearing. Any additional documentation will be accepted during the hearing at the discretion of the Conduct Board Chair.
- b. Witnesses may not submit written statements on their own behalf to be presented before or during the hearing. Witnesses must be present at the hearing in order to share information and respond to questions from the Board members.
- c. A hearing will not employ formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court proceedings, because the College's adjudication process strives to be educational and restorative.

3. Deliberation
Once all evidence has been presented, the Conduct Board Chair and members will close the hearing for deliberations. Board members will consider all information presented and decide if the Respondent is responsible or not responsible for the alleged violation(s) by majority vote.
 - a. The Conduct Board’s determination shall be made using a preponderance of evidence standard, which asks whether it was more likely than not that the violation(s) occurred.
 - b. After a finding has been reached by the Conduct Board, the Conduct Board Chair will determine appropriate sanctions for violation of the code of conduct. The Conduct Board members can make suggestions and provide input on sanctions, but the Conduct Board Chair retains the authority to assign sanctions to the Respondent(s).
4. Outcome
At the conclusion of deliberations, the Conduct Board Chair will share the outcome of the hearing with the Respondent(s), including all findings of responsible or not responsible, any assigned sanctions, and when the Respondent will receive the formal Outcome Letter from the hearing (typically within three (3) school days).

H. Sanctions

Sanctions in the student conduct process reflect the values within the College, its Code of Conduct, and other policies. The sanctions imposed on students are not solely intended to reprimand students for their actions, but also offer a chance for reflection and, whenever possible, to repair harm to the community.

Disciplinary sanctions will become a part of the student’s disciplinary record. Disciplinary sanctions will *not* become a part of the student’s permanent record, with the exception of suspension, expulsion/dismissal, or revocation/withholding of a degree, which are noted on College’s transcript.

Upon graduation or withdrawal from the College, the student’s disciplinary record will be retained for seven years and then expunged, with the exception of the more serious sanctions listed above that are marked on a transcript.

One or more of the following sanctions may be imposed on a Respondent found to have violated the Code of Conduct, in varying degrees reflecting the severity of the violation:

1. Administrative Sanctions:
 - a. Warning – A notice in writing that the student has committed a violation.
 - b. Disciplinary Probation – Disciplinary Probation, which will be communicated through a written Outcome Letter, is for a designated period and includes the probability of more severe disciplinary sanctions if the student is found to violate the Code of Conduct during the probationary period. Disciplinary Probation may disqualify students from participating in off-campus programs, internships, athletics, or other privileges of college life. Academic advisors

will be notified when a student receives probation. Parents of dependent students are also notified when a student receives this sanction.

- c. Removal from Residence Hall – Deferred – A notice that the Respondent will be administratively removed from on-campus housing if the student receives any further violations of the Code of Conduct or residence hall policies.
 - d. Residence Hall Suspension – Removal of the student from the residence halls for a definite period, after which the student is eligible to return. Conditions for readmission may be specified.
 - e. Residence Hall Expulsion – Permanent removal of the student from the residence halls with no opportunity to return.
 - f. Revocation of Admission and/or Degree – Admission to the College and/or a degree awarded from the College may be revoked for fraud, misrepresentation, or other violation of Lake Forest College standards in obtaining admission or the degree.
 - g. Lake Forest College Suspension – Removal of the student from Lake Forest College for a definite period of time, after which the student is eligible to apply for readmission. Conditions for readmission may be specified. Any student readmitted to the College will be placed on disciplinary probation during their first semester of enrollment after completing the suspension.
 - h. Lake Forest College Expulsion – Permanent dismissal of the student from the College.
2. Educational and Restorative Sanctions
- a. Loss of Privileges – Denial of specified privileges (i.e., guests, campus events, access to specific facilities, certain leadership roles or eligibility, etc.) for a designated period.
 - b. Fines – Previously established and published fines may be imposed. Fines are listed in the Student Handbook each year.
 - c. Restitution – Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement to the Complainant
 - d. Reflective Sanctions – Work assignments, essays, service to the College, or other related discretionary assignments as determined by the Hearing Officer.
 - e. Housing Reassignment – If it is deemed necessary for the safety and wellness of students in on-campus housing to be separated, Residence Life will move one or multiple residents to remedy conflict or violations of the Code of Conduct.
 - f. Withholding Degree – The College may withhold awarding a degree otherwise earned until the completion of the process set forth in this Code of Conduct, including the completion of all sanctions imposed, if any.
3. The following sanctions may be imposed specifically upon student groups or student organizations:
- a. Loss of Privileges – Denial of specified privileges (i.e., hosting campus events, student organization funding requests, etc.) for a designated period.
 - b. Deactivation – Loss of all privileges, including College recognition, for a specified period.

I. Notice of Outcome

An outcome letter will be sent to the Respondent with a summary of the findings and assigning sanctions, if applicable.

J. Appeals

A decision reached by the Hearing Officer in an Administrative Hearing, or the decision reached by a Conduct Board, or a sanction(s) imposed by either process, may be appealed within five (5) school days of receipt of an Outcome Letter. In order to request an appeal, a student must submit an Appeal Letter to their Hearing Officer. An Appeal Letter must clearly state the grounds for which an appeal is being submitted. All appeals must meet one or more of the following grounds in order to be considered eligible for review:

- a. New information exists, relevant to the outcome of the case, that was not available at the time of the Administrative Hearing/Conduct Board Hearing.
- b. Procedural errors were present in the Administrative Hearing/Conduct Board Hearing, in such a way that impacted the outcome of the hearing.
- c. Preexisting bias on the part of a Hearing Officer or Conduct Board member had an outcome on the hearing.
- d. The sanction(s) imposed were not appropriate for the severity of the violation which the Respondent was found to have committed.

Once an Appeal Letter is received, the Hearing Officer will forward that to another Hearing Officer for review as an Appeal Officer. In the case of a Conduct Board decision, the new Appeal Officer will convene an Appellate Board. The Appellate Board is composed of three members (a faculty member, staff member, and student) and is chaired by an Appeal Officer, and all parties will be different than those who participated in the Administrative Hearing or Conduct Board Hearing related to the specific case. Review of an appeal shall not consist of a new hearing. Except as required to explain the basis of new evidence, an appeal shall be limited to a review of the record of the Conduct Board Hearing and any supporting documents provided for that hearing. The Appeal Officer or Appellate Board will review whether the Appeal Letter sufficiently meets the criteria to be considered applicable grounds for an appeal.

If the Appeal Officer or Appellate Board believes the Respondent meets grounds for an appeal, the Appeal Officer or Appellate Board will review the record of the Conduct Board to determine the merits of the appeal and whether the appeal should be granted or dismissed. If the Appeal Officer or Appellate Board believes the Respondent does not meet grounds for an appeal, the Board will not review the record of the Conduct Board and the original decision being appealed shall be considered final and binding for all parties involved.

If an appeal is upheld by the Appeal Officer or Appellate Board, the case will be referred to a Hearing Officer or Conduct Board for adjudication on the facts of the case to allow reconsideration of the original determination and/or sanctions. If a Conduct Board has already taken place for the alleged violation, the Board shall consist of a new Conduct Board Chair and members. The Appellate Board will generate an Outcome Letter to the

Respondent(s) when a decision has been reached. In cases in which there is a Complainant, they may receive an Outcome Letter as well.

Summary Actions

In the case where the evidence at hand indicates that a severe violation of the College's policies may have occurred, the Vice President of Student Affairs/Dean of Students can enact certain Summary Actions, pending the resolution of the student conduct process. This summary action may be imposed in order to:

- a. ensure the safety and well-being of members of the College community or preservation of College property;
- b. ensure a student's own physical or emotional safety and well-being;
- c. mitigate against an ongoing threat of disruption of, or interference with, the normal operations of the College

The summary action begins immediately upon notification by the Dean of Students or their designee, and is not subject to appeal.

Interim Suspension

During an Interim Suspension, a student may not participate in classes, continue in their academic program, participate in athletics, nor engage in any other activities or privileges.

Interim Ban from Campus

During an Interim Ban from Campus, a student shall be denied access to all or certain college buildings, facilities, and campus grounds. Accommodations will be made through expressed written permission of the Dean of Students for participation in the student conduct process.

No Contact Orders

No Contact Orders are official directives from the College that prohibit further contact between students who are involved in a serious incident. The goal of a No Contact Order is to preserve safety and well-being, and to encourage privacy for all involved. Persons who have No Contact Orders are not permitted to contact each other in any way through, but not limited to: in person with words or gestures, telephone calls or messages, text messages, mail, email, social media applications, nor are they allowed to have a third party make contact with the other person on their behalf through similar means.

No Contact Orders are mutually-agreed upon, and equally applied to all parties, unless the outcome of a relevant student conduct or Title IX case indicates that a responsible party carries a burden of greater responsibility.

Medical Amnesty Policy

The health, safety, and general well-being of students are of primary concern to Lake Forest College. Students who are aware of a medical emergency are obligated to call for help, even when the emergency may be linked to illegal or prohibited activities such as alcohol or other drug use.

If someone is severely intoxicated or is injured as a result of illegal or prohibited activities, students should seek emergency medical help immediately. Students and those assisting them run no risk of penalty from the College for alcohol and other drug violations, so long as someone has called for help. In those cases, students may be required to take advantage of educational or counseling opportunities, but no record of a conduct violation will be created. Failure to complete the recommended educational or counseling opportunity may result in further disciplinary action. Repeat or serious incidents will prompt a higher degree of concern, response, and sanctioning.

The College's Medical Amnesty Policy offers no protection for civil or criminal charges that authorities may apply in association with the incident(s). Furthermore, the College reserves the right to address other egregious conduct violations that may surface during the response to the incident(s), such as sexual misconduct or fire safety violations.

Code of Conduct

Because they are not in keeping with the educational mission of the College, the following Code of Conduct outlines behaviors that are prohibited at the College. These rules are intended to provide general guidelines for conduct, and the listed violations should not be regarded as all-inclusive. The College will impose appropriate corrective action for other forms of disruptive or inappropriate behavior and the examples we have cited do not replace sound judgment, common courtesy, or generally accepted standards of behavior. In addition, the College will respond to violations of local, state, and federal laws, where applicable. Repeat or multiple violations will result in more severe sanctions.

Each member of the Lake Forest College community enjoys the same basic rights and is expected to respect the rights of others. Those rights include but are not limited to: 1) freedom from personal abuse and threats of violence, 2) access to all College services and opportunities, and 3) a supportive living environment that enables all to participate fully in the life of the College. As members of a diverse academic community dedicated to open and free inquiry, we also emphasize every member of our community's right to 1) express themselves freely, unless harassing or causing a hostile environment, subject only to the conversation that may ensue, 2) organize their personal lives as they choose, and 3) act according to their own vision for success, as long as it does not violate responsibilities to others or the College and its environment. The College responds to alleged violations of our community standards through the student conduct process, which is administered by the Director of Residence Life. What follows is a list of the kinds of conduct that the College considers to be contrary to our standards. Any students believed to have violated these standards will be referred to the Director of Residence Life, who is the Senior Hearing Officer of the College. Students who are thusly referred are expected to cooperate with all inquiries and to take any sanctions seriously. Failure to do so could result in even more severe sanctions.

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

Violations Involving Alcohol

Members of the Lake Forest College community are expected to abide by all laws regarding the possession, distribution, and/or use of alcohol on campus or at College-sponsored events. We expect students to make choices regarding alcohol in a manner that supports our values of responsible citizenship and mutual respect. For the complete campus alcohol policy, please see page 66.

Residence Halls

In rooms or apartments where all residents are under the age of 21:

- Alcohol is not permitted.
- Collections of containers that contain or previously contained alcohol are prohibited.

In rooms or apartments where at least one roommate is 21 or older:

- Alcoholic beverages may only be consumed by residents and their guests who are 21 years of age or older, in the privacy of their room or apartment with the door closed and in an atmosphere which does not foster excessive consumption or create significant noise or other disturbances.
- Collections of containers that contain or previously contained alcohol are prohibited.
- Excessive amounts of alcohol (as determined by college staff) are expressly prohibited. This includes, but is not limited to, kegs of beer.

Additional individual violations involving alcohol include, but are not limited to:

- Possession and/or consumption of alcohol in open container(s) in public areas (such as lounges, balconies, outdoor quad areas, etc).

XVI.

Community

The College acknowledges that some alcohol related behaviors and choices are more hazardous than others and could result in more significant harm to individuals and/or the community. The possibility of greater harm may also require a higher level of assistance from staff, such as Public Safety and Residence Life. As a result, violations of these standards require greater consideration. These violations include but are not limited to:

- **abuse** (when a student drinking, intoxication, and/or other alcohol related behavior requires significant staff intervention, medical attention, and/or transport/admission to the hospital. Abuse can be demonstrated by a one-time incident or a series of events);
- **common container and/or excessive amounts** (when a student possesses, uses, purchases, distributes, and/or consumes alcohol from containers such as but not

- limited to kegs, punch bowls, or garbage cans; and/or when a student possesses an excessive amount of alcohol as determined by College staff. Use of such containers and/or excessive amounts is frequently associated with attempts to consume large amounts of alcohol in a short period of time or to provide alcohol to many people.);
- **providing to/purchasing alcohol for underage persons** (when a student who is 21 years of age or older assists an underage person in possessing alcohol);
 - **drinking games** (when a student participates in a game/activity where drinking alcohol is a component. This can include but not be limited to beer-die, beer-pong, century-club, etc.);
 - **paraphernalia** (when a student possesses, or uses items demonstrated to enhance and/or speed the consumption of alcohol or designed to provide alcohol to many people. This includes but is not limited to beer bong, kegerators, drinking game paraphernalia);
 - **public intoxication** (when a student is found to be under the influence of alcohol or any other substance in a public area. This may be further demonstrated by intoxication and/or impairment that can lead to the injury of the student and/or a bystander); and/or

Violations Involving Drugs

Members of the Lake Forest College community are expected to abide by all laws regarding the possession, distribution, and/or use of drugs. This includes illegal drugs and the improper/unauthorized use of prescription medication. For more information about the campus' Drug Free Policy, please see page 69.

Individual

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

- **use/possession** (when a student possesses and/or uses illegal drugs, drugs that are not legally prescribed to him or her, and/or uses prescription drugs in excess or in a manner otherwise inconsistent with the prescription) and/or
- **paraphernalia** (when a student possesses items that have been used to store and/or consume illegal drugs such as pipes, bong, one-hitters, grinders, baggies with residue etc.).

Community

As indicated above, drugs are often hazardous and could result in significant harm to individuals. In circumstances where information may indicate an effort(s) to provide drugs to the community, such a possibility requires a distinct level of attention from staff, such as Public Safety and Residence Life or even off-campus resources such as the Lake Forest Police Department. As a

result, violations of these standards require greater consideration. These violations include but are not limited to:

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

Violations against Property

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

Unauthorized entry or use of property/services

Students are prohibited from entering any residence hall room, college office, or college-owned space without authorization. Students are also prohibited from attempting to and/or successfully possessing property that does not belong to them. Malicious or purposeful acts of destruction may receive special consideration for their harm to the community. Furthermore, student behavior under this description can include but not be limited to entering the Dining Hall without paying, entering a public restroom that is restricted for use by the opposite sex or specific residents, allowing another student to use one's own ID, using another student's computer without permission, unauthorized possession of a master key, failing to pay for services rendered, and/or otherwise using property or services without permission or in a manner not intended.

Damage to Property

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

Violations against Persons

The College strives to provide a campus community that is safe for all students, faculty, staff, and guests. Every effort should be made to assure that your behavior does not place you or

anyone else in jeopardy, or cause others to feel that their safety is threatened. By establishing the following community standards, the College seeks to create a campus environment that is as safe as possible. The College will determine the severity of violations against persons. Examples include but are not limited to:

Verbal or other non-physical acts

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

Students are expected to treat each other with respect, even in circumstances where there may be significant differences of opinion or values. As such, students are prohibited from any conduct that is indicated as unwelcome, causes disruption, and/or otherwise deprives someone of equal access to the educational benefits, opportunities, and/or services of the College. Such behavior can be demonstrated by but not limited to acts occurring face-to-face, via computer systems (e.g., email, social media), and/or via cell/telephone (e.g., voicemails, text messages). Whenever students feel they are being abused, they are encouraged to (1) communicate clearly to the person(s) that they want the behavior to stop and/or (2) contact staff to get support and/or file a complaint.

Physical acts

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

Hazing

Due to its special relevance to college students, hazing is differentiated from other descriptions of violations against persons. A student is responsible for Hazing when they take any action and/or creates a situation on or off College premises which may produce mental or physical harm, discomfort, harassment, embarrassment, ridicule, or abuse as part of any activity and/or event related to membership and/or participation in an organization. Organizations are defined as including but not limited to any recognized campus group such as an athletic team, Greek letter organization, service group, and/or special interest group. Making the activity "voluntary" does not override the possibility that it may constitute hazing. Furthermore, hazing will still exist even if the participant(s) "consent" to the activity. The drive and pressure to be considered part of the team or group can encourage students to place themselves at risk despite hesitation they may have about their personal safety. Such activities and situations that may constitute hazing include, but are not limited to, paddling in any form, causing excessive fatigue, administering physical or psychological shocks, engaging in humiliating games and activities, forced servitude (such as doing someone else's laundry, carrying their books, cleaning their room), engaging in late work sessions that interfere with academic goals, coerced

drinking/eating, and/or any other activities that are not consistent with the mission of the College (please refer to the [College Policies and Procedures](#) section of this document for additional information).

Sexual Misconduct

Allegations of sexual misconduct are processed through the College's policies found elsewhere in this Student Handbook.

Violations of Integrity & Community Responsibility

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

Dishonesty

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

Disruption & Noise

- Any behavior that infringes on the rights of others to access College facilities/services and/or disrupts the legitimate activities of the College.
- When a student disrupts the College community with excessive noise.

Complicity

Students who are present during and/or associated with a violation of community standards are expected to act in response to such matters. Their behavior should be such that it does not constitute permission or condone the violation. Students who find themselves in such circumstances should remove themselves from the situation, confront the behavior and attempt to end the violation(s), or follow-up with the other student(s) at a more appropriate time, and/or contact appropriate staff to respond.

Students are not expected to intervene in any situation that may be unsafe for them to get involved. In situations where concerns about health and/or safety seem apparent, please contact Public Safety or other College staff to intervene. Students are reminded that they can request to remain anonymous if calling Public Safety to report a concern and there is an anonymous reporting form they can complete through Public Safety as well, should they not wish to be identified. Students should also inform themselves about the College's Emergency Amnesty policy found in the *Student Handbook*, which encourages students to come forward to report and get assistance for situations where health and safety are at risk.

Improper Hosting/Guests

Students are responsible for the actions and behavior of their guests. Guests can include Lake Forest College students who are present in a student room as well as non-student visitors. Students are required to register all guests and their vehicles as soon as they arrive on campus using an online form on my.lakeforest.edu student tab. Students are also expected to remain with their guests at all times while the guest is on campus. Students may be held responsible when a student's guest(s) violates community standards, and/or when a student hosts an event at which guests violate community standards. Students may also be responsible for parking tickets issued to a guest's vehicle.

Cooperation with Community Standards

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

- Failure to carry and/or present ID. All students are expected to carry their student ID at all times and present it upon request from any College Official. Guests must also be able to present some form of identification when requested. Guest ID cards are available at the Department of Public Safety or from an RA.
- Failure to comply with a reasonable request of a College official acting in performance of her or his duties. This can include failing to vacate the area during an emergency, disregarding a direction to quiet down, not completing sanction(s) for a violation of community standards, fleeing after receiving a verbal and/or physical order to stop or remain in a certain location.
- Providing false and/or misleading information, including false identification.

Violations Involving Weapons or Hazardous Materials

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

As any object has the potential to become a weapon, the College reserves the right to define a "weapon" based on its potential for damage or threat. Replicas and facsimiles of weapons are similarly prohibited. Any weapons found in violation of this policy may be immediately confiscated. In addition, any claims that an individual possesses a weapon or explosive will be responded to as an actual threat, whether or not evidence of said weapon or explosive exists. This

prohibition applies to all students, faculty, staff, independent contractors, and visitors. Violators of any part of this policy will be subject to disciplinary action that may include immediate removal from the campus or sanctions including dismissal from the College. When warranted, violations will be referred to local law enforcement officials.

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

Violations of Rules, Policies, or Procedures

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

Violations of State, Federal, and/or Local Laws

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

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

Violations that Adversely Affect the College's Community Interest

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

End of Term, Summer, and Recess Periods

Alleged violations of College policies that occur when classes are not in session or when not enough time remains in the semester to follow the prescribed timeline for adjudication will be deferred to the following academic term unless there are extenuating circumstances or such circumstances exist that require the case to be heard immediately, such as a student's pending graduation or plan to study abroad. In those cases, a modified timeline may be used to adjudicate the alleged violations of policy.

Community standards apply during recess periods and/or while classes are not in session. Students are expected to uphold community standards while they are enrolled at the College, including between academic sessions.

Student Organizations and Conduct

A student organization may be disciplined for a violation of community standards by an individual, whether or not the individual is a member of the organization, if the organization, or a substantial segment of it, authorizes, directs, or encourages the violation, or with reckless indifference does not make reasonable use of the organization's own influence and authority to prevent it.

Student organizations that violate community standards are bound to the same conduct procedures as individual students. Sanctions applied to a student organization may include but are not limited to loss of privileges, loss of funding, probation, suspension, and dismissal (revocation of recognition). The Gates Center for Leadership and Personal Growth reserves the right to remove executive officers who are not acting in the best interests of the organization.

CAMPUS INVOLVEMENT

Student Government

The first Lake Forest College student body self-governing organization was the Student Council, which was established in 1917. Between 1917 and 1969 the student self-governing organization took various forms, from the Student Association and Student Congress of the 1930s to the Community Government Association (CGA) of the 1960s. The current Student Government, established in 1972 and revised in 2008, is composed of the Student Senate and its subcommittees and the Executive Board consisting of: the President, Vice President, Treasurer, Secretary, and Programming Board President. Student members of other College governance committees also play an active role in Student Government. In addition, campus organizations are supported by Student Government.

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

Elections and Appointments

Student Government Executive Board officers are elected at the end of the spring semester to serve an academic year term. Student Government Senators are elected at the start of the fall semester to serve an academic year term. Only full-time Lake Forest College students who have completed two semesters at Lake Forest College are eligible to run for Executive Board positions, any full-time Lake Forest College student is eligible to run for a Senator positions. All candidates for Student Government positions must have a cumulative 2.5 GPA the semester prior to their election. Additionally, any student wishing to be on the ballot for elections to campus governance committees must meet this GPA requirement. Election policies and procedures are outlined in the Student Government Constitution and Bylaws which are available at the Student 2023-2024 Lake Forest College Student Handbook

Government page at www.lakeforest.edu/myinvolvement or from the Secretary of Student Government.

Meetings and Minutes

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

Activity Fee Funding and Guidelines

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

Priorities

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

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

Policies and Procedures

- A. The budget of the Student Government shall be set semi-annually by the Student Government Executive Board in the Spring and Fall semester of each year.
- B. All accounts of Student Government will be maintained within the College's accounting system and will be subject to semiannual review by the College's Business Office. Student organizations are not authorized to open bank accounts with the name —Lake Forest College in the account title.

- C. All programs, events, publications, etc., supported by the Activity Fee shall be open equally to all members of the College community.
- D. All expenditures must be in compliance with civil law and College rules.
- E. Neither Student Government nor organizations granted economic autonomy may engage in deficit spending.
- F. No Activity Fee funds may be used to purchase alcoholic beverages.
- G. Additional funding requirements and restrictions are outlined in the Student Government Bylaws, available on the Student Government page at www.lakeforest.edu/myinvolvement or from the Student Government Secretary.

Student Organizations

There are more than seventy student organizations at Lake Forest College that students can join. From cultural and identity-based organizations to performing arts and media, academically focused, political or service related to special interest groups and hobby related clubs, there is an organization for everyone. Information about student organizations can be found by attending the Forester Fair each semester or by visiting My.involvement at lakeforest.campuslabs.com/engage. Additional information can also be found at the Gates Center for Leadership and Personal Growth.

If you're interested in starting a new student organization, contact the Gates Center for Leadership and Personal Growth. The process is fairly simple, and you can become officially registered and have access to club funding within one semester.

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

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

All student organizations, including fraternities and sororities, are required to have a faculty/staff advisor. Faculty/staff advisors will have access to a resource page on My.involvement.

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

Fraternities and Sororities

In addition to the policies and procedures for all student organizations, the following policies and procedures apply to fraternities and sororities.

All Fraternities and Sororities must complete two on-campus (with 75% of membership participating) and two off-campus (with 50% of membership participating) service activities each semester.

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

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

New Member Recruitment

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

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

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

New Member Education

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

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

Fraternities and Sororities are expected to work within the procedural frameworks of both Lake Forest College and their inter/national organization. In the event of a discrepancy in policy or procedure, groups are expected to adhere to Lake Forest College policy unless the procedural frameworks of their inter/national organization policy is more stringent in which case

organizations must consult with the Gates Center for Leadership and Personal Growth to determine how to proceed.

Expansion/Extension Process

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

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

All Fraternities and Sororities seeking recognition at Lake Forest College must:

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

Additional information regarding extension/expansion of Fraternities and Sororities can be found in the complete Lake Forest College Fraternity and Sorority Expansion/Extension Guidelines, available from the Gates Center for Leadership and Personal Growth.

GOVERNANCE

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

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

Article I: College Policies and Personnel

A. College Council

1. Purpose

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

2. Duties

- a. Participates in the development of the College’s annual operating and capital budgets, advising the President on budget priorities and later reviewing and recommending adjustments to a preliminary budget devised and presented to the Council by the administration.

The Council shall schedule a special meeting for mid-June to advise the President on the size of the faculty, should the President envision the necessity of decreasing the size of the faculty during the following two years. The quorum for this meeting is at least three faculty members (one from each division) and at least three other voting members. If absences are anticipated, the Faculty Personnel Policies Committee will appoint faculty replacements from the same division to meet quorum requirements; the President of Student Government will appoint a student representative; and the most recent former staff member(s) available will be designated as replacements.

- b. Serves as the organ of governance that promotes and monitors ongoing planning at the College. At the beginning of each academic year, the Council considers a proposal from the administration on institutional priorities for the year, based on the then-existing strategic plan, and recommends in writing adjustments to that proposal. After considering these recommendations and presenting a follow-up proposal to the Board of Trustees, the President disseminates to the campus community a statement on institutional planning priorities for the year.

When the timetable for the existing strategic plan is expiring, or earlier if deemed necessary, the Council will initiate the development of a new plan, recommending to the President the appointment of a task force charged for that purpose.

- c. Considers specific problems and concerns brought to the Council, or to any of its members, by a student or faculty or staff member of the College. The Council then places a specific item on its agenda for deliberation if four voting members so request, except that those matters explicitly under the purview of other organs of College Governance should be referred to those bodies for consideration by them. The Council may ask to be kept informed about the result of deliberations on issues so referred.
- d. Supervises and promotes the effective operation of all organs of College Governance, acting as a court of appeals in cases in which a substantial number of students, faculty, or staff contend that an organ of College Governance (including Student Government) has exceeded, violated, or not fulfilled its role.
- e. Acts on amendments to the Governance Constitution (Article VII, Part B) and forwards them to the President.

3. Composition

- a. Three faculty members: one from each of the academic divisions, nominated and elected by the faculty in rotation to serve staggered three-year terms; at least one of these members must be untenured and at least one tenured.
- b. Three students: the President of Student Government and two other students, elected by the student body to serve one-year terms.
- c. Three staff members: including at least one non-exempt employee and at least one exempt employee, all elected by the full-time staff of the College in rotation for staggered three-year terms. (Individuals who have faculty status but not faculty rank are considered “staff” for purposes of this balloting and elected service. Staff who report directly to the President are not eligible for election.)

- d. The President, who chairs the Council.
- e. Guests: through the President, the Council may invite guests to attend its meetings, to assist with the performance of the Council duties; for example, the budget, strategic planning, and other matters deemed appropriate.

4. Procedures

- a. The Council will not ordinarily meet without the President. In case of emergency, it can be called into session and will be chaired by the officer of the College designated to act for the President in his or her absence or incapacity.
- b. The President votes only in order to break a tie.

B. Faculty Personnel Policies Committee

1. Duties

- b. Advises the President in establishing policies for appointing, promoting, granting tenure, and formulating policies on fringe benefits, research grants, sabbaticals, and other faculty personnel issues.
- c. Advises the President on specific cases of promotion and tenure, through its Promotion and Tenure Subcommittee.
- d. Advises the President on faculty appointments.
- e. Meets with the two student representatives to the Academic Resources and Review and Curricular Policies committees at least twice a year and considers with them the general policy guidelines established for appointments, promotion, and tenure.
- f. Serves as an advisory committee to the President regarding candidates for faculty committees. The Committee shall, whenever possible, maintain effective continuity in committee appointments.
- g. Appoints faculty members to the College Life Committee.
- h. Recommends faculty members for election to trustee committees. In making these recommendations, the Faculty Personnel Policies Committee should choose representatives whose role in College Governance committees enables them to represent a link between on-campus governance and the appropriate committees of the Board of Trustees.
- i. Consults with the Dean on the appointment or reappointment of department chairpersons. Each such position shall be reviewed by the Committee at least every three years.
- j. Advises the President on specific applications for leaves.
- k. Recommends faculty members for appointment to the Conduct Board.

2. Composition

- a. The Dean of the Faculty, who is also a member of the Promotion and Tenure Subcommittee.
- b. Six faculty members to be elected as follows:
 - i. Promotion and Tenure Subcommittee: three full professors (one to be elected each year), nominated and elected by the faculty at large to serve staggered three-year terms. If the three-year term is fulfilled, the member will not be eligible for reelection to the Promotion and Tenure Subcommittee for three years. For service of less than three years, the member will be ineligible for

reelection for a period equal to the time served. In no case shall two members of the same department serve on the Promotion and Tenure Subcommittee.

- ii. The Faculty Personnel Policies Committee will also have three other full-time faculty members, nominated by the faculty at large to serve staggered three-year terms. Two must be tenured and one untenured.
- c. All eligible members of the standing Governance committees shall be eligible for election to serve on the Promotion and Tenure Subcommittee (and thus on the Faculty Personnel Policies Committee). If elected, the person must resign from his or her former committee.
- d. Members of the Promotion and Tenure Subcommittee shall not participate in deliberations concerning promotion or tenure of faculty from their departments. The most recent available former Promotion and Tenure Subcommittee member should participate instead.
- e. The Committee shall elect its own chairperson, who must be a tenured professor not also serving on the Promotion and Tenure Subcommittee.

C. Enrollment Committee

1. Duties

- a. Reviews at the beginning of every semester the data on enrollment, including admissions of new students and retention of previously admitted students, and financial aid awarded to students.
- b. Solicits and evaluates ideas and concerns from the campus community regarding the recruitment and retention of an appropriate student body, including proposals from administrative offices for significant policy changes.
- c. Selects a set of ideas and concerns for study and for possible action during the current semester.
- d. Makes specific recommendations for action regarding those ideas and concerns to the appropriate administrative officers and governance committees and makes a report to the President and College Council by the last day of classes each semester.

2. Composition

- a. Three faculty members recommended by the Faculty Personnel Policies Committee, serving three years each on a staggered basis.
- b. Two students, recommended by the Executive Board of Student Government.
- c. The Dean of Students, the Director of Admissions, the Director of Institutional Research, and the Director of Financial Aid or their designees.

3. Procedures

- a. The committee will be chaired by the faculty member with the most continuous committee seniority.
- b. Preliminary data on admissions, retention, and financial aid results for the current semester will be given to the chair of the committee by the Admissions Office, Registrar's Office, Financial Aid Office, and the Dean of Students within two weeks of the beginning of the semester. Complete detailed reports must be presented within one month of the start of the semester. It is expected that proposals from administrative

offices for significant policy changes will normally be brought to the committee's attention the semester prior to their planned implementation.

- a. The President shall respond annually to a report from the committee.

D. College Life Committee

1. Purpose

Provides a forum for the College's constituencies to consider issues related to College life and makes recommendations to the Dean of Students.

2. Duties

- a. Considers and recommends policies and programs concerning health, food, housing, counseling services, career planning, campus activities, athletics, social and recreational activities (including those that involve the use of alcohol), and athletic and recreational facilities.
- b. Mediates and suggests courses of action when problems arise with the *Stentor* and, when necessary, makes recommendations to the President of the College before a controversy can harmfully affect the College community or the ongoing success of the publication.

3. Composition

- a. Four students: for one-year terms, three to be elected by the student body as a whole, and one to be appointed at large by the Executive Board of Student Government.
 - a. The Vice President of Student Government, who will serve as chair and vote only in a tie.
 - b. The Dean of Students, who will not vote.
 - c. The Director of the Gates Center for Leadership and Personal Growth.
- d. One faculty member: to be appointed by the Faculty Personnel Policies Committee from among academic departments for a two-year term.
- e. Two members of the staff, appointed by the President, for staggered two-year terms. At least one of these members must be from the full-time coaching staff. (Individuals who have faculty status but not faculty rank are considered "staff" for purposes of these appointments.)

4. Procedures

All recommendations of the committee are sent to the Dean of Students, who may act on those recommendations within his or her authority and pass on any other recommendations to the President or other appropriate administrative officer or committee.

E. Campus Sustainability Committee

1. Duties

- a. Considers and recommends policies and procedures on issues relating to the College's efforts to be an ecologically sound campus.
- a. Develops and implements educational programs and workshops for the College community, promoting awareness of the national and local issues affecting the status of the environment.
- b. Assists in identifying and correcting actions or policies that have an adverse effect on the environment.

- c. Monitors and audits the College's recycling efforts, making recommendations for improvement where necessary.

2. Composition

- a. The chair of Environmental Studies and three faculty (one representative appointed from each division) on the recommendation of the Faculty Personnel Committee.
- b. A representative from the Office of Student Affairs.
- c. Four students (two to be elected by the student body at large, one appointed by the Executive Board, and the president of LEAP).
- d. The Director of Facilities Management.

F. LIT Advisory Committee

1. Duties

Advises the Director of the Office of Library and Information Technology on issues concerning library and information technology services, policies, and procedures.\

2. Composition

- a. Three faculty members, one from each division, recommended by the Faculty Personnel Policies Committee
- b. Two students, appointed by the Executive Board of Student Government
- c. Two staff, appointed by the President with input from the President's staff
- d. The Director of Library and Information Technology
- e. The Dean of the Faculty, or his or her delegate (ex officio, nonvoting member)

Article II: Academic Life

Academic Advisory Committees to Departments and Interdisciplinary Programs

1. Duties include advising departments and major committees on:

- a. curriculum
- b. appointments
- c. department policies, procedures, and activities
- d. academic honesty

2. Composition

Three majors, elected at a meeting of all majors, who then select their own chairperson. It is the responsibility of the Dean of the Faculty to maintain in the Dean's Office an accurate list of the members of the committees. In the case of departments or programs not offering a major (for example, religion), three students shall be elected at a meeting of all students taking courses in these departments or participating in these programs.

3. Procedures

- a. Departments and interdisciplinary committees must meet with their Advisory Committees before making any recommendation to the Faculty Personnel Policies Committee regarding appointments and before submitting any plans for change in the curriculum to the Curricular Policies Committee.

- b. A meeting of the department or interdisciplinary committee with its Advisory Committee shall take place at least twice a year.
- c. The student chairperson or department may call a meeting.

B. Academic Resources and Review Committee

1. Purpose
Provides a forum for considering the allocation of academic personnel resources and assessing the performance of academic units. Makes recommendations to the President, the deans, the faculty, and committees as relevant.
2. Duties
 - a. Annually considers the distribution of faculty personnel resources among departments and programs within the College based on relevant data and written requests from departments and programs and consultation with the Dean of the Faculty. Makes a recommendation to the President.
 - b. In conjunction with the Dean of the Faculty, conducts scheduled curricular reviews of academic departments, academic programs, and academic units (e.g., Center for Chicago Programs, First-Year Studies, Learning and Teaching Center, Library and Information Technology, Internship Programs, and Writing Programs). Academic unit reviews are informed, in part, by a call for campus-wide feedback about the corresponding unit directors. Makes recommendations to the Curricular Policies Committee about curricular changes in academic departments and interdisciplinary programs.
3. Composition
 - a. Four full-time faculty members: one from each of the academic divisions and one at large, nominated and elected by the faculty in rotation to serve staggered three-year terms; at least two of these faculty members must be tenured, and no two of them may be from the same academic department.
 - a. Two students: for one-year terms, one elected by and from members of departmental Academic Advisory Committees and one appointed from the Student Senate by its Executive Board. Each student must have a minimum cumulative GPA of a 2.0 at the time of the election.
 - b. The Dean of the Faculty.
 - c. The Committee shall elect its own chairperson. The chairperson shall be a tenured faculty member.
4. Special Procedures
Should the President recommend a reduction in faculty size that would take effect during the following two years, the Committee shall schedule a special committee meeting so that the President can meet with the AARC. This special meeting should occur after the relevant meeting of the College Council, and, if necessary, may be held after the end of the Spring semester. The quorum for this meeting is at least three faculty members (one from each division) and at least one student. If absences are anticipated, the Faculty Personnel Policies Committee will appoint faculty replacements from the same division to meet the quorum requirements, and the President of Student Government will appoint a student representative.

C. Curricular Policies Committee

1. Purpose
Discuss and formulate curricular policies and procedures and exercise oversight of curricular changes.
2. Duties
 - a. Oversees the general education requirements of the College, including their implementation and proposed changes in requirements.
 - a. Reviews recommendations for curricular changes in academic departments and interdisciplinary programs.
 - b. Reviews proposals for new courses.
 - c. Oversees the academic calendar.
 - d. Oversees academic advising.
 - e. Oversees the First-Year Studies Program and the Richter Scholars Program.
 - f. Establishes new policies for the Academic Appeals Board as required and clarifies the intent of academic policies and rules at the request of the Board.
 - g. Establishes methods for regular student evaluation of courses.
3. Composition
 - a. Three full-time faculty members: one from each of the academic divisions, nominated and elected by the faculty in rotation to serve staggered three-year terms. At least two faculty members must be tenured.
 - b. Two students: for one-year terms, one appointed from the Executive Board by its Student Senate, one elected by and from the members of departmental Academic Advisory Committees. Each student must have a cumulative GPA of 2.0 at the time of election.
 - c. The Dean of the Faculty.
 - d. The Dean of Students.
 - e. The Committee shall elect its own chairperson, who must be a tenured faculty member.
4. Procedures
 - a. The Committee's decisions about curricular policies will ordinarily take the form of recommendations to the faculty, to be considered at a faculty meeting. Decisions about minor procedural changes, guidelines for the General Education Curriculum, and specific course offerings will not be submitted to the faculty. In those matters in which the Committee has delegated to the Dean of the Faculty the exercise of discretionary authority in interpreting academic policy, they will inform the Committee of such exercise.
 - b. The Committee establishes guidelines for courses that fulfill the general education requirements, annually reviews and approves such courses for the next academic year, and monitors the functioning of the General Education Curriculum.
 - c. Recommendations for curricular changes by departments or interdisciplinary programs must be submitted to the Curricular Policies Committee for evaluation. Automatic approval will be granted unless two-thirds of the membership of the Committee determines that the proposed changes have important consequences for the College's academic program, in which case the matter is placed on the Committee's agenda for

discussion and action. Curricular changes to which the Committee has given automatic approval will not be submitted to the faculty.

- d. Minor calendar changes are proposed by the administration, discussed with College Council, and reviewed and approved by the Curricular Policies Committee. Major changes are also submitted by the Curricular Policies Committee for consideration at a faculty meeting.

D. Academic Appeals Board

1. Duties

- a. Rules on cases in which students appeal the Dean of the Faculty's interpretation of faculty rules or in cases in which faculty rules are unclear.
- b. Considers and acts on cases and appeals of academic suspension and dismissal.
- c. In extraordinary cases the Academic Appeals Board can grant exceptions to faculty rules, but only by unanimous vote of all three members. The Board must report a summary of its actions to the faculty once each term. This summary should include the rationale behind the Board's decisions in each specific case. These decisions may be appealed to the faculty at the initiative of the student.
- d. Reports in detail to the Curricular Policies Committee at least once per term.
- f. It is not the responsibility of the Academic Appeals Board to reconsider the judgments of either the Academic Honesty Judicial Board or the departmental review committees constituted to hear grade appeals.

2. Composition

- a. Three faculty members, appointed by the President on the recommendation of the Faculty Personnel Policies Committee. The Faculty Personnel Policies Committee also recommends which committee member shall serve as chairperson. Members are appointed to one-year terms.
- b. The Dean of the Faculty and the Registrar serve as nonvoting members. The Registrar serves as secretary of the Board.
- c. The Dean of Students, who shall meet with the Board when it hears or judges cases and appeals of academic suspension and dismissal.

3. Procedures

- a. Students must present their appeals in writing with supporting evidence to the secretary of the Board. Students have the right to make a personal appearance before the Board. If they wish to exercise this right, they must state this in their written appeal. The personal appearance is not for the purpose of bringing in new evidence or arguments but can be used only to clarify points made in the written appeal.
- b. The Board shall give a written reply to students, informing them of the grounds for its decision.
- c. The secretary of the Board shall receive appeals, distribute copies of the documents to committee members, keep all records, and handle all correspondence for the Board.

E. Assessment Committee

1. Purpose

Provides a forum for considering the assessment of student learning at the College and makes recommendations to the Dean of the Faculty and/or other officers of the College, academic departments and programs, the faculty, and other committees as relevant.

2. Duties

- a. Establishes procedures for the assessment of student learning outcomes.
- b. Assists academic programs with the creation and implementation of assessment plans.
- c. Receives and reviews annual assessment plans for all academic programs, evaluates the effectiveness of these plans, and provides recommendations to programs for improving the assessment of student learning.
- d. Collects, maintains, and makes available to appropriate constituencies a repository of assessment reports for all academic programs.
- e. In collaboration with Academic Resources and Review Committee (ARRC), provides assistance to academic programs undergoing external review.
- f. In collaboration with the Curricular Policies Committee (CPC), ensures that appropriate plans and processes are in place for the assessment of the College's General Education Curriculum.
- g. Conveys findings and recommendations derived from assessment activities to faculty governance committees, as appropriate.
- h. Maintains awareness of assessment best practices.
- i. Serves as a resource for departments, programs and other interested constituencies on campus and provides assistance in the ongoing development of effective assessment of student learning across campus.
- j. Reports annually to the Dean of the Faculty on the status of the assessment of student learning at the College.

3. Composition

- a. At least four full-time faculty members, one from each division and one at-large member, appointed on the recommendation of FPPC. The at-large member serves as the committee chairperson and should have prior experience with assessment.
- b. The Associate Dean of the Faculty.
- c. The Institutional Research Associate.
- d. Additional faculty or staff representatives as needed, depending on major tasks to be undertaken during the year.

4. Procedures

- a. The committee monitors the assessment of student learning outcomes for all academic programs and makes recommendations for the improvement of assessment at the College.
- b. Committee members who serve as divisional representatives act as liaisons to the departments in their division.

F. First-Year Studies Committee

1. Duties

- a. Solicits proposals for First-Year Studies courses based on enrollment projections and reviews course proposals prior to review by the CPC.

- b. Reviews curricular and procedural matters as well as content of First-Year Studies information mailed to incoming students.
 - c. Plans professional development and support for first-year studies faculty, such as spring and fall workshops and the *Advisor Handbook*.
 - d. Determines First-Year Studies activities that will take place prior to the beginning of classes (such as summer registration), and works with the Gates Center for Leadership and Personal Growth to coordinate First-Year Studies programs (such as the Chicago Common Experience) with other Orientation Week events.
 - e. The Chair works with support staff on administrative tasks such as placing students in First-Year Studies classes and responding to student questions about the program.
 - f. The Chair oversees the budget and responds to individual faculty requests and concerns.
2. Composition
- a. The Associate Dean of the Faculty plus at least three more full-time faculty members are appointed by the FPPC, selected so that each of the three academic divisions are represented.
 - b. The Dean of Students or designated alternate.
 - c. A representative from Library and/or Information Technology.
3. Procedures
- a. The committee is chaired by the Associate Dean of the Faculty.
 - b. The committee meets as needed, but at least six times per year.

Article III: Student Government

Student Government will have at least the two following governing bodies: a Student Senate and an Executive Board. Should a situation arise when the College Council determines that no student government exists, the College Council shall assume responsibility for the duties of student government until a Student Government is formed through elections.

A. Student Senate

- 1. Duties
 - a. The Senate shall meet regularly to address issues of concern and interest to the Student Body of Lake Forest College.
 - b. The Senate shall review and provide input on issues presented to them by the Student Body, Faculty, Staff, Administration, and Executive Board.
 - c. The Senate shall debate and vote on legislation as outlined in its bylaws.
- 2. Composition
 - a. The delegates, elected on a representative basis from student constituents.
 - b. A Student Affairs representative, who shall be an observer.

B. Executive Board

- 1. Duties

- a. Administers the affairs of Student Government.
 - b. Allocates the student activity funds.
 - a. Recommends students to the President of the College to serve on governance and trustee committees.
 - b. Makes student appointments.
 - c. Reports its actions to the Student Senate.
2. Composition
- a. The President, Vice President, Treasurer, and Secretary of Student Government.
 - b. The Campus Affairs Committee Chair, the Clubs and Organizations Committee Chair, The Grounds and Development Committee Chair.
 - a. The Student Government Advisor (ex-officio).

Article IV: Communication

A. Minutes of each governance committee, with the exception of the Academic Appeals Board and the Academic Advisory Committees, are to be distributed in each case to those groups formally represented by the membership of the committee, as follows. Minutes shall be distributed to faculty and staff via electronic mail. Minutes shall be distributed to students via delivery of paper copies to the Gates Center for Leadership and Personal Growth (for posting), Student Government officers, and the Office of Residence Life (for posting). Paper copies of all minutes shall be distributed to the President, the Dean of the Faculty, the Dean of Students, the library reserve section, and the College archives, and any regularly published student newspaper, as well as to any member of the faculty or staff who indicates a strong desire to receive paper copies. Minutes for each committee shall be distributed by paper copy to its own members. It shall be the responsibility of the secretary of each committee to arrange for distribution of the minutes through the President's office.

B. Each governance committee chairperson is responsible for:

- 1. Preparing the agenda for meetings.
- 2. Ensuring the prompt distribution of appropriate minutes.
- 3. Calling meetings and notifying members.

C. Dissemination

- 1. The Librarian shall keep complete files of all committee minutes.
- 2. The Gates Center for Leadership and Personal Growth shall post the minutes and reports of all committees in Stuart Commons.
- 3. The Office of the President shall maintain an up-to-date copy of the Governance system.
- 4. Any communication problem within the Governance system should be brought to the attention of the College Council for resolution.
- 5. The student newspaper shall announce, when requested, and, when necessary, at the expense of the College:
 - a. Committee and Student Government meetings, agenda, reports, and decisions
 - b. Campus events
 - c. Statements by the President and other administrative officials

D. Reporting

Additional reports from committees may be requested for the faculty and/or staff by the President of the College or for students by the President of Student Government.

E. Registration

All student organizations that identify themselves as Lake Forest College groups must register with the Gates Center for Leadership and Personal Growth.

Article V: General Procedures

A. Governance Committee Nomination and Election Details

1. Number of votes per voter on nomination ballots:
Voting faculty will be allowed to vote for up to 10 percent (rounded up to the nearest integer) of the total number of candidates on the nominating ballot. On nominating ballots of 30 or fewer candidates, voters will be allowed to vote for up to 3 candidates.
2. Eligibility for service on governance committee:
All voting faculty expected to be on campus in the year following the election are eligible for nomination and election to governance committees.
3. Number of candidates to appear on election ballot:
 - a. If one position is to be filled, the election ballot will contain the names of the three individuals receiving the highest number of votes from the nominating ballot.
 - b. If more than one position is to be filled, the number of candidates to be placed on the election ballot will be equal to twice the number of positions to be filled. Voters will be allowed as many votes as there are positions to be filled.
4. Elections to fill long- and short-term positions:
The individual receiving the highest number of votes will fill the long-term position. The individual receiving the second highest number of votes will fill the short-term (replacement) position.
5. Person(s) elected but unable to serve:
The runner-up will serve for one year in the event that the individual elected cannot serve. If the runner-up is subsequently elected to another committee, a new election will be held.
6. Election to the College Council, the Faculty Personnel Policies Committee, the Curricular Policies Committee, or the Academic Resources and Review Committee shall make a faculty member ineligible for election to another of these committees (except as modified by I.B.2.C.).
7. Service for faculty on half-year or calendar-year sabbaticals continues, even to elected committees, for any semester not on leave. While on leave, a faculty member serving on an elected governance committee is replaced by the person who received the second most votes.
8. Voting eligibility:
Those persons with voting privileges as defined in the Faculty Handbook are eligible to vote in Governance elections and run for Governance positions.

B. Elections

1. Procedures for Faculty Elections
 - a. Promotion and Tenure Subcommittee of the Faculty Personnel Policies Committee
 - b. No later than the second week of Spring term, the Dean of the Faculty shall circulate to the faculty a list of the faculty members eligible for election to the Promotion and Tenure Subcommittee. Nomination and election will be held by secret ballot, according to the procedures in VI.A. Each faculty member shall vote on nominating and election ballots.
 - c. Academic Resources and Review Committee
 - d. No later than the fourth week of Spring term, the Dean of the Faculty shall circulate to the faculty, by division, a list of the full-time faculty members who teach on at least a half-time basis, in the same division, and who are therefore eligible for election to the Academic Resources and Review Committee. Nomination and election will be by secret ballot and will follow the procedure in VI.A. Faculty members in each division will nominate representatives for their own division. Each faculty member shall vote for representatives for each division. Following the divisional elections, an at-large member shall be nominated and elected by secret ballot, according to the procedures in VI.A. Each member of the entire faculty shall vote on nominating and election ballots.
 - e. Curricular Policies Committee
 - f. No later than the fourth week of Spring term, the Dean of the Faculty shall circulate to the faculty, by division, a list of the full-time faculty members who teach on at least a half-time basis, in the same division, and who are therefore eligible for election to the Curricular Policies Committee. Nomination and election will be by secret ballot and will follow the procedure in VI.A. Faculty members in each division will nominate representatives for their own division. Each faculty member shall vote for representatives for each division.
 - g. College Council
 - h. No later than the sixth week of Spring term, the Dean of the Faculty shall circulate to the faculty in the division in which the three-year term vacancy occurs a list of the faculty members, in that same division, and who are therefore eligible for election to the College Council. Nominations and elections will be by secret ballot and will follow the procedures in VI.A. Representatives for each division will be nominated and elected by members of that division. Individuals who have faculty status, but not faculty rank, will not vote in these nominations and elections, but rather in the staff electoral process for College Council.
 - i. The Remaining Members of the Faculty Personnel Policies Committee
 - j. No later than the eighth week of Spring term, the Dean of the Faculty shall circulate to the eligible faculty (see I.B.2.b.(2)) a list of the faculty members eligible for election to the Faculty Personnel Policies Committee. Nomination and election will be by secret ballot and will follow the procedures in VI.A. Each member of the entire faculty shall vote on nominating and election ballots.
 - k. After completing three consecutive years of service on elected governance committees, a faculty member may exempt himself or herself from further such service for a period of one year.
2. Procedures for Student Elections

- a. No later than the end of the eleventh week in the Spring term, all nominations by petition for President, Vice President, Treasurer, and Secretary of Student Government must be presented to the Dean of Students, who shall then prepare the ballot. Elections for positions in Student Government must be held no later than the thirteenth week of the Spring term.
- b. No later than the fourth week in the Spring term, the Dean of the Faculty shall arrange meetings of all departments and interdisciplinary majors for the purpose of selecting the Academic Advisory Committees.
- c. All nominations by petition for the student vacancies on the College Life Committee, College Council, and Environmental Issues and Concerns Advisory Committee must be submitted to the Dean of Students no later than the ninth week of the Spring term.
- d. No later than the ninth week of the Spring term, the Dean of Students (with the assistance of the Dean of the Faculty) shall prepare the ballot and conduct an all-student election for the following positions:
 - Two students to the College Council
 - Three students to the College Life Committee
 - Two students to the Environmental Issues and Concerns Committee
- e. No later than the second week of the Fall term, the Dean of the Faculty (with the assistance of the Dean of Students) shall conduct an election among members of the Academic Advisory Committees for the following positions:
 - One student to the Academic Resources and Review Committee
 - One student to the Curricular Policies Committee
- f. No later than the second week of the Fall term, the Dean of Students (with the assistance of the officers of Student Government) shall arrange for elections to be held for delegates to the Student Senate of Student Government.
- g. No later than the eleventh week of the Spring term, the Executive Board of Student Government shall appoint from among the members of Student Senate:
 - One student to the Academic Resources and Review Committee
 - One student to the Curricular Policies Committee
 And the Executive Board shall appoint, from among the student body:
 - One student to the College Life Committee.
- h. Nomination or appointment to the College Council, Academic Resources and Review Committee, the Curricular Policies Committee, or the College Life Committee shall make a student ineligible for nomination or appointment to another of these committees.
- i. All nomination petitions must consist of at least 25 full-time student signatures.
- j. Terms of office
 - a. The President, Vice President, Treasurer, and Secretary of Student Government, elected no later than the thirteenth week of the Spring term, shall take office following Commencement.
 - b. The time between Student Government elections and Commencement shall serve as a transitional period, at the end of which the new Student Government officers shall assume their duties.
 - c. Delegates to the Student Senate and members of College governance committees shall serve from the start of the academic year until Commencement. These students are eligible for reelection or reappointment.

- d. The President and Vice President of Student Government shall serve as ex-officio members of the College Council and College Life Committee, respectively.
- e. The Academic Advisory Committees shall serve from the time of their election in the Spring term until the following year's election.
- k. Each student elected to service on a governance committee must have a minimum cumulative GPA of 2.0 at the time of the election.
- l. Voting eligibility
 - i. Each full-time student may cast one vote for each position on the ballot.
 - ii. Full-time students include last-term seniors taking the minimum courses necessary to fulfill graduation requirements.
 - iii. For the purpose of divisional representation on committees, the departments are divided as follows (Academic Advisory Committees for interdisciplinary majors may choose which division they wish to join):

I	II	III
English	Economics, Business and Finance	Biology
Art	Education	Chemistry
Modern Languages	Politics	Mathematics & Computer Science
Music	History	Physics
Philosophy	Sociology & Anthropology	Psychology
Religion	Communication	Environmental Studies
Theater		

3. Procedures for Staff Elections

College Council: On or about the summer solstice, the chief personnel officer of the College shall circulate to the full-time staff (including those staff with faculty status but not rank) a list of staff eligible for election to College Council. (See I.A.3.c.)

- a. Eligibility for service on College Council: Voting staff expected to be on campus in the academic year following the election are eligible for service.
- b. Voting eligibility: Those persons with voting privileges as defined by the Staff Handbook are eligible to vote.
- c. Number of votes per voter: Voting staff will be allowed to vote for up to five candidates among those eligible for election.
- d. Elections to fill long- and short-term positions: The individual receiving the highest number of votes will fill the long-term position. The individual receiving the second-highest number of votes will fill the short-term (replacement) position.
- e. Persons elected but unable to serve: The runner-up will serve for one year in the event that the individual elected cannot serve. A staff member on half-year leave is ineligible

for service on a committee for the year of the leave. A staff member on leave during the second year of a three-year term will serve the third year of the term.

- f. Exemption from service: After completing three consecutive years of service on elected governance committees, a staff member may exempt himself or herself from further such service for a period of one year by notifying the chief personnel officer of that intent.

C. Vacancies

1. If the College Council determines that there is a vacancy of an elected position on any committee of College Governance, it shall ensure that the vacancy is filled (within two weeks' time) as follows:
 - a. All elective faculty vacancies of College Governance Committees during the terms of office will be filled by the procedures in VI.A. (See especially VI.A.5.)
 - b. Should a vacancy occur in an elected student position on a governance committee, the Executive Board of Student Government shall be responsible for appointing a replacement no later than two weeks after the vacancy occurs.
2. If the College Council determines that there is a vacancy of an appointed position on any committee of College Governance, it shall ask the Faculty Personnel Policies Committee or the Executive Board of Student Government to recommend respective faculty or student appointees.
3. If a change in a committee member's status may alter the basis of representation or legitimacy of that member's participation, the College Council shall determine what action, if any, is to be taken.
4. Subcommittees
 - a. A committee may appoint a task-oriented subcommittee to study special problems and to bring information and policy options to the appointing committee.
 - b. A subcommittee (except for the Promotion and Tenure Subcommittee of the Faculty Personnel Policies Committee) shall exist no longer than the time required to accomplish its task.
5. Every faculty and joint faculty-student committee elected or appointed shall serve the entire year.
6. The Dean of Students is responsible for conducting all student elections, except the elections to the Academic Advisory Committees.
7. The Dean of the Faculty is responsible for conducting all student elections to the Academic Advisory Committees.
8. The President is an ex-officio member of all committees.

Article VI: Ratification and Amendment Procedures

A. Ratification

1. This College Governance plan shall go into effect upon ratification by a two-thirds vote of all faculty members and full-time students participating in separate ratification elections.
2. Students shall vote by secret ballot during a two-day period. Balloting shall be under the supervision of the Dean of Students.

3. The faculty shall vote according to its rules at a faculty meeting held after the close of the polls of the student election.
4. The Dean of Students shall announce the result of the faculty and student votes simultaneously.

B. Amendments

1. The College Council is empowered to make minor modifications in this College Governance plan by unanimous vote to assure the better implementation of the spirit of this document. In no case shall a change become effective until three weeks after public announcement of the proposed change. If, by petition, 10 percent of the students or faculty or staff maintain that the modification is not minor or not in the spirit of the document, such modification cannot go into effect.
2. Amendments can be proposed by the College Council by a vote of no fewer than eight of its members.
3. Amendments can also be proposed by petition signed by one-third of the students or faculty or staff. Such petitions must be submitted to the College Council, which shall initiate a ratification referendum.

Amendments shall be deemed ratified if they receive the vote of two-thirds of the full-time students voting on the amendment, two-thirds of the faculty voting on the amendment, and two-thirds of the staff voting on the amendment.