

ILLINOIS INSTITUTE
OF TECHNOLOGY



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Please Note: Any information contained in this book, is subject to change without notice. Changes will be published in the web version of this handbook which can be found at web.iit.edu/student-affairs/handbook.

WELCOME TO
ILLINOIS INSTITUTE OF TECHNOLOGY
AND THE 2017-2018 ACADEMIC YEAR!

Welcome to Illinois Tech! As a new or returning member of the greater student body it is important to be aware of the policies and procedures that govern our community. This handbook contains important information to address all student behavior at the university. All students are responsible for the contents of the handbook. Please read this document to become very familiar with its contents.

The Illinois Tech Student Handbook also contains information about the many resources and opportunities at Illinois Tech and in the community. We appreciate and celebrate our campus location in the heart of the City of Chicago. Our campus community directly benefits from the many cultural and entertainment opportunities that exist in our backyard. See the "About Chicago" section to learn more.

Illinois Tech is vibrant with many student organizations that directly contribute to student life at the university. This handbook contains information that will allow you to get to know these various organizations and services. I encourage you to get involved.

The Office of Student Affairs coordinates the services of all student affairs departments, including: Campus Life, International Center, Residence & Greek Life, and Student Health & Wellness. We are here to ensure your success at the university. Let us know how we can assist you.

We look forward to a great year.

Sincerely,

A handwritten signature in black ink, appearing to read 'K. Stetz', with a stylized flourish at the end.

Katherine Stetz
Vice Provost for Students Affairs
and Dean of Students

A BRIEF HISTORY OF ILLINOIS INSTITUTE OF TECHNOLOGY

In 1890, when advanced education was often reserved for society's elite, Chicago minister Frank Gunsaulus delivered what came to be known as the "Million Dollar Sermon." From the pulpit of his South Side church (near the site Illinois Tech now occupies), Gunsaulus said that with a million dollars he would build a school where students of all backgrounds could prepare for meaningful roles in a changing industrial society. Philip Danforth Armour, the Chicago meat packer and grain merchant, heard Gunsaulus' sermon and came to share the minister's vision. He agreed to finance the endeavor with the stipulation that Gunsaulus become the first president of Armour Institute. When Armour opened in 1893, the Institute offered professional courses in engineering, chemistry, architecture and library science. Illinois Tech was created in 1940 by the merger of Armour Institute with Lewis Institute (1895), a West Side Chicago college that offered liberal arts as well as science and engineering courses. The Institute of Design, founded in 1937, merged with Illinois Tech in 1949.

In 1969, Illinois Tech became one of the few technology based universities with a law school when Chicago-Kent College of Law, founded in 1888, became an integral part of the university. Stuart School of Business was also added in 1969 with a gift from the estate of Lewis Institute alumnus and Chicago financier Harold Leonard Stuart. Midwest College of Engineering, founded in 1967, joined the university in 1986, forming the nucleus for Illinois Tech's west suburban campus.

Today, Illinois Tech is a private, Ph.D. granting university, with programs in engineering, science, psychology, architecture, business, design and law. One of the 17 institutions that constitute the Association of Independent Technological Universities, Illinois Tech offers exceptional preparation for professions that require technological sophistication. Through a committed faculty and personal attention, Illinois Tech provides challenging academic programs focused by the rigor of the real world. The university's fourth site is Illinois Tech's Moffett Campus, the location of the National Center for Food Safety and Technology, a multidisciplinary food safety research facility in southwest suburban Bedford Park. A Master of Science degree and a certificate program in food safety and technology are offered at Moffett Campus.

Students also may take classes through the William F. Finkl Interactive Instructional Television Network (IIT Online), which enables students to take classes at more than 50 remote TV receiving sites.

ILLINOIS TECH'S MISSION

To provide distinctive and relevant education in an environment of scientific, technological, and professional knowledge creation and innovation.

ILLINOIS TECH'S VISION

Illinois Tech will be internationally recognized in distinctive areas of education and research, using as its platform the global city of Chicago, driven by a professional and technology-oriented focus, and based on a culture of innovation and excellence.

ILLINOIS TECH'S COMMITMENT TO DIVERSITY

Illinois Institute of Technology is a community that values and respects its members. We appreciate that our faculty, staff, students, alumni/ae and trustees come from many backgrounds and many parts of the world. We embrace the contributions that differences offer. We are committed to providing a working and learning environment in which all students and all members of the faculty and staff are able to realize their full potential.

TELEPHONE DIALING DIRECTIONS

When dialing from non-university phones, use the entire prefix (567 or 808 for Mies Campus; or 906 for Downtown Campus; 682 for Rice Campus; 595 for Institute of Design). The area code for Mies, Downtown and ID Campuses is 312; for Rice 630; and for Moffett, 708. To call university extensions from university phones, drop the first two digits of the prefix.

If you're in danger:

Pick up a campus phone and dial 8.6363. If you are calling from a regular phone, dial 312.808.6363. If you are near an emergency call box, press the button and you will be connected directly to the Public Safety Department.

If you need medical help:

On a weekday between 9 am and 5 pm, go to the Student Health & Wellness Center in IIT Tower, 10 W. 35th Street, Suite 3D9-1 (3rd floor), 312.567.7550.

On the weekend call the Public Safety Department, 102 Farr Hall, 312.808.6363.

If you're robbed:

Call the Public Safety Department, 312.808.6363, right away. Prompt reports increase the chances to recover your property.

If there's a fire:

Pull the nearest fire alarm. Leave the building as quickly as possible. Close all windows and doors and turn off lights if possible. Once outside, call the Public Safety Department, 312.808.6363. Be Alert. Report any and all suspicious persons or activities to the Public Safety Department.

ILLINOIS TECH CAMPUS ADDRESSES

Illinois Institute of Technology

Mies Campus

10 W 35th Street

Chicago, IL 60616-3793

312.567.3000

Chicago-Kent College of Law

Graduate Campus

565 W. Adams Street

Chicago, IL 60661-3601

312.906.5000

Daniel F. and Ada L. Rice Campus

201 E. Loop Road

Wheaton, IL 60187-8489

630.682.6000

Institute of Design

Graduate Campus

565 W. Adams Street

Chicago, IL 60661-3601

312.595.4900

Institute for Food Safety and Health

Moffett Campus

6502 S. Archer Road

Bedford Park, IL 60501-1957

708.563.1576

MIES CAMPUS BUILDINGS

Alumni Memorial (AM)
3201 S. Dearborn

Chapel (CH)
65 E. 32nd Street

The Commons (CO)
3200 S. Wabash

Crown Hall (CR)
3360 S. State Street

Farr Hall (FH)
3300 S. Michigan

Paul V. Galvin Library (GL)
35 W. 33rd Street

Hermann Hall (HH)
3241 S. Federal Street

IIT Tower (IT)
10 W. 35th Street

Keating Sports Center (KH)
3040 S. Wabash

Life Sciences Building (LS)
3105 S. Dearborn

Machinery Hall (MH)
100 W. 33rd Street

McCormick Tribune Campus
Center (MTCC)
3201 S. State Street

Perlstein Hall (PH)
10 W. 33rd Street

Retaliata Engineering Center (RE)
10 W. 32nd Street

Siegel Hall (SH)
3301 S. Dearborn

Stuart Building (SB)
10 W. 31st Street

Technology Business Center (TBC)
3440 S. Dearborn

Tech Park Central (TC)

Tech Park South (TS)

Tech Park North (TN)
3424 S State Street

Wishnick Hall (WH)
3255 S. Dearborn

STUDENT HOUSING

Residence Halls

East Hall
3241 S. Wabash

Fowler Hall
3241 S. Wabash

Graduate Hall
3241 S. Wabash

Lewis Hall
3241 S. Wabash

North Hall
3241 S. Wabash

South Hall
3241 S. Wabash

State Street Village
3301 S. State Street

Carmen Hall
60 E 32nd

Gunsaulus Hall
3140 S. Michigan

Greek Housing

Alpha Sigma Phi Fraternity
3361 S. Wabash

Delta Tau Delta Fraternity
3349 S. Wabash

Phi Kappa Sigma Fraternity
3366 S. Michigan

Pi Kappa Phi Fraternity
3333 S. Wabash

Triangle Fraternity
3360 S. Michigan

Alpha Sigma Alpha Sorority
3340 S. Michigan

Kappa Phi Delta Sorority
3330 S. Michigan

ILLINOIS TECH MIES CAMPUS ACADEMIC DEPARTMENTS AND LOCATIONS

Applied Mathematics
208 E1, 312.567.8980

Architecture
005 CR, 312.567.3230

Armour College of Engineering
224 PH, 312.567.3009

Biological Sciences
182 LS, 312.567.3480

Biomedical Engineering
314 WH, 312.567.5324

Chemical & Biological
Engineering
127 PH, 312.567.3040

Chemistry Department
106 LS, 312.567.3278

Civil, Architectural & Environmental
Engineering
228 AM, 312.567.3540

College of Human Sciences
IT 14F8-1, 312.567.3493

College of Psychology
252 LS, 312.567.3500

College of Science
220 E1, 312.567.3800

Computer Science
236 SB, 312.567.5150

Electrical & Computer Engineering
136 SH, 312.567.3400

Graduate Academic Affairs
IT 7D7-1, 312.567.7143

Humanities
218 SH, 312.567.3465

Industrial Technology and Management
4001 TS, 312.567.3650

IPRO Program
050 TB, 312.567.3448

Mathematics and Science Education
4007 TN, 312.567.3661

Mechanical, Materials and Aerospace
Engineering
243 E1, 312.567.3175

ROTC: Air Force Science
208 SB, 312.567.3525

ROTC: Military Science (Army)
402 FH, 312.808.7141

ROTC: Naval Science
215 SB, 312.567.3530

Physics Department
182 LS, 312.567.3579

Professional Learning Programs
2035 TN, 312.567.5280

School of Applied Technology
223 PH, 312.567.5291

Social Sciences
116 SH, 312.567.5128

Stuart School of Business
18th Floor IIT Tower, 312.906.6519

Undergraduate Academic Affairs
IT 2F9-1, 312.567.3300

VOTER REGISTRATION INFORMATION

Register to vote in your state by using the postcard form and guide at www.eac.gov.

ABOUT CHICAGO

www.choosechicago.com

What is there to do in Chicago? Lots! This section highlights a few of the varied things to do in and around the Chicago area. From time to time, Union Board, the Residence Hall Association, Greek Council, International Students Organization, and other student organizations arrange special trips to plays, concerts and other events. Read IIT Today, TechNews and campus bulletin boards for announcements, or stop by the Office of Campus Life if you have questions or ideas. Here are six ideas to get you started:

- 1. Have fun at the ballpark.** Just a fly ball away, right across the Dan Ryan Expressway at 35th and Shields Streets (a few blocks west of Illinois Tech), lies U.S. Cellular Field, home of the Chicago White Sox. You can also take the Red Line north to historic Wrigley Field (at Addison and Clark streets) and catch a Cubs game. The Bears play at Soldier Field just two miles north of the Mies Campus.
- 2. Eat your way around the world.** Chicago is made up of dozens of ethnic neighborhoods, each offering exotic cuisine at affordable prices. One of Chicago's several Spanish-speaking communities, Pilsen (around 18th and Halsted streets), for example, has great Mexican restaurants. Chinatown is a little north of Mies Campus at Cermak Road (22nd Street) and Wentworth Avenue.
- 3. Have a night on the town.** Comedy clubs, dance clubs, blues bars and theaters are among the attractions on the Near North Side, on Lincoln Avenue and Halsted Street around Fullerton Avenue, and farther north around Belmont Avenue. There are several Near South Side spots that feature jazz and blues.
- 4. Get some culture.** Located in and around the Loop is the Civic Opera House for performances by Lyric Opera of Chicago, and the Auditorium Theater for a variety of local and visiting theatrical and concert productions. Symphony Center is home to the world-renowned Chicago Symphony Orchestra. See Broadway theater productions at Loop area theaters. Hot Tix (hottix.org), operated by the League of Chicago Theaters, sells discounted day-of-performance tickets.
Or catch a foreign film at the Fine Arts Theater, the Film Center of the Art Institute, or the Gene Siskel Film Center. For free programs at the Chicago Cultural Center (Michigan Avenue and Washington Street) and the Daley Civic Center (Dearborn and Washington streets), call the Department of Cultural Affairs information hotline at 312.346.3278.
- 5. Go museum hopping.** South of the Loop, along Lake Shore and Columbus drives, are Grant Park, Buckingham Fountain, Adler Planetarium, Field Museum, and Shedd Aquarium and Oceanarium. The Art Institute is on Michigan Avenue at Adams Street. In Hyde Park, which begins at 51st Street a few miles south of Illinois Tech, are the popular Museum of Science and Industry, the Oriental Institute and the Smart Museum of Art. On the Near North Side are the Museum of Contemporary Art, 220 E. Chicago Ave.; and the Chicago Academy of Sciences Nature Museum, in North Pier, 425 E. Illinois St. The Chicago History Museum is in Lincoln Park on the North Side near Clark Street and North Avenue.
- 6. Be a tourist.** The skyscraper was invented in Chicago, and three of the five tallest buildings in the world are here: John Hancock Center, 1,107 feet; AON Center, 1,136 feet; and, the tallest of them all, Willis Tower, 1,454 feet. The city has dozens of other important buildings; Illinois Tech faculty and alumnae contributed to the design of many of them. Ask an architecture major to show you around or take one of the Chicago Architecture Foundation's tours (312.922.3432).
West-suburban Oak Park has the largest concentration of Frank Lloyd Wright buildings in the world. His own home and studio at 951 Chicago Ave. in Oak Park are open for tours (708.848.1978). The Chicago Historical Society (312.642.4600) and the Landmarks Preservation Council (312.922.1742), as well as private companies, such as Gray line (312.251.3107), offer tours.

TIPS AND TACTICS

Chicago Design

Most of Chicago's north-south and east-west streets are set in a simple grid pattern. The city's numerical street system starts at the intersection of State and Madison in the Loop. From here (0,0) street numbers go up in all directions at about 100 numbers to each block.

Getting Around on Public Transit – transitchicago.com

The Illinois Tech campus is served by CTA (Chicago Transit Authority) trains and buses. The nearest elevated train, the Green Line, stops at Illinois Tech at 35th and State streets. Also, there is a Red Line Howard-Dan Ryan elevated train station at 35th Street at the Dan Ryan Expressway, just west of campus. Riders can also leave and, with a Ventra card or CTA Ventra UPass, access that station from a 33rd Street exit. It's best to learn how to use public transit from someone who already knows his or her way around. Talk with your resident advisor (RA) or an upper-division student.

Suburban Rail Line – metra.com

Metra's Rock Island commuter rail line stops on west side of Mies Campus at 35th Street.

Illinois Tech Shuttle 312.808-6300

web.iit.edu/acaps/shuttlebus

Illinois Tech has regular shuttle bus transportation between the Mies Campus, Graduate Campus (565 W. Adams St.), and commuter railroad stations. Students are required to display a valid Illinois Tech ID card in order to ride the shuttle bus. For additional information and a schedule, visit the shuttle bus web site.

Airport Options

CTA trains to O'Hare and Midway airports are the cheapest and often the fastest way to go, but it's difficult if you have much luggage. Call 312.836.7000 for details. Omega Airport Shuttle (773.734-6688) also provides transportation from the Illinois Tech campus to the airports. For a taxi, dial 312.TAXICAB.

Entertainment Discounts

Many museums, concerts, plays and tours have special discount rates for students. Ask before you pay full fare. In addition, discount tickets for special events are available from time to time as well as Loews Cineplex discount tickets at the Office of Campus Life. Student Discount Cards are also available through SGA. Look for them in the MTCC Student Org Center.

STUDENT ORGANIZATIONS AND ACTIVITIES

Students are encouraged to participate in Illinois Tech's spirited campus life. Taking part in organizations and activities is considered an integral part of an Illinois Tech education. The Office of Campus Life affirms that the co-curricular experience broadens your interests, helps develop leadership skills, and provides the opportunity to interact with others to build the Illinois Tech community. Student membership on executive boards of all registered student organizations is open to full-time, regularly enrolled students in good academic standing. However, general membership in student organizations is open to all full-time and part-time undergraduate and graduate students at Illinois Tech or VanderCook. The Office of Student Affairs and the Office of Campus Life encourage you to get involved in an on-campus organization! A complete list of organizations can be found on the Campus Life website at hawklink.iit.edu/Organizations. Anyone interested in forming a new organization should contact the Office of Campus Life at 312.567.3720.

Other Leadership Opportunities

Students are often asked to participate in search committees for academic and administrative positions, university committees for such areas as the alcohol policy, campus life and discipline. Workshops on student leadership and engagement are offered by the Office of Campus Life. These programs are designed to reenergize and rejuvenate organization members, as well as to provide training for new and returning leaders. Sessions also enable participants to reestablish ties with other student organizations and to meet students, faculty and staff from other areas of campus.

ATHLETICS

www.illinoistechathletics.com

The Department of Athletics and Recreation (312.567.3296) offers a comprehensive program of varsity sports, intramural competition, and informal recreation activities for both men and women. The Scarlet Hawks men's varsity teams compete in basketball, baseball, cross-country, soccer, swimming and diving, indoor track & field and outdoor track & field and volleyball; women's varsity teams compete in basketball, cross-country, lacrosse, swimming, soccer, indoor track & field, outdoor track & field and volleyball. The university is a provisional member of NCAA Division III.

All athletes must be regularly enrolled, full-time undergraduates and must maintain academic eligibility. Graduates of accredited high schools or community colleges are eligible to compete in college athletics immediately upon matriculation. An athlete is permitted four full seasons of intercollegiate competition, which may accumulate at Illinois Tech or in a combination of Illinois Tech and 4 year/ junior college career over a total of 10 semesters of attendance. Illinois Tech does not award athletic scholarships. Please refer to the student-athlete handbook for details on eligibility to participate in intercollegiate athletics.

FRATERNITIES AND SORORITIES

web.iit.edu/greek-life

Illinois Institute of Technology affirms that social Greek organizations constitute an integral part of the campus community. Recognizing that membership in a Greek organization can be of significant educational value, the university supports the concept that membership can be a worthwhile component to a student's life. These seven fraternities and three sororities afford their members leadership development, academic support and a range of social activities. Many of these organizations have received national honors for their services and achievements. Please feel free to contact the Office of Residence and Greek Life at 312.567.5075 for more information.

Fraternities

Alpha Sigma Phi (ΑΣΦ), Delta Tau Delta (ΔΤΔ), Pi Kappa Phi (ΠΚΦ), Triangle, Phi Kappa Sigma (ΦΚΣ), Omega Delta (ΩΔ), and Phi Mu Alpha (ΦΜΑ)

Sororities

Alpha Sigma Alpha (ΑΣΑ), Zeta Pi Omega (ΖΠΩ) and Kappa Phi Delta (ΚΦΔ)

Fraternity and Sorority Houses

The Quad, located at the southeastern corner of the Mies Campus, is home to five fraternities and two sororities. The fraternities and sororities are generally self-governing, with housing corporations staffed by alumni who oversee financial operations. While each fraternity and sorority house has its own unique floor plan and mix of amenities, all houses have a resident advisor (RA), academic liaison and professional chef for the chapter. For more information about fraternity and sorority living, contact the individual houses (see page 6 for a listing) or the Office of Residence and Greek Life.

SERVICE AND LEADERSHIP AWARDS

In the Spring, at the annual Clinton E. Stryker dinner, recognition awards are presented to students, and occasionally others, who have made notable contributions to campus life. The Richard F. Babcock Leadership Award, established in 1995, honors an outstanding sophomore or junior who has displayed significant leadership ability. It is presented at the Stryker dinner and carries a cash award. Criteria for these awards and others can be found on the Illinois Tech Student Affairs website web.iit.edu/student-affairs, or by contacting the Office of Student Affairs.

The Lincoln Academy Student Laureate award is presented in the fall and honors an outstanding senior from each of the four-year degree granting institutions of higher learning in Illinois. The award winner receives the Student Lincoln Academy Medallion and thereby becomes a Student Laureate. The recipients attend a special ceremony held in the House of Representatives of the Illinois State Capitol in Springfield, Illinois.

SERVICES AND FACILITIES, YOURS TO USE

Academic Resource Center - 312.567.5216

web.iit.edu/arc/

The Academic Resource Center (ARC) is a comprehensive center with a variety of free services for students and faculty. The ARC's mission is to enrich the academic experience through a student-centered approach to learning. The ARC provides peer tutoring for undergraduate courses in mathematics and the sciences on a drop-in basis and with appointment.

Undergraduate and graduate peer tutors are available during the fall and spring semesters. In addition to peer tutoring, the ARC also offers supplemental instruction, exam reviews, group study space, online tutoring, and a computer laboratory equipped with PCs, Macs and iPads.

The ARC is located in the northwest corner of Hermann Hall room 115. It is open Monday through Thursday 10:00 AM to 8:00 PM, Friday 10:00 AM to 3:00 PM, and Sunday from 6:00 PM to 9:00 PM during fall and spring semesters. For more details, visit the ARC website web.iit.edu/arc/ or call 312.567.5216 or follow at facebook.com/arc.iit.

Affirmative Action Officer - 312.567.3134

The Director of Equal Opportunity and Affirmative Action located in, IT 1900 SW, is the students' point of contact for complaints of discrimination based on a protected class.

Audio/Visual Equipment

web.iit.edu/event-services

Audio equipment such as laptops, TVs, projectors, and sound systems are available for rental to student organizations and university departments for use in event spaces only on campus for a fee from Event Services. Student Organizations please contact the Office of Campus Life for more information. All other departments and organization A/V can be requested through the Office of Event Services. For further information you may visit web.iit.edu/event-services.

Bicycles, Roller-Skates and Skateboards

All persons riding bicycles on campus are encouraged to park at the bike racks provided outside of campus buildings. Parking bicycles in the public areas of buildings or chaining them to stairway railings is prohibited. Bicycles found unattended in a building or creating a safety hazard anywhere on campus are subject to removal by the Public Safety Department. The use of bicycles, skateboards or roller-skates of any kind in any university building is prohibited.

Bog, HH Lower Level

web.iit.edu/campus-life/events/bog Facebook: The Bog @ IIT Twitter: @BogIIT

The Bog is the on-campus bar, grill and recreation center. The BOG has all of the current video game systems, Pinball and Pacman machines, darts, pool, ping pong, air hockey and a fully functional 8 lane bowling alley. The Bog also serves as the Commuter Lounge, Monday through Friday. During this time, you can bring your homework, your lunch, or just hang out and play games. Amenities of the lounge include a refrigerator, microwave, and all games (except for bowling.) Visit web.iit.edu/campus-life/events/bog for an up-to-date list of all upcoming events.

Bookstore (Mies Campus) - 312.567.3120

www.iit.bkstore.com

A complete line of books, supplies, architecture/engineering equipment, and Illinois Tech gifts and clothing are available in the Illinois Tech Mies Campus, Barnes and Noble Bookstore. The Bookstore is normally open 9:00 a.m.- 6:00 p.m., Monday through Thursday, and 9:00 a.m. – 3 p.m. on Friday. Hours are extended at the beginning of each semester. Please check our website for the current hours. The Bookstore is located in the McCormick Tribune Campus Center.

Bookstore (DTC)

The Graduate Campus bookstore, located on the concourse level at 565 W Adams St., sells books and supplies for Chicago-Kent and Stuart School of Business. The Bookstore is normally open 9 a.m.- 6:00 p.m., Monday through Thursday, and 9 a.m. - 2 p.m. on Friday. For additional questions and concerns, please call us at 312-906-5605 or visit our website at dtc.bncollege.com

Campus Life, Office of 312.567.3720

web.iit.edu/campus-life, Facebook: IIT Campus Life, Twitter: @IITCampusLife

The Office of Campus Life encompasses a variety of roles in the life of a student on campus.

First Year Experience (FYE)

web.iit.edu/campus-life/new-students/first-year-experience

The First Year Experience program (FYE) is designed to help new undergraduate students find the resources and support they need to succeed during their time on campus. Each new student has a student leader to guide them through their first year on campus. Residential students have a Resident Advisor (RA) on their floor and commuter students are assigned a Peer Mentor prior to their arrival on campus. Peer Mentors and RAs are upperclassmen students who have attended Illinois Tech at least one full academic year. This leader is your connection to student life at Illinois Tech. Ask them questions, seek them out for advice, and connect with other students on your floor or Peer Mentor group!

Peer Mentors and RAs program events both on campus and in Chicago. Past events include ice skating in Millennium Park, attending Blue Man Group, a cupcake and deep dish pizza party, and the New Student Day of Service during Welcome Week. Your RA and Peer Mentor are also your guide to all the great events hosted on campus! From campus-wide traditions, to cultural gatherings, to Bog events - there's something for everyone.

Student Orientation and Registration (SOAR)

web.iit.edu/campus-life/new-students/orientation

SOAR (Student Orientation, Advisement, and Registration) is designed to introduce incoming students to campus resources, academic advising and a group of their peers. Family SOAR is also available during summer sessions for undergraduate student parents, families and supports. SOAR is offered over the summer for undergraduate first-year and transfer students, as well as the start of each semester for graduate and undergraduate students.

Service

Campus Life offers a variety of hands-on service opportunities for students to get involved on campus, the city of Chicago, and beyond. We offer monthly Service Saturday opportunities that focus on a different area to make an impact each month, and coordinate with over a dozen local agencies to participate in The Big Event, a national day of service. Service Learning is also the hub for organizations to get connected to larger projects, and external agencies that they're passionate about.

Leadership

We offer leadership development workshops, events, and even day-long summits that focus on helping participants reach their greatest potential during their time with Illinois Tech. We host a monthly Leadership Lunch and Learn that explores a specific topic pertaining to leadership. We tailor our events around a specific leadership model to showcase a variety of approaches during a student's time here. Each fall, we host a day-long Leadership Summit, where we explore more in-depth personal leadership development for all members of our community.

Tech Connect (Family & Supporters Network)

web.iit.edu/campus-life/parent-network

Tech Connect is designed for parents, family members, and supporters of Illinois Tech students to stay involved with our campus community. Members receive a monthly e-newsletter, access to our Facebook page, Illinois Tech swag, and exclusive coupons to use on campus. Additionally, all families and guests are welcome to campus for Family Weekend each October and for volunteer opportunities throughout the year.

Spiritual Life and Diversity

web.iit.edu/campus-life/diversity-and-inclusion

Spiritual Life and Diversity serves students of all backgrounds, both religious and secular, and works to foster a safe and inclusive campus for the entire Illinois Tech community. We provide programs, advocacy, and advice on issues, policies, and practices as they relate to the university's commitment to diversity and inclusion. Our work addresses religion, race, gender, sexual orientation, and immigration status.

Career Services - 312.567.6800

web.iit.edu/career-services

Located in Hermann Hall, this office provides a comprehensive series of services designed to assist students and alumni in the areas of career information, exploration and implementation. Programs and services offered include career advising, cooperative education and internship programs, coordination of an on-campus recruiting program for graduating students, and coordination of an online job search database to provide students with assistance in finding job opportunities. Additionally, the office offers workshops on job search skills, resume writing, and interviewing skills throughout the school year. The office also sponsors job fairs during the fall and spring semesters. Stuart School of Business undergraduate and graduate students should go to the Stuart Career Management Center – 312.906.6506, stuart.iit.edu/students/career-management-center

Cash Stations

Students who have accounts with participating banks may make transactions using the 24-hour automatic teller machines in the McCormick Tribune Campus Center and Hermann Hall.

Center for the Study of Ethics in the Professions - 312.567.3017

The center located in the Hermann Hall mezzanine, contains a variety of materials dealing with topics in practical and professional ethics, such as autonomy, confidentiality, conflict of interest and self-regulation

Community Affairs and Outreach - 312.567.8850

From its founding more than 100 years ago, Illinois Tech has been committed to its primary mission of preparing students for careers. However, Illinois Tech also is committed to the City of Chicago. Illinois Tech works hard to fulfill its obligation as a responsive institutional partner to the surrounding neighborhoods. In this way, Illinois Tech is not only located in the community, but it also is an integral part of the community.

Cooperative Education and Summer Internships - 312.567.6800

web.iit.edu/career-services

Through Illinois Tech's Co-op and Internship Programs, students can gain experiential education prior to graduation. Opportunities are available through the Career Services database. Students must attend an Introduction to Cooperative Education and Internship workshop to be eligible in these opportunities.

Copy and Postal Center

Post Office 312.567.3119 / Office Services 312.567.3069

The Copy and Postal Center located in the McCormick Tribune Campus Center, provides a full range of copy and printing services, which include black-and-white or color photocopying, large format posters, fax and mail services. Please stop by to receive a brochure that outlines the available services. Mail for MSV residents will be distributed from the mailboxes located in the MSV Cohen lounge, all other campus housing mail will be distributed from the MTCC Post Office. The Copy and Postal Center is open from 8:00 a.m.- 5:00 p.m., Monday through Friday. Office Services, where most of the printing and all of the color work is done is located in the basement (41B) of Perlstein

Dining Services, Ext. 312.567.3098

dining.iit.edu

With venues centrally located on campus in either the McCormick Tribune Campus Center or Hermann Hall, you can choose from the following locations for your meals: The Commons, Global Grounds Café, Talon's, Center Court, The Pritzker Club restaurant, 10West and the Bog. Visit the website for more information and hours of operation.

Disability Resources, Center for - 312.567.5744

web.iit.edu/cdr

Services for people with disabilities are coordinated by the Center for Disability Resources. Students with disabilities are encouraged to consult with Disability Resources about their individual needs and access to Illinois Tech facilities by calling 312.567.5744 or emailing disabilities@iit.edu. If you need accommodations, please call Disability Resources as soon as possible. Because some accommodations require advance planning, it is advisable to call as close to the beginning of the semester as possible. For additional information, go to web.iit.edu/cdr.

Escort Service - 312.808.6310

<http://web.iit.edu/public-safety/safety-awareness/public-safety-escorts>

A Public Safety officer will escort members of the Illinois Tech community to any Illinois Tech facility on Mies Campus if individuals express a significant concern about their personal safety. Security escorts to off-campus locations from Mies Campus will also be available, during specific hours, to a limited number of destinations.

Security escorts are provided on an as-available basis and are based on priority. Requests for security escorts to on-campus locations will be given first priority, particularly security escorts between university facilities and residence halls, on-campus parking lots, and public transportation sites. Escorts to off-campus locations will be given using a specific Public Safety vehicle, and such escorts will be only to specific sites in the local area.

Emergency escort service to Mercy Hospital can be administered when an Illinois Tech student, staff or faculty member has a minor injury and requires medical attention.

Financial Aid, Office of – 312.567.7219 or 886.901.1866

web.iit.edu/financial-aid Email: finaid@iit.edu

The Office of Financial Aid seeks to provide financial assistance for students and families. Working in close partnership with the Illinois Tech One Stop, we endeavor to de-mystify and educate students about the financial aid process. We are committed to providing great student service through friendly, professional, and personalized counseling.

Graduate College - 312.567.3024

web.iit.edu/academic-affairs/graduate-college

The Graduate College facilitates the evaluation and publication of graduate studies policy, monitors and reports the approval of new and revised graduate programs, evaluates graduate academic petitions, monitors academic honesty, and conducts final thesis examinations. The Office of Graduate Academic Affairs implements and enforces graduate academic policies, completes academic standing reviews, degree audits and degree conferrals and communicates with graduate students as required.

The Graduate College and Office of Graduate Academic Affairs are located at IIT Tower, Suite 7D7-1.

Hermann Hall Conference Center

The Hermann Hall Conference Center acts as a community and conference center for many university and external events. The building has both large and small event spaces. Located on the western side of campus, the facility is available for conferences, programs, special meetings, lectures, social activities, catered meals and receptions for university departments, offices and recognized student organizations as well for external clients. Hermann Hall is also the location of the ARC (Academic Resources Center), the Bog, Career Services (including Student Employment), Access Card and Parking, Event Service and Talons Café. Academic term building hours (excluding holidays) are:

- Monday through Friday, 8:00 am – 8:00 pm
- Saturday and Sunday, 9:00 am - 3:00 pm

Idea Shop – 312.567.3162

ipro.iit.edu/ideashop email: jwelin@iit.edu

The Idea Shop™ is a 13,000 square foot facility composed of a state-of-the-art rapid prototyping lab, collaborative teaming areas, formal classroom spaces, and project build spaces. Equipped multifunction projectors and group oriented spaces, the Idea Shop™ comes to life as a showcase, workplace and learning space. At its core, the Idea Shop™ offers an environment that inspires interaction across professional programs at Illinois Tech, elevating the entire educational experience.

Since opening on May 15th, 2010, the Idea Shop™ has fostered a “perfect storm” of learning, mentoring and opportunity anchored in the principles of design thinking and the process of collaborative innovation. The Idea Shop™ at Illinois Tech stimulates creativity and cultivates interactions that lead to serendipitous breakthrough thinking. The Idea Shop™ is home to Illinois Tech’s Interprofessional Projects Program (IPRO).

The Idea Shop™ facilities include: an app development lab; a state of the art rapid prototyping lab. Equipment includes a large format, 3-axis Shop Sabre CNC router; a precision (5"X5"x12") 4-axis Roland

CNC mill; a 10" Jet table-saw; a 14" Delta bandsaw; a Delta Drill-press; a 50 watt laser cutter; two 3D printers (Dimension Uprint Plus, monochromatic ABS plastic, 8" x 8" x 6" capacity with a 0.010" layer resolution and a Zprinter 450, full color plaster, 8" x 10" x 8" capacity with 0.004" resolution); 3D Scanning (Roland LPX600DS laser scanner, 7" x 7" x 16" capacity); a vacuum former; a line bender for bending acrylic sheets; an electronics work bench; laptops; i-pads; Cad and graphics workstations; a video editing workstation; and a variety of additional resources. All Idea Shop™ computers and workstations are loaded with prototyping and visualization software such as Inventor, AutoCAD, and Sketch-up.

The Idea Shop™ is located in the Technology Business Center at 3440 S. Dearborn Street, Suite 50. It is open Monday through Friday from 9:00 a.m. to 5:00 p.m. Rapid Prototyping Lab Manager: John Welin.

Identification Cards

web.iit.edu/acaps/hawkcard

Official Illinois Tech ID cards (HawkCards) are issued to currently registered Illinois Tech students through the Access, Card & Parking Services Office in Hermann Hall (312.567.8968). HawkCards are assigned access to academic buildings, residence halls, Galvin Library, and Keating Sports Center as appropriate. Lost, stolen, or malfunctioning ID cards should be reported immediately to that office. A fee may be assessed for replacement HawkCards. When requested by a public safety officer or university official, an individual is required to produce an official Illinois Tech ID card. Use of ID cards by anyone other than the person to whom it is issued is prohibited. Unauthorized alteration of an ID card for any purpose is strictly prohibited.

iitAlert

web.iit.edu/iitalert

iitAlert is a mass notification system that enables the university to send instant alerts simultaneously to all students, faculty and staff via cell phone, Blackberry, wireless PDA, text pager, or personal email (optional). The system is another component of Illinois Tech 's communication system (mass email, myIIT portal, IIT Today), allowing the university to reach the Illinois Tech community at a moment's notice. Along with the safety of students, privacy is a top priority, and the phone/device numbers are secure and will not be shared with anyone. iitAlert will be used for emergency notifications only, except for an occasional test. You will not receive spam or non-emergency messages.

IIT Online

online.iit.edu

IIT Online produces, delivers, and supports university courses, lectures, and programs using educational technology. Through IIT Online, academic departments offer 28 distance education degree and certificate programs to the Illinois Tech community around the world. To see if a particular course or program is offered in any given semester, please check with your department or visit online.iit.edu

IIT Today

www.iit.edu/news/iittoday

IIT Today is the central news source for the entire University, bringing you important academic updates, student organization news, internship and scholarship opportunities, info about events on and off-campus, and stories about students, faculty, staff, and alumni and their accomplishments. Additionally, IIT Today highlights students, faculty and staff members who are making news at Illinois Tech with their accomplishments. If you have won an award, published a paper, or are involved in a project or event you think the Illinois Tech community should know about, contact IIT Today. Please use the submission form linked at the top of the IIT Today website to submit content for consideration.

International Center - 312.567.3680

web.iit.edu/international-center e-mail: icenter@iit.edu

The International Center provides assistance to international students, faculty and scholars at Illinois Tech on matters pertaining to immigration status, personal and cultural adjustment. The Center also assists Illinois Tech students who are interested in studying abroad. Throughout the year, the International Center coordinates various educational, social and cultural programs open to all Illinois Tech students, faculty and staff.

Interprofessional Projects (IPRO) Program – 312.567.3162

ipro.iit.edu

Teamwork, innovation, and complex problem-solving skills make successful professionals. Since 1995, the IPRO team project course at Illinois Tech has been teaching Illinois Tech students how to excel in the workplace by providing them the practical tools that can make a difference in their professional lives. The IPRO Program engages multidisciplinary teams of upper-level undergraduate students in semester-long projects. Corporations, entrepreneurial ventures, non-profits, governmental agencies, Illinois Tech students and faculty bring their organization's problems/project ideas to us and we put a team of students to work on it. An Illinois Tech faculty mentor, in conjunction with the input of a liaison from the sponsoring organization, guides a team of 8 to 12 Illinois Tech students from across Illinois Tech's professional programs (applied technology, architecture, business, engineering, science & letters, and, psychology).

IPRO students develop skills which are critical to professional success, including: working as part of an effective multidisciplinary team; how to innovate and invent; leadership and decision making; balancing costs, benefits and ethical issues; planning and managing complex projects, and; how to meet mission critical dates and deadlines. In brief, the IPRO Program prepares students to make early and substantive contributions in their professions.

We regularly feature IPRO tracks on mobile device apps, venture development, process improvement, information technology & communications solutions, engineering research & design, applied research, community development, and service learning.

The interprofessional course is an Illinois Tech general education requirement. All undergraduates must complete at least two 3-credit IPRO courses. Graduate students are encouraged to enroll in an IPRO project course as well, and may receive elective credit toward their degree.

The IPRO Office is housed within the Idea Shop™ in the Technology Business Center (across from the IIT Tower) at 3440 S. Dearborn Street, Suite 50. It is open Monday through Friday from 9:00 a.m. to 6:00 p.m. and closed on Saturday and Sunday.

Keating Sports Center - 312.567.3296

www.illinoistechathletics.com

Facilities for basketball, racquetball, volleyball, badminton, swimming and exercise are available in the university's sports center. The building is open during the academic year every day of the week. Ecko Pool free swim hours vary. Building and Pool hours are subject to change during school breaks, holidays and special events. Hours can be found on the athletic website. Contact Keating Sports Center for more information.

Libraries

Paul V. Galvin Library

(Mies Campus) – library.iit.edu/ Phone number: 312.567.3616

As the University's central library, Paul V. Galvin Library combines digital access with traditional library services. The library's physical holdings include more than one million volumes and library spaces accommodate both individual and collaborative learning. Computers, scanners, and printers are available for patrons, including 3D printing services. Virtual services are provided 24 hours a day with access to dozens of online databases indexing millions of journal articles, approximately 62,000 full-text e-journals, more than one million e-books, and I-Share, a statewide resource sharing system of more than 80 academic libraries. The library's instruction program serves the Illinois Tech community by teaching skills needed to locate, retrieve, and evaluate information. Library instructors teach at all levels from introductory to advanced, they can cover a broad range of information and retrieval techniques, and our subject specialists can specifically tailor instruction sessions for classrooms or coursework. Galvin Library is a partial Federal Government Depository and is home to the University Archives and Special Collections.

Graham Resource Center (GRC)

(S.R. Crown Hall) - library.iit.edu/grc

A branch of the Paul V. Galvin Library, the GRC serves the College of Architecture. Housed in historic S.R. Crown Hall, the GRC serves books, journals, electronic databases, and other resources to support faculty and student research and reference needs.

Center for the Study of Ethics in the Professions (CSEP)

(Herman Hall) - ethics.iit.edu/

The CSEP Library contains a variety of materials dealing with topics in practical and professional ethics, especially in the areas of science and engineering ethics and related areas of business. These include an extensive collection of codes of ethics, an online collection of ethics case studies, books, professional journals, newsletters, and bibliographies.

Institute for Food Safety and Health (IFSH)

library.iit.edu/ifsh

Located on Illinois Tech's Moffett Campus, the IFSH Library contains a collection of over 5,500 books and 120 journals related to food science and technology. The IFSH Library is also a depository for material produced by the Food and Agriculture Organization (FAO) of the United Nations.

Illinois Tech Chicago-Kent College of Law Library

(Ext. 6-5600) www.kentlaw.iit.edu/library

Serves Chicago-Kent College of Law and other Illinois Tech graduate programs taught at the Loop campus at 565 West Adams Street. The Law Library consists of more than 500,000 volumes, including a comprehensive collection of state, federal, and international legal materials. Access to a full range of electronic databases is also available. Illinois Tech students are welcome to use the library's group study rooms, which can be reserved.

Lost and Found - 312.808.6300

Lost and found service is maintained by the Public Safety Department, located in Farr Hall.

McCormick Tribune Campus Center

The McCormick Tribune Campus Center is all about students. Find programs, services, and facilities such as the Welcome Desk, Mail and Copy Center, Global Grounds (a coffee café) student organization offices, WIIT (the student-run radio station), recreation area with ping pong and pool tables, the campus bookstore, a 7-Eleven, wired and wireless study areas, meeting rooms, larger event spaces, and much more. Go to a movie, see a concert, attend a lecture or social event, study, volunteer, grab a coffee or tea, and just hang out in the MTCC.

Academic term building hours (excluding holidays) are:

- Monday through Thursday, 7:00 am – midnight
- Friday, 7:00 am – 7:00 pm
- Saturday, 10:00 am - 7:00 pm
- Sunday, 10:00 am - midnight

The recreation area in the center of the McCormick Tribune Campus Center, offers a variety of games including billiards, table tennis, and foosball. Visit the Welcome Desk to check out equipment.

Meetings in the Campus and Conference Centers

Use of space in the McCormick Tribune Campus Center and the Hermann Hall Conference Center is available to university departments and recognized student organizations. Space may be requested by student organizations through the Office of Campus Life. For all other departments space may be requested through the Office of Event Services. For further information, you may visit web.iit.edu/event-services.

Event hours (excluding holidays and academic breaks) are:

- Monday through Friday, 8:00 am – 8:00 pm
- Saturday and Sunday, 9:00 am – 3:00 pm

Meetings in Classrooms

Use of space in classroom buildings is available to university departments or recognized student organizations only when classes are not in session. Available class space may only be booked after the Last Day to Add/Drop with No Tuition Charges each semester. Classrooms can be reserved by student organizations through the Office of Campus Life. Departments can reserve space through the Office of Event Services. For further information, you may visit web.iit.edu/event-services.

Notary Public - 312.567.3081

Notary service is available in the Office of Student Affairs. Contact our office for additional information.

Ombudsperson - 312.567.3081

web.iit.edu/student-affairs/campus-resources/ombudsperson

The Ombudsperson is dedicated to assisting students experiencing problems with any administrative department of the University's Mies Campus by considering problems promptly, confidentially and fairly. The Ombudsperson works to achieve a fair resolution of disputes. The Ombudsperson works to protect the rights of all parties involved and is committed to justice and fair treatment of all students at the Illinois Institute of Technology.

One Stop – 312.567.3810

web.iit.edu/onestop/

The One Stop has been established to provide services to students with maximum efficiency and a minimum of confusion. This office, representing the offices of the Registrar, Financial Aid, Academic Affairs, and Student Accounting will be the starting point for all Illinois Tech students (prospective, new, and continuing) seeking administrative and academic assistance.

At the One Stop, you can get assistance, ask questions, and be pointed in the right direction for registration, change of major, student petitions, enrollment verification, transcripts, and more. You can get personal assistance with financial account information, paying tuition and fees, housing bills, and parking tickets, as well as obtaining information about financial aid. For more details, see web.iit.edu/onestop/ or call 312.567.3810.

Parking – 312.567.8968

web.iit.edu/acaps/parking

All vehicle owners parking on Illinois Tech property (except in visitor spaces or other designated areas) must register their vehicle(s) with the Access, Card, and Parking Services Office located in Hermann Hall (312.567.8968). A current parking permit in accordance with the parking policies is required. Current parking permit fees, permit designations, the parking map, and online registration is available by visiting web.iit.edu/acaps/parking. Parking policies are enforced at all times, and a complete copy of these policies can also be obtained online.

Post Office 312.567.3119

See Copy and Postal Center

Public Safety Department

312.808-6300 - non-emergency,

312.808-6363 – EMERGENCY

web.iit.edu/public-safety

The Public Safety Department, headquartered in Farr Hall, protects students, faculty, staff, visitors, the general public and property at Illinois Tech. All public safety officers are employees of Levy Security Corporation, which provides security and public safety services in many locations throughout the Chicago area.

The Public Safety Department maintains an excellent working relationship with the Chicago Police Department and other law enforcement agencies. The duties of the Public Safety Department include rendering assistance in case of emergency, response and request for service; conducting investigations requested by administration; aiding in quelling any disturbances; enforcing university rules and regulations, and providing support for the escort service. They are required to enforce all regulations, the proper use of buildings and facilities, and other printed regulations.

The Public Safety Department maintains statistics on crimes and other incidents occurring on campus. Representatives of the Public Safety Department are available to discuss crime statistics and to answer questions about security on the campus. Upon request, a member of the department is available to speak to groups about crime prevention and security measures that can be taken to ensure the safety of the Illinois Tech community. Should a member of the Illinois Tech community become the victim of a crime, he or she should report it immediately to the Public Safety Department, regardless of how small the crime may seem. Any suspicious persons or suspicious activities should always be immediately reported to the

Public Safety Department. An extensive network of yellow emergency phones is located throughout the Mies Campus. In an emergency, these call boxes will connect you directly with a dispatcher. In non-emergency situations, call the Public Safety Department at ext. 86300 from any campus phone. For more information you may visit the Public Safety web site at web.iit.edu/public-safety.

Registrar's Office 312.567.3100

web.iit.edu/registrar email: registrar@iit.edu

The Office of the Registrar serves as the official data steward of institutional academic information and student records to support the needs of students, faculty, staff, and alumni at Illinois Institute of Technology. The office maintains accurate, timely, and secure information to support and enforce academic policy, registration, grading, enrollment and degree certification, course information, the production of diplomas and official transcripts, and other related university functions. Our knowledgeable and helpful staff are dedicated to providing courteous and professional service.

Residence and Greek Life - 312.567.5075 – also see online RGL handbook

Website: web.iit.edu/housing , Email: housing@iit.edu

The Office of Residence and Greek Life at Illinois Tech supports student housing, Greek Life, summer conferences, and community standards. Residence and Greek Life focuses on developmental experiences and quality living environments for its residential communities to complement their academic experiences at Illinois Tech.

There are seven residence halls and two apartment buildings in which students make their “home away from home” as they pursue their education. The residence halls offer a focused and dynamic living and learning environment. In addition, Residence and Greek Life coordinates operational efforts with the 10 Greek chapters on campus.

First and second year students not living with a parent or legal guardian must live in the residence halls. Rates, options, and other campus housing information are available on the Residence and Greek Life website.

Department Mission:

Residence and Greek Life promotes inclusive communities that foster the educational and social development of students in safe and well-maintained environments.

Carman Hall (CA)

Carman Hall is an apartment community for families, partners, graduate students, and undergraduate students over the age of 23. Residents have the option of furnished studio or 1 bedroom with den apartment.

Gunsaulus Hall (GU)

Gunsaulus Hall is an apartment community for Juniors, Seniors, and Graduate students. Residents have the option of furnished studio, 1-bedroom or 2-bedroom apartments.

McCormick Student Village (MSV)

MSV is comprised of six interconnected residence halls that provide an opportunity to connect and interact with a variety of people on a daily basis. The typical MSV residence hall room is a traditional double room (two students per room).

State Street Village (SSV)

SSV is the newest residence hall at Illinois Tech. SSV consists of three, five-story buildings facing State Street and backing up to the Chicago Transit Authority's Green Line elevated train. The complex is made up of two suite style buildings (two students per bedroom that share a bathroom with an adjoining suite) and one apartment-style building (one student per bedroom) with rooms for 1, 2, 3, or 6 students.

Greek Housing

Students are also able to live in Chapter Houses, should they choose to join a Fraternity or sorority, after living in a residence hall for at least one semester.

Residence and Greek Life Handbook

The Residence and Greek Life Handbook provides resident guidelines and expectations in tandem with the Residence and Greek Life Room and Board Contract. Students living in the residential facilities are expected to be familiar with all policies and procedures in the Handbook. The Handbook is available on the Residence and Greek Life website.

Residence Hall Guests and Visitors

Illinois Tech residence halls welcome friends and family of our residents. Visitors of all on campus residential communities must present a valid government issued photo ID to the Community Desk Assistant upon entering the building. They must also be escorted by their resident host while in the building.

Guests and visitors are expected to comply with all residence hall rules and regulations. Hosts are responsible for the conduct of their guests and visitors. Overnight guests or visitors are able to stay in the residence halls within the guidelines of the Guest Policy. Guests and visitors are not permitted to stay overnight unless the resident is present. Residents should speak with their roommates prior to inviting a guest to stay overnight. For more information, please view the Residence and Greek Life Handbook.

Meal Plans

There are a number of board plans available to campus residents. Required participation in a meal plan varies by room assignment. All undergraduate students living on campus are required to have a meal plan. Learn more about dining options and available meal plans at web.iit.edu/housing/dining

First and Second Year Residency Requirement

All first and second year undergraduate students are required to live on campus. Individuals may fill out an application to waive this requirement on the Residence and Greek Life website. To be eligible to waive this requirement, first year students must be living with a parent or guardian within 50 miles of Illinois Tech's Mies Campus. Individuals will be notified via their Illinois Tech hawk e-mail account if their application to waive this requirement has been approved.

Cancellation Policy

All Room and Board Contracts are for an entire academic year. Should a student want to cancel their Room and Board Contract, they must submit a request by viewing the Cancellation Terms here- web.iit.edu/housing/reservations/cancellation. Standard cancellation fees apply; these are listed in the Room and Board Contract.

7-Eleven 312.842.8030

The 7-Eleven convenience store provides a large array of products for the campus community. Students will find an assortment of snack foods, toiletries, and household type items.

IIT Shuttle 312.808-6300

web.iit.edu/acaps/shuttlebus

Illinois Tech has regular shuttle bus transportation between the Mies Campus, Downtown Campus (565 W. Adams St.), and commuter railroad stations. Intercampus transportation is also provided between Mies Campus and the Moffett and Rice Campuses on a limited basis. For additional information and a schedule, visit the shuttle bus web site at: web.iit.edu/acaps/shuttlebus. Riders are encouraged to provide feedback on shuttle bus service via email to acaps@iit.edu. Immediate shuttle bus concerns may be directed to Access, Card, and Parking Services at 312.567.8968 during business hours. Public Safety will field calls of an urgent nature regarding the shuttle bus at 312.808.6300 (Ext. 8-6300) after hours. All students, faculty and staff are required to present a valid Illinois Tech ID card in order to ride the shuttle bus.

Student Accounting Office - 312.567.3794

web.iit.edu/student-accounting e-mail: sa@iit.edu

The Student Accounting Office is located at 3424 S. State Street, Tech Central, 4th Floor. For a complete list of services provided, please visit www.iit.edu/sa. There you will also find the latest information regarding tuition and fees, payments options, important dates, and much more.

Your live student account information is located in the myIIT portal Finances tab. Follow the Manage My Student Account link in the center of the page to view and print statements, see your current balance, recent account activity, make payments or enroll in a payment plan, or establish a direct deposit account for Title IV refunds. Take a moment to read University Statement of Financial Responsibility on page 48

The staff in the Student Accounting Office is available weekdays 8:30 a.m. - 5:00pm, Emails, phone calls and walk-ins are welcome

Student Affairs, Office of - 312.567.3081

web.iit.edu/student-affairs

The Office of the Student Affairs serves as the coordination center for student advocacy. The Vice Provost for Student Affairs and Dean of Students oversees most areas of student life including Campus Life, Residence & Greek Life, Student Health & Wellness Center, Student Conduct, and International Center. The Office of Student Affairs also provides notary public service and manages the CTA UPass program.

The staff is committed to fostering the development of students by promoting educational and social growth while reinforcing the importance of personal responsibility for life long success. You may contact our office for assistance if you are having trouble with a university department, adjusting to college life, or if you just need someone to talk to. Staff members will work with you to help evaluate your situation and connect you to the people who can properly assist you.

Student Center for Diversity & Inclusion (SCDI) - 312.567.3777

MTCC - www.iit.edu/scdi email: scdi@iit.edu Facebook: IIT SCDI

The purpose of the Center is to provide programs, research, advocacy and advise on issues, policies and practices that affect the universities commitment to diversity and inclusion. We are dedicated and committed in our work to continually evolve through the review of best practices. In support of that commitment, the work of the Center is organized around a concept of diversity that is practical and includes multiple social and cultural identities, such as race, gender, sexual orientation, class, group affiliation, ability, national origin, and religion.

- SCDI provides the following programs and services to all students:
- Promote and enhance diversity and inclusion opportunities for the campus
- Prepare students to live and work in an increasingly diverse and global society
- Create more culturally sensitive comfort zones on campus
- Offer diversity programs, workshops, seminars, and networking opportunities
- Student/Alumni mentoring events

Student Employment (on-campus) 312.567.6802

web.iit.edu/career-services/students/campus-jobs email: seo@iit.edu

The Office of Student Employment, located on the 4th floor of Tech Central, oversees on-campus jobs at Illinois Tech. An on-campus job is more than just a paycheck and an easy commute. On-campus jobs will teach you valuable skills for your future career, and just like the real job market, acquiring on-campus jobs can be competitive. View our resume and cover letter resources for tips on standing out in any job market, or speak with a career coach or professor about your job application. You can find both Federal Work Study (FWS) and non-FWS jobs through Jobs4Hawks - <https://iit-csm.symplicity.com/students/index.php>.

Student Health & Wellness Center - 312.567.7550

web.iit.edu/shwc - IIT Tower, 3rd fl, room 3D9-1 email: student.health@iit.edu

The Student Health & Wellness Center (SHWC) at the Illinois Institute of Technology provides quality health and counseling services tailored to the unique and diverse needs of our students. The goal of SHWC is to provide campus health and wellness resources that enable students to successfully achieve their academic goals and promote lifelong wellness. The SHWC provides primary care; laboratory services, psychotherapy, mental health support, health promotion, and outreach programming.

The SHWC provides diagnosis and treatment of common illnesses and injuries with the ability to prescribe medication and/or provide appropriate prescriptions. We also provide immunizations, allergy injections with a preexisting prescription, and offer walk-ins appointments. In addition, SHWC provides gynecological care and sexual health screening for men and women. A small fee may incur for labs, diagnostic tests, immunizations and medication(s) given on site.

Our counseling services include psychotherapy, psychiatry, referrals and medication management for those engaging in concurrent psychotherapy. The SHWC does not have a session limit. Our counselors are experienced to address many issues students may face and include, but are not limited to: loneliness, relationship concerns, family issues, self-esteem, depression, anxiety, concentration difficulties, sleeping difficulties, eating disorders, addiction, sexual concerns, anger management, cultural adjustment and other personal issues.

The SHWC clinical services are provided by a team of culturally sensitive professionals. We provide comprehensive clinical services and outreach programs to IIT students. In addition, SHWC is a resource for consultation to faculty, staff and parents of IIT students.

Medical appointments (excluding immunizations) and mental health intake appointments can be scheduled online at iitpatientportal.pointnclick.com. If students are unable to schedule online, please call the clinic at 312-567-7550. All services are confidential.

After hours, weekends and holidays there are several options for crisis and emergency situations. All of these options are available 24 hours per day, every day of the week including holidays. Services are available to all IIT students, including those who do not have Aetna health insurance.

Physician's Immediate Care Center	312.566.9510
Michigan Avenue Immediate Care Center	312.201.1234
Aetna Student Assistance Program	877.351.7889
National Suicide Prevention Lifeline	800.273.TALK (8255)
Illinois Tech Public Safety Department	312.808.6363
Chicago Rape Crisis Hotline	888.293.2080
Hazeldon Substance Abuse Recovery	800.257.7810
City of Chicago Emergency	911

Study Abroad 312.567.3680

web.iit.edu/study-abroad email: studyabroad@iit.edu

Illinois Tech offers a wide range of study abroad programs for undergraduate students, specifically geared to the financial needs and course requirements of Illinois Tech students. Understanding cultural differences in today's increasingly interconnected world is an important and invaluable skill. Illinois Tech's study abroad programs provide excellent opportunities to help you increase your global awareness, and international research and internships allow you to gain a new perspective of your career field. Not only will the experience enhance your job marketability after you graduate, but you'll learn new ideas, explore other regions of the world, and be better prepared to meet the challenges of a global workforce.

Technology Services, Office of 312.567.3375

www.iit.edu/ots/

The Office of Technology Services (OTS) supports Illinois Tech's primary technology systems, including administrative systems, myIIT, Banner, and the network and telephone infrastructures. OTS departments include Technology Infrastructure, Enterprise Systems (project management, database and programming services), Telecommunications, and User & Technical Services (technology support, PC labs, classroom AV, and printing). OTS maintains over 586 computers in its classrooms, labs and public terminals throughout the Mies, Downtown, Rice and Moffett campuses, including an online virtual computer lab. To ensure that students have access to equipment that supports their academic goals, the computers in the classrooms and labs are refreshed on a three-year cycle. The classroom and lab instructional software is reviewed every semester by the Illinois Tech Software Committee and updated after thorough testing for compatibility with existing hardware and software.

OTS manages the myIIT web portal (my.iit.edu), which provides personalized access to email, Google Apps, online course registration, Blackboard, OTS Support, student financial information, student life, weblinks, tools and other content. Supplemental class materials are available through Blackboard, Illinois Tech's course management system, where instructors post lectures, notes and other course information. Illinois Tech distance learning content and video lectures are also accessed through Blackboard. To better support the campus computer user, the myIIT web portal also lists free computer software downloads, including Mathematica, Printing Packages for Windows and Apple computers, CISCO VPN, AutoDesk, and McAfee Anti-Virus.

The OTS Support Desk is the central point of contact for technology support at Illinois Tech. Support Desk staff provide technical problem solving and administrative support for all Illinois Tech students, faculty and staff. Services include troubleshooting, account management, and configuration assistance. OTS Support is available through myIIT and includes a knowledge database (support.iit.edu/) with how-to information for common technical issues and questions. A request for technical support may be submitted by opening a ticket through the OTS Support feature in myIIT, sending a request via email (supportdesk@iit.edu), calling the Support Desk at 312.567.3375 (on-campus 7.DESK), or stopping by the Galvin Library to speak with Support Desk staff in person.

Illinois Tech provides traffic-shaped Internet access through its wired and wireless networks. Most campus buildings have wired Internet access and wireless Internet access is available campus-wide. Visit the OTS website to view Illinois Tech's current WiFi zones. Instructions for connecting to the Internet through the Illinois Tech network, including how to configure and register personal computers and mobile devices, are also available on the OTS website.

The most up-to-date information on all these topics and useful details about other services such as e-mail, computer purchasing and software licensing are available on the OTS website: www.iit.edu/ots/.

Use of Academic Buildings after Regular Hours

Any student desiring to use university facilities after normal closing time must have in his or her possession both a currently validated student identification card and an after-hours permit. The after-hours permit may be obtained through the student's academic department. For the sake of safety and security, each student should be accompanied by another student with similar credentials or by a member of the faculty. Any student who uses university academic facilities after normal closing times must notify the Public Safety Department by calling 312.808.6300.

Unauthorized Keys or Keycards

Use or possession of unauthorized keys or keycards to Illinois Tech locks is prohibited.

Undergraduate Academic Affairs, Office of 312.567.3300

web.iit.edu/ugaa

The Office of Undergraduate Academic Affairs (UGAA) provides a variety of academic support services for an undergraduate student from the time of admission to graduation. These services include academic advising, evaluation of transfer credits from both United States and international schools; official academic program audits; student petitions; change of major, including declaration of dual degree or double major; change of status from non-degree seeking to degree-seeking; certification of student's eligibility for degree conferral; granting official leave of absence or official withdrawal from the university; reinstating former undergraduate students to the university; and monitoring academic progress for probation and dismissal. Also, UGAA is responsible for DegreeWorks which is an unofficial advising tool for students and faculty. DegreeWorks is accessed through a student's academic tab on myiit. Office hours are 8:30 – 5:00, Monday – Friday and UGAA has an open door policy so appointments are not required. The office is located in the IIT Tower, 2nd floor.

UPass, 312.567.3081

web.iit.edu/student-affairs/u-pass-program email: dos@iit.edu

The CTA UPass program is administered by the Office of Students Affairs. Only students who are registered for full time academic hours (Grad students - 9 hours, Undergrad students -12 hours) are eligible to participate in the U-Pass program. The U-Pass fee of \$135.00 is a mandatory fee for all full time students and can only be waived by distance learning students who reside 50 miles or more from Mies Campus. All requests to waive the UPass fee must be submitted through email **each** semester, by the end of the 4th week of classes. Requests submitted after the 4th week will not be considered. If you have questions or concerns, please contact us in the Office of Student Affairs (MTC 209 or dos@iit.edu).

VanderCook College of Music

www.vandercook.edu

Full-time Illinois Tech students in good standing may take courses offered at VanderCook College of Music. Please contact the Office of Undergraduate Academic Affairs for further information. Admission to VanderCook courses is on a space-available basis and students may be asked to audition or to satisfy other requirements prior to acceptance into a VanderCook course. Illinois Tech students can register for

many courses including Music Theory, Music History, Symphonic Band, Concert Choir, Philharmonic Orchestra, and private lessons. More information can be found at www.vandercook.edu/programs/iit-student-registration

Writing Center

www.iit.edu/cac/student_resources/general/iit_writing_center.shtml

One-to-one help with writing assignments is available in the Illinois Tech Writing Center, which provides assistance with assignments in engineering, science, and technical communication courses as well as courses in the humanities (literature, history, art & architecture history, philosophy) and social sciences. Students may use the sign-up sheets on the doors of SH 232 and 233 to reserve a specific time. When possible, the Writing Center also accepts students on a walk-in basis without an appointment.

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ILLINOIS TECH EXPRESSLY RESERVES THE RIGHT TO REVIEW AND TO MODIFY THESE REGULATIONS, POLICIES, PROCEDURES AND REQUIREMENTS AT ANY TIME AND FOR ANY REASON, ALL WITHOUT PRIOR NOTICE OR CONSULTATION. ANY SUCH CHANGES WILL BE DULY PUBLISHED IN THE WEB VERSION OF THIS HANDBOOK WHICH CAN BE FOUND AT WEB.IIT.EDU/STUDENT-AFFAIRS/HANDBOOK, AND ANY SUCH CHANGES SHALL BECOME EFFECTIVE UPON PUBLICATION. TO BE CLEAR, THE VERSION OF THIS HANDBOOK SO POSTED SHALL BE DEEMED, FOR ALL PURPOSES, THE MOST CURRENT VERSION, AND IT SHALL CONTROL IN ALL INSTANCES, MEANING THAT IN THE EVENT OF A CONFLICT BETWEEN THE PRINTED VERSION OF THIS HANDBOOK OR ANY EARLIER POSTED VERSIONS OF THIS HANDBOOK AND THE THEN CURRENTLY POSTED VERSION OF THIS HANDBOOK ON THE WEBSITE, THE MOST CURRENTLY POSTED VERSION OF THIS HANDBOOK ON THE WEBSITE SHALL GOVERN AND CONTROL.

THE FINE PRINT

As members of the Illinois Tech community, all students, groups of students, and student organizations are expected to exemplify principles and values, to engage in socially responsible behavior, and to model exceptional conduct, character, and citizenship on campus and beyond.

Upon learning of conduct or behavior that may not meet the standards set forth in this Student Handbook or in Illinois Tech bulletins and in other Illinois Tech published or posted policies, publications and announcements or in otherwise materials that may be distributed to students from time to time, community members are expected to take an active role in upholding our community principles and values.

Academic advisors assist students in pursuing academic programs of study so that all requirements may be successfully met and will provide counsel as requested in academic and other matters. It is, however, the individual student who has final responsibility for fulfilling the requirements of the program leading to the degree being sought and for abiding by all Illinois Tech policies, procedures, rules and regulations.

I. CODE OF ACADEMIC HONESTY

With respect to matters covered by this Article I, students enrolled in or otherwise attending programs of Illinois Tech's Chicago-Kent College of Law, and only such students, are subject to the policies, procedures and provisions of the IIT Chicago-Kent College of Law Student Handbook, and all such students should refer to the IIT Chicago-Kent College of Law Student Handbook for policies, procedures and provisions applicable to them (www.kentlaw.edu/depts/acadadm/handbook.html).

A. CODE

Illinois Tech expects students to maintain high standards of academic integrity. Students preparing for the practice of a profession are expected to conform to a code of integrity and ethical standards commensurate with the high expectations society places upon the practitioners of a learned profession. No student may seek to gain an unfair advantage over another.

It shall be a violation of this Code of Academic Honesty for a student to engage in conduct that violates the established standards of his or her major academic discipline, the established standards of the academic discipline in which she or he is engaged, the established standards of the profession of which she or he is training, or the standards of Illinois Tech set forth herein. In addition, it is a violation of this Code of Academic Honesty for a student, whether or not currently enrolled at Illinois Tech, knowingly to engage or attempt to engage in the following or to engage or to attempt to engage in a course of action that would cause a reasonable student to conclude a violation of any of the following would be the likely result:

- The misrepresentation of any work submitted for credit or otherwise as the product of a student's sole independent effort, such as using the ideas of others without attribution and other forms of plagiarism;
- The use of any unauthorized assistance in taking quizzes, tests or examinations;
- The acquisition, without permission, of tests, answers sheets, problem solutions or other academic material when such material has been withheld from distribution by the instructor;

- Deliberate and harmful obstruction of the studies, research or academic work of any member of the Illinois Tech community;
- Making a material misrepresentation in any submission to or through any office of Illinois Tech to a potential employer, agency, professional society, meeting, or organization; or
- The intentional assistance of others in the violation of the standards set forth in this Code of Academic Honesty.

B. ACADEMIC DISCIPLINE

Any member of the Illinois Tech community who is aware of a violation of the Code of Academic Honesty, or who has evidence that a violation has occurred, is urged to inform the appropriate course instructor, academic unit head or dean or send an email to academichonesty@iit.edu. Faculty members or administrators who are aware of a violation, or who have good faith evidence of a violation, must inform the Chair of the Academic Honesty Committee for the appropriate academic unit and the Designated Dean for Academic Discipline ("DDAD"). The appropriate academic unit is the unit responsible for the course in which the alleged academic honesty violation occurred.

For the Mies Campus, the Rice Campus, the Moffett Campus, and Institute of Design, the DDAD is the Vice Provost for Academic Affairs. For Chicago-Kent College of Law, the DDAD is the Assistant Dean of Students, and for the Stuart School of Business, it is the Dean.

The DDAD will provide a record of all incidents to the Office of Student Affairs. A student who believes that his or her record is factually inaccurate must so inform the Dean of Students (dos@iit.edu) within seven school days of the date he or she becomes aware or should have become aware of such inaccuracy. (For purposes of this Article I, a "school day" means a day on which classroom instruction is generally scheduled to occur at Illinois Tech.) Assuming timely notification, the Dean of Students will investigate, as he or she deems appropriate, and, if he or she determines necessary, in his or her sole discretion, will correct any factual inaccuracies in the record. The decision of the Dean of Students as to such matters shall be final.

If a violation concerns conduct relating to coursework, the course instructor may meet with the student and impose one of the sanctions below if, after the meeting, the instructor has satisfied himself or herself that a violation has in fact occurred. The meeting may be held in consultation with the academic unit head or with the Academic Honesty Committee of the academic unit. The course instructor will report the violation, a summary of the facts evidencing the violation and the sanction to the DDAD. Appropriate sanctions include:

- **Expulsion from a course.** The student is assigned a punitive failing grade of 'E' for the course and can no longer participate in the course or receive evaluation of coursework from the instructor.
- **Reduction in grade.** A reduction in grade for the assignment or exam involved or for the course may be applied.

Upon receipt of information about a violation of the Code of Academic Honesty, the DDAD will review the report and any record of prior violation of the Code by the student. If there are one or more prior violations, the DDAD will consult with the Chair of the Academic Grievance Committee of the University Faculty Council to determine whether the matter should be referred to a hearing before the Academic Grievance Committee for further sanctions. The DDAD's decision to refer a matter to the Academic Grievance Committee shall be made in his or her sole discretion and shall be final. If the matter is referred for a hearing, the Academic Grievance Committee shall supplement its membership as necessary so that said Committee includes at least one faculty member from the Academic Honesty Committee of the academic unit where the violation occurred, one member of the student's major faculty, one other faculty member, two students and the Dean of Students or his or her designee. The Academic Grievance Committee so supplemented will form an academic disciplinary committee for the purpose of investigating the matter and making findings and a recommendation to the DDAD. The chair of the Academic Grievance Committee shall chair this academic disciplinary committee.

A student who is to appear before such an academic disciplinary committee shall be notified in writing of the charges placed against him or her and the time and place of the hearing. This notice shall be delivered

to the student at least five days before the hearing. A student appearing before the academic disciplinary committee has the right to be accompanied by an advisor of his or her choosing, witnesses on his or her behalf, and his or her parents. The advisor and parents are limited to advising the student and may not participate in presenting the case, questioning witnesses, or making statements during the hearing. A student shall have the right to make an oral statement both at the start and the conclusion of the hearing and to submit written evidence to the academic disciplinary committee. Further, as a general rule, a student shall have the right (i) to present and to question any witnesses of his or her choosing that have information relevant to the charges against him or her; provided that the chair may, in his or her sole discretion, disallow witnesses whose testimony would be redundant or not germane to the charges; and (ii) to cross-examine any witness that is called to testify in support of the charges; provided that the chair may, in his or her sole discretion, limit such cross-examination to the extent it is not germane to the charges, is redundant or becomes abusive or harassing. Members of the academic disciplinary committee may, as each deems appropriate, ask questions of anyone providing testimony to the committee or regarding any evidence submitted. To the extent deemed necessary to maintain decorum or to protect students from harassment or to ensure the integrity of the process, the chair may require a student to direct questions to the chair who will then ask them of a witness or witnesses.

An audio tape recording of the hearing will be made. The audio tape will remain the sole property of Illinois Tech. No other record of the hearing may be made.

Once proper notification has been given, Illinois Tech reserves the right to hold the hearing whether or not the student elects to participate. Email correspondence sent to the student's registered iit.edu e-mail address will be considered, and will be deemed for all purposes, sufficient delivery of written notification in any and all instances where written notification is required by or under this Code of Academic Honesty. It is the student's sole responsibility to monitor his or her email. The date any such notification is emailed will serve as the start date for any time period within which or after which any subsequent action or proceeding is to commence.

Upon receipt of the findings of the academic disciplinary committee, which findings may include recommended sanctions, the DDAD shall determine the appropriate action to be taken and shall so notify the student. The academic disciplinary committee may recommend, and the DDAD may impose, any of the following sanctions:

- **Expulsion from a course.** The student is assigned a punitive failing grade of 'E' for the course and can no longer participate in the course or receive evaluation of coursework from the instructor.
- **Suspension.** Suspension is a status assigned for various periods of time in which a student's enrollment is interrupted. A suspended student may not attend day or evening classes, participate in student activities, or live in campus housing. A suspended student may apply for reinstatement at the end of the period of suspension. If reinstated, the student may be placed on disciplinary probation for a period of time designated by the DDAD.
- **Expulsion.** Expulsion is the complete severance of association with Illinois Tech. Notation of the violation of the Code of Academic Honesty is generally made on the student's transcript.

In any matter where the DDAD's determination is to impose a sanction of suspension or expulsion, the DDAD's determination shall automatically be stayed and the matter referred to the Provost for review. With respect to such a proposed determination by the DDAD, the Provost may make any of the determinations set forth under the Appeals Procedures heading immediately following. Once the Provost's review has been completed, the DDAD's determination, as it may have been modified by the Provost, shall become effective. Notwithstanding any other provision of this Student Handbook, no matter so referred to the Provost shall be subject to any further appeals on the basis that the sanction imposed was inappropriate to the offense.

With respect to any and all proceedings noted above, an individual accused of violating the Code of Academic Honesty will be notified of the decision of such proceeding via electronic notification. The decision will be sent to his or her registered iit.edu e-mail address. (If the individual does not have a registered iit.edu e-mail address, the DDAD, or designee, and the individual will identify and agree to use an alternative e-mail address.) Such notification will serve as the individual's formal and official notification of the decision in the relevant proceeding. It is the individual's sole responsibility to monitor his

or her e-mail for the decision. The date any such decision is e-mailed will serve as the start date for any time period within which a student must take action to commence any subsequent action, proceeding or appeal.

C. APPEAL PROCEDURES

An appeal of a decision on academic honesty must be submitted in writing to the Office of Student Affairs (dos@iit.edu) within five school days of notification of the decision. Supporting information must be submitted with the appeal. An appeal or submission made after this deadline will not be considered, and issues not raised in a timely submitted appeal will also be deemed to have been waived. In both cases, this means that any decision(s) and sanction(s), as the case may be, shall be final. Decisions rendered by the DDAD without referral to the University Faculty Council's Academic Grievance Committee and sanctions, excluding non-punitive grades, imposed by a course instructor may be appealed to the Academic Grievance Committee, which in the latter instance only may either affirm or overturn the course instructor's finding of academic dishonesty. Upon such an appeal, the Academic Grievance Committee will supplement its membership to form an academic disciplinary committee that is composed as described above and that follows hearing procedures as described above.

Decisions of the DDAD following an academic disciplinary committee hearing and decisions of an academic disciplinary committee hearing upholding a course instructor's finding of academic dishonesty may be appealed to the Provost, whose decision shall be final. An appeal to the Provost is limited to the following reasons:

- The procedures outlined above were not substantially followed and such occurrence reasonably could be deemed to have impacted the outcome;
- Subject to the limitation noted in Section B above relative to sanctions of suspension and expulsion, the sanction imposed was inappropriate for the offense; and
- New evidence that was not available at the time of the original decision, not due to the fault or lack of diligence of the student, has become available.

Within 20 school days of receipt of the appeal, the Provost may make one of the following determinations:

- Uphold the decision and the sanction;
- Reverse the decision and/or modify, enhance or lessen, the sanction; or
- Uphold the decision, but return the matter to the DDAD to reconsider the sanction.

II. CODE OF CONDUCT AND CONDUCT DISCIPLINE

With respect to matters covered by this Article II, except for the making of allegations of Sexual Misconduct (as defined in Article II, Section A(9) and Article III, Section N) and the investigation, adjudication and disciplining of such allegations, students enrolled in or otherwise attending programs of Illinois Tech's Chicago-Kent College of Law, and only such students, are subject to the policies, procedures and provisions of the IIT Chicago-Kent College of Law Student Handbook (www.kentlaw.edu/depts/acadadm/handbook.html), and all such students should refer to the IIT Chicago-Kent College of Law Student Handbook for policies, procedures and provisions applicable to them. For the avoidance of doubt, any allegations of Sexual Misconduct to be made against any student of Illinois Tech, including students enrolled in or otherwise attending Chicago-Kent College of Law, must be made, investigated adjudicated and disciplined only in accordance with this Code of Conduct and other provisions of this Student Handbook relevant to Sexual Misconduct

Illinois Tech is a community of scholars that strives to strike a balance between the freedom to pursue intellectual endeavors and a respect for the rights of all community members to enjoy such freedom to the same extent.

A. CODE OF CONDUCT

Becoming a member of the Illinois Tech community is a privilege, and by joining in this community, Illinois Tech students assume an obligation to conduct themselves in a civil and responsible manner compatible with Illinois Tech's function as an educational institution. Remaining a member of the Illinois Tech

community requires and is conditioned upon each student continuously complying with the policies governing students' academic progress, social interactions and personal behavior. By this Code of Conduct, Illinois Tech aims to foster an environment of learning through respect, honesty and integrity for both individuals and organizations alike, and all students are expected to follow and to uphold the policies set forth in this Code of Conduct. Individuals are held responsible for their own actions. Representative officers of any student organization are held responsible for the group action of the organization to the fullest degree they are judged to have control of such action.

Illinois Tech reserves the right to investigate and resolve any report or incident in which a student is alleged to violate any of the principles or policies set forth in this Code of Conduct or otherwise published by Illinois Tech or any local, state, or federal laws regardless of the location where the incident occurs. In addition, students are expected to follow the policies and procedures of institutions that they may visit, including during international travel.

Illinois Tech reserves the right to investigate and resolve reports or incidents of alleged misconduct, meaning a violation of any of the principles or policies set forth in this Code of Conduct or otherwise published by Illinois Tech and applicable to students, in all of situations described below.

- Involving students, a group of students, or a student organization affiliated with Illinois Tech or any of its schools or departments (undergraduate or graduate).
- Occurring from the time of a students' application for admission through the actual awarding of a degree (even if the conduct is not discovered until after a degree is awarded), including, but not limited to:
 - During the academic year;
 - Before classes begin or after classes end;
 - During time pursuing credit away from the campus (e.g., study abroad, internships, coops, and the like);
 - During periods between terms of actual enrollment;
 - While on leave from the University; and
 - Occurring either on or off campus or via the Internet or other electronic means.

Illinois Tech and residence hall guests are expected to follow all Illinois Tech policies, including without limitation, those in this Code of Conduct. Student hosts are accountable for the conduct of their guests and may be subject to disciplinary action as the responsible party for violations of Illinois Tech policy resulting from the conduct of their guests. This applies to individuals, groups and student organizations.

Students are encouraged to alert Illinois Tech officials of emergencies and of behavior that is inconsistent with this Code of Conduct and published Illinois Tech policies. All emergencies should be reported to the Department of Public Safety at 312-808-6363; all such behavior may be reported to any of the officials listed in Article II Section B(2). All members of the Illinois Tech Community may also file an electronic incident report, which can be filed anonymously. The reporting form is found online at www.iit.edu/incidentreport.

THE FOLLOWING ACTIONS CONSTITUTE VIOLATIONS OF THE CODE OF CONDUCT:

1. Alcohol and Other Drugs

A caring, safe, and well-informed community fosters an environment in which we can all live and learn. To that end, the Illinois Tech community shares responsibility for promoting healthy behavior. In supporting each individual's health and wellbeing, we assist students, staff and faculty in understanding the risks associated with consuming alcohol and other drugs while seeking to minimize the harm to self and others caused by the misuse and abuse of these substances. To this end, Illinois Tech has adopted a Policy on Drugs and Alcohols, which is detailed in Article III, Section F of this Student Handbook and is posted at web.iit.edu/sites/web/files/departments/general-counsel/policies/Drug-FreeSchoolsPolicy.pdf. This Policy is incorporated herein, and any violation of its terms is a violation of this provision. In addition, the following actions are considered a violation of this Policy's principles and, thus, this Code of Conduct:

- a. Misconduct related to alcohol and alcoholic beverages, also include the following:
 - i. Use or possession of alcohol or containers that previously contained alcohol, by individuals under the age of 21 (or the age of majority in the jurisdiction);
 - ii. Manufacturing alcoholic beverages on Illinois Tech property, premises or facilities, except as specifically authorized by Illinois Tech, regardless of age;
 - iii. Providing or distributing alcohol to individuals under the age of 21;
 - iv. Severe intoxication resulting in disruptive behaviors or concern for the student's well-being, regardless of age;
 - v. Driving under the influence of alcohol or while intoxicated;
 - vi. Possession of open containers of alcohol (i) on Illinois Tech property, in Illinois Tech facilities, or in Illinois Tech vehicles or transportation, except as specifically authorized by Illinois Tech; and (ii) in public buildings, parks, beaches, highways, streets, alleys, sidewalks, parkways, and public parking lots, except to the extent specifically authorized by legal authority;
 - vii. Violations of other Illinois Tech alcohol policies or federal, state or local laws pertaining to alcohol; and
 - viii. When a student is on campus or at an event affiliated with Illinois Tech or an Illinois Tech student organization, (i) possession of kegs or other large storage devices, quantity dispensing containers, or common sources of alcohol, except as specifically authorized by Illinois Tech, regardless of age; (ii) drinking practices or games that encourage participants to consume alcohol or promote intoxication and any paraphernalia that supports such activities are prohibited, regardless of age; (iii) use or possession of alcohol, regardless of age, (i) in any dry or alcohol-free spaces on campus including, but not limited to, designated fraternity/sorority houses and areas in the residence halls and academic buildings; or (ii) in a manner inconsistent with the Residence and Greek Life Policy related to alcohol which can be found online at web.iit.edu/housing.
- b. Misconduct related to drugs (i.e., all illegal drugs and controlled substances listed in the Policy, also include the following:
 - i. Possession or use of illegal drugs or controlled substances, except as expressly permitted by all levels of legal authority and provided such use and possession is consistent therewith;
 - ii. Sale, manufacturing, or distribution of illegal drugs or controlled substances;
 - iii. Sale, possession, use or distribution of drug paraphernalia, which includes, but is not limited to, hookah, bong, pipes, rolling papers, deseeding trays, roach clip, scales, or any item used to inhale/digest illegal substances or any item used to disguise the use of drugs;
 - iv. Driving under the influence of any illegal drug or controlled substance;
 - v. Being in the presence of the use of illegal drugs or controlled substances on campus; and
 - vi. Violations of other Illinois Tech drug policies or federal, state and local laws pertaining to illegal drugs and controlled substances.

Additional Information Regarding Drugs:

Although Illinois' Compassionate Use of Medical Cannabis Pilot Program Act allows patients to possess and consume limited amounts of marijuana for certain medical conditions, this state law conflicts with federal laws governing marijuana. Illinois Tech is subject to the federal Drug-Free Schools and Communities Act Amendments, which mandates that campus communities be free of controlled substances (including marijuana). Therefore, the use, possession, manufacture, cultivation, dissemination, or being under the influence of medical marijuana on Illinois Tech property or at Illinois Tech-related activities is and shall remain prohibited.

2. Destruction of Property

Destroying, damaging, defacing, or vandalizing property of Illinois Tech or of another person or entity.

3. Discrimination and Harassment

Illinois Tech does not discriminate or permit discrimination by any member of its community against any individual on the basis of race, color, religion, national origin, sex, pregnancy, sexual orientation, 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, services, or in the educational programs or activities it operates.

Harassment, whether verbal, physical, electronic or visual, which is based on any of these characteristics is a form of discrimination. This includes harassing conduct affecting tangible job benefits, interfering unreasonably with an individual's academic or work performance, or creating what a reasonable person would perceive to be an intimidating, hostile or offensive environment. Prohibited sex discrimination includes sexual harassment and sexual violence. (For more information about sexual harassment and sexual misconduct, please see Article III, Sections E, M and N, respectively, the terms of which are hereby incorporated and which set forth Illinois Tech policies on discrimination, sexual harassment and sexual misconduct.)

Examples of discrimination and harassment may include, but are not limited to:

- Teasing or practical jokes directed at a person based on the person's protected status;
- Jokes or epithets about a person's protected status or about sex or gender specific traits;
- Displaying or circulating written materials or pictures that degrade a person or group;
- Verbal abuse or insults about, directed at, or made in the presence of an individual or group of individuals in a protected group;
- Suggestive comments, insults, or sexual propositions; and
- Electronic or written media including any of the above.

4. Endangerment

Physical abuse of any person; or any action (or threat of action) that endangers, threatens to endanger or is reasonably likely to harm the health, safety, or mental well-being of any such person (including oneself); or the failure to seek emergency assistance for another when it is reasonably clear such assistance is needed and the person who could seek such assistance was interacting or otherwise involved with the activity or circumstances necessitating such assistance. The possession and/or use of firearms or weapons on campus, as all such terms are defined in the *Concealed Carry and Prohibition Regarding Firearms and Weapons on Campus Policy* (See Article III, Section C hereof) may be considered conduct that may endanger self or others.

5. Failure to Comply

Failure to comply with the reasonable request or instruction of an Illinois Tech official or emergency personnel acting in an official capacity, including, but not limited to, refusing to provide identification, refusing to dispose of or turn over prohibited items, failing to respond, or leaving the scene of an incident. This also includes disorderly or abusive conduct toward Illinois Tech officials acting in the performance of their duties.

6. Fire Safety

In order to avoid possibly jeopardizing the safety or security of Illinois Tech, the Illinois Tech community, or any Illinois Tech facilities, building, or premises, the following acts are prohibited:

- a. Damaging or destroying property by fire or explosives;
- b. Maintaining, constructing or operating open fires, including bonfires, fire pits, chimineas and the like;
- c. Creating or maintaining a fire or fire hazard (except as specifically authorized), including burning candles or incense or use of unauthorized (or misuse of authorized) appliances or heating devices, including toasters, microwaves, hot plates, and space heaters;
- d. Tampering with or misuse of emergency or fire safety equipment, including emergency call devices, fire alarms, fire exits, firefighting equipment, smoke/heat detectors, or sprinkler systems;
- e. Failing to exit immediately any facility or building when a fire alarm or other emergency notification

- has been sounded, or hindering or impairing the orderly evacuation of any Illinois Tech facility, building, or premises;
- f. Smoking in any enclosed Illinois Tech facility, in any designated outdoor areas, or within 25 feet of an entrance, open window, ventilation intake, or similar feature of any enclosed Illinois Tech facility;
 - g. Violations of state or local fire and fire-related ordinances or the life safety policies outlined in the Residence and Greek Life handbook listed online at web.iit.edu/housing.

7. Guest and Visitors

Knowingly allowing one's visitors or guests to violate Illinois Tech policies, or failing to monitor the behavior of one's visitors or guests to assure their adherence to such standards. Students living in the residence halls and sororities are expected to also know and follow the guest policy outlined in the Residence and Greek Life handbook found online at: web.iit.edu/housing.

8. Hazing

It is the responsibility of all students and student organizations to encourage an atmosphere of learning, social responsibility and respect for human dignity and to provide positive influences and constructive development for members and aspiring members. Students and student organizations are expected to use good judgment to determine the abilities of individual students as they relate to organization activities and requirements. Accordingly, Illinois Tech prohibits acts of hazing. (Illinois law also prohibits hazing. See 720 ILCS §5/12C50. Hazing is a Class 4 felony, which carries criminal penalties of up to three years' imprisonment and a \$25,000 fine.)

Hazing is defined as any action taken or situation created, intentionally or unintentionally, whether on or off Illinois Tech premises and whether presented as optional or required, to produce: mental, physical, or emotional discomfort; servitude; degradation; embarrassment; harassment; or ridicule for the purpose of initiation into, affiliation with, admission to, or as a condition for continued membership in a group, team, or other organization, regardless of an individual's willingness or consent to participate. To be clear, Illinois Tech may hold individuals as well as groups of students and student organizations responsible for hazing.

As a practical matter, if a successful and sustainable team or organization is being created and the values and purpose of the organization are being upheld, chances are the organization will not have to worry about whether or not an activity is hazing. Hazing leads to dysfunction within the organization and is ineffective at creating teamwork, respect, and unity, and it is an unproductive and hazardous custom that is forbidden by the University.

Though not intended as an exhaustive list, the following actions and situations constitute hazing, if they are undertaken for or in connection with the above-noted reasons and purposes:

- Any physical abuse expected of or inflicted upon another, including paddling, tattooing or branding in any form;
- Any strenuous physical activity expected of or inflicted upon another, including calisthenics;
- Creation of excessive fatigue, sleep deprivation, or interference with scholastic activities, including late night work sessions, meetings or sleepovers;
- Physical and psychological shocks, including line-ups, berating, verbal abuse, threats and name calling;
- Sexual violations or other required, encouraged or expected sexual activity, whether actual or simulated;
- Prolonged exposure to severe or inclement weather;
- Periods of silence or social isolation;
- Kidnapping, road trips, abandonment, scavenger hunts or any other involuntary excursions;
- Wearing of uniforms or apparel that is conspicuous and not normally in good taste;
- Engaging in degrading or humiliating games, activities, stunts or buffoonery; including requiring, encouraging or expecting individuals to carry, possess or maintain objects or items;

- Requiring or compelling the consumption of liquid (including alcohol), food, drinks or other substances;
- Servitude or placing another in a position of servitude, including requiring, encouraging or expecting a new member to do the tasks of, or to do tasks for, an experienced member, or to address members with honorary or formal titles;
- Taking, withholding or interfering with an individual's personal property;
- Falsely leading an individual or individuals to believe that they will be inducted or initiated by participating in particular activities;
- Depriving an individual of any privileges of membership or affiliation to which one is entitled;
- Removing, stealing, taking or damaging public or private property; and
- Requiring, encouraging or expecting individuals to participate in activities that are illegal or unlawful or are not consistent with the group's mission or values or the policies of Illinois Tech, including this Code of Conduct.

9. Inappropriate Behavior

Inappropriate, disorderly, or disruptive conduct that is unbecoming of an Illinois Tech student. Examples of the type of conduct intended to be covered hereby include, but are not limited to:

- a. Yelling, cursing, or causing a disturbance;
- b. Participating in an on-campus or off-campus demonstration or activity that disrupts the normal operations of Illinois Tech and/or infringes on the rights and opportunities of the members of the Illinois Tech community;
- c. Intentional obstruction or disruption of teaching, research, administration, disciplinary proceedings or other Illinois Tech activities and other authorized activities on Illinois Tech premises; and
- d. Leading or inciting others to disrupt scheduled and/or normal activities in the classroom or in any campus building or areas.
- e. Flying of an Unmanned Aircraft Systems (UAS) within 10 feet of any Illinois Tech building or any individual(s) who are present on Illinois Tech property.

10. Misrepresentation

Acts of fraud, misrepresentation, or dishonesty, including, but not limited to the following:

- a. Forgery, alteration, or misuse of Illinois Tech documents, records, identification or other materials;
- b. Knowingly furnishing false, forged or inappropriately altered information to Illinois Tech, any Illinois Tech official, or emergency response personnel;
- c. Intentionally misrepresenting to Illinois Tech or any Illinois Tech official, your status at Illinois Tech or utilizing Illinois Tech's brand, trademarks and the like without permission;
- d. Possession, use, manufacture, or distribution of identification cards or devices that are false or fraudulent or that misrepresent an individual's identity, age or other personal characteristics, including using another individual's identification

For matters related to academic dishonesty, please refer to the Code of Academic Honesty.

11. Sexual Misconduct

Violations of Illinois Tech's policy on Sexual Misconduct (see Article III, Section N and specifically Section N(6) for the definitions of the terms below), which include the following:

- a. Sexual penetration without consent (e.g., rape);
- b. Sexual contact without consent (e.g. fondling);
- c. Incest;
- d. Statutory rape;
- e. Sexual exploitation;
- f. Stalking; and
- g. Dating and domestic violence.

12. Theft

Theft or unauthorized use of another's property, including being in possession of stolen property.

13. Unauthorized Access

Unauthorized access or entry to, presence in or use of Illinois Tech properties, physical and virtual, including the following:

- a. Illinois Tech facilities, property, systems or services;
- b. Roofs, balconies or fire escapes of any Illinois Tech building or facility for any purpose except in case of an emergency;
- c. Hosting an event in an Illinois Tech-owned or Illinois Tech-operated facility, property or space that exceeds policies governing that space, including capacity or time restrictions; and
- d. Possession, duplication, distribution or use of keys, access codes, access cards or other means of entry or access to any Illinois Tech property, premises or location.

14. Violation of Published Regulations

Violation of published Illinois Tech regulations, including, without limitation, the *Use of Technology Resources*, *Use of University Provided Mobile Internet*, *Concealed Carry and Prohibition Regarding Firearms and Weapons on Campus*, *No Smoking Policy* and policies and regulations relating to entry and use of Illinois Tech facilities. (See, for example, Residence Life Handbook, Illinois Tech Bulletins, Illinois Tech Policies & Procedures Manual, and such similar policies and manuals of general applicability.) All of the foregoing policies and regulations are hereby incorporated into this Code of Conduct. It is the expressed obligation of all students to familiarize themselves with these policies and regulations. To this end, all are available on the Illinois Tech website

15. Violation of Law

Violations of federal, state or municipal laws on or off campus.

B. CONDUCT DISCIPLINE

The student conduct process, which exists in order to maintain the safe and efficient operations of Illinois Tech and to aid in advancing its academic mission, is based on the assumption that disciplinary procedures, when required, should aim to be an educational process, while also maintaining the safe and efficient operations of the university and protecting its community. Disciplinary sanctions are primarily imposed to help students develop individual responsibility and encourage self-discipline, to foster a respect for the rights of others, and to protect the rights, freedoms and safety of all members of the Illinois Tech community. Hearings or appeals processes are not courts of law and are not governed by criminal or civil court procedures; however, the processes are intended to provide the prompt, fair and impartial investigation and resolution of each matter. In adjudicating any alleged violation(s) of the Code of Conduct, the preponderance of the evidence standard is employed, meaning the facts and circumstances and reasonable inferences drawn therefrom indicate that it is more likely than not the violation occurred. The only process to which a student is entitled is the process provided for in this Student Handbook. However, because some violations of the Code of Conduct are also violations of the law, students may be accountable to both law enforcement agencies and Illinois Tech for their actions. Illinois Tech's student discipline process will normally proceed notwithstanding any external civil or criminal proceeding.

1. Good Samaritan and Medical Amnesty Policy

In an effort to encourage students to help one another by contacting the appropriate administrative department or authority in critical situations (Public Safety, Residence & Greek Life, Office of Student Affairs, Student Health & Wellness Center) or 911 Emergency Assistance, a student who seeks assistance for another student, who is experiencing a drug or alcohol emergency, will generally not be subject to disciplinary action by the Office of Student Affairs. This provision applies only to individuals, not organizations. To be clear, this policy is not meant to promote unlawful drug or alcohol use among students. Rather, it is intended to provide a "Good Samaritan" provision within the Code of Conduct to encourage responsible reporting to an appropriate authority when a student is in need of help. Accordingly, it is expected that any reporting will be done in good faith.

a. Good Samaritan Policy

The Good Samaritan Policy acknowledges that as members of this community, students have a responsibility to each other. We expect students to take active steps to protect the safety and well-being of our community. Therefore, students may directly seek medical assistance for another person during an alcohol or other drug related emergency. In such an instance, the Good Samaritan student will not face disciplinary action for the mere possession or use of alcohol or drugs provided that he or she remains with the individual until medical assistance arrives and the person can be assisted. In order to qualify under the Good Samaritan Policy, the Good Samaritan must contact the appropriate administrative department or authority. Depending on the facts and circumstances, a student who seeks medical assistance for another may be required to meet with a member of the counseling staff for an assessment. As long as the student complies with all directives, s/he will not face disciplinary actions for the alcohol and/or drug violations.

b. Medical Amnesty Policy

A student needing medical assistance during an alcohol or other drug-related emergency for himself or herself will not face disciplinary actions for the mere possession or use of alcohol and/or drugs if he or she contacts the appropriate administrative department or authority (Public Safety, Residence & Greek Life, Dean of Students, Student Health & Wellness Center) or 911 Emergency Assistance. The student receiving medical assistance may be required to meet with a member of the counseling staff for an assessment. As long as the student complies with all directives, s/he will not face disciplinary actions for the alcohol and/or drug violations.

c. Limits of the Good Samaritan and Medical Amnesty Policy

The Good Samaritan and Medical Amnesty policies apply only to alcohol or other drug related medical emergencies but do not apply to other prohibited conduct such as assault or property damage. If other prohibited conduct occurs, then a student will be held responsible for those violations. The use and/or abuse of alcohol or drugs will not be considered a mitigating circumstance for any other violation of this Code of Conduct. In cases where an individual fails to seek emergency medical assistance when it is clearly needed, disciplinary action may be taken against the individual/organization. The Dean of Students or his or her designee will investigate the circumstances involving the request for assistance and may also require a reporting student to participate in drug or alcohol abuse education or counseling as appropriate. Failure to adhere to the mandates may result in the case being referred through the normal conduct process.

The Good Samaritan and Medical Amnesty Policy apply to individuals, not organizations and pertains only to isolated incidents. Reporting pursuant to these Policies will be monitored, and the Dean of Students retains the authority to pursue, in accordance with the Code of Conduct and applicable law, disciplinary action against and/or contact the parents of students who abuse it.

The Good Samaritan and Medical Amnesty Policies apply only to Illinois Tech's response to a medical emergency. Criminal/police action may still occur separately from the Dean of Students office.

2. Complaints

Anyone – student, staff member, faculty member or non-Illinois Tech individual – may initiate a complaint against a current or formerly enrolled student for misconduct. (A complaint may also take the form of an Illinois Tech Department of Public Safety Incident Report regarding student conduct.) Complaints must be in writing and may be filed at www.iit.edu/incidentreport or with any of the following offices:

- Office of Student Affairs;
- Office of Residence & Greek Life;
- Public Safety; or
- Greek Council.

Though individuals are encouraged to come forward and report complaints, reports may also be made anonymously by contacting the Public Safety Department at 312-808-6300 or by so filing a report at www.iit.edu/incidentreport. All complaints will be reviewed by the Office of Student affairs; however,

Illinois Tech's ability to investigate and to address anonymously reported complaints is generally significantly limited, which may inhibit Illinois Tech's ability to pursue disciplinary proceedings against potential or alleged responsible parties. Accordingly, the more information that can be provided, the more thorough the investigation will likely be.

All complaints will be processed through the Office of Student Affairs. This Office will review and investigate, as it deems appropriate, the complaints to determine if there is a reasonable basis for believing a violation of this Code of Conduct may have occurred (i.e., merit) and, if so, to determine the appropriate course of action. Less serious offenses involving fraternity or sorority regulations may be heard by the Greek Council, while less serious offense related to student housing may be heard by Residence & Greek Life. For the avoidance of doubt, sexual misconduct offenses are per se deemed serious and will be processed by the Office of Student Affairs as provided for in this Student Handbook.

3. Disciplinary Proceedings

a. Notification and General Procedures

If a complaint is deemed to have merit, meaning a reasonable basis exists for believing a violation of this Code of Conduct may have occurred, students will be notified in writing by the Office of Student Affairs at least five school days before any hearing and at least three school days before an investigatory meeting. (For all purposes of this Disciplinary Proceedings section, a "school day" means a day on which classroom instruction is scheduled to occur.) In person delivery or email correspondence sent to the student's registered iit.edu e-mail address will be considered sufficient written notification in all instances where written notification is required under this Code of Conduct or Student Handbook. All meetings and hearings are closed to the public. Only those individuals contemplated or permitted to be in attendance pursuant to the provisions of this Student Handbook and such other Illinois Tech officials deemed reasonably necessary to the process may attend any particular hearing.

As set forth herein, notification of an investigatory meeting and/or conduct hearing will be provided by the Office of Student Affairs and will include: (i) in the case of an investigatory meeting, a summary of the violation(s) alleged, including when, where and, if applicable, against whom they occurred, and the time and place of the meeting; and (ii) in the case of a conduct hearing, the specific violations with which he or she is being charged and either a copy and/or summary of the evidence and witnesses that will be presented to substantiate the violation(s) and the time and place of the hearing. Once proper notification has been given, Illinois Tech reserves the right to hold the meeting and/or hearing whether or not the student elects to participate. Notwithstanding any time period specified herein, if reasonable circumstances prevent any step from occurring within the stated time frame or if there are unanticipated delays (school breaks, including summer, inclement weather, witness or hearing board members are unavailable), Illinois Tech's right to adjudicate violations of the Code of Conduct shall not be negated. In such instances, Illinois Tech will notify all parties of the delay and will proceed with due diligence to complete the adjudication as quickly as reasonably possible given the circumstances, giving due notice to all impacted parties of the revised timing for completion of the process.

In any investigatory meeting, as defined in Section 3(c) below, and any conduct hearing, whether before the Dean of Students or his/her designee or the Campus Judicial Board, concerning an alleged sexual misconduct violation, the student alleged to have violated the Code of Conduct and the student who experienced such violation will have the right (A) to attend the conduct hearing, (B) to be accompanied by his or her parents and one other an advisor of his or her choosing, and (C) at the appropriate time in the hearing, present witnesses on his or her behalf. Accordingly, in such cases, the accused and accuser will be notified of the time and place of the hearing in the same manner.

Except as provided for in the immediately preceding paragraph, with respect to any other disciplinary proceedings pursuant to this Code of Conduct, the student accused of a violation of this Code of Conduct will have the right at his or her conduct hearing, whether before the Dean of Students or his/her designee or the Campus Judicial Board (A) to attend the conduct hearing, (B) to be accompanied by his or her parents and one other an advisor of his or her choosing, and (C)

at the appropriate time in the hearing, present witnesses on his or her behalf.

Pending a hearing, the Dean of Students may issue a temporary “no contact” order to any involved party not to have any contact (written, oral, electronic and/or in-person) with an alleged victim and/or potential witnesses (i) if the alleged violation related to alcohol, drugs, sexual harassment and/or sexual misconduct and/or involved behavior that posed a risk to the safety of other students, Illinois Tech property and/or the efficient administration of Illinois Tech, and (ii) the Dean determines that such order is reasonable to maintain the integrity of the process or to prevent undue influence or to avoid the imposition of stress on any party to the hearing.

b. Role of Advisor

In order to maintain the integrity, civility and efficiency of the process, any advisor and/or parents attending a meeting or hearing will be limited to advising the student and will not be allowed to participate in the meeting and/or hearing; this includes, but is not limited to, presenting the case, answering questions, questioning witnesses or making statements during the hearing. Failure of an advisor or parent to adhere to these standards may result in his or her removal from the hearing.

c. Meetings and Hearings

- i. ***Investigatory Meeting:*** Prior to a hearing for violation(s) of the Code of Conduct and as part of its investigation of a complaint, the Office of Student Affairs may, at its discretion, hold an investigatory meeting with the student who has been accused of violating one or more provisions of the Code. This meeting between the accused student and the Dean of Students or his/her designee is to discuss the matters in the complaint. (For the avoidance of doubt, any other fact-finding and/or investigatory activities that may occur with respect to any particular alleged violation are not deemed, and shall not be considered, “Investigatory Meetings” as such term is used in this Section 3(c).) If an investigatory meeting is held, it will generally occur any time within 15 school days of receipt of the complaint, but in any event, the student will be notified in writing at least three school days before the scheduled meeting. (For the avoidance of doubt, this does not mean that an investigation will be completed within 15 school days, only that the student who is the subject of the complaint will be asked to attend an Investigatory meeting within such timeframe.) Investigatory meetings shall not be recorded and any notes or materials of any investigatory meeting made by the Dean of Students or his/her designee will be the sole property of Illinois Tech and may, at Illinois Tech’s discretion, submitted as evidence at any subsequent conduct hearing.

If an investigatory meeting is not held and the alleged misconduct could result in a sanction of suspension or expulsion, then the matter will proceed to a hearing before the Campus Judicial Board. If an investigatory meeting is held, but the student fails to attend the investigatory meeting, or one was not held and the alleged misconduct will not result in a sanction of suspension or expulsion, then the matter may, at the discretion of the Dean of Students or designee, be heard administratively and a determination of responsibility made without the student’s input.

- ii. ***Investigatory Meetings in Sexual Misconduct Matters.*** With respect to an alleged violation of sexual misconduct, the expectation is that an investigatory meeting will occur unless the respondent/accused (i) is not a then-registered Illinois Tech student, (ii) is incarcerated or otherwise lawfully detained, or (iii) the determination is made that the substantive value of such meeting to the process is outweighed by the physical or mental health or safety risks to the campus or one or more staff members or students. If an investigatory meeting is held, it will generally occur any time within 15 school days of receipt of the complaint, but in any event, the student will be notified in writing at least three school days before the scheduled meeting. (For the avoidance of doubt, this does not mean that an investigation will be completed within 15 school days, only that the student who is the subject of the complaint will be asked to attend an Investigatory meeting within such timeframe.) With respect to any investigatory meetings and hearings related to alleged sexual misconduct violations, but only with respect to such violations, the Dean of Students will provide or will have provided to both the accused and

accuser as well as appropriate Illinois Tech officials involved with such matters timely and equal access to any information that will be used during such meetings and hearings.

Investigations of alleged violations of sexual misconduct will be conducted by individuals who have received training, as required by law, on issues related to dating violence, domestic violence, sexual assault and stalking and how to conduct an investigation that protects the safety of victims and promotes accountability and other such matters.

iii. **Types of Hearings**

There are two types of disciplinary hearings: Administrative Hearings and Campus Judicial Board Hearings.

Administrative Hearings: *A one-on-one meeting between the student and hearing administrator designated by the Dean of Students to discuss the alleged violation(s). The student may present witnesses and/or witness statement(s) on his/her behalf. Witnesses are defined as individuals who were at the incident in question and/or have information pertinent to the incident in question. The administrator may, in his or her sole discretion, disallow witnesses whose testimony would be redundant or not germane to the charges. The administrator determines responsibility and imposes any applicable sanction(s). Administrative hearings are typically used for cases that are deemed less serious in nature.*

Campus Judicial Board Hearings: *The accused student and complainant (if applicable) appear before the Campus Judicial Board to discuss the alleged violations. The Campus Judicial Board determines responsibility and imposes any applicable sanction(s). Students appearing before the Campus Judicial Board will be notified of a pre-hearing meeting to review the allegations and the process with the Director of Community Standards or his/her designee; this pre-hearing meeting is separate and distinct from an investigatory meeting and conduct hearing. The student will be notified of the date of the pre-hearing meeting at least three school days in advance, and his or her hearing before the Campus Judicial Board will proceed regardless of whether he or she attends the pre-hearing meeting. Campus Judicial Board hearings will be used for cases where the alleged violation(s) could result in sanctions of suspension or expulsion or the allegations are deemed complex in nature. The Dean of Students or designee may at their sole discretion determine which cases are deemed complex in nature. Students who are referred to the Campus Judicial Board may waive their right to a board hearing and select an administrative hearing. Prior to the student waiving their right to appear before the Board, the Dean of Students or his/her designee must inform the student if the alleged misconduct could result in a sanction of suspension or expulsion. If such sanctions could result and the student wants the matter to be heard administratively by the Dean of Students or his/her designee, the student must sign a statement waiving his or her right to a hearing before the Campus Judicial Board.*

Hearings are generally expected to commence at any time within 30 school days after the investigatory meeting or 20 school days after receipt of the complaint if no investigatory hearing is held. However, additional time may be needed to investigate thoroughly and fairly a complaint, especially, by way of example, when the complaint involves multiple parties, requires a number of witnesses to be interviewed, is reported during or shortly before a break period and/or involves parties or agencies that are not part of the Illinois Tech community. With respect to alleged violations of sexual misconduct, hearings will be conducted by individuals who have received training, as required by law, on issues related to dating violence, domestic violence, sexual assault and stalking and how to conduct an investigation that protects the safety of victims and promotes accountability and other such matters.

The Campus Judicial Board may, as appropriate, be advised by a designee of the Dean of Students, will conduct itself consistent with applicable policies in a manner that is transparent to all parties, and will be composed of members who do not have a conflict of interest or bias for or against the accuser or the accused. A Campus Judicial Board will generally include two faculty members, at least one of whom is not in the student's major department, two students, one Illinois Tech staff members, not from the Office of Student Affairs, and one Illinois Tech

staff member from the Office of Student Affairs, who will serve as chairperson of the Board and preside over the hearing but do so as a non-voting member, though he or she will be present during deliberations. All members of a Campus Judicial Board will be appointed by the Dean of Students. A member of a Campus Judicial Board may participate by teleconference, Skype or such other electronic means that permits him or her to see and/or hear the proceedings and participate in them.

A student will have the right to submit written documentation for the Campus Judicial Board to review, but in order to have such documentation reviewed, it must be submitted to the Office of Student Affairs at least two (2) school days prior to the hearing. At the hearing, a student will have the right to make an oral statement both at the start and the conclusion of the hearing. Further, as a general rule, a student will have the right (i) to present and to question any witnesses of his or her choosing that have information relevant to the charges against him or her, provided that the chair may, in his or her sole discretion, disallow witnesses whose testimony would be redundant or not germane to the charges; and (ii) to cross-examine any witness that is called to testify in support of the charges, provided that the chair may, in his or her discretion, limit such cross-examination to the extent it is not germane to the charges, is redundant or becomes abusive or harassing. Members of the Campus Judicial Board may, as each deems appropriate, ask questions of any witness called or regarding any evidence submitted. To the extent deemed necessary to maintain decorum or to protect students from harassment or to ensure the integrity of the process, the chair, in his or her sole discretion, may require a student to direct questions to the chair who will then ask them of a witness or witnesses.

A recording of the hearing will be made and will remain the sole property of Illinois Tech. No other record of the hearing may be made. Students will be notified in writing of the decision of conduct proceedings, including sanctions imposed. For additional information on the hearing process, contact the Office of Student Affairs (312.567.3080).

Solely with respect to any conduct hearing, whether before the Dean of Students or his/her designee or the Campus Judicial Board, concerning an alleged sexual misconduct violation, the foregoing procedures shall be supplemented by those set forth in Article III, Section N of this Handbook.

- iv. **Admission by Student:** Notwithstanding any other provision of this Disciplinary Proceeding section, if a student admits in writing to a violation of the Code of Conduct and waives his/her right to a hearing, then the Dean of Students or his/her designee may impose such sanction as he/she deems appropriate without any hearing but after affording the student an opportunity to explain his/her actions, including any mitigating factors that the student may deem relevant; provided, however, if the violation could result in a sanction of suspension or expulsion, then the student's written admission and waiver must acknowledge this fact. In such cases, the student should be advised of the sanction(s) imposed within three school days of receipt of his/her written admission and waiver.
- v. **Student Withdrawal from School:** A student who withdraws from school while disciplinary action is pending, or who is involved in misconduct after withdrawal that would subject him or her to disciplinary action, may be required to appear before the Dean of Students and/or the Campus Judicial Board before permission to resume studies is granted.

The Dean of Students, and/or the Campus Judicial Board retain the right to investigate and adjudicate allegations of misconduct and may hold a hearing after a student's withdrawal, regardless of whether the withdrawing student elects to participate.

C. CONDUCT SANCTIONS, INCLUDING TEMPORARY CONDUCT SANCTIONS

1. Sanctions

Sanctions that may be applied by the Greek Council are described in its Constitution. Sanctions that may be applied by Residence & Greek Life are described in the Residence Hall Handbook. The Dean of

Students or designee or the Campus Judicial Board is authorized to impose one or more of the following sanctions when a violation or violations of the Code of Conduct has been found to have occurred; provided, however, the Dean of Students may only impose suspension or expulsion if the student has received the notice required above and waived his or her right to a hearing before the Campus Judicial Board:

Disciplinary Warning. An official written notification that a student's behavior is in violation of Illinois Tech regulations or standards, which will also clarify expected behavior in the future. This sanction may or may not carry with it conditions or restrictions of privileges.

Restitution. A student is required to make monetary restitution for theft of or damage to Illinois Tech property or to that of a member of the Illinois Tech community, or for expenses incurred as a result of the student's actions.

Fines. Illinois Tech reserves the right to assess a fine for misconduct.

Suspension of network access. A student's access to the Illinois Tech computer network or the web may be denied for violations that involved the use, directly or indirectly, of the network. Offenses to which this sanction may apply include, but are not limited to, violation of the Use of Technology Resources and Use of University Provided Mobile Internet policies, harassment and stalking.

Educational sanctions. A student is required to perform one or more educational sanction(s) appropriate to the offense. These may include a formal apology (in writing and/or in person), a public presentation or research paper on a designated topic, assigned campus and/or community service, participation in a workshop for alcohol, drug-related or sexual misconduct or completion of an on-line tutorial.

Conduct probation. This is a form of probation imposed on a student for misconduct within the Illinois Tech community. The intent of Conduct Probation is for a student to self-correct his or her behavior and learn to become a productive member of the Illinois Tech community. Certain restrictions and/or educational sanctions may also apply to this form of probation. Conduct Probation also is designated to remain in effect for a specified duration (e.g., one semester or one academic year).

Disciplinary probation. This is the most serious form of probation issued by Illinois Tech. A student placed on Disciplinary Probation is required to correct his or her behavior immediately in order to remain a member of the Illinois Tech community. This form of probation may also include additional restrictions and/or educational sanctions and is designated to remain in effect for a specified time (e.g., one semester, one academic year).

Pending a hearing, the Dean of Students may place a student on temporary disciplinary probation when the facts and circumstances of the allegations against him or her are sufficient to reasonably assume, given the academic and/or campus environment, immediate, preventative action is required. Allegations that are sufficiently alarming include, but are not limited to, violations of the Policy on Drugs and Alcohol, Policy and Procedures on Sexual Harassment, incidents involving felony-level criminal charges, incidents of Sexual Misconduct and matters that reasonably pose a risk to the safety of other students, Illinois Tech property and/or the efficient administration of Illinois Tech. Failure to comply with disciplinary probation sanctions could result in recommendation for Suspension or Expulsion from Illinois Tech. (See Suspension and Expulsion.)

Disciplinary probation also impacts a student's ability to participate in certain Illinois Tech activities. Students on disciplinary probation may not hold an office within a student organization (see Student Organization policies) or travel on behalf of Illinois Tech or in connection with any Illinois Tech sanctioned event or activity (see Travel Policy).

Relocation/Suspension/Ban From Campus Housing. A student is required to relocate, for disciplinary reasons, to another residence hall or other campus housing. The timing of such relocation is at the discretion of the party imposing this sanction, but it may be immediate. A student may also be prohibited from entering the residence hall/campus housing from which he or she was relocated or which was otherwise connected or related to the violation. The timing of such prohibition is also at the discretion of the party imposing this sanction, but it may be immediate. Further, a student may be denied, for disciplinary reasons, housing in the residence halls, in campus apartments or in fraternities or sororities. Notwithstanding any other provision of this Conduct Discipline and in addition to any other sanction

imposed by the Dean of Student or his/her other designee or the Campus Judicial Board, the housing contract of any student who either admits to or is found to have used or possessed illegal drugs in any Illinois Tech residence hall may be immediately canceled, and such student must move out of the residence hall as promptly as possible, but in any event within 72 hours.

Suspension. Suspension is a status assigned for various periods of time in which a student's enrollment is interrupted. A suspended student may not attend day or evening classes, or participate in student activities. A suspended student may only be present in or on property owned by Illinois Tech with written approval from the Dean of Students or their designee. A suspended student may apply for reinstatement at the end of the period of suspension. If reinstated, the student may be placed on disciplinary probation for a period of time.

Pending a hearing, the Dean of Students may issue a temporary suspension when the facts and circumstances of the allegations against him or her are sufficient to reasonably assume, given the academic and/or campus environment, immediate separation is required. Allegations that are sufficiently alarming include, but are not limited to, violations of the Policy on Drugs and Alcohol, Policy and Procedures on Sexual Harassment, incidents involving felony-level criminal charges, sexual misconduct and matters that poses a risk to the safety of other students, Illinois Tech property and/or the efficient administration of Illinois Tech.

Expulsion. Expulsion is the complete severance of association with Illinois Tech.

In addition to the foregoing, additional sanctions, as set forth in Article V, Section E, may be imposed on student organizations.

2. Conditions/Restrictions.

Any of the sanctions set forth in Section C(1), including any temporary sanction, may carry additional conditions and/or restrictions, including, but not limited to, a referral for counseling of specified type and duration as appropriate; a requirement to refrain from contact or communication -- including in person, via email, telephone, text messaging, social networking, third party, or any other method of communication -- with one or more individuals; denial of use of Illinois Tech facilities; denial of parking privileges; being barred from such activities as representing Illinois Tech on any athletic team or participating or holding office in any student organization or committee; or being barred from receiving employment or scholarship aid from Illinois Tech funds.

3. Review of Sanction of Suspension or Expulsion

In any matter where the Dean of Students or the Campus Judicial Board seeks to impose a sanction of suspension or expulsion, the imposition of the sanction will automatically be stayed and the matter referred to the Provost for review. With respect to the proposed sanction, the Provost, within 20 school days of receipt thereof, may make any of the determinations set forth under Section D(3) below. Once the Provost's review has been completed, the Dean of Students' or the Campus Judicial Board's proposed sanction, as it may have been modified by the Provost, will become effective. Notwithstanding any other provision of this Student Handbook, no matter so referred to the Provost shall be subject to any further appeals on the basis that the sanction imposed was inappropriate to the offense.

D. APPEAL PROCEDURES

An appeal of a sanction for violation of the Code of Conduct must be submitted in writing to the Office of Student Affairs (dos@iit.edu) within five school days of notification of the decision. Supporting information must be submitted with the appeal. An appeal or submission made after this deadline will not be considered, and the student will be deemed to have waived his right thereto. Issues not raised in a timely submitted appeal will also be deemed to have been waived. In both cases, this means that any decision(s) and sanction(s), as the case may be, shall be final.

1. Levels of Appeal

Decisions rendered by the Greek Council or Residence & Greek Life Staff, or their respective designee, may be appealed to the Office of Student Affairs, and the decision of the Dean of Students with respect to

such matters shall be final. Disciplinary sanctions imposed on students for misconduct by the Dean of Students or his or her designee or by the Campus Judicial Board may be appealed to the Provost, whose decision shall be final.

2. Basis for Appeal

An appeal to the Provost may be made only for one of the following reasons:

- The procedures outlined above were not substantially followed and such occurrence reasonably could be deemed to have impacted the outcome;
- Subject to the restriction set forth in Section C(3) above, the sanction imposed was inappropriate for the offense; and
- New evidence that was not available at the time of the original decision, due to no fault or lack of diligence of the student, has become available.

3. Determinations

Within 20 school days of receipt of the appeal, the Provost may make one of the following determinations:

- Uphold the decision and the sanction;
- Reverse the decision and/or modify (enhance or lessen) the sanction; or
- Uphold the decision and modify the sanction or return the case to the Campus Judicial Board or the Dean of Students to reconsider the sanction.

E. INFORMATION FOR CRIME VICTIMS ABOUT DISCIPLINARY PROCEEDINGS

With respect to hearings related to an alleged violation(s) of sexual misconduct, the Dean of Students will simultaneously notify both accused and the accuser of (i) any results of the hearing, any sanctions imposed and the general rationale for the results and sanctions, (ii) any available appeal options, (iii) any changes as a result of the appeal, and (iv) when the result has become final.

Upon written request, Illinois Tech will disclose to the alleged victim of any crime of violence, or a non-forcible sex offense, the results of any disciplinary proceeding conducted by it against the student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of the crime or offense, the information shall be provided, upon request, to the next of kin of the alleged victim.

III. POLICIES AND PROCEDURES

A. ALCOHOL USE FOR CAMPUS EVENTS POLICY

Illinois Tech students are subject to the laws of the State of Illinois. PERSONS UNDER 21 YEARS OF AGE CANNOT POSSESS OR DRINK ALCOHOLIC BEVERAGES. IT IS ALSO ILLEGAL TO PROVIDE, SELL OR DISTRIBUTE ALCOHOL TO PERSONS UNDER 21 YEARS OF AGE. Inappropriate behavior resulting from the consumption of alcohol, such as disorderly conduct, intoxication and harassment, will constitute an independent violation of the Code of Conduct and will result in appropriate sanctions. As stated in Section F below, all students should review and must adhere to Illinois Tech's Policy on Drugs and Alcohol. Further, any student organization that will host any event (as defined in Article V, Section G) at any location at which any alcohol will be served and/or consumed must follow the rules established in and in Illinois Tech's policy governing the Serving of Alcohol, which are incorporated by this reference, at web.iit.edu/sites/web/files/departments/general-counsel/policies/procedure_c4_service_of_alcoholic_beverages.pdf.

All questions regarding the use or sale of alcohol should be directed to the Office of Student Affairs (312.567.3080).

B. CERTIFICATION OF IMMUNIZATION POLICY

In accordance with Illinois law, all students born on or after January 1, 1957 who are taking at least half-time credit hours per semester must supply evidence documented by a health care provider of vaccination for diphtheria, tetanus, measles, rubella and mumps. In addition, International students must provide a recent Interferon Gamma Assay (IGRA) through TSPOT or Quantiferon Gold serum testing prior to their arrival to the U.S. Blood tests must be drawn no earlier than 2 weeks prior to arrival. Immunization records

must be submitted to Student Health and Wellness before the first day of class. A registration hold will be placed on the account, which will have the effect of prohibiting registration for the subsequent semester, of all students who are non-compliant with the immunization requirement. Exemption from one or more of the specific requirements may be granted based on documented medical or religious reasons. Please complete and submit the appropriate exemption form which can be found on our website. Anyone with a vaccine exemption may be excluded from the university/college in the event of a measles, rubella, mumps or diphtheria outbreak in accordance with public health law. To contact the Student Health and Wellness Center with any questions you may have regarding the immunization policy or requirements, please call us at 312-567-7550 or e-mail us at student.health@iit.edu.

C. CONCEALED CARRY AND PROHIBITION REGARDING FIREARMS AND WEAPONS

Illinois Tech has established a *Concealed Carry and Prohibition Regarding Firearms and Weapons* on Campus Policy pursuant to the 2013 Illinois Firearm Concealed Carry Act and its enabling regulations. The terms and provisions of this Policy, which is at web.iit.edu/sites/web/files/departments/general-counsel/policies/procedure_q9_weapon_prohibition.pdf, are incorporated by this reference.

In sum, as Illinois Tech is committed to providing a safe and secure environment for the Illinois Tech community and its guests, it has established extension restrictions on the ability to carry Firearms or Weapons, concealed or otherwise, on its Campus. In short, this means that no person covered by this Policy, unless authorized by law or specifically exempted by federal or state law or this Policy, is authorized to possess a Weapon or Firearm while engaged in Illinois Tech-related business or activities or otherwise present in, on or about the Property of Illinois Tech located on the Campus.

D. DISCIPLINARY PROCEEDINGS DUE TO RECEIPT OF DIGITAL MILLENNIUM COPYRIGHT ACT NOTICE

If Illinois Tech receives from a content owner a notice of copyright infringement i.e. a DMCA (Digital Millennium Copyright Act) notice, then the person to whom the Internet Protocol (IP) Address and/or computer system is registered and to which such notice is attached, shall be charged with violating Illinois Tech Procedure No. Q-3, entitled *Use of Technology Resources*, and its provisions regarding copyright infringement and Item 14 of the Code of Conduct. (See Section R below and Article II, Section A of this Student Handbook, respectively.) Notwithstanding any other provisions of this Student Handbook, a student so charged shall be subject to discipline in accordance with the following procedures:

- **FIRST OFFENSE:** If the student has never before been referred to the Office of Student Affairs for such violations, the student has the option of an "expedited resolution". To take advantage of this option, the student must accept responsibility for the offense, complete an on-line tutorial about copyright within 7 days of being notified of the violation and pay a fine of \$100. Once the tutorial is completed, the matter will be closed with a "P2P Warning".
- **SECOND OFFENSE:** If the student acknowledges that he or she is responsible for these violations and he or she has been referred to the Office of Student Affairs previously for such violations, the student must, within 7 days of being notified of the violations, schedule a meeting with the Office of Student Affairs to explain his or her behavior. Additionally, the student must pay a \$200 fine and a disciplinary warning will be issued by the Office of Student Affairs. This warning will become part of the student's disciplinary file.
- **THIRD OFFENSE:** If the student has at least twice previously admitted to improper use of the Illinois Tech computer network (See points 1 and 2 above), the student's access to the Illinois Tech network from the offending IP Address and/or computer will be terminated for a period of 90 days, and the student may be subject to further disciplinary action consistent with the Code of Discipline.

If the student does not believe that he or she has committed the alleged violations, he or she may submit an appeal within 7 days of being notified of the violation to the Office of Student Affairs.

If a student fails to elect one of the punishments provided for above and fails to submit an appeal, then his or her access to the Illinois Tech network from the offending IP Address and/or computer will automatically be terminated for a period of 90 days, and the student may be subject to further disciplinary action in accordance and consistent with the Code of Conduct.

The foregoing penalties are separate and distinct from any legal action that may be brought by a content owner or government entity. Illinois Tech will comply with lawfully issued subpoenas from a content owner or government entity seeking to identify the individual to whom the Internet Protocol (IP) Address and/or computer system is registered.

E. PROCEDURES FOR STUDENT GRIEVANCES INVOLVING CHARGES OF DISCRIMINATION

Any student at Illinois Tech who believes that he or she has received discriminatory treatment in violation of Illinois Tech's stated policy of equal opportunity in education should communicate, either in writing or in person, with the Director of Equal Opportunity and Affirmative Action, IIT Tower, 10 W. 35th Street, 19th Floor, 312.567.3134. It will be expected that the grievant shall have exhausted all available recourse through normal channels of communication for arriving at a resolution within the department or the organizational unit within which the discriminatory practice is alleged to have occurred prior to lodging a formal complaint of discrimination. Such complaint shall, in any event, be filed in writing with the Director of Equal Opportunity and Affirmative Action within 15 days of the occurrence of the alleged treatment. (Note: The Grievance Committee procedures outlined in Subsections 2 through 4 below are not intended to replace or to serve as a substitute for or to allow for the re-adjudication of matters that have been brought before and resolved by other recognized formal methods for addressing the grievance (as defined below), such as, but not limited to, those provided by the Code of Conduct, the Human Resources Policies and Procedures Manual and comparable methods.)

1. Preliminary Procedures

The grievant shall prepare and present to the Director of Equal Opportunity and Affirmative Action a written statement describing in detail the nature of the grievance and identifying the person, organizational unit or institutional practice or regulation against which the charge of discrimination is lodged, including the facts and circumstances that the grievant deems relevant to the charge (which will be termed the "grievance"). The Director of Equal Opportunity and Affirmative Action will inquire into facts pertaining to the grievance and will make informal attempts to resolve the matter to the satisfaction of both the grievant and the person or organizational unit against which the charge of discrimination has been brought. Subject to any required legal obligations, this preliminary process will be conducted with the degree of confidentiality that the aggrieved person wishes.

2. Composition of Grievance Committee

If resolution is not accomplished by informal means, a copy of such grievance shall be sent to the individual or organizational unit alleged to have engaged in a discriminatory practice and the Director of Equal Opportunity and Affirmative Action will then refer the grievance to a "Grievance Committee" to be comprised as follows:

- A tenured faculty member from within the college, institute or school with which the grievant is associated, to be appointed by the Provost;
- The chair of the University Faculty Council Committee on Student Affairs or a member of that committee whom the chair shall designate to act in the chair's stead;
- The chair of the University Faculty Council Committee on Academic Grievances or a member of the committee whom the chair shall designate to act in the chair's stead;
- One or more tenured faculty members from outside the college or school with which the grievant is identified, to be appointed by the Provost; and
- A student not from the same department as the grievant, to be recommended by the campus student government and appointed by the Dean of Students.

After the grievance is disclosed to those selected to serve on the Grievance Committee, any member who believes that a conflict of interest might be inferred by his or her participation in hearing the specific grievance may submit to the Provost a request for replacement along with the reasons for making such request. The Provost will make the decision as to whether the member should be excused from or retained on the committee. If the decision is to excuse the petitioner, the Provost will select a replacement.

After composition of the Grievance Committee to hear a specific grievance has been determined, the Grievance Committee shall recommend a chair from among its membership to the Provost for consideration. The Provost will appoint the chair.

3. Grievance Committee Procedure

At the initial meeting of the Grievance Committee, where the recommendation of a chair is discussed, the Grievance Committee will also establish a hearing date. Upon appointment by the Provost, the chair will communicate to the parties the date of the hearing and names of the members of the Grievance Committee. Notice of the hearing date and members must be provided to the parties within at least seven business days of the date for the hearing. Any involved party who believes a member of the Grievance Committee may have a conflict of interest may request that such person be excused; provided that the party must do so within two business days of receipt of the notice or the party will be deemed to have waived his or her right to so object. Such request must be submitted in writing with reasons for the request to the Provost, who will decide whether or not to grant the request.

If the decision is made to excuse that person, the Provost will select a replacement. Each involved party may be represented by an advisor. The advisor may be an attorney or a member of the faculty or administration of Illinois Tech. The advisor is limited to advising and may not participate in presenting the case, questioning witnesses, or making statements during the hearing. The student may also be accompanied by his or her parents, but his or her parents may not participate in presenting the case, questioning witness or making statements during the hearing. At the hearing, the grievant and the involved parties will be given an opportunity to make a statement as to the facts and circumstances surrounding the alleged discriminatory practice. Each party may present any witnesses whose statements would be helpful in presenting or defending the charge. At the discretion of the Grievance Committee, additional witnesses may be granted the opportunity to make statements. The Grievance Committee may question any of the participants in the hearing, as it deems such inquiry necessary to its determination of the issues involved. An audio tape recording of the hearing will be made. The tape will remain the property of Illinois Tech. No other recording of the proceeding may be made.

After the hearing, the Grievance Committee will review the grievance and submit a written report to the Provost. Such determination will include a summary of the operative facts and an opinion as to the validity of the grievance. The report may include a recommendation as to any further action to be taken.

The Provost will then consider the Grievance Committee's findings and decide on feasible and appropriate action for Illinois Tech to take in disposition of the charge. Such decision shall be communicated to the grievant, the charged party and the Director of Equal Opportunity and Affirmative Action. In the event that the Provost should be named in the grievant's charge, the President shall designate the Provost's replacement for implementing these procedures. The grievant or the charged party may appeal, within seven days, such decision to the President of Illinois Tech; provided, however, any appeal must be based on one or both of the following considerations: (i) the procedures outlined above were not substantially followed and such occurrence reasonably could be deemed to have impacted the outcome; and (ii) new evidence that was not available at the time of the original decision, due to no fault or lack of diligence of the grievant, has become available; and (iii) the decision cannot be. In the event of an appeal, the President will render a final decision in the matter.

4. General Rules

- a. Illinois Tech will not be responsible for any expenses incurred by students pursuing any grievances.
- b. Students will have the right to present a grievance without prejudice.
- c. The time limitations established herein are deemed to be binding on all parties involved and will not be waived without the written consent of all parties.

F. POLICY ON DRUGS AND ALCOHOL

Illinois Tech is committed to preventing the use of illicit drugs and abuse of alcohol by members of its community. In accordance with this commitment and in compliance with the Drug Free Schools and Campuses Act of 1989, Illinois Tech has adopted a *Policy on Drugs and Alcohol* that affirms its goal to maintain an environment that is free of illegal usage of drugs and alcohol. This Policy is at the following link: web.iit.edu/sites/web/files/departments/general-counsel/policies/Drug-FreeSchoolsPolicy.pdf, and the

terms of the policy are expressly incorporated into this Student Handbook by this reference. All students are expected to comply with this Policy. The following is intended to provide a summary introduction to this Policy as well as to establish the fine structure noted below, which is one of the sanctions that may be imposed for violations of this Policy. In the event of any conflict between the provisions of this Section F and the Policy, the Policy shall control.

Per applicable law, students receiving Title IV grants, loans, or federal work-study who are convicted of a drug offense involving illegal drugs while enrolled at Illinois Tech will lose their eligibility for such funds.

1. **Legal sanctions.** Federal and Illinois law prohibits the unlawful manufacture, possession, use or distribution of controlled substances, including, but not limited to, marijuana, narcotics, barbiturates and cocaine. Violation of such federal or Illinois law may result in arrest and conviction. An individual so convicted may be fined and/or imprisoned in accordance with applicable federal and Illinois law. The Policy details the specific potential sentences and/or fine that can possibly be imposed for the manufacture, possession, use or distribution of various controlled substances. Illinois Tech reserves the right to contact the Chicago Police Department for assistance with respect to the violation of any Illinois law.

THE SALE OR DISTRIBUTION OF ALCOHOL TO OR POSSESSION OF ALCOHOL BY PERSONS UNDER THE AGE OF 21 IS PROHIBITED UNDER ILLINOIS LAW. A PERSON WHO VIOLATES THIS LAW MAY BE CHARGED AND PUNISHED ACCORDINGLY.

2. **Health Risks.** Individuals who use illegal drugs or abuse alcohol risk adverse physical and psychological effects. In general, such individuals may suffer from illnesses and are less productive, less reliable and more prone to accidents and absenteeism. Ingestion of drugs or alcohol by a pregnant woman may cause harm to the fetus. A more specific explanation of the possible health effects of certain types of drugs as well as alcohol is available in the Student Health and Wellness Center and in the Policy.
3. **Counseling.** Illinois Tech has a comprehensive drug-free awareness program to inform students about the dangers of drug and alcohol use and to assist them in obtaining counseling and treatment that includes full availability of the Student Health and Wellness Center to all students for counseling and/or referral for treatment; educational programs for students, including forums, dissemination of educational materials, and awareness periods (e.g., Alcohol Awareness Week); and other programs and publications as needed. Students are encouraged to contact the Student Health and Wellness Center for information or assistance regarding drug or alcohol use. If you suspect a fellow student is involved in illegal drug or alcohol use, encourage him or her to seek assistance from the appropriate office.
4. **Sanctions.** Any student suspected of violating this Policy is subject to disciplinary action in accordance with the Illinois Tech Code of Conduct. Sanctions will depend upon (a) the severity of the infraction; (b) if personal injury is involved; (c) if property damage occurs; (d) whether the student is a repeat offender; and (e) if the campus learning environment is compromised. Students may also be subject to criminal prosecution where appropriate. Further, for students, a fine structure will accompany disciplinary proceedings for all violations of the Policy. The fine imposed must be paid in full in order for a student to continue in good academic standing, and therefore, be allowed to register for classes and receive grades. The fines are as follows:
 - First offense: \$50.00
 - Second offense: \$100.00
 - A third documented violation of the Policy: \$250 and possible immediate suspension of campus housing privileges as well as suspension or expulsion from Illinois Tech.

Notwithstanding any other provision of this Policy and in addition to any other sanction that may be imposed by the Dean of Students or his/her designee or the Campus Judicial Board, the housing contract of any student who either admits to or is found to have used or possessed illegal drugs in any Illinois Tech residence hall may be immediately canceled, and in such circumstance, the student must move out of the residence hall within 72 hours. The student will be financially responsible for the remainder of their room and board contract and their parents may be notified.

G. STATEMENT OF FINANCIAL RESPONSIBILITY

Illinois Tech is providing you this information to ensure you understand the commitment that you are making with respect to the payment of your tuition, fees and other costs during your terms of enrollment at Illinois Tech, and by registering for courses at Illinois Tech, you are acknowledging that you have received, read and understood this information and agreed to these terms and conditions.

1. Your student account includes charges and credits assessed to you during your enrollment at Illinois Tech, including, without limitation, tuition, room, board, fees, expenses, health insurance premiums, financial aid credits and adjustments, payments made to your account, service charges for late payment, and various fines. You may view your student account at any time through the myIIT portal.
2. Each semester, a billing statement will be made available to you and such other responsible party that you designate (e.g., parent or guardian) through the myIIT portal. The bill will detail charges, payments and other credits to your account, including the amount you must pay and the date such payment is due. All notifications of new billing statements will be sent via email to your Illinois Tech email address. You are expected and you agree to monitor your Illinois Tech email account regularly.
3. If any payments that you make overpay the charges on your account, a credit will be placed on your student account to be applied toward future charges, unless you contact the Student Accounting Office to request a refund of the overpayment or you cease to be enrolled.
4. By registering for classes, you are expressly promising to assume and to take financial responsibility for the payment of all your education related charges and fees that become a part of your student account, when those charges are due, regardless of your expected reliance on third-party resources such as financial aid, family gifts, employer reimbursement, private loans, outside scholarship, grants, awards or sponsorships. Any balance due as the result of adjustments made to your estimated or confirmed financial aid or your refusal to apply for any or all of your financial aid or your inability to complete the financial aid verification shall be your responsibility to pay. You agree to supply the Financial Aid Office with any reasonable information or documents that they may request to complete the verification process in a timely manner.
5. By registering for classes, you acknowledge and agree that any outstanding balance due on your student account that is not timely paid when due is subject to service charges in the amounts or at the rates established and published by Illinois Tech from time to time and that, to the fullest extent allowed by law, you will be prevented from registering for additional courses at Illinois Tech or obtaining official documents such as diplomas or transcripts until that outstanding balance has been paid in full. You also acknowledge that failure to pay any amount due by the due date may result in an unfavorable report with credit bureaus and collection activities against you, including litigation and that Illinois Tech has the right to recover any collection and/or litigation costs so incurred.

H. HEALTH INSURANCE REQUIREMENT POLICY

All students registered for one academic credit are required to have health insurance. All students will be enrolled in the Student Health Insurance Plan (SHIP) when they register for at least one credit hour during the Fall 2017-18 academic year. Coverage for the Fall semester will begin August 11, 2017.

The premium for the insurance will be added to student tuition and fees as a charge. To avoid this charge, submit proof of comparable coverage online, before the add/drop deadline of the first semester you wish to waive coverage for at <http://web.iit.edu/shwc/insurance>. F1 and J1 students may only waive Illinois Tech's coverage with proof of comparable U.S. based insurance. Once a waiver is accepted, you will receive email confirmation and it will be valid until the end of the current school year. Spouses and dependents of students may participate in the student health program, if desired. Students should consult the Student Health and Wellness Center in the IIT Tower, at 312-567-7550 for further details or go online to <http://web.iit.edu/shwc>.

I. MEDIA POLICY

All engagements with media representatives by Illinois Tech students on campus and/or on behalf of Illinois Institute of Technology, should be coordinated with the Office of Marketing and Communications at least three full business days in advance, in order to promote and protect the public reputation of the university, build openness and accountability, and respect the media's role. It is the university's responsibility to provide accurate and consistent information to the media and avoid any misunderstanding, misinterpretation, or confusion.

The Office of Marketing and Communications should be notified about all media inquiries. All university press releases, media notices, media outreach and advisories must be coordinated and approved by the Office of Marketing and Communications. Students have no right to invite or allow media representatives in Illinois Tech facilities or on Illinois Tech property. Media representatives may only access, use or otherwise conduct business in Illinois Tech facilities or on Illinois Tech property with the permission of the Vice President for External Affairs, or his or her designee.

J. NON-DISCRIMINATION POLICY

It is the intention of Illinois Tech to act in accordance with all regulations of the federal, state and local governments with respect to providing equality of opportunity in employment and in education, including, but not limited to, all student-related programs and activities, graduate and undergraduate, full-time and part-time, insofar as those regulations may pertain to Illinois Tech. Illinois Tech prohibits and will act to eliminate discrimination on the basis of race, color, religion, national origin, gender, sexual orientation, age, disability, veteran status or other statutorily protected classes. Pursuant to the foregoing, it is the policy of the university to comply with the Americans with Disabilities Act of 1990, as amended, and Section 504 of the Rehabilitation Act. Furthermore, reasonable accommodations will be provided to qualified individuals with physical or mental disabilities. Inquiries regarding reasonable accommodations should be directed to the Center for Disability Resources: 3424 S. State Street, Suite 1C3-2, Chicago, IL, Tel: 312.567.5744, TDD: 312.567.5135, Fax: 312.567.3845, disabilities@iit.edu.

Any student, applicant or employee of Illinois Tech who believes that he or she has received inequitable treatment because of discrimination violating Illinois Tech's stated policy of equal opportunity in employment and in education should communicate, either in writing or in person, with the Director of Equal Opportunity and Affirmative Action, IIT Tower, 10 W. 35th Street, 19th Floor, 312.567.3134. See Section E above for additional details and information.

In addition, the Title IX Coordinator is responsible for monitoring the university's overall implementation of and compliance with Title IX, which broadly speaking prohibits discrimination or unequal treatment in educational programs and activities, including, but not limited to employment-related matters, based on sex or gender. Accordingly, such matters or inquiries regarding the same may also be raised with the Title IX Coordinator, Virginia Foster. Ms. Foster's contact information is: 312-567-5725, foster@iit.edu, Room 2D9-1 of the IIT Tower, 10 West 35th Street in Chicago. Inquiries regarding Title IX may also be directed to the Office of Civil Rights of the U.S. Department of Education, whose website is www2.ed.gov/about/offices/list/ocr/index.html.

K. POSTING POLICY - USE OF BULLETIN BOARDS AND POSTING OF CAMPUS WIDE INFORMATION

Illinois Tech provides various posting fixtures and locations that may be used to advertise organizations, programs, events and services of interest to the Illinois Tech community. Any party so wishing to advertise is solely responsible for the content of its advertisement and must follow the policies listed below. Illinois Tech in no way endorses or approves the content of the advertisement or the program or services that a posting promotes.

1. Guidelines

Please review the following guidelines to ensure that your posting is in compliance with them. Postings not in compliance with these Guidelines will not be allowed and will be removed. Campuses other than the Mies Campus may have additional rules and restrictions. Questions, complaints, reports of violations, or appeals regarding the policy should be directed to the Office of Student Affairs (dos@iit.edu).

- a. All items for posting including, but not limited to, flyers, posters, table tents, leaflets, handbills or similar material must receive prior approval from the Office of Student Affairs/Campus Life. Additionally, student organization election materials are subject to these general regulations, as well as any election rules of the Office of Campus Life and/or appropriate governing organization. Postings that, in the opinion of Illinois Tech, are deemed to be offensive, indecent, or oppressive to others or that are incompatible with the educational mission or legal obligations of Illinois Tech are prohibited as are postings that contain material inconsistent with copyright, trademark and other such laws. Leaflets, handouts and table tent materials will only be approved if they are directly related to Illinois Tech departmental or recognized student organization activity. All postings must be in English or include an English translation. Postings that restrict opportunity or otherwise discriminate because of race, color, religion, national origin, gender, sexual orientation, age, disability, veteran status or other statutorily protected class are prohibited.
- b. Advertisements for events sponsored by Illinois Tech departments or organizations and those taking place at Illinois Tech have posting priority. Advertisements not directly connected with Illinois Tech will be posted only as space permits. An advertisement must include the following information to be considered for posting: name of sponsoring agency, department, organization or individual; contact information in the form of phone or email; date and place of the event or meeting being announced. Programs which receive monetary allocation through the Student Activities Fund (SAF) must include "Sponsored by the Student Activities Fund" on all advertisements.
- c. An advertisement may not cover or block previously posted materials in any way. Regularly updated postings or materials with ongoing information may be removed to create space for specific event postings. Advertisements may not be posted on walls, chalkboards, windows, doors, light poles, brick, elevators, sidewalks, walkways, bathrooms, trees, fences, other signs, or vehicles. Any advertisement posted improperly will be removed immediately and discarded. The responsible party will be contacted to discuss the violation. Possible fines and further disciplinary action may be taken if appropriate. Regardless of location, overlapping, covering, removing or defacing another posting is not permitted.
- d. Advertisements may only be posted on bulletin boards specifically designed to hold advertisements. These include outdoor bulletin boards and those in the main concourse, classrooms, or lobbies of Illinois Tech buildings. General advertisements may not exceed 11" x 17". Exceptions are made for banners and A-Frame posters. Some bulletin boards located near administrative, academic, or student organization offices are controlled and maintained by those departments or organizations and may not be used for general advertising without their permission. Locked bulletin boards are not available for general advertising.
- e. Postings are generally validated through the date of the event or deadline as shown on the posting. If no date is included, the posting will be approved for two weeks. All parties must remove advertisements within two working days after the stamped expiration date. Posting of temporary, outdoor direction and information signs must be approved in advance by Illinois Tech Facilities. The sponsoring organization must remove these signs within one (1) working day of event.
- f. The hanging of banners is permitted only in MTCC Center Court, MTCC Commons and McCormick Student Village; A-Frames are utilized only in the MTCC for posters larger than 11x17. All banners and posters must be approved two days in advance by the Office of Student Affairs/Campus Life. Banners for posting in the MTCC Commons or Center Court may be hung only by the Campus & Conference Centers Staff.
- g. Advertisements related to alcohol will only be accepted from Illinois Tech Dining Services, and only in relation to the Bog. Said advertisements will only be allowed in MTCC Center Court and within Hermann Hall. No other organization, department or outside party may refer to, mention or advertise alcohol in any form. This includes, but is not limited to: websites, Facebook postings and e-mail messages sponsored by Illinois Tech student organizations. Refer to the Web and Email Policy of the Illinois Tech Student Handbook for more information.

2. Sanctions

Any party violating this policy for the first time will receive an official warning. A party violating this policy for the second time may lose posting privileges for at least one semester. Any violation may be subject to additional penalty as determined by the Office of Student Affairs..

L. PRIVACY RIGHTS AND ACCESS TO EDUCATIONAL RECORDS

Illinois Tech respects the rights of privacy of its students and acknowledges the responsibility to maintain confidentiality of personally identifiable educational records.

1. FERPA - Family Educational Rights and Privacy Act

Please visit web.iit.edu/registrar/ferpa for Illinois Tech's official FERPA information, policies and procedures; such posted version is the version that will control in all instance. For general information about FERPA, please visit the U.S. Department of Education's website at www.ed.gov/policy/gen/guid/fpco/ferpa/index.html. Students can grant permission to release all or part of their record to specific individuals by completing the FERPA release form at www.iit.edu/registrar/forms/view.php?id=12197. The following is a summary description of the policies and procedures that apply to such records.

2. Accessibility of Educational Records

Illinois Tech has adopted a policy of not disclosing personally identifiable information, other than directory information, from the educational records of a student without his or her prior written consent, except in the following instances:

- a. To school officials, including teachers, within the educational institution who have a legitimate educational interest;
- b. To officials of another school in which the student seeks or intends to enroll, provided that a documented attempt will be made to notify the student of intended disclosure prior to submission of such information;
- c. To certain authorized representatives of the United States and state agencies who require such information to carry out lawful functions;
- d. In connection with the student's application for, or receipt of, financial aid;
- e. To organizations conducting studies for, or on behalf of, educational agencies or institutions, if these studies are conducted in a manner that will not permit the personal identification of students and if the information will be destroyed when no longer needed for the purpose for which it is conducted;
- f. To accrediting organizations in order to carry out their accrediting functions;
- g. To comply with a judicial order or lawfully issued subpoena, with, except as prohibited by law, reasonable notice to the student of the intended disclosure prior to submission of such information;
- h. To appropriate parties in health or safety emergencies; and
- i. To parents of dependent Illinois Tech students, as defined in Section 152 of the Internal Revenue Code of 1986.

For purposes of this section, all students enrolled at Illinois Tech shall be deemed to be independent of their parents. Any parent may challenge this assumption by presentation of evidence that such student does qualify as a dependent for federal income tax purposes.

The term school officials shall include parties such as: professors; instructors; administrators; health staff; counselors; attorneys; clerical staff; trustees; members of committees and disciplinary boards; and a contractor, volunteer or other party to whom the school has outsourced institutional services or functions. A school official generally has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility as an employee of the university; provided however, the records reviewed shall be limited to those needed to fulfill the particular responsibility at issue."

3. Student Accessibility of Educational Records

Upon written request, students and former students of Illinois Tech shall be granted access to all of their personally identifiable educational records originated at Illinois Tech or submitted to Illinois Tech in connection with their admission, employment or the granting of financial assistance with the following exceptions:

- a. Notes or records of instructors, advisors or counselors that would not be shown to any other individual except another faculty member, an advisor or a teaching assistant;

- b. For records involving other individuals (e.g., course grade lists, disciplinary reports) only that portion applicable to the respective student will be disclosed;
- c. Records or statements supplied by the individuals within or outside Illinois Tech and other educational institutions or agencies that have been submitted under the assumption of confidentiality in connection with the admission, employment or provision of financial assistance, including financial statements provided by parents for purposes of supporting the student's application for financial aid; and letters of recommendation written, for which the student has signed a waiver of the right to inspect the letter; and
- d. Records of medical or psychological tests or treatment. The student nevertheless has the right to obtain a professional explanation of information in such records and to request that the records be referred for inspection to another qualified professional of the student's choice.

For records originating at Illinois Tech, any person or organization having the right of access to any educational record may also obtain a copy of that record at a reasonable fee. In general, Illinois Tech will not provide to anyone, other than authorized faculty and staff at Illinois Tech, copies of any items in a student's educational record that have been submitted by individuals or organizations outside Illinois Tech; such copies should be requested from the source from which the record originated. An exception may be made in instances when the student can demonstrate that the original record has been lost, destroyed or is otherwise unavailable (e.g., international students from schools no longer in existence or the death of a person from whom a reference was obtained). A cumulative record of all individuals or organizations other than the individual student and authorized faculty and staff at Illinois Tech who are granted access to and/or copies of a specific educational record will be maintained along with that record. On making a request, a student may inspect the cumulative list of all those who have been granted access to his or her educational record.

The right to inspect educational records does not apply to applicants for admission until such time as the applicant may be admitted, has completed registration and is in attendance at Illinois Tech.

Students and former students of Illinois Tech may make an appointment to inspect individual educational records during regular office hours. To make an appointment, please contact the Office of the Registrar at 312.567.3100 or registrar@iit.edu, located at 3424 South State Street, 2nd Floor, Chicago, IL 60616.

4. Directory Information

Illinois Tech reserves the right, absent submission of a written request by the student to the Office of the Registrar indicating that he or she does not want Illinois Tech to release his or her directory information, to release at its own discretion the following items of directory information about any student registered during a given term. Directory information includes:

- Name of student;
- Date and place of birth;
- Dates of attendance at Illinois Tech;
- Local address, phone number and e-mail address of student;
- Home address and phone number of student;
- Positions held, place of employment, and extension number of students employed by Illinois Tech;
- Department of specialization and educational level (undergraduate; non-degree-seeking student; graduate student in masters or Ph.D. program) and most recent institution previously attended;
- Membership in officially recognized campus organizations and on teams; offices held in such organizations;
- Degrees earned and special awards and recognition given, including, without limitation, Dean's List; and
- Photograph of student.

Such directory information available from educational records kept by Illinois Tech may also be released concerning former students at Illinois Tech for the time during which they were registered as students at Illinois Tech.

5. Procedures for Requesting Amendment of Educational Records

A student may request that his or her educational records be amended if the student believes the records contain information that is inaccurate, misleading or in violation of the student's privacy rights. The request should be made in writing to the Illinois Tech official maintaining the record and state specifically which part of the records should be amended and explain why the student believes such part is inaccurate, misleading or a violation of his or her privacy rights. The Illinois Tech official will review the request and respond to the student within a reasonable amount of time. If there is a decision to amend the record, the student will be informed of such in writing.

If the Illinois Tech official decides against amending the record, the student may request a hearing on the matter. The request for a hearing must be in writing and be directed to the Registrar, who shall appoint a hearing officer to decide the matter. The hearing officer, a disinterested person in the matter, will conduct a hearing during which the student may be assisted, but only in an advisory fashion, by one or more individuals. The hearing officer shall prepare a written decision which will be based solely on the information presented at the hearing and contain a summary of what was presented and the reasons for the decision. The decision of the hearing officer shall be final and non-appealable. If there is a decision to amend the record, the student will be informed of such in writing. If the hearing officer denies the student's request to amend his or her record, the student will be notified in writing of his or her right to place in the record a statement commenting on the challenged information or stating why the student disagrees with the decision. This statement will remain a part of the student's record along with the contested portion of the record for as long as the record is maintained. The statement will be disclosed whenever the contested portion of the record is disclosed. Students must complete an Educational Record Amendment FERPA Form to request changes to their records, which can be found on the Registrar's website.

6. FERPA Complaint Procedure

Students and eligible parents have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Illinois Institute of Technology to comply with requirements of FERPA. In many situations, complaints relative to FERPA can be resolved within Illinois Tech on an informal basis. Any student who wishes to discuss a FERPA complaint may contact the Office of the Registrar, located at 3424 South State Street, 2nd Floor, Chicago, IL 60616. To file a FERPA complaint with the U.S. Department of Education, contact the Office that administers FERPA at: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW., Washington, DC, 20202-5920. For additional information, refer to www.ed.gov/policy/gen/guid/fpco/index.html.

M. POLICY AND PROCEDURES ON SEXUAL HARASSMENT

1. General Statement Against and Definition of Sexual Harassment

Illinois Tech is committed to ensuring an environment for all members of its community that is fair, humane, and respectful - an environment which supports and rewards student, faculty and staff performance on the basis of relevant considerations such as ability and effort. Behaviors that inappropriately assert sexuality as relevant to student, faculty or staff performance damage this environment. Therefore, Illinois Tech strives to provide for its students, faculty and staff an educational and employment environment free of unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communications constituting sexual harassment as defined and otherwise prohibited by local, state and federal law. Sexual advances, requests for sexual favors or sexually-directed remarks constitute harassment when either:

1. Submission to such conduct is used or threatened to be used as the basis for academic or employment decisions; or
2. Such conduct directed against an individual persists despite its rejection.

Sexual harassment by any member of the Illinois Tech community is prohibited. This prohibition includes peer harassment among students, staff or faculty. Sexual harassment by a faculty member or teaching assistant of a student over whom he or she has authority or by a supervisor of a member of the faculty or staff is particularly serious. Such conduct may easily create an intimidating, hostile or offensive environment.

Sexual harassment can take many forms. Some of these are overt and unambiguous, while others may be more subtle and indirect. Direct forms of sexual harassment include sexual assault and sexual advances accompanied by an offer or reward or threats of reprisal. Such behavior constitutes serious misconduct, and a single incident establishes grounds for a complaint. Other forms of sexual harassment include sexual advances, physical or verbal, that are repeated and unwanted.

Romantic relationships that might be appropriate in other contexts may, within a university, create the appearance or fact of an abuse of power or of undue advantage. Moreover, even when both parties have consented at the outset to a romantic involvement, such consent does not preclude a subsequent charge of sexual harassment against the instructor or supervisor.

2. Possible Individual Actions Other than Complaint

With respect to students, in circumstances where it would not jeopardize personal safety, job status or academic status, a student subjected to unwelcome attention should communicate clearly to the offender that the behavior is not welcomed and should cease immediately.

To the extent possible, an effort should be made to determine whether others have been harassed by the same offender. Together, complainants are in a stronger position to cope with the situation and the offender. Advice on how to deal with a situation may be sought from:

- The Title IX Coordinator, 312.567.5725, foster@iit.edu;
- The Director of Equal Opportunity and Affirmative Action, 312.567.3134, miranda@iit.edu;
- The Vice Provost for Student Affairs and Dean of Students, 312.567.3080, kstetz@iit.edu; or
- The Assistant Dean for Academic Administration and Student Affairs at Chicago-Kent 312.906.5289, ssowle@kentlaw.iit.edu.

3. Making a Complaint; Investigatory Possibilities

If a student who believes that he or she was subject to sexual harassment is reluctant or unwilling to inform the alleged offender that the behavior is unwelcomed or he or she has done so but is not satisfied with the outcome, such student may file a complaint alleging violation(s) of this Policy with the Office of Student Affairs or the Title IX Coordinator (contact information for both is noted above) or online at www.iit.edu/incidentreport. The privacy of the student-complainant and those accused of violating this Policy will be protected throughout proceedings to the extent possible, and proceedings, meetings and hearings concerning harassment will, consistent with the relevant policies pursuant to which they are conducted, be closed. All reasonable measures will be taken to assure that no one involved in any complaint, investigation, or remedy shall suffer retaliation as a result of the proceedings, as Illinois Tech policy expressly forbids any such retaliation. Action will generally not be initiated without the consent of the student-complainant. However, Illinois Tech must retain, and hereby retains, the right to conduct an investigation without the consent of the student-complainant if it determines that such investigation is necessary to protect the interests of the individuals or Illinois Tech. A student-complainant who wishes to proceed with his or her complaint has two options: informal consultation and resolution, or formal action.

Note: Sexual misconduct (as defined in Section N below) is a form of sexual harassment, but not all sexual harassment constitutes sexual misconduct. The adjudication of claims of sexual misconduct will always be handled pursuant to and in accordance with the policies and procedures applicable to sexual misconduct, including, the prohibition on the ability to mediate sexual assaults.

a. Informal Consultation and Resolution

The informal complaint resolution process seeks to provide an opportunity for the complaint to be resolved by mutual agreement between the student-complainant and the alleged offender. The implementation of this informal process will be the responsibility of the Dean of Students, the Title IX Coordinator or such other senior official of Illinois Tech (such as the Associate Vice President for Human Resources or Director of Equal Opportunity and Affirmative Action) that the Dean of Students and Title IX Coordinator may designate. The person assigned to implement this process is referred to as the "responsible party." To ensure compliance with Illinois Tech's legal obligations and/or as otherwise determined to be appropriate, the Dean of Students and Title IX Coordinator may, at any time, require a complaint to be resolved through Formal Action.

Under the informal complaint resolution process, the responsible party is expected to review the complaint and explore avenues for informal resolution with the student-complainant. Illinois Tech recognizes that it must balance the student-complainant's right of privacy against the need to be fair to the alleged offender. To this end, after consulting with the student-complainant, the responsible party will meet with and provide the written complaint or a summary thereof to the alleged offender. The responsible party has the discretion to determine whether the situation warrants a meeting(s), either jointly with the student-complainant and the alleged offender or separately; provided, however, the student-complainant may not be compelled to meet with the alleged offender. Any person involved in the informal resolution discussion may be accompanied by an advisor of his or her choosing, whose purpose is only to support the individual not to participate in the process. The responsible party has the discretion to determine whether investigation of the complaint requires interviewing other persons who may have witnessed the alleged behavior or might have information that would otherwise be helpful to reaching a resolution.

The responsible party will seek to resolve complaints expeditiously, but in a manner that is consistent with the severity or complexity of the matter. It is generally expected that the informal resolution process will be completed within 30 business days. The responsible party will notify the complainant in writing of the results of the investigation and the action to be taken by Illinois Tech to resolve the complaint. If informal resolution fails to resolve the matter to the student-complainant's satisfaction, the complainant may initiate Formal Action.

b. Formal Action

At his or her option, a student-complainant may elect to forego or to cease Informational Consultation and Resolution and to proceed with Formal Action. This means that the appropriate, formal Illinois Tech policies and procedures will be utilized to investigate and resolve the complaint. In the case of student-on-student sexual harassment and in cases where the alleged perpetrator is a student, such policies and procedures are those provided for in this Student Handbook. If the alleged sexual harassment was perpetrated by an Illinois Tech faculty member or staff member, such policies and procedures are those provided for in the Faculty Handbook and Human Resources Policies and Procedures Manual, respectively.

N. SEXUAL MISCONDUCT

As set forth in the Code of Conduct in this Student Handbook, Illinois Tech prohibits acts of sexual misconduct, which includes sexual assault, domestic violence, dating violence, sexual exploitation, and stalking. Definitions of the foregoing terms and other relevant details, including support services and procedural considerations, are set forth in this Section N. Illinois Tech respects the fact that the decisions whether to inform authorities and which authorities to inform rest with the individual who experienced the sexual misconduct. An individual who experienced sexual misconduct and desires to contact an authority should call the Public Safety Department (312.808.6300) or the Chicago Police Department (or relevant local police department) at 911 as soon as possible. Help can also be received from the Student Health and Wellness Center (312.567.7550), the Title IX Coordinator (312.567.5735) (See Section J above for additional details on the Title IX Coordinator), or the Office of Student Affairs (312.567.3081). Representatives from these offices are available to assist the victim in notifying law enforcement authorities if the victim so chooses. An individual who experienced sexual misconduct may also wish to contact a community-based sexual assault crisis center, and information, including names, addresses, websites and telephone numbers, for such centers is available at web.iit.edu/student-affairs/vawa-save-acts.

Under federal law, all institutions of higher education must designate those of its staff with significant responsibility for student and campus activities as "Responsible Employees". (Note: Not all Responsible Employees are actually employed by Illinois Tech.) Responsible employees have an obligation to report immediately any information they come to learn regarding suspected Sexual Misconduct; thus, these individuals cannot agree to maintain privacy or confidentiality with respect to such matters. At Illinois Tech, Responsible Employees are to report such information to the Office of Student Affairs, the Title IX Coordinator, or the Department of Public Safety. Illinois Tech has designated individuals holding the

following titles/positions as Responsible Employees: the President, Provost and those designated to serve in the role of Associate or Assistant Vice Presidents/ Provosts; academic deans, directors and department chairs, including those serving in associate or assistant roles; student affairs directors; residential life personnel, including resident advisors; Greek life coordinators; athletic administrators, including directors, assistant directors, coaches, assistant coaches and trainers; student activities coordinators; faculty and staff advisors to Illinois Tech recognized student organizations; academic advisors; and Department of Public Safety staff.

Faculty and staff members who do not meet any of these criteria are not considered Responsible Employees, though all such employees, while safeguarding an individual's privacy, are encouraged to share any information that they may learn regarding Sexual Misconduct so that Illinois Tech may address the same. Confidential Advisors (as defined in Subsection 4(b) below) are also not Responsible Employees, and Confidential Advisors are the only individuals who generally have an obligation to maintain privacy and confidentiality and not to report information that they may learn regarding Sexual Misconduct.

In addition, consistent with its general crime reporting policies and procedures, members of the Illinois Tech community who become aware of a possible incident of sexual misconduct are strongly encouraged to report it immediately to the Public Safety Department and/or local law enforcement.

1. Reporting Instances of Sexual Misconduct

If a person accused of the sexual misconduct is an Illinois Tech student, a complaint under the Code of Conduct may be formally filed with the Office of Student Affairs, the Title IX Coordinator, or a Confidential Advisor (see Subsection 4(b) below). The privacy of the complainant and respondent (the accused student) shall be protected throughout the proceedings to the extent possible, (see Subsection 4 below).

Though individuals are encouraged to come forward and report crimes, reports may be made anonymously by contacting the Public Safety Department at 312-808-6300 or filing a report at www.iit.edu/incidentreport. All reports of sexual misconduct against and by students will be reviewed by the Office of Student Affairs; however, the University's ability to investigate and to address alleged misconduct reported by anonymous sources is generally significantly limited. Accordingly, the more information that can be provided, the more thorough the investigation will likely be.

In cases of sexual misconduct, it is important to preserve relevant evidence as failure to do so could compromise any subsequent investigation, jeopardize the ability to punish the perpetrator and/or complicate the ability to obtain an order of protection. Though the decision of whether and when to report is up to the individual who experienced the sexual misconduct, delayed reporting may make it more difficult to find and convict/discipline the perpetrator. Thus, an individual who experienced sexual misconduct is encouraged to consider filing a report with the police; filing a report does not obligate the victim to press charges or pursue legal action. In order to preserve evidence, a victim should strongly consider obtaining an appropriate medical examination as soon as possible. Although Illinois Tech does not have the staff or facilities to do so, the emergency rooms at Mercy Hospital (2525 S. Michigan Avenue / (312) 567-2000) and University of Chicago Hospital (5841 S. Maryland Avenue / (773) 702-1000) do, including conducting a forensic examination. Such an examination often serves a valuable evidentiary purpose. Completion of a forensic examination does not require one to file a police report.

2. Order of Protection

If desired, a victim of sexual misconduct may seek an order of protection (750 ILCS 60/214) or no contact order (740 ILCS 22/101.1 et seq.) from an Illinois court. The decision to grant such an order in any particular instance is at the discretion of the court. If such an order is issued, Illinois Tech will honor it as and to the extent required by law. Additional information on orders of protection and the process for obtaining such an order is available on the website of the Cook County Clerk of the Circuit Court at www.cookcountyclerkofcourt.org/?section=SERVRESPage&SERVRESPage=orderprot.

3. Process

Complaints will be investigated and, if warranted, disciplinary proceedings will be initiated according to the procedures outlined in the Code of Conduct as supplemented by the provisions of this Section N. The preponderance of the evidence standard set forth in the Code of Conduct will also be used in all

investigations and hearings pertaining to cases of sexual misconduct. Sanctions for cases of sexual misconduct will vary based on the nature and severity of the situation as well as the perpetrator's prior disciplinary history, if any. The full range of applicable sanctions is listed under Article II Section C (Conduct Sanctions) of the Code of Conduct. Pursuant to the Code of Conduct, sanctions of suspension and expulsion are automatically stayed and referred to the Provost for review. The Provost may make any determination outlined in the Code of Conduct, and such determination shall not be subject to further appeal on the basis that the sanction imposed was inappropriate to the offense.

Notwithstanding any provision of the Code of Conduct to the contrary, sexual assaults may not be mediated. Further, in cases of sexual misconduct, the complainant and respondent will not be permitted to directly question one another, unless both such parties have agreed to such questioning in writing. In the case where such mutual agreement does not exist, each may suggest questions to be posed by the chair of the Campus Judicial Board or the Dean of Students (or designee), as the case may be. Upon request of either the complainant or respondent, at any time during the proceedings, Illinois Tech will provide reasonable accommodations to ensure that the complainant and respondent are separated, while still being able to hear one another. Both the complainant and respondent (i) will have equal access to the same information to be provided pursuant to the Code of Conduct in connection with a disciplinary proceeding and (ii) will be afforded the same opportunity to participate in the process equally, meaning the complainant will have the same rights and options as are afforded to the respondent under the Code of Conduct. Finally, consistent with the process and procedures and within the timeframes provided for in the Code of Conduct, both the complainant and respondent will have the same right to appeal a decision made and/or sanction imposed in matters involving complaints of sexual misconduct.

4. Confidentiality

a. General

Illinois Tech will generally seek to protect the privacy of all parties to a complaint or other report of sexual misconduct to the extent possible, and a number of the procedures outlined in this Student Handbook are intended to facilitate Illinois Tech's ability to do so. Illinois Tech will, to the extent permitted by law, also seek to ensure that the name and identifying information of an individual who has experienced sexual misconduct is not included in any publicly available records. However, when a complaint of sexual misconduct is received, Illinois Tech may well have an independent legal obligation to investigate the same and to respond in a way that limits the effects of the sexual misconduct and prevents its reoccurrence, even if the individual who experienced the sexual misconduct has elected, as is his or her right, not to pursue it or has declined to cooperate.

Accordingly, Illinois Tech reserves the right to share information during or after an investigation with people who reasonably need to know it in order to promote campus safety; comply with law; provide for a prompt, fair and impartial resolution; and/or institute accommodations or protective measure. Such individuals may include Illinois Tech officials, faculty members, staff, investigators, Campus Judicial Board members, witnesses, the individual who experienced the sexual misconduct, and the person accused of committing such misconduct. If an individual who experienced sexual misconduct is unsure of someone's duties and abilities to maintain his or her privacy, he or she should ask the individual before speaking to them. As detailed further in Subsection 4(b) below, certain, limited staff members in certain Illinois Tech departments are generally obligated by law to maintain confidentiality, including certain licensed health professionals acting in their professional capacity; pastoral counselors, meaning individuals who are associated with a religious order or denomination, recognized by that order or denomination as people who provide confidential counseling and acting within the scope of that recognition; designated confidential advisors; and staff of local rape and domestic violence crisis centers.

b. Persons with the Legal Ability to Maintain Confidentiality

Illinois Tech's Student Health and Wellness Center has licensed health professionals who can meet with victims on a professional basis and discuss matters in confidence. Staff members of the Student Health and Wellness Center, whose official responsibilities include providing mental health counseling to members of the student body, when acting within the scope of their license or certification, are generally obligated by law to maintain confidentiality, and these individuals when

so acting are not required by law to report criminal offenses, including sexual misconduct, about which they are informed.

In addition, Illinois law has established the recognized role of “Confidential Advisor”, which is as an individual retained by a higher education institution that has certain mandated training and has the duty and ability to provide emergency and ongoing support to students who have experienced sexual misconduct. Illinois Tech has elected to contract for Confidential Advisor services. The provider of such services is::

Rape Victims Advocates, located 180 N Michigan Avenue, Suite 600, Chicago, Illinois 60601
The phone number for students needing to access Rape Victims Advocates 24 hour Confidential Advisor services is 773-907-1062

Under Illinois law, communications between a Confidential Advisor and an individual who has experienced sexual misconduct and all records related thereto are to remain confidential, unless (i) the survivor consents to a disclosure in writing, (ii) disclosure is mandated by law or court order, or (iii) failure to disclose such communication would result in a clear, imminent risk of serious physical injury to or death of the individual or another. In addition, a Confidential Advisor shall, on a monthly basis, report to Illinois Tech’s Title IX Coordinator the number and type of incidents of sexual misconduct reported exclusively to the Confidential Advisor so as to permit Illinois Tech to fulfill its crime reporting obligations under state and federal law.

In the course of working with an individual who has experienced sexual misconduct, a Confidential Advisor will (i) inform him or her of the choice of possible next steps regarding reporting options and possible outcomes, whether through Illinois Tech’s policies and procedures or local law enforcement; (ii) notify him or her of the resources and services available to him or her, both on and off campus; (iii) discuss with him or her orders of protection and no contact orders; (iv) provide confidential services to and have privileged, confidential communications with him or her in accordance with Section 8-804 of the Illinois Code of Civil Procedure; and (v) at his or her request, liaise with and assist in contacting and reporting to Illinois tech officials, local law enforcement or community-based sexual assault crisis centers as well as to secure accommodations (as defined below) from Illinois Tech.

5. Support Options

In an effort to advance the cause of deterrence and reduce the possibility of a student experiencing sexual misconduct, information concerning sexual misconduct, sexual misconduct prevention options and warning signs, and safe and positive options for bystander intervention is available at web.iit.edu/student-affairs/vawa-save-acts. In addition, a description of (i) Illinois Tech’s ongoing sexual misconduct prevention and awareness campaigns for members of the Illinois Tech community, (ii) existing counseling, health, mental health, victim advocacy, legal assistance and other services available for victims of sexual misconduct both on campus and in the area, and (iii) options for, and available assistance in, changing academic, living, dining, transportation and working situations (collectively, “accommodations”) will be made available. Illinois Tech will provide accommodations if they are so requested by the victim and if they are reasonably available under the particular circumstances. Requests for accommodations should be made to the Dean of Students (312-567-3080; MTCC, Room 209). The option to seek accommodations is available regardless of whether the victim has elected to report the crime to campus police or local law enforcement.

Upon learning that a student has reported that he or she experienced sexual misconduct (and within 12 hours after receiving an electronic report), whether the offense occurred on or off campus, the student will be provided (and in the case of electronic reports, the reported will be responded to with) the following information in writing: (i) the possible sanctions or protective measures that could be imposed upon an individual found, after a disciplinary proceeding pursuant to the Code of Conduct, to have committed such an offense after a disciplinary proceeding; (ii) procedures an individual who has experienced sexual misconduct should consider, including, but not limited to, information about the importance of preserving evidence, to whom the alleged offense should be reported, and options regarding law enforcement and campus public safety authorities, including notifying the same, how Illinois Tech staff can assist with

making such notification and the individual's right to decline to notify such authorities; (iii) the ability of an individual who has experienced sexual misconduct seek to secure an order of protection or no contact orders under Illinois law; (iv) detailed information concerning Illinois Tech's disciplinary process for cases of sexual misconduct, including the victim's rights and options thereunder; (v) information about how and to what extent Illinois Tech can and will protect the confidentiality of victims; (vi) available counseling, physical and mental health treatment options, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other services available for victims of sexual misconduct both on campus and in the area; (vii) options for, and available assistance in, changing academic, living, dining transportation and working situations (collectively, known as "accommodations"); and (viii) contact information for Illinois Tech's Title IX Coordinator, Confidential Advisors, Department of Public Safety as well as local law enforcement and community-based sexual assault crisis centers.

6. Definitions Applicable to Sexual Misconduct

a. Consent

Consent represents the cornerstone of respectful and healthy intimate relationships. Illinois Tech strongly encourages its community members to communicate – openly, honestly and clearly – about their actions, wishes, and intentions when it comes to sexual behavior, and to do so before engaging in intimate conduct. It is always the requirement of the individual initiating sexual contact (or undertaking a new type of sexual activity) to ensure that consent is present before acting and is present during sexual activity.

When determining whether consent was present, Illinois Tech will consider whether a reasonable person in the same circumstances should have known whether the other party could or could not consent to the sexual activity. Thus, to have sex with someone who you know to be, or should have known to be incapable of making a rational, reasonable decision about a sexual situation is a violation of this policy (e.g. an intoxicated person or someone with a temporary or permanent mental or emotional impairment). Consent is not present when an individual does not have the capacity to give consent, voluntarily or involuntarily, due to age (younger than 17 in Illinois), physical condition, or disability that impairs the individual's ability to give consent. Reasons why one could lack capacity to give consent due to a physical condition include, but are not limited to, consumption of drugs or alcohol (voluntarily or involuntarily) or being in a state of unconsciousness, sleep, or other state in which the person is unaware that sexual activity is occurring. To be clear, a person may appear to be giving consent but may not have the capacity to do so; in which case, the apparent consent is not effective. If there is any doubt as to another person's capacity to give consent, one should assume that the other person does not have the capacity to give consent. Being intoxicated or impaired by drugs or alcohol does not excuse one from the responsibility to obtain consent. Being intoxicated or impaired by drugs or alcohol is never an excuse to commit sexual misconduct.

With the foregoing, consent means the existence of clearly understandable words or actions that manifest a knowing, active, voluntary, and present and ongoing agreement to engage in specific sexual or intimate conduct. Consent must be all of the following:

Knowing: Consent must demonstrate that all individuals are in a state of mind to understand, to be aware of, and to agree to the "who" (same partners), "what" (same acts), "where" (same location), "when" (same time), and "how" (the same way and under the same conditions) of sexual or intimate activity.

Active: Consent must be communicated in clearly understandable words or actions that reveal one's expectations and agreement to engage in specific sexual or intimate activity. This means that silence, passivity, submission, or the lack of verbal or physical resistance (including the lack of a "no") should not - in and of itself - be understood as consent. Consent cannot be inferred by an individual's manner of dress, the giving or acceptance of gifts, the extension or acceptance of an invitation to go to a private room or location, or going on a date.

Voluntary: Consent must be freely given and cannot be the result of forces (violence, physical restraint, or the presence of a weapon), threats (indication of intent to harm, whether direct or

indirect), intimidation (extortion, menacing behavior, bullying), coercion (under pressure) or fraud (misrepresentation or material omission about oneself or the present situation in order to gain permission for sexual or intimate activity).

Present and ongoing: Consent must exist at the time of the sexual or intimate activity. Consent to previous sexual or intimate activity does not imply consent to later sexual or intimate acts; similarly, consent to one type of sexual or intimate activity does not imply consent to other sexual or intimate acts. Consent may also be withdrawn at any time by the person making known, by articulated word or concrete action, his or her intention to withdraw it, and thereupon, the sexual or intimate activity should immediately cease.

b. **Specific Acts of Sexual Misconduct**

As set forth in the Code of Conduct, Illinois Tech prohibits all forms of sexual misconduct. Such conduct violates the community values and principles of Illinois Tech and disrupts the living, learning, and working environment for students, faculty, staff and other community members. Therefore, Illinois Tech's Code of Conduct prohibits the actions noted in the Code of Conduct as the same are defined below. An attempt to commit any such act, as well as assisting or willfully encouraging any such act, is also considered a violation of the Code of Conduct. An act may violate one or more provisions of the Code of Conduct; thus, Illinois Tech reserves the right to bring multiple charges against an individual for a single act. As circumstances warrant, a student may also be held responsible for the misconduct of his or her visitors and guests. The terms and definitions below are important components of Illinois Tech's Code of Conduct. The definitions are intended to give meaning to these terms in the context of the Illinois Tech community.

i. **Sexual Assault**

1. **Sexual Penetration without Consent** (e.g., rape): Any penetration of the sex organs or anus of another person when consent is not present, or any penetration of the mouth of another person with a sex organ when consent is not present. This includes penetration or intrusion, however slight, of the sex organs or anus of another person by an object or any part of the body, specifically including cunnilingus, fellatio, vaginal intercourse, and anal intercourse.
2. **Sexual Contact without Consent** (e.g., fondling): Knowingly touching or fondling a person's genitals, breasts, thighs, groin, or buttocks, or knowingly touching a person with one's own genitals, breasts or buttocks, when consent is not present. This includes contact done directly or indirectly through clothing, bodily fluids, or with an object. It also includes causing or inducing a person, when consent is not present, similarly to touch or fondle oneself or someone else.
3. **Incest**: 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.
4. **Statutory Rape**: Sexual intercourse with a person who is under the statutory age of consent under the laws of the state in which the incident occurred, which, under the laws of the State of Illinois, the age of consent is 17.

ii. **Sexual Exploitation**

Taking sexual advantage of another person for the benefit of oneself or a third party in any of the following ways or by any of the following means, including via electronic means, methods or devices, includes but not limited to:

1. Sexual voyeurism or permitting others to witness or observe the sexual or intimate activity of another person without that person's consent;
2. Indecent or lewd exposure or inducing others to expose themselves when consent is not present;
3. Recording or taking, without regard to any distribution, photos, images, video or the like of (i) any person engaged in sexual or intimate activity or who is naked or otherwise in a state of undress, (ii) who is in a private space or a place where the person has a reasonable expectation of privacy, and (iii) without that person's consent;

4. Distributing in any format, including electronic and via social media, and without regard to who took or created the same, sexual information or photos, images, videos or the like, of the type described in 3 above, about or of another person without that person's consent;
5. Recruiting, harboring, transporting, providing, or obtaining another person for the purpose of sexual exploitation;
6. Inducing incapacitation in another person with the intent to engage in sexual conduct, regardless of whether prohibited sexual conduct actually occurs.

iii. Stalking

The following elements constitute stalking:

1. Engaging in a course of conduct, meaning two or more acts, that is directed at a specific person;
2. In which a perpetrator – directly, indirectly or through third parties – by any action, method, device or means, including electronic: follows, monitors, observes, surveils, threatens or communicates to or about said person or interferes with said person's property; and
3. Such that a reasonable person, meaning one under similar circumstances and with similar identities to the person to whom in the conduct is directed, would: fear for his or her safety or the safety of others; or suffer substantial emotional distress, meaning significant mental suffering or anguish regardless of whether such anguish does or does not require medical or other professional treatment or counseling.

Provide all of the foregoing elements are satisfied, the following is a non-exhaustive list of examples of acts that could constitute stalking: 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; using electronic devices to monitor, observe or conduct surveillance of a person; threatening, by word or deed, a person; unwelcome, incessant electronic or telephonic communication or electronic posting to or about a person; giving gifts or objects to or leaving items for a person; and interfering with or damaging a person's possessions or pets.

iv. Dating/Domestic Violence

Intimidation; harassment; physical abuse, including hitting, slapping, shoving, grabbing, pinching, biting, hair pulling or any act that would constitute a crime of violence under state law; sexual abuse, including rape, attacks on sexual parts of the body, forcing sex after physical violence, treating one in a sexually demeaning manner, coercing or attempting to coerce any sexual contact or behavior without consent; psychological or emotional abuse, including any pattern of behavior undermining an individual's sense of self-worth or self-esteem through constant criticism, diminishing one's abilities, name-calling or damaging one's relationship with one's children; or interference with personal liberty of any person by someone in an intimate relationship, as described below.

In the case of **Dating** Violence, the following intimate relationships are covered: persons who have or have had a dating relationship; and persons who have or have had a social relationship of a romantic or intimate nature. The existence of such a relationship is determined based on the reporting party's statements and with consideration to the length of the relationship, the type of relationship and the frequency of interaction between persons involved in the relationship.

In the case of **Domestic** Violence, the following intimate relationships are covered: current and former spouses; current and former domestic partners; intimate partners or dating partners who share or formerly shared a common dwelling; persons who otherwise have a child in common or share a relationship through a child; and any other person protected by the domestic and family laws of the State of Illinois.

7. Retaliation

Illinois Tech strictly prohibits any material adverse action against any individual for, in good faith, reporting, providing information, exercising one's rights or responsibilities under this Section N or the Code of Conduct, or otherwise being involved in the process of responding to, investigating, or addressing

allegations of sexual misconduct. All reasonable measures will be taken to assure that no one involved in any complaint, investigation, or remedy suffers retaliation as a result of the proceedings. To this end, any retaliatory actions, including, but not limited to, intimidation, threats, coercion, denial of benefits or the like, against any such individual for having engaged in good faith in any of the above activities is prohibited and will be addressed in the most serious way by Illinois Tech. Anyone who suffers retaliation or is aware of possible retaliation or has other concerns regarding the response to a complaint of sexual misconduct should report such concerns to the Title IX Coordinator or the Dean of Students; either party will investigate the matter and make findings so Illinois Tech can take appropriate actions to address such conduct in a fair and impartial manner. The Title IX Coordinator may be reached at 312.567.5725 or foster@iit.edu. The Dean of Students may be reached at 312.567.3081 or dos@iit.edu.

8. Amnesty for Sexual Misconduct Complainants and Witnesses

Illinois Tech encourages reporting of sexual misconduct and seeks to remove any barriers to an individual making a report. To this end, Illinois Tech recognizes that an individual who was drinking or using drugs at the time of such an incident may be hesitant to make a report because of potential consequences for their own conduct. Accordingly, an individual(s) who, in good faith, reports sexual misconduct that was directed at them or another person, either as a Complainant or a third party witness, will not be subject to disciplinary action by Illinois Tech solely for their own personal consumption of alcohol or drugs.

O. SEXUAL OFFENDER REGISTRATION ACT COMPLIANCE

Any student who is required by the Illinois Sexual Offender Registration Act (730 ILCS 150/1 et seq.) to register is expected to do so promptly in accordance with the terms of the Act. With respect to registering with Illinois Tech, such student is to register with Illinois Tech's Director of Public Safety (or designee), and appointments to so register may be made by contacting the Department of Public Safety at (312) 808-6300 or by visiting its Farr Hall office, which is located at 3300 South Michigan Avenue. Notwithstanding any other provision of this Student Handbook to the contrary, Illinois Tech reserves the right to expel or take other disciplinary action provided for herein, including, but not limited to, temporary suspension, against any student who is required to register and fails to do so.

P. SMOKING POLICY

IIT is subject to the Illinois Clean Indoor Air Act and Chicago Clean Indoor Air Ordinance, which stipulates that smoking, including the use of e-cigarettes and comparable devices, is banned in all enclosed public places and places of employment as well as student residence halls. On IIT campuses, these places include:

- All enclosed workplaces;
- State Street Village and McCormick Student Village;
- All restaurants without a bar area;
- Public places;
- Public restrooms, lobbies, reception areas, hallways and other common use areas in public buildings, apartment buildings and condominium buildings;
- Within 15 feet of the entrance to enclosed public places; and
- Recreational areas including enclosed sports arenas, stadiums, swimming pools, ice and roller rinks, arcades and bowling alleys.

Further, IIT requires students, faculty members, employees and guests wishing to smoke to do so at least 25 feet away from the entrances, windows and air intakes to any building.

Violations of the no smoking policy should be reported to the building representative who shall forward them to the appropriate administrative officer.

Q. STUDENT INTELLECTUAL PROPERTY

1. Work Done for Course Credit or Degree Requirement

Work done for course credit by students, including IPROs, and work done by a student as a degree requirement, including master's theses, Ph.D. theses and comparable final projects, as such theses and projects are required to be substantially the original work of the students, are not considered university-owned for purposes of Illinois Tech's copyright and patents policies. All such works belongs exclusively to the students, and in such situations, the fact that a faculty member may provide constructive criticisms, editorial suggestions or other forms of guidance does not change this fact, as such undertakings are a normal and customary part of a faculty member's duties. Faculty or staff members wishing to use any such student-created work for his or her own purposes or for Illinois Tech purposes must obtain the student's consent and, at a minimum, provide adequate credit to the student.

In general, if work done for course credit by students is a collaborative effort among a group of students (e.g. IPROs), meaning each such student actively participated and contributed to the creation of the work, then, each student will likely be deemed a creator/inventor of the work, and each student will have the right to use and allow others to use the work without the need to secure the consent of and without obligation to the others. Prior to commencement of a collaborative effort, participating students should consider the merits of entering into a written agreement among themselves setting forth various matters related to the ownership and use of such works, including, without limitation, how and when such work may be used. In any event, even absent an agreement, students should always give appropriate attribution to all team members involved whenever the work is used or authorized for use. The foregoing is intended as merely a general statement. Students must understand that the actual rights of each student participating in a particular collaborative effort will ultimately be determined by applicable patent, copyright or other intellectual property rights statutes and the facts and circumstances of the particular collaborative effort.

Notwithstanding the foregoing, if the course description contained in the Undergraduate or Graduate Bulletin clearly states language akin to the following:

"The applicable academic unit hereby gives notice of its desire to secure a non-exclusive, perpetual, royalty-free license solely to use, at its discretion, student-created work produced in [Insert Course Name and Number], with appropriate attribution, for its own non-commercial and educational purposes, including to promote the programs of the academic unit. Unless the student submits a written notice to the Dean of the College indicating that he or she does not agree to grant such a license by the last regularly scheduled day of the course, then the student shall be deemed to have granted the foregoing described license."

then the academic unit may so use work done for course credit by a student. The foregoing exception does not apply to work done by a student as a degree requirement, such as a master's thesis, Ph.D. thesis and comparable final project.

2. Work Done with Third-Party Sponsorship

Ownership of and the right to use work created as part of a research project that is sponsored or funded by a third party, whether a government agency, foundation or corporation, generally qualifies as university research, and the ownership of and use rights associated therewith will be determined in accordance with the applicable terms and provisions of the sponsorship agreement. In such instances, the ownership of and the rights to use the work will generally vest with Illinois Tech and/or the sponsoring entity, not the student. Any invention, creation or copyrightable work, including software, stemming from a sponsored research project must be disclosed to Illinois Tech in accordance with the procedures set forth in Appendix K of the Illinois Tech Faculty Handbook. Appendix K can be found at web.iit.edu/general-counsel/faculty-handbook.

In general, because IPROs are done for course credit, IPROs are not considered sponsored or funded research projects. This means that the ownership of and the rights to use works created in connection with an IPRO are governed by the preceding Section Q(1), Work Done for Course Credit. So an entity supporting a particular IPRO would need to negotiate with the student or students that created a work to secure ownership of or the right to use a work coming out of an IPRO.

3. Work Done Outside of Course Credit

To the extent that any work created by a student or students is other than for course credit or to satisfy a degree requirement and qualifies as “personal research”, as defined in Appendix K of the Illinois Tech Faculty Handbook, such work belongs to the student or students and any other individuals, including, but not limited to, university faculty members, who created it. The rights in any such work will be determined by applicable patent, copyright or other intellectual property rights statutes and the facts and circumstances of any particular collaborative effort. As such, anyone wishing to use such work must obtain the student’s or students’ or others’ consent, which he, she or they may grant as he, she or they deem appropriate.

To the extent that any work created by a student or students and any other individuals, including, but not limited to faculty members, is other than for course credit or to satisfy a degree requirement and qualifies as “university research”, as defined in Appendix K of the Illinois Tech Faculty Handbook, such work belongs to Illinois Tech, and the rights of the student or students and others with respect to such work are as set forth in Appendix K. Any invention, creation or copyrightable work, including software, stemming from university research must be disclosed to Illinois Tech in accordance with the procedures set forth in Appendix K. Appendix K can be found at web.iit.edu/general-counsel/faculty-handbook.

4. University Policy

The rules established by this Section shall apply across all academic units of Illinois Tech. Although academic units may adopt policies that supplement, but not contradict or limit, the rules established by this Section, in the event of any conflict between the rules of this Section and the policies of an academic unit, the rules of this Section shall for all purposes govern and control.

R. USE OF TECHNOLOGY RESOURCES POLICY

Illinois Tech’s information technology resources are provided in the hope that all members of the Illinois Tech community will use them in a spirit of mutual cooperation. Resources are limited and must be shared. All users are required to abide by the terms and provisions of Illinois Tech’s policies regarding the Use of Technology Resources, which are incorporated by this reference, posted at web.iit.edu/sites/web/files/departments/general-counsel/policies/procedure_q3_use_of_technology_resources.pdf and Use of University-Provided Mobile Internet, which are incorporated by this reference, posted at web.iit.edu/sites/web/files/departments/general-counsel/policies/Use%20of%20University%20Provided%20Mobile%20Internet%20%28Final%208-5-15%29.pdf. In sum, use of Illinois Tech’s technology resources and access to its networks are privileges granted by Illinois Tech to authorized users and may be suspended with or without notice when, in Illinois Tech’s judgment, continued use of these resources may interfere with the work of others, place Illinois Tech or others at risk, or violate federal, state or local laws, including without limitation, those related to copyright protection, or Illinois Tech policy.

S. PROHIBITION AGAINST RETALIATION

Illinois Tech expressly prohibits any employee, including a student employee, or faculty member from taking any retaliatory action against a student because he or she, acting in good faith, (i) discloses, threatens to disclose or is about to disclose an activity, policy or practice that the student reasonably believes violates the law or IIT policy or procedures; or (ii) initiates or seeks to initiate any complaint, process or procedure provided by Illinois Tech policies.

IV. ACADEMIC AND DEPARTMENT REGULATIONS

Rules and regulations are a necessary part of life, even in an academic environment, for they define boundaries of conduct that allow an individual the maximum degree of freedom consistent with the effective functioning of that community. The following regulations, derived from applicable laws and regulatory requirements and the experience of operating and maintaining an institution of higher education, summarize some of the academic-related boundaries at Illinois Tech. It is important that all students

familiarize themselves with this material. In addition, undergraduate students should become familiar with the regulations and procedures listed in the current Undergraduate Bulletin and other publications from the Office of Undergraduate Academic Affairs; graduate students should become familiar with the regulations and procedures listed in the current Graduate Bulletin and other publications from the Office of Graduate Academic Affairs. Law students should become familiar with the regulations and procedures listed in the current Chicago-Kent Bulletin and Chicago-Kent Student Handbook. It is the responsibility of all students to know and to adhere to relevant academic regulations and procedures outlined in these publications. In the event of any conflict between the provisions of this Article IV of this Student Handbook and the referenced Bulletins and other materials, the terms and provisions of the referenced Bulletins and other materials shall control and govern.

A. ACADEMIC LOADS

Undergraduate Students:

The average full-time academic load during the fall or spring semester is 15 credit hours. The minimum registration required for full-time status for those semesters is 12 credit hours. Full-time degree-seeking students who wish to enroll for more than 18 credit hours or part-time degree-seeking students who wish to enroll in nine to eleven credit hours must obtain permission from their academic dean.

Students who wish to enroll in more than two courses during the summer term at Illinois Institute of Technology must obtain permission from their academic dean.

Non-degree students requesting a course overload (more than eight credit hours) must obtain permission from the Office of Undergraduate Academic Affairs.

Graduate Students: The minimum registration required for full-time status for the fall or spring semester is 9 credit hours. Non-degree graduate students are limited to a maximum of nine credit hours prior to a formal admission decision. Graduate students who wish to enroll for more than 15 credit hours in a semester, or more than two courses during the summer session, must obtain written permission from the Associate Dean of Academic Affairs.

A graduate degree will be awarded upon the completion of a coherent program of study. Form G401 is the mechanism for outlining and obtaining approval of a coherent program and may be accessed and submitted online at web.iit.edu/gaa/students/student-forms. Master's and doctoral students must file a program before completing nine credits of graduate study. However, doctoral students without a prior master's degree may file a program of study before completing 27 credit hours. After these deadlines, further registration may not be allowed until a program of study is approved by the Graduate College, Office of Academic Affairs. A graduate student will be assigned to a preliminary advisor when admitted as a regular student. An academic advisor will be officially assigned before the student's program of study is approved. The student may subsequently change advisors by filing the Change of Advisor Form, G410, online at web.iit.edu/gaa/students/student-forms.

B. ACADEMIC PROGRAM AUDIT, UNDERGRADUATE

An academic audit provides a summary of a student's academic status to date and lists the courses to be completed in order to receive a degree. Students can request an official academic audit from the Office of Undergraduate Academic Affairs after they have earned a minimum of 60 credit hours or 90 credit hours for architecture students and have completed at least one semester at Illinois Institute of Technology. Students may request an official academic audit through the Undergraduate Academic Affairs channel in the MyIIT portal (my.iit.edu). Students may also review academic progress towards their degree through Undergraduate Degree Works in the Undergraduate Academic Affairs channel in the MyIIT portal. **Please note that Degree Works is not an official report for academic progress.**

C. ACADEMIC PROGRESS, PROBATION AND DISMISSAL

Undergraduate Students: All students who are degree candidates are expected to maintain satisfactory academic progress. This includes earning satisfactory grade point averages and maintaining a satisfactory rate of progress toward the completion of their degree programs. Students who do not earn at least a 2.00 cumulative GPA, a 1.85 current GPA, or a 2.00 major GPA are placed on academic probation. Further,

degree-seeking students are required to maintain a satisfactory rate of progress as noted below.

- Full-time students must earn a minimum of 12 credit hours per semester applicable to their degrees.
- Part-time students must maintain a satisfactory rate of progress which will enable them to graduate within 12 academic years after achieving degree-seeking status.

Students who do not maintain a satisfactory rate of progress in a given semester may be placed on probation upon the recommendation of the student's academic advisor, department associate chair (or designee), and academic dean (or designee). Probation may affect financial aid. Students on probation are not permitted to:

- Register for more than 15 credit hours per semester unless they receive approval from the associate dean of their college (or designee).
- Hold an elected or appointed office in any student organization. Probation does not affect membership in a student organization
- Participate in the Cooperative Education Program unless approved by Academic Standing Committee.

Academic probation may affect a student's eligibility to participate in varsity athletic sports.

Students who are enrolled in a dual degree program and are placed on academic probation must schedule a meeting with the Office of Undergraduate Academic Affairs.

Students who are on academic probation for two consecutive semesters are candidates for academic suspension from Illinois Tech.

The progress of non-degree students also is reviewed, and any student who does not maintain good academic standing is subject to being placed on probation or academic suspension. A student placed on academic suspension by the university may petition the Academic Standing Committee to review the suspension. The student must present substantial academic or other relevant new evidence not available at the time of suspension in support of the petition for reinstatement. The chair of the Academic Standing Committee will determine whether the new documentation warrants a further review of the case.

Graduate Students:

A student whose cumulative GPA falls below 3.0/4.0 is no longer in good standing and must petition the Office of Graduate Academic Affairs for permission for provisional enrollment by submitting Form G702 Graduate Probation Contract. Students for whom provisional enrollment is granted must not earn a semester GPA less than 3.0 while on academic probation. Probationary students who receive "C" or "E" grades will be required to repeat courses, subject to the limits specified within this bulletin, to improve the cumulative and/or program GPA. Registration is restricted to nine credit hours during the probationary period, until the student is returned to good academic standing.

Dismissal will occur when a student fails to make the requisite academic progress during the probationary period. Students may not register for a co-op while on academic probation. If a student's GPA in his or her approved program of study is below 3.0, then graduate courses approved on an updated Plan of Study may be added to the program until the corresponding GPA is at least 3.0, with the approval of the academic adviser, unit or department, and the Office of Graduate Academic Affairs.

D. ADVISING

Each **undergraduate** student is assigned a faculty academic advisor who is available to discuss opportunities and career plans in the student's chosen field and to plan and approve coursework to meet departmental and university requirements. Students are urged to consult their advisers when questions arise.

Department advisers, the director of undergraduate advising, and advisers in Office of Undergraduate Academic Affairs are also available to answer questions and interpret policies regarding university requirements and academic procedures.

A **graduate** student is required to complete any necessary forms with the approval of the appropriate staff of the Office of Graduate Academic Affairs. Special advisers are available to counsel undergraduates on preparation for entry into advanced programs in law, medicine and education. Special advisers will be

assigned to students working in combined undergraduate/graduate degree programs with the associated medical schools, Chicago-Kent College of Law, the Graduate College or Stuart School of Business. Stuart School of Business graduate students are assigned academic advisors from the Stuart Office of Academic Advising. It is the sole responsibility of the student to know, understand and satisfy all departmental, college and university academic requirements relevant to his or her degree.

E. APPLICATION FOR DEGREE CONFERRAL - web.iit.edu/commencement

A student must submit an application to express their intent to have their degree conferred for the upcoming semester at the beginning of the semester in which they plan to graduate. Failure to do so may result in the postponement of the student's graduation. A late fee will be charged to students who submit an application after the posted deadline. The application deadline to have a degree conferred at the end of a given term can be found in the Academic Calendar on the registrar's website. Undergraduate students can consult the Office of Undergraduate Academic Affairs for degree checkout planning, and graduate students should contact the Office of Graduate Academic Affairs. Stuart graduate students can contact the Stuart Office of Academic Advising.

F. CHANGE OR DECLARATION OF ADDITIONAL MAJORS

Students considering either a change of major or concurrently pursuing a second undergraduate degree or major should consult the departmental associate chair regarding program requirements and career opportunities in the new degree program.

Students may also review requirements for the new degree program by performing a "What If" audit using Degree Works. Students may access Undergraduate Degree Works through the Undergraduate Academic Affairs channel in the MyIIT portal (my.iit.edu).

An adviser in the Office of Undergraduate Academic Affairs can also assist a student in the selection of a suitable major. A student who wishes to change or declare a major or concurrently pursue an additional undergraduate degree program must obtain these forms from the Office of Undergraduate Academic Affairs or at iit.edu/ugaa. Approval from the intended major department is required.

G. CHANGE OF GRADE

The change of grade request form is available on the Office of the Registrar's portal site. This form is intended for the exclusive use of Illinois Institute of Technology faculty and authorized academic administrators to request a student's official final grade be changed. Online submissions of final grades are due on the published deadline following final exams. Grades of "X" are posted for all missing (blank) grades at that time and are resolved through this grade change process. All grade changes are initiated by the instructor of record or authorized academic officer. Using this form, temporary grades of "I", "R", and "X" can be changed by the instructor directly with the Office of the Registrar to a final letter grade of: "A", "B", "C", "E", or "S/U" if the class has a pass/fail grading basis of satisfactory/unsatisfactory. Temporary grades of "I" or "R" cannot be changed by the instructor to another temporary or non-letter, administrative grade of "I", "R", "NA", "AU", "W", or "X". Other grade changes may require an additional level of approval by an academic officer or appeals committee. The student should check with his or her academic college dean's office for details. Changes to final grades cannot be made once a degree has been posted for the career in which the course was taken, or in the case of a student's involuntary separation from the university. Grade change submissions through this form are recorded in Banner once the submitting instructor and/or administrative academic authorization is verified. The instructor is notified when the process is complete.

H. CHANGE OF STATUS

Students who wish to change a classification and/or registration status must complete the applicable procedures listed below no later than two weeks prior to registration.

- Students changing from full-time degree-seeking status to part-time degree-seeking status must notify the Office of Financial Aid if they are receiving financial aid. International students with student visas must be registered as full-time students and are not permitted to change to part-time status.

- Students changing from part-time degree-seeking status to full-time degree-seeking status must inform their department and obtain the necessary adviser's approval for a full-time course load. Also, students in this category who wish to apply for financial aid must notify the Office of Financial Aid regarding their change of status.
- Students changing from non-degree status to full-time or part-time degree-seeking status must contact the Office of Undergraduate Academic Affairs. Students must have completed at least one semester of relevant coursework at the university and must be in academic good standing in order to be eligible for changing their status.
- Students changing from graduate status to undergraduate full-time or part-time status must submit an application for reinstatement to the Office of Undergraduate Academic Affairs.

I. CLASS ATTENDANCE AND REGISTRATION

Students are required to be registered for all classes in which they participate, attend, and/or submit coursework for evaluation. No credit will be granted for any course for which the student did not properly register before the last day to add a class for the semester. Students are required to be registered to make use of university facilities. Students who are in an exchange, study abroad, or cooperative education program also must be registered for their particular programs.

All students are expected to attend classes regularly. Excessive absences may be grounds for a failing grade. Non-attendance does not constitute an official withdrawal. When illness or emergency requires a student to miss more than two days of class, the student must notify the course instructor. It is also recommended that the student contact the dean of students and the director of undergraduate advising. It may be necessary to provide written documentation of the reason for the absences. Faculty members determine their own policies for attendance and make-up work.

J. COMPLAINTS (ACADEMIC)

Students should refer concerns about academic matters to the instructor of the course, then to the chair of the department or director of the institute in which the course is offered, then to the academic dean, the Associate Vice Provost for Graduate Academic Affairs, the Assistant Dean at Chicago-Kent College of Law or the Dean at Stuart School of Business. Those students who believe they received unfair treatment, as the result of discrimination should follow procedures as outlined in Article III, Section E of this Student Handbook.

K. CONTINUED ELIGIBILITY FOR FINANCIAL ASSISTANCE

All students receiving federal and/or state financial aid funds must demonstrate reasonable academic progress toward graduation from Illinois Tech. As summarized above, reasonable academic progress includes both a satisfactory cumulative and major grade point average and sufficient credit hours earned each semester toward the completion of a degree program. Illinois Tech has established a Reasonable Academic Progress Policy in compliance with federal and state regulations. Failure to comply with Illinois Tech's Reasonable Academic Progress Policy will lead to the student's losing eligibility for financial assistance.

L. COURSES AT OTHER COLLEGES OR UNIVERSITIES

Refer to Residence Requirements set forth in Section AA of this Article IV.

M. COURSE NUMBERING – ACADEMIC DEGREE / CERTIFICATE PROGRAMS

Academic Degree Programs

000 – 099	No Credit
100 – 299	First/Second Year Undergraduate Level Courses
300 – 399	Third Year Undergraduate Level Courses
400 – 499	Advanced Undergraduate/Introductory Graduate Level Courses
500 – 699	Graduate Level Courses
700 – 799	Intensive Graduate Level Courses

Non-Degree / Continuing Education (CEU) Programs*

001 – 999	Intensive English Program (IEP)
300 – 999	Information Technology Training Programs (IT)
300 – 999	Industrial Technology Training Programs (INT)
001 – 999	Professional Learning Programs (PL)
001 – 999	Short Courses (SC)
001 – 999	Short Course Online (SCO)

*All CEU courses are graded on a pass/fail basis only. Letter grades do not apply

N. DEAN'S LIST, UNDERGRADUATE

The names of all undergraduate students who have completed at least 12 graded hours and who have a semester grade point average of 3.50 or better appear on the Dean's List.

O. DROPPING OR ADDING COURSES

Changes in a student's schedule of classes, including a transfer from one course section to another, must be made no later than the specified Add/Drop deadline. Please consult the Academic Calendar for exact deadlines. A course dropped during the first two weeks of the semester will not appear on a student's transcript and tuition will be refunded. Failure to drop a course formally will result in a grade of 'NA' (apparent withdrawal due to non-attendance) for that course. A student attending courses without being formally registered will receive no credit for the course. Students may withdraw from a course with the grade of 'W' (withdraw) until the specified Withdrawal deadline, at approximately the 60% point of the term. Please consult the Academic Calendar for exact deadlines.

P. FINAL EXAMS

Final examinations take place during the final exam week immediately following the last week of regular classes. The time and location of the exam may differ from the regularly scheduled room for class meetings. Students should view the final exam schedule for details at web.iit.edu/registrar/important-dates/final-exam-schedule.

If a student is scheduled to take three or more final exams on the same day, undergraduates should email ugaa@iit.edu to determine an alternative schedule so the student takes no more than two exams on one day. This request should be made no later than the end of the eighth week of the semester. Final exams are not to be held prior to finals week. Likewise, class sessions are not to be held during the week of final exams. Instructors are required hold their final exam at the scheduled time and place.

All final grades must be submitted online by the primary instructor assigned to the course. The grading window remains open from the start of final exams until noon on the Wednesday following finals week. Only students officially registered in the course are permitted to attend class, participate, or submit course work for evaluation. All students must abide by the add, drop and withdrawal dates specified in the academic calendar.

Q. FINANCIAL OBLIGATIONS

To the fullest extent allowed by law, any student who is delinquent in the payment of tuition or other fees, or against whom Illinois Tech holds a record of indebtedness, is not given a diploma, a certificate of scholastic standing, or a copy of his or her transcript until such indebtedness has been fully paid. While indebted to Illinois Tech, students are not allowed to register or attend classes for an ensuing semester. Illinois Tech may affect the withdrawal of any student who, through oversight, has been allowed to register contrary to this regulation. Student loans that are due during a semester or summer session and are not paid or renewed by the end of the term are also subject to this regulation.

R. GRADE APPEAL PROCESS, UNDERGRADUATE

The assignment of letter grades (A, B, C, D, and E) is at the discretion of the course instructor, and except for unusual circumstances, the assigned course grade is final. Undergraduate students who want to appeal a letter grade assigned in a course should first confer with the course instructor. If the student and

instructor cannot come to an agreement, the student should contact the chair of the instructor's department. If agreement still is not reached, the student should contact the dean of the instructor's college.

S. GRADUATE COURSE ENROLLMENT, UNDERGRADUATE

All undergraduate students who wish to enroll in a graduate 500-level course must obtain approval from their faculty adviser. All undergraduate students who enroll in graduate courses are governed by the graduate grading system for those courses.

T. GRADUATION WITH HONORS OR HIGH HONORS

A student must complete a minimum of 60 graded credit hours at the university in order to receive the award of summa cum laude, magna cum laude, or cum laude. A student who has a GPA of 3.90 and higher will graduate with summa cum laude honors; a student who has a GPA between 3.80-3.899 will graduate with magna cum laude honors; and a student who has a GPA between 3.50-3.799 will graduate with cum laude honors.

U. INCOMPLETE GRADES

The "I" grade is a temporary grade requested by the student, of the instructor, through the incomplete grade request process, prior to the week of finals. An "I" grade is automatically posted when the Office of the Registrar receives the approved request. A written agreement between the student and instructor must detail the remaining requirements for successful completion of the course. A grade of "I" will be assigned only in case of illness or unforeseeable circumstances that prevent the student from completing the course requirements by the end of the term. Grades of "I" will automatically lapse to "E" on the published deadline of the subsequent term.

V. LEAVE OF ABSENCE FROM ILLINOIS TECH

Undergraduate degree-seeking students who wish to withdraw from Illinois Tech with the intention of returning to complete their degree program may apply for a Leave of Absence. This request is made through the Undergraduate Academic Affairs channel in the MyIIT portal (my.iit.edu). All requests for a leave of absence will be reviewed by the Office of Undergraduate Academic Affairs and requests must be submitted by the end of the 12th week of the semester to take effect that semester. Any request submitted after the 12th week will take effect the following semester; however, exceptions can be made due to special circumstances. A leave of absence cannot exceed one academic year and can be extended if appropriate documentation is submitted.

Students requesting a leave of absence due to medical reasons must contact the Student Health and Wellness Center. A medical leave of absence is granted only after a student meets with this office. International students must comply with additional regulations when requesting a leave of absence. See iit.edu/international-center for additional details.

Graduate Degree-seeking students who intend to leave the university for one semester or more must complete the online leave of absence form in the MyIIT portal (my.iit.edu) by selecting the Academics tab, followed by the Graduate Academic Affairs channel. A leave of absence will not be granted for more than one year, at which time, a request for an extension of leave may be submitted by filing a Form 701 Graduate Student Petition. A leave of absence will not extend the time limit required for the completion of a degree. A leave will not be approved after the sixth week of the current semester. A student who has not renewed his or her leave of absence must petition for reinstatement to the Office of Graduate Academic Affairs. Degree-seeking students who do not plan to return to the program should submit a Withdrawal From the University Request, also located as noted above. Non-degree students are not required to file a Leave of Absence Form, but will require reinstatement by petition on Form G701 after a lapse in registration. Students should consult the procedures for filing a petition under the section Right of Appeal by Petition in the Graduate Bulletin.

Note: *International students must also receive approval from the International Center. If an international student wishes not to enroll in a given term, the leave of absence must be approved by the International Center, by the registration deadline of that term.*

W. MEDICAL LEAVE OF ABSENCE

1. The Process

A medical leave of absence should be considered if a student's health problems are such that continuing in courses becomes unmanageable. Where a mental/physical health condition causes a student (i) to become or reasonably appears to be a threat to others; (ii) to significantly disrupt the Illinois Tech community and/or its safe and efficient operation; or (iii) to be unable to comply with the policies generally applicable to students, the student first will be given the opportunity to take a voluntary medical leave, but he or she may ultimately be required to take such leave if circumstances dictate. An involuntary leave of absence will be based upon an individualized assessment of the student's ability to safely participate in Illinois Tech's programs and within the Illinois Tech community and to satisfy the expectations generally applicable to students. The Dean of Students will consult with the Director of Student Health and Wellness Center and the Vice Provost for Undergraduate Academic Affairs or Graduate Academic Affairs, as applicable, and make reasonable efforts to meet with a student so that he or she may present his or her case as to why he or she should not be placed on involuntary leave prior to placing such student on an involuntary leave of absence.

A student may appeal his or her involuntary leave in writing to the Provost within 5 business days of being placed on such leave. It is expressly understood that in order to evaluate and to substantiate claims that the student may make about his or her physical or mental health the student will need to include or to provide a signed release for his or her medical records and to allow the Provost to speak with his or her health professionals as part of the review. Failure to provide such a release means that the Provost may discount the veracity of any such claims. The student will remain on leave during the appeal and the Provost's decision regarding the matter will be final. If an appeal is not filed by the student within the requisite time period, the right to appeal will be deemed waived, and the involuntary leave of absence will stand.

Prior to the grant of a voluntary medical leave of absence, the student must provide a letter from a health professional, physician or therapist recommending such leave. The student will be asked to sign a release so that the appropriate Illinois Tech representative may speak with the health professional regarding the student's condition. Requests for and approval of medical leaves of absence must be issued by the last day of classes in the semester. Once classes have ended and exams have begun, a medical leave will not be granted.

Any student considering a medical leave should speak with the Dean of Students or the relevant Vice Provost as soon as possible to discuss options and initiate the process. If the leave is approved, the student will receive the grade of W for each of his or her classes during the semester. While on leave, the student is expected to use the time for treatment and recovery so that he or she will be mentally and physically healthy upon his or her return. A medical leave normally will be granted for two semesters (not including summer); however, a student may request an extended leave, when, and only when, his or her particular circumstances provide good cause for doing so and doing so will not conflict with the academic requirements of or undermine the pedagogy underlying his or her program. Such request should be made to the relevant Vice Provost, who will make the decision whether to grant the request for an extended leave after consulting with the Dean of Students, the Dean of his or her academic department and such other parties as he or she deems relevant, which may include the student's healthcare provider. Generally, if a student is unable to return after two semesters, it is expected that he or she will withdraw from Illinois Tech and apply for readmission at a later date.

It is important for a student contemplating medical leave to inquire about matters such as health insurance, housing and tuition contract obligations, financial aid and immigration (visa) requirements prior to finalizing his or her leave. The Dean of Student's Office will assist in facilitating such communication.

2. Return from Medical Leave

To return from medical leave, voluntary or involuntary, a student must submit the requisite documentation to either the Office of Undergraduate or Graduate Academic Affairs prior to the deadline specified on the Illinois Tech academic calendar. The required documentation includes: a statement from the student

describing the reasons he or she believes he or she should return to school; a release to allow the Student Health and Wellness Center to obtain information from the student's treatment provider; and an assessment by the treatment provider regarding the student's readiness to return to classes.

The Office of Undergraduate or Graduate Academic Affairs and the Dean of Students will meet with the appropriate academic personnel and a decision regarding the student's return will be made. The Associate Vice Provost of the Student Health and Wellness Center or his or her designee may provide consultation. Conditions may be placed upon a student who returns from a medical leave of absence. These conditions may include, but are not limited to continued medical or mental health treatment along with a signed release to allow verification of the student's adherence to his or her treatment plan.

X. REGISTRATION HOLDS AND CONTROLS

Students with unpaid balances, disciplinary sanctions, unmet immunization requirements, or other such conditions to warrant a registration hold are prevented from enrolling in classes until the condition is resolved and the hold is removed.

Registration controls including prerequisites, corequisites, maximum hours, level, and program restrictions may also exist to limit or prevent registration in specific circumstances. Students should consult their adviser, resolve all holds, and take note of any registration restrictions that pertain to their student status and course selection, prior to their appointed registration date for an upcoming term.

For more information, go to iit.edu/registrar/registration.

Y. REINSTATEMENT TO ILLINOIS TECH

Undergraduate students who have withdrawn or taken a leave of absence and now wish to return to Illinois Tech must submit an application for reinstatement to the Office of Undergraduate Academic Affairs. The deadlines for reinstatement are June 15 for the fall semester, November 15 for the spring semester and April 15 for the summer term. Students must submit official transcripts from all colleges and universities attended since last enrolled at Illinois Tech. In some cases, additional interviews may be required for Reinstatement. International students must contact the International Center in addition to submitting an application for Reinstatement/Readmission. See web.iit.edu/international-center/ for more information.

Graduate students must petition for reinstatement with the Office of Graduate Academic Affairs.

With respect to both undergraduate and graduate students, if he or she was suspended for disciplinary reasons, the student's reinstatement application must be reviewed by the Office of Student Affairs.

Z. REPEATING A COURSE

Undergraduate students may repeat a course for a change of grade. A request to repeat a course for a change of grade must be submitted through DegreeWorks, the online degree audit system, during registration. Both grades will be recorded on all transcripts issued. Only the second grade will be used to compute the GPA, even if the second grade is lower, except when the second grade is I, R, S, U, W, X, or AU. The course repeat policy is as follows:

- A course repeated for a grade change must be taken within one calendar year after initial enrollment in that course or the next time it is offered (whichever is longer).
- The same course may be repeated only once for a change of grade.
- A maximum of three 100-level and 200-level courses may be repeated for a change of grade. A maximum of three 300-level and 400-level courses may be repeated for a change of grade. Course repeats not used for 100 and 200 level courses cannot be carried forward to 300 and 400 level courses.
- Re-registration for courses in which a student received a passing grade requires the approval of the student's academic advisor.
- If a course is no longer offered by Illinois Tech, the provision to repeat the course for a grade change does not apply.

Graduate Students may repeat up to two distinct courses with each course being repeated once. Both grades will be recorded and the grade used in the calculation of the GPA will be the latest recorded. Re-registration to repeat a course will require the permission of the student's adviser, academic unit head, and the associate dean for academic affairs, and will also require completion of the "Course Repeat Form", or the G702 Probation Contract, when applicable. This form must be submitted at the time of registration and can be accessed online at the Office of the Registrar's website (web.iit.edu/registrar/registration). The original course grade earned will remain on the student's academic transcript.

AA. RESIDENCE REQUIREMENTS

Undergraduate: All undergraduate degree-seeking students must observe the following residence requirements:

- Once enrolled at Illinois Tech, a student is not permitted to enroll at another institution without obtaining permission. A student must submit an academic petition to the Office of Undergraduate Academic Affairs for approval prior to registration at another institution.
- A course failed at Illinois Tech must be repeated at Illinois Tech. No transfer credit will be awarded for any course equivalent to a course failed at Illinois Tech.
- For a bachelor's degree, the final 45 semester hours of work must be completed in residence at Illinois Tech. Any proficiency examinations or enrollment at another institution must be completed before this period.

Graduate: Degree-seeking graduate students are required to register every fall and spring semester unless they receive special permission in writing from the Office of Graduate Academic Affairs for a leave of absence. In addition, doctoral students must spend a minimum of one year of full-time study at the university. That year must occur within six years prior to awarding the degree.

The College of Architecture and the Institute of Design have academic residence requirements for master's degrees. To be eligible to receive a doctorate in any discipline at Illinois Tech, a student must spend a minimum of two regular semesters or three quarters in full-time study on campus. In special cases, two summers of research or other day graduate activity may be substituted for one of the two semesters. Some departments may have additional requirements.

BB. TRANSFER OF COLLEGE LEVEL CREDIT

Undergraduate Students: Official transfer credit evaluations are completed only after a student is admitted to Illinois Tech. Courses may be acceptable for transfer from accredited colleges and universities, provided they are comparable in nature, content and level to those offered at Illinois Tech. Credit may also be accepted, based on appropriate documentation, for Dantes, military experience, and CLEP. Illinois Tech does not grant credit for vocational courses or life/work experience. In addition, technology courses will not be accepted in any engineering program. Illinois Tech will accept college coursework taken while still in high school from other accredited universities and colleges.

All college transcripts are to be submitted as part of the application for admission to the Office of Undergraduate Admission, regardless of the transferability of credits. A maximum of 68 applicable semester hours of transfer credit is permitted from a two-year college. There is no maximum number of hours of transfer credit from a four-year college; however, the final 45 semester hours of any degree program must be completed at Illinois Tech. Transfer credit will be accepted for courses completed with the equivalent of a grade C or better. A grade of C- is not acceptable for transfer credit. Grades from transfer courses are not included in the Illinois Tech cumulative or major GPA. In certain instances, the academic department must approve transfer credit if a long period of time has elapsed since the course was completed. Contact the Office of Undergraduate Academic Affairs (ugaa@iit.edu) regarding the transfer of courses from any college or university.

Graduate Students: For master's degree programs, a maximum of nine credit hours taken elsewhere and not applied toward any earned degree, which were passed with grades of "B" or better, may be transferred, subject to the approval of the academic unit and the Office of Graduate Academic Affairs. Students who have completed their baccalaureate degree, master's degree, or have a master's degree in progress without an articulated dual degree admission, at Illinois Institute of Technology, with course credits in excess of the number of hours required for that degree, which were not applied toward the

degree in question, may also be allowed to transfer up to nine of those excess hours. Course credits being pursued at the university in excess of the nine credit hours may be used for a degree program provided the credits were not applied toward a prior degree and the student has received the permission of the adviser, the academic unit head, and the Office of Graduate Academic Affairs **prior to** registering for any of the additional courses. Doctoral degree candidates may transfer previously completed graduate work not applied toward a prior earned degree up to a maximum of 42 credit hours beyond the baccalaureate degree (which may include up to 32 credit hours from a completed master's degree) or 50 percent of their total Ph.D. program credit hour requirements, whichever is smaller. The work must be judged to be relevant to the current doctoral program, must have been completed with grades of "B" or better, and must be acceptable for graduate credit at the institution where taken. The master's degree must have been granted within the previous six years. Grades for transferred credits will not be included in the student's GPA.

CC. UNIT OF CREDIT

Academic credit is recorded in credit hours. Each credit hour represents one 50-minute period per week for a 16-week semester. Illinois Institute of Technology follows the standard Carnegie Unit, requiring 750 contact minutes of instruction per credit hour, regardless of the length of the term. Non-degree continuing education programs, offered through the School of Applied Technology Office of Professional Development, award Continuing Education Units (CEU). All courses scheduled through the Office of Professional Development are offered only for CEU credit, using only the Pass/Fail grading basis. Standard letter grades do NOT apply to courses offered through the Office of Professional Development.

DD. WITHDRAWAL PROCESS

Undergraduate degree-seeking students who withdraw from all of their courses are in effect withdrawing from Illinois Tech. Non-attendance does not imply withdrawal. All requests for withdrawal begin with the Office of Undergraduate Academic Affairs which will provide assistance with the successful resolution of all outstanding obligations to Illinois Tech. International Students must also comply with additional regulations when withdrawing from Illinois Tech. See web.iit.edu/international-center. Any undergraduate student who is not in attendance for a semester must apply for reinstatement in the Office of Undergraduate Academic Affairs.

Graduate students must who wish to withdraw from their program must complete a University Withdrawal or Leave of Absence Form online. Login to the myIIT portal and look for the Academic Affairs channel under the Academics tab. This must be approved by the academic advisor, academic unit head and the graduate Dean, and filed with the student services center. International students wishing to withdraw must also contact the International Student Center.

V. MIES CAMPUS STUDENT ORGANIZATIONS: POLICIES AND REGULATIONS

Membership participation in student organizations can be a meaningful part of a student's educational experience. Valuable lessons in leadership, planning and organization are some of the benefits of involvement in organizations on campus. Membership in student organizations is open to all regularly enrolled students of Illinois Tech and Vandercook College of Music.

A. ORGANIZATIONAL RECOGNITION

Student organizations must apply for and maintain university recognition with the Office of Campus Life. Staff members will work with individuals to form a new student organization and/or register a current one. Organizations in the formation stage will be assigned a liaison in the Office of Campus Life and are required to meet with their liaison prior to arranging a meeting with SGA (sga.iit.edu). After the potential new organization is pre-approved during a Student Government Association Senate meeting, the new organization will create a constitution with the help of Campus Life staff members. Once the constitution has been approved by the Office of Campus Life, the organization will complete the formal recognition form located on HawkLink. The Office of Campus Life reserves the right, in its sole discretion, to withhold recognition from those prospective organizations whose purpose is deemed to be in conflict with the institutional mission or operation of Illinois Tech.

Recognized organizations can maintain their recognition by registering the organization with the Office of Campus Life each academic year. Registration requires an organization to satisfactorily accomplish each of the tasks listed below.

- Complete the online registration form (iit.collegiatelink.net).
- Submit a list of all officers and the faculty/staff advisor(s) for the organization. All organizations must have a faculty or staff advisor in order to achieve or maintain recognition.
- Update your constitution as needed with the Office of Campus Life. Attend student organization workshops each semester; topics include programming, finance, event management and more.
- Remain in good standing with the Office of Campus Life; organization status is evaluated by professional staff in areas of finance, behavior, academics and judicial affairs.

Contact the Office of Campus Life via email (campus.life@iit.edu) with any questions regarding the registration process.

Recognized organizations are eligible for support and services, such as reservation of space for meetings and events, mailbox space, account management, advising support from the Office of Campus Life, access to the Student Organization Center, announcements in IIT Today, slides on the TV screens around campus, and the ability to apply for funding from the Student Activities Fund.

B. OFFICERS

Officers and executive board members of organizations must be regularly enrolled students in good academic standing. General membership must generally be open to all full-time and part-time students.

C. STUDENT ACTIVITIES FUND

The Student Activities Fund (SAF) is derived from the student activity fee paid by each student taking classes on the Mies, Rice, and Moffett campuses. The SAF exists to support the operations and programming efforts of student organizations. Finance Board, an appointed committee of SGA, is charged with allocating and distributing money in the SAF among student organizations. Any recognized and registered organization may apply to Finance Board for financial support. Throughout the year, Finance Board conducts workshops to help organizations understand the policies and procedures for receiving funding from the SAF. Recognized organizations in good standing may apply for and receive funding according to Finance Board Guidelines, which can be found under the Finance Board tab at sga.iit.edu.

D. ORGANIZATION PROPERTY

All property, equipment and supplies purchased for a student organization by Illinois Tech and/or with organizational funds shall be defined as Illinois Tech property in the care of the organization and organization leaders. Organization leaders and members are responsible for the proper care and appropriate use of such property. If an organization becomes inactive for any reason, the property must be returned and surrendered to Illinois Tech. The Office of Campus Life has space available in the basement of the MTCC for the storage of Illinois Tech owned property. Contact a staff member of the Office of Campus Life for more information.

E. DISCIPLINARY PROCEDURES

Illinois Tech expects student organizations, including fraternities and sororities, and their respective members to accept both personal and group responsibility for meeting recognized standards of good conduct. Organizations are expected to conduct their business in an honest, ethical fashion and to cooperate with Illinois Tech officials as requested. Officers must accept responsibility for control of organization events and ensure proper behavior of students and guests in attendance. Organizations will be held responsible for damages to Illinois Tech property and/or equipment resulting from their use. Organizations are expected to follow all Illinois Tech and SGA/Finance Board procedures, rules and policies as well as all applicable laws of city, state and federal governments.

Anyone may initiate a complaint against a student organization. (A complaint may be filed at www.iit.edu/incidentreport and can also take the form of an Illinois Tech Department of Public Safety incident report regarding inappropriate behavior or misconduct.) Disciplinary action may be taken against

organizations, including fraternities and sororities, for failure to follow any of the procedures, rules or policies delineated in this Student Handbook, including, but not limited to, those related to events (as defined in Section G below) and violations of the Code of Conduct. Such action may also be taken against organizations that no longer are fulfilling the purpose upon which their recognition was based. In its discretion, the Office of Student Affairs or Office of Campus Life may process infractions that either deems to be minor. If the organization wishes to appeal the decision of the Office of Student Affairs or Office of Campus Life with respect to such infractions or if the infraction is deemed not to be minor, a judicial hearing will be conducted before a Campus Judicial Board in accordance with the hearing procedures established under the Code of Conduct, provided that no student or faculty/staff may be selected to serve on the Campus Judicial Board if he or she is a member or advisor of the group(s) involved in the infraction. Consistent with the established hearing procedures, the Campus Judicial Board will determine the level of organizational responsibility for the violation and decide on appropriate sanctions if it is determined that the organization is responsible. Notwithstanding any other provisions of this Disciplinary Proceeding section, if a student organization admits in writing to a violation of the Code of Conduct and waives their right to a hearing, then the Dean of Students or his/her designee may impose such sanction as they deem appropriate without any hearing but after affording the student an opportunity to explain their actions, including any mitigating factors that the student may deem relevant; provided, however, if the violation could result in a sanction of removal of recognized student organization status or revocation of charter, then the student's written admission and waiver must acknowledge this fact. In such cases, the student organization should be advised of the sanction(s) imposed within three school days of receipt of their written admission and waiver. Sanctions for infractions may include, but are not limited to, one or more of the following:

Conduct Warning. An official written notification that an organization's behavior is in violation of Illinois Tech regulations or standards, which also clarifies expected behavior in the future. This sanction may or may not carry with it conditions or restrictions of privileges.

Conduct Probation. This is a form of probation placed upon an organization for its misconduct. The intent of Conduct Probation is for an organization to correct its behavior and return to good standing within the Illinois Tech community. Certain restrictions and/or educational sanctions may also apply to this form of probation. Conduct Probation is to be designated to remain in effect for a specified duration.

Restitution. An organization is required to make monetary restitution for theft of or damage to Illinois Tech property or to that of a member of the Illinois Tech community, or for expenses incurred as a result of the organization's actions.

Fines. Illinois Tech reserves the right to assess against an organization a fine for misconduct. The amount of any fine will be determined based on the severity of the infraction(s), whether the organization has been found responsible for prior infractions, and the need for deterrence of future infractions.

Suspension of Social Event Privileges. An organization may not sponsor or partner in any event involving alcohol on or off campus. Any proposed event involving guests in affiliation with the organization, with or without alcohol, must receive approval from the Dean of Students at least three business days in advance. Guests are defined as any non-member of the organization; new members, initiated members and organization alumni are not considered guests.

Suspension of Event Privileges. An organization may not sponsor or partner in any event on or off campus. Suspension of event privileges is to be designated to remain in effect for a specific duration.

Mandatory Educational Programming. An organization may be required to attend, as a whole or in part, educational programming assigned by the Office of Student Affairs. An organization may also be required to host and to facilitate its own programming under this sanction.

Substance Free Housing. An organization may not operate a facility where members are allowed to possess or consume alcohol or legal but controlled substances. Any combination of substance revocations may be assigned, dependent upon the offense.

Removal of recognized student organization status or charter. An organization may be fully unrecognized by Illinois Tech, resulting in the complete severing of all ties as a registered organization or recognized fraternity or sorority organization. Thereafter, the organization may not function as an organization; maintain or recruit members; host or co-host any activity, event or program; use any Illinois Tech property or facility; use the Illinois Tech name, any associated name or suggest any affiliation with

Illinois Tech; or operate any facility on or off campus in relation to Illinois Tech or for members of the Illinois Tech community.

Any sanction may carry additional conditions as deemed necessary by the Campus Judicial Board. Decisions rendered by the Campus Judicial Board against an organization may be appealed as provided for in the Code of Conduct.

Illinois Tech reserves the right to hold both individuals and organizations, including fraternities and sororities, responsible for their actions. A student may be held individually responsible while, concurrently or consecutively, an organization may be held responsible for the same violation. The two processes are separate and independent.

F. INDEBTEDNESS

Student organizations may have recognition revoked for failure to pay any debt due and owing to Illinois Tech. Organizations are responsible to reimburse Illinois Tech for any negative balances in organization accounts held by Illinois Tech. Additional financial repercussions may apply to student organizations that do not fulfill financial expectations as communicated by the Office of Campus Life each year.

G. ADDITIONAL RULES APPLICABLE TO EVENTS

As used in this Student Handbook, with respect to an organization, including a fraternity or sorority, any social event (an "event") is defined as any gathering, whether on or off campus, that includes (i) members and/or guests of one or more organizations at which alcoholic beverages are in any manner offered or served, including, but not limited to, self-service or service by a third party vendor, or consumed and (ii) has been arranged, scheduled or announced in any way by an organization. Events may be co-hosted by organizations.

Organizations are accountable for all of their events regardless of the location of such events. This includes, but is not limited to, locations such as classrooms, offices, common areas, fraternity and sorority chapter houses and chapter rooms, and any locations off-campus.

Organization events with guests in attendance are limited to an attendance maximum of two guests per active or new, initiated or alumni member attending the event. Guests are defined as any non-member of the organization. An organization and its members are responsible for the actions of their guests at all times.

Organizations wishing to have events that exceed the 2:1 ratio may propose to do so by contacting the appropriate department (either Office of Campus Life or Residence and Greek Life) and submitting an event registration form at least 30 days in advance of the proposed event. In addition, the following rules shall apply to such event: a third-party vendor must be used for any alcohol service; private security if the event is to be held off the Illinois Tech campus or Illinois Tech Public Safety if the event is to be held on the campus, must be hired for the duration of the event; and any additional event-specific rules required by Campus Life, Residence and Greek Life, the Office of Student Affairs and/or Public Safety must be followed.

VI. FRATERNITIES AND SORORITIES

As fraternities and sororities are student organizations recognized in accordance with and subject to Article V of this Student Handbook, the provisions of this Article VI are intended to be, and shall be deemed to be, in addition to, and not in lieu of, any other provisions contained in this Student Handbook. In the case of any conflict, fraternities and sororities shall be expected to meet the strictest standard.

A. POLICIES AND REGULATIONS

1. Alcohol Policy

At all times, chapters must follow FIPG rules, as set forth below, local and national chapter rules, the Code of Conduct, and state and local law with regard to alcohol consumption with their houses.

- A bar monitor, that is not a current Illinois Tech undergraduate, must be identified and approved by the Office of Residence and Greek Life and who must be present throughout the party or event. All bar monitors must, at a minimum, have gone through TIPS or other similar training.

- An event registration form must be submitted to the Office of Residence and Greek Life no less than 5 business days prior to the event. The event information will be forwarded to Public Safety.
- A complete guest list of attendees who are not current members or chapter alumni must be submitted to the Office of Residence and Greek Life no less than 48 business hours prior to the event. A post guest list with signatures must be turned in to the Office of Residence and Greek Life before the end of the business day following the event.
- Visitors not listed on the approved guest list are not allowed to attend the event. Access to the house must be strictly controlled at all times and those above 21 and are eligible to consume alcohol must be identified on entry by a different wristband or marking than students who are under 21. Both groups of students must wear their respective wristbands or markings throughout the party.
- A Public Safety officer and/or a professional staff member from Residence and Greek Life may conduct one random visit during each event for the purpose of walking through the public areas of the event to ensure the following:
 1. All event participants are safe;
 2. FIPG, state law, and the Code of Conduct are being followed;
 3. Participants that are served and consume alcohol are wearing the appropriate
 4. Wristband or marking; and
 5. An official bar-monitor is stationed appropriately.
- Fraternities/Sororities agree to not impede, delay or otherwise obstruct the Public Safety officer and/or professional staff member from Residence and Greek Life during the course of such walk through. Such personnel will also assist the chapter members as appropriate and upon request.
- Public Safety and/or Residence and Greek Life will direct the event be closed within 30 minutes if any of the requirements set forth in this Article VI, Section A(1) are observed not being followed or if they are not allowed access to the event. Failure to close the event in the time specified will be reported by Public Safety and/or Residence and Greek Life and will lead to formal proceedings against the fraternity/sorority. Public Safety and/or Residence and Greek Life is not responsible for the closure of an event, unless invited by the fraternity/sorority to aid them in closure.
- Public Safety and/or Residence and Greek Life may also perform informal checks by either driving or walking by the perimeter of where the party is being held between 1:00 a.m. and 1:30 a.m. to monitor safety during the closure of the event. Unless there is a safety concern, Public Safety officers and/or Residence and Greek Life staff will not enter the house at this time as the purpose is only to monitor the orderly end to the party.
- All events must officially end by 1:30 a.m.
- The chapter RA, Risk Management Chair, and one other member of the executive board must be identified by name tag or similar markings and present at all times at the event and be alcohol free for the purpose of monitoring the event for compliance with applicable rules.
- The chapter RA, Risk Management Chair, and executive board must annually receive the following training: TIPS, conflict management, conflict resolution, and community building. All members of the foregoing group must have attended a training session on each of the foregoing topics each year prior to hosting their first event of the academic year.
- It is recommended that post- and pre-party reports detailing any actual or potential incidents, problems, or violations as well as any other relevant or useful information be kept by all chapters. Any incidents need to be reported to the Office for Residence and Greek Life within 24 hours of occurring or the first business day after the event.

2. Educational Programming

The Office of Residence and Greek Life recognizes the merit in educational programming for fraternal organizations, based in the social and personal development of values. Encouraging community and engagement through programming, at least 30% of each fraternity and sorority chapter are expected to participate in one Campus Life sanctioned program each semester. Sanctioned program areas may include topics such as risk management, recruitment, personal health and finance. A list of programs will

be available from the Office of Campus Life each semester and communicated regularly to chapter presidents. Only programs approved by the Office of Campus Life will meet attendance requirements.

3. Fire, Health and Safety

- All chapter houses are expected to meet all local fire and health codes and standards.
- All chapters are expected to have posted by common phones emergency numbers for fire, police and ambulance and are expected to have posted evacuation routes on the back of the door of each sleeping room.
- All chapters are expected to comply with engineering recommendations as reported by their insurance companies.
- The possession and/or use of firearms or explosive devices of any kind within the confines and premises of the chapter house is expressly forbidden.
- Open fires are prohibited.

4. Fraternity and Sorority Advisors

Each Greek organization with a chapter house must have a resident advisor (RA). Each chapter house must submit the name of the person selected to be the RA to the Office of Residence and Greek Life for approval and must also notify the Office of Residence and Greek Life if there is any change and/or absence of an RA. The RA must reside in the chapter house at all times when the house is occupied. Each fraternity and sorority must have a staff or faculty advisor who holds a full-time appointment at Illinois Tech. All advisors must be approved by the Office of Campus Life and listed each term on the fraternity and sorority membership lists. The Office of Campus Life can assist a fraternity or sorority in finding an advisor. It is the function of both the faculty and resident advisors to encourage the scholastic, social, and cultural growth of fraternity and sorority members.

5. Greek Council

Greek Council represents all social fraternities and sororities at Illinois Tech. Each social fraternity and sorority must be recognized by Greek Council, the Office Residence and Greek Life and SGA to receive official recognition as a student organization. The council coordinates all-Greek events, scholarship programs, Greek Week and recruitment, as well as other campus-wide events. Greek Council is a self-governing and self-disciplinary body that monitors its own members in accordance with Illinois Tech procedures, rules and policies, as well as the codes of conduct contained in its own constitution and bylaws. Greek organizations are responsible for complying with all procedures, rules and policies applicable to Illinois Tech student organizations. Illinois Tech maintains the right to initiate its judicial process independently of Greek Council actions and independent organizations and/or individuals.

6. Hazing

As set forth in more detail in the Code of Conduct, hazing includes treating prospective members differently than active or alumnus members. Refer to the Hazing Policy in this Student Handbook for more information. Hazing activities are also defined in the FIPG guidelines. Organizations found responsible for participating in hazing may have their recognition revoked. Any questions regarding activities that may constitute hazing should be directed to the Office of Campus Life or the Office of Residence and Greek Life. All students, faculty, and staff have a responsibility to report immediately any questionable activities to the Office of Residence and Greek Life and/or the Department of Public Safety

7. Indebtedness to Fraternities or Sororities

Fraternities and sororities are expected to take all necessary action to collect debts owed to them by their members. Unless the debt owed by a member is actually one owed to Illinois Tech, Illinois Tech does not have standing either to collect the debt from the member on behalf of the affected fraternity or sorority or to assist the affected fraternity or sorority with the collection efforts. To the extent that the debt is one actually owed to Illinois Tech, such as a failure to pay board for living in Illinois Tech owned and operated housing or using Illinois Tech sponsored meal plan, a member who is so delinquent may be subject to penalties, including, but not limited to, denial of housing in subsequent semesters. Contact the Office Residence and Greek Life for more information.

8. Initiation

The fraternity or sorority must submit the names of all new/associate members to be initiated to the Office of Residence and Greek Life for a check of eligibility at least one week before the initiation.

9. Membership

Membership in social fraternities and sororities is open to all regularly enrolled undergraduate students who are registered for classes at Illinois Tech. Regularly enrolled undergraduate students at Vandercook College of Music are eligible to join the social fraternities and sororities as long as such membership is not in conflict with national organization regulations. Fraternity and sorority membership lists must be completed by the second Friday of each semester. The list must include all initiated members and new/associate members, as well as indicate whether they live in the chapter house, a residence hall, or off campus. The list shall be sent to the Office of Residence and Greek Life. After membership lists have been submitted for the semester, the Office of Residence and Greek Life must be notified in writing, within 48 hours, of any changes in the lists.

10. New/Associate Members

Students are normally recruited during the formal period at the beginning of the fall or spring semester, however, chapters may also recruit new members outside of this formal time period. Chapters must follow all Greek Council policies pertaining to recruitment. Any student enrolled for at least 12 credit hours at Illinois Tech or at the Vandercook College of Music is eligible to join. The names of all students who are potential new/associate members must be submitted to the Office of Residence and Greek Life at least two business days before they are pledged. A student on academic, conduct, or disciplinary probation is not eligible to join. The name of any student who is disaffiliated at any time must be reported in writing to the Office of Residence and Greek Life within 48 hours.

11. Sexual Misconduct / Harassment

In accordance with the Illinois Tech policy on sexual misconduct/harassment, the Greek Council will not tolerate or condone any form of sexist or sexually abusive behavior on the part of its members, whether physical, mental, or emotional. This is to include any actions, which are demeaning to women or men. Refer to the various Sexual Misconduct policies set forth in this Student Handbook, including, but not limited to, the Code of Conduct, for more information.

12. Social Regulations

Illinois Tech expects fraternity and sorority members to accept both personal and group responsibility for meeting recognized standards of good conduct, which follow all local, state and federal guidelines as well as Illinois Tech, national and/or alumni guidelines. All Greek organizations must minimally comply with FIPG guidelines (see below) in regards to chapter functions. FIPG guidelines are also available through the Office of Campus Life. Executive board leadership (defined as officers currently serving in a role on the chapter's leadership team) and any new member expected to be initiated during the current academic year from each chapter are required to attend Risk Minimization training at the beginning of each semester, as scheduled by the Office of Residence and Greek Life. Failure to follow FIPG guidelines, a chapter's absence from Risk Minimization training, or improperly registered social events may result in judicial action by Greek Council or the Office of Student Affairs.

B. FRATERNAL INFORMATION & PROGRAMMING GROUP (FIPG) GUIDELINES

1. Alcohol and Drugs

STATE OF ILLINOIS LAW MANDATES PERSONS UNDER 21 YEARS OLD CANNOT DRINK ALCOHOLIC BEVERAGES.

1. The possession, sale, use or consumption of alcoholic beverages, while on chapter premises or during a fraternity event or in any situation sponsored or endorsed by the chapter, or at any event which an observer would associate with a fraternity, must be in compliance with any and all applicable laws of the state, county, city and institution of higher education, and must comply with either the FIPG or Third Party Vendor Guidelines.

2. No alcoholic beverages may be purchased through or with chapter funds nor may the purchase of same for members or guests be undertaken or coordinated by any member in the name of, or on behalf of, the chapter. The purchase or use of a bulk quantity or common sources of such alcoholic beverages, e.g. kegs or cases, is prohibited.
3. Open parties, meaning those with unrestricted access by non-members of the fraternity, without specific invitation, where alcohol is present, are prohibited.
4. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under legal "drinking age").
5. The possession, sale or use of any illegal drugs or controlled substances while on chapter premises or during a fraternity event or at any event that an observer would associate with the fraternity is strictly prohibited.
6. No chapter may co-sponsor an event with an alcohol distributor or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) at which alcohol is given away, sold or otherwise provided to those present. This includes any event held in, at or on the property of a tavern as defined above for purposes of fundraising. However, a chapter may rent or use a room or area in a tavern as defined above for a closed event held within the provisions of this policy, including the use of a third party vendor and guest list. An event at which alcohol is present may be conducted or co-sponsored with a charitable organization if the event is held consistent with the provisions of this policy.
7. No chapter may co-sponsor or co-finance or attend or participate in a function at which alcohol is purchased by any of the host chapters, groups or organizations.
8. All recruitment or rush activities associated with any chapter will be non-alcoholic. No recruitment or rush activities associated with any chapter may be held at or in conjunction with a tavern or alcohol distributor as defined in this policy.
9. No member or pledge, associate/new member or novice shall permit, tolerate, encourage or participate in "drinking games." The definition of drinking games includes but is not limited to the consumption of shorts or alcohol, liquor or alcoholic beverages, the practice of consuming shots equating to one's age, "beer pong," "century club," "dares" or any other activity involving the consumption of alcohol which involves duress or encouragement related to the consumption of alcohol.
10. No alcohol shall be present at any pledge / associate member / new member / novice program, activity or ritual of the chapter. This includes but is not limited to activities associated with "bid night," "big brother – little brother" events or activities, "big sister – little sister" events or activities, "family" events or activities and initiation.

Please Note: *Violations to the FIPG Risk Management Guidelines can result in loss of insurance coverage. Please contact the Office of Residence and Greek Life at ext. 7.5075 with any questions regarding these guidelines.*

2. Event Procedures

As student organizations, fraternity and sorority chapters are expected to adhere to the Alcohol Use for Campus Events Policy and Additional Rules Applicable to Events as outlined in this Handbook as well as the following procedures.

- a. Chapters hosting events (as defined in Article V, Section G) are required to turn in a Social Event Registration form (provided by Residence and Greek Life) no later than five business days prior to the event on HawkLink. Co-hosted events require the contact information for each chapter and/or organization. See the timeline below for deadline information.
- b. Registration forms for proposed events established in Article V, Section G are due no later than 30 days prior to the event on HawkLink.
- c. Guest lists, in appropriate format (as provided by Residence and Greek Life) are due no later than two business days in advance of a proposed event. All guest lists must be emailed to the Greek Life Coordinator and have complete and accurate information. If the guest list is not completed properly it will be rejected and the event will be cancelled.

Proposed Event Date	Social Event Registration Due	Guest List Due	Post Guest List Due
Sunday	Preceding Monday, 12pm	Preceding Wednesday, 12pm	Following Monday, 5pm
Monday	Preceding Tuesday, 12pm	Preceding Thursday, 12pm	Following Tuesday, 5pm
Tuesday	Preceding Wednesday, 12pm	Preceding Friday, 12pm	Following Wednesday, 5pm
Wednesday	Preceding Thursday, 12pm	Preceding Monday, 12pm	Following Thursday, 5pm
Thursday	Preceding Friday, 12pm	Preceding Tuesday, 12pm	Following Friday, 5pm
Friday	Preceding Monday, 12pm	Preceding Wednesday, 12pm	Following Monday, 5pm
Saturday	Preceding Monday, 12pm	Preceding Wednesday, 12pm	Following Monday, 5pm

C. MISCONDUCT AND EVENT ACCOUNTABILITY

Chapters who fail to follow the policies and procedures laid out in this Student Handbook will face judicial action in accordance with the disciplinary procedures established by Article V, Section E. Chapters and members may be held accountable for individual and group action, independent of the other.

VII. STUDENT TRAVEL POLICY

A. PURPOSE

Illinois Tech seeks to promote safe travel to events and activities occurring beyond the boundaries of its campuses by students and recognized student organizations. This Policy applies to individual student travel and to recognized student organization travel, both in cases where the travel is sponsored by Illinois Tech and in cases where the travel is independent of Illinois Tech sponsorship but where an individual student or a recognized student organization travels on behalf of, or with the financial support of, one or more Illinois Tech academic or administrative units and/or recognized student organizations. Travel beyond the boundaries of the Illinois Tech campus but within Cook, DuPage, Lake, McHenry or Will Counties, whether sponsored by Illinois Tech or not, is considered a field trip and is not subject to this Policy.

B. DEFINITIONS

An “appropriate administrator” is the President, Provost, an academic Dean, a Vice Provost, or the Dean of Students, or the authorized designee of any of the foregoing.

A “recognized student organization” is one that has been formed for educational, professional, social, recreational or other lawful purposes, derives the majority of its membership and all of its leadership from the student body of Illinois Tech, has been approved for recognition by the Office of Campus Life and maintains a current registration status with the Office of Campus Life.

A “travel summary” is a written summary prepared by the organizing individual or group that, at a minimum, details the purpose of the travel, sets forth the full travel itinerary, including all lodging and contact information, and lists all participants and their relation to Illinois Tech.

“Illinois Tech sponsored student travel” is travel involving a student or students that (i) is initiated, actively managed, planned and arranged by a member of Illinois Tech’s faculty or staff, or members of a recognized student organization with the approval of an appropriate administrator; or (ii) has Illinois Tech financial, physical or administrative involvement or oversight. Illinois Tech sponsored student travel does not include travel under the auspices of Illinois Tech’s Department of Athletics or study abroad programs under the auspices of Illinois Tech’s International Center.

C. REQUIREMENTS

All student and recognized student organization travel falling under this Policy must meet the following requirements:

1. To assure that travel involving students is consistent with Illinois Tech’s mission and that student safety issues have been addressed, Illinois Tech sponsored student travel must be approved in advance by an appropriate administrator. The organizing individual or group must prepare and provide a travel

summary to the appropriate administrator for his or her review and approval not less than forty-five (45) days prior to the date of the proposed travel. An appropriate administrator may request that a travel summary be supplemented with such additional information as he or she deems appropriate in order for him or her to make an informed decision. In general, for Illinois Tech sponsored student travel the purpose of which is academic, such as a conference or research, involving students from more than one College, then an appropriate administrator from each College must approve it.

Approval decisions of an appropriate administrator must be consistent with the provisions of this Policy. An appropriate administrator should not approve travel if he or she determines that safety, security or health conditions pose an undue risk to the traveler(s).

- a. An appropriate administrator should not approve travel if he or she determines that safety, security or health conditions pose an undue risk to the traveler(s).
- b. Students shall not be required to study or do research in locations affected by an U.S. State Department Travel Warning in order to satisfy a degree requirement or to receive a grade for a class.
- c. Travel to a country where the U.S. State Department has issued a mandatory evacuation order shall not be permitted.
- d. Recognized student organization travel must be consistent with the organization's mission statement and constitution on file with the Office of Campus Life, and travel must be planned so as not to create an undue interference with academic responsibilities.
- e. Students on academic or disciplinary probation or on leave from Illinois Tech should not be approved for any Illinois Tech sponsored student travel.
- f. Students traveling outside of the United States need to attend a pre-departure health, safety and security meeting provided by Illinois Tech's International Center.

If the appropriate administrator approves a travel summary, then he or she shall sign the travel summary noting his or her approval and return it to the organizing individual or group and, for travel outside of the United States, provide, as described in 2 below, a copy of the approved travel summary to Illinois Tech's International Center. If the appropriate administrator does not approve a travel summary, then he or she shall return the travel summary unsigned to the organizing individual or group and notify the organizing individual or group of the reason for the non-approval. In the case of non-approval, the organizing individual or group may attempt to modify the travel summary to overcome the objections of the appropriate administrator and resubmit the travel summary to the appropriate administrator.

2. The travel summary with the signature of the appropriate administrator must be submitted to Illinois Tech's International Center, no later than thirty (30) days before the scheduled trip. No changes may be made to the travel summary without the approval of the appropriate administrator who initially authorized the travel.
3. All students traveling must complete and submit a Voluntary Assumption of Risk and Release and Waiver of Liability Agreement and an Emergency Contact and Medical Information Form, available from the Office of General Counsel, to Illinois Tech's International Center no later than fifteen (15) days before the scheduled trip. Illinois Tech's International Center will provide such travel orientation and/or information as appropriate given the specifics of the trip. In the event that the proposed itinerary includes a location under a U.S. State Department Travel warning, the existence of such warning and information related thereto will be set forth in the Voluntary Assumption of Risk and Release and Waiver of Liability Agreement. Illinois Tech's International Center shall maintain these forms for a period of six (6) months from the conclusion of the travel covered thereby.
4. Unless otherwise explicitly approved, all Illinois Tech sponsored student travel must be chaperoned by a faculty or staff member. If approval to travel without such a chaperon is granted, then a student officer from the recognized student organization must accompany the trip; provided, however, a student may not lead Illinois Tech sponsored student travel to a location that is under a travel warning. Illinois Tech will view this student officer as the party responsible for the trip. The faculty or staff member or student officer must carry a copy of emergency contact information for all students participating in the trip as well as relevant Illinois Tech contact numbers.

5. Any travel undertaken without submission of a complete and accurate travel summary or not in accordance with an approved travel summary or otherwise in violation of this Student Travel Policy may result in individual and/or organizational discipline as outlined in this Student Handbook, together with such additional action as may be deemed appropriate under the circumstances. All travel participants are expected to comply with the standards set forth in this Student Handbook and with applicable Illinois Tech policies, procedures and rules. Violations of the foregoing requirements may subject participants and sponsoring organizations to disciplinary action as outlined in this Student Handbook.
6. The faculty member or administrator responsible for the travel shall communicate to the participants that the Illinois Tech does not provide medical insurance for any student's participation in travel. All student participants shall be responsible for medical costs they incur during and/or as a result of the travel.
7. When travel is specific to a Campus Life recognized student organization, the organization will be responsible for attending a mandatory travel presentation (once per semester) All attendees traveling on behalf of a recognized student organization must also complete the Student Organization Travel Behavioral Agreement, available from the Office of Campus Life on HawkLink.
8. Unless express permission has been granted by the appropriate administrator, friends and family members of Illinois Tech students, faculty and staff are not eligible to participate in Illinois Tech sponsored student travel.

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