ILLINOIS INSTITUTE OF TECHNOLOGY

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In case of emergency, please notify:
Name:______________________________________ Phone #:__________________
## CONTENTS

- Message from the Vice Provost of Student Affairs and Dean of Students 03
- A Brief History of IIT 04
- University Mission & Vision 04
- University Commitment to Diversity 04
- Telephone Dialing Directions 05
- Campus Locations and Main Switchboards 05
- Main Campus Buildings and Locations 06
- Main Campus Student Housing 06
- Main Campus Academic Departments & Locations 07
- Voter Registration Information 08
- Chicago – getting around this great city and some ideas of things to see 08
- Student Organizations & Activities 09
- Registered Student Organizations 10
- Athletics 12
- Fraternities and Sororities 12
- Service and Leadership Awards 12
- Services and Facilities 13
- Fine Print – IIT Information & Regulations 26
- Index 71

*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 www.iit.edu/student_affairs/handbook.*
WELCOME TO
ILLINOIS INSTITUTE OF TECHNOLOGY
AND THE 2014-2015 ACADEMIC YEAR!

Welcome to IIT! 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 IIT Student Handbook also contains information about the many resources and opportunities at IIT 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.

IIT 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, 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,

Katherine Stetz
Vice Provost for Students Affairs
and Dean of Students
A BRIEF HISTORY OF IIT

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 IIT 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. IIT 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 IIT in 1949.

In 1969, IIT 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 IIT’s west suburban campus.

Today, IIT 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, IIT offers exceptional preparation for professions that require technological sophistication. Through a committed faculty and personal attention, IIT provides challenging academic programs focused by the rigor of the real world. The university’s fourth site is IIT’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.

IIT’s MISSION

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

IIT’s VISION

IIT 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.

IIT’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 Main Campus; or 906 for Downtown Campus; 682 for Rice Campus; 595 for Institute of Design). Area code for Main, 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, 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.

IIT CAMPUS ADDRESSES

Illinois Institute of Technology Main Campus
3300 S. Federal Street
Chicago, IL 60616-3793
312.567.3000

Chicago-Kent College of Law
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
350 N. LaSalle Street
Chicago, IL 60610-4726
312.595.4900

Institute for Food Safety and Health
Moffett Campus
6502 S. Archer Road
Bedford Park, IL 60501-1957
708.563.1576
MAIN 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

Engineering 1 (E1)  
10 W. 32nd Street

Farr Hall (FH)  
3300 S. Michigan

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

Hermann Hall (HH)  
3241 S. Federal Street

Tech Park Central (TC)  
3424 S State 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

Main Building (MB)  
3300 S. Federal Street

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

Perlstein Hall (PH)  
10 W. 33rd Street

Siegel Hall (SH)  
3301 S. Dearborn

Stuart Building (SB)  
10 W. 31st Street

Technology Business Center (TBC)  
3440 S. Dearborn

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
IIT MAIN 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 Psychology
252 LS, 312.567.3500
College of Science and Letters
220 E1, 312.567.3800
Computer Science
236 SB, 312.567.5150
Electrical & Computer Engineering
136 SH, 312.567.3400
Graduate College
IT 7D7-1, 312.567.3024

Humanities
218 SH, 312.567.3465
Industrial Technology and Management
4001 TS, 312.567.3650
IPRO Program
050 TB, 312.567.3162
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, 312.906.6500
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
http://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 IIT), 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 Main 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 Main 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 IIT, 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; IIT 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 IIT campus is served by CTA (Chicago Transit Authority) trains and buses. The nearest elevated train, the Green Line, stops at IIT 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 Main Campus at 35th Street.

IIT Shuttle 312.808-6300
http://www.iit.edu/directory/shuttlebus.html
IIT has regular shuttle bus transportation between the Main Campus, Downtown Campus (565 W. Adams St.), and commuter railroad stations. Students are required to display a valid IIT 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 IIT 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 IIT's spirited campus life. Taking part in organizations and activities is considered an integral part of an IIT 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 IIT 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 IIT, VanderCook, or Shimer. 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. 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. In addition to the organizations described above, some others exist to promote various student interests. Anyone interested in forming a new organization should contact the Office of Campus Life at 312.567.3720.
<table>
<thead>
<tr>
<th>REGISTERED STUDENT ORGANIZATIONS (MAY 2014)</th>
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<tr>
<td>33rd Street Productions</td>
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<tr>
<td>A Cappella</td>
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<td>Active Minds</td>
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<td>Actuarial Science Club</td>
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<td>African Student Organization</td>
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<td>Alien Sound and Lighting</td>
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<td>All People are Perfect for Leadership, Education and Success</td>
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<td>Alpha Sigma Alpha</td>
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<td>Alpha Sigma Phi</td>
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<td>Alternative Spring Break</td>
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<td>American Chemical Society</td>
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<td>American Concrete Institute</td>
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<td>American Institute of Aeronautics and Astronautics</td>
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<td>American Institute of Architecture Students</td>
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<td>American Institute of Chemical Engineers</td>
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<td>American Rehabilitation Counseling Association</td>
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<td>American Society of Civil Engineers</td>
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<td>American Society of Heating, Refrigeration and Air Conditioning Engineers</td>
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<td>American Society of Landscape Architects</td>
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<td>American Society of Mechanical Engineers</td>
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<td>APICS- The Association of Operations Management</td>
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<td>Arab American Association of Engineers and Architects</td>
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<td>Arnold Air Society</td>
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<td>Arquitectos</td>
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<td>Asian/Academic Psychologist Association</td>
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<tr>
<td>Association for Computing Machinery</td>
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<td>Astronomy Club</td>
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<td>Badminton Club</td>
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<td>Bahai Club</td>
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<td>Bayesian Card Playing Society</td>
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<td>Better Together</td>
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<td>Bible Club</td>
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<tr>
<td>Biological, Chemical and Physical Sciences</td>
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<tr>
<td>Graduate Student Organization</td>
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<tr>
<td>Biomedical Engineering Society</td>
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<td>Black Student Union</td>
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<td>Boardgame Club</td>
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<td>Brazilian Student Organization</td>
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<td>Bridges International</td>
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<td>Campus Crusade for Christ</td>
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<td>Caribbean Visionaries</td>
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<td>Carman 2</td>
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<td>Catholic Campus Ministry</td>
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<td>ChBE Graduate Student Association</td>
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<td>Chess Club</td>
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<td>Chi Epsilon</td>
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<td>Chinese Students and Scholars Association</td>
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<td>Coffee Club</td>
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<td>Collegiate Entrepreneurs Organization</td>
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<td>Commuter Student Association</td>
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<td>Construction Management Association of America- IIT Student Chapter</td>
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<td>Council of Supply Chain Management Professionals</td>
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<td>Cricket Club</td>
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<td>Cycling</td>
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<td>Delta Tau Delta</td>
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<td>Doctor Who @ IIT</td>
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<td>Engineers for Sustainable World</td>
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<td>Engineers Without Borders</td>
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<td>Eta Kappa Nu</td>
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<td>Ethics Bowl</td>
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<td>Exposure</td>
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<td>Feminists United</td>
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<td>Gamma Nu Eta</td>
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<td>Gays, Lesbians, Allies and More</td>
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<tr>
<td>Graduate Association of Industrial/Organization Psychology Students</td>
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<td>Graduate Student Advisory Council of MMAE Department</td>
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<td>Graphic Novel Appreciation Society</td>
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<td>Greek Council</td>
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<td>HawkTalk</td>
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<td>Hillel</td>
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<td>Honors Medical Society</td>
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<td>Indian Student Association</td>
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<td>Information Technology Management Organization</td>
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<td>Institute of Electrical and Electronics Engineers</td>
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<td>Institute of Transportation Engineers</td>
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<td>International Students Organization</td>
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<td>InterVarsity Christian Fellowship</td>
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<td>Intuitive Modules in Engineering Education</td>
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<td>Iranian Student Association</td>
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<td>Japanese Film and Animation Society</td>
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<td>Kappa Phi Delta</td>
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<td>Korean Student Association</td>
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<tr>
<td>Latinos Involved in Further Education</td>
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<td>Lights, Camera, Action!!!</td>
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Love to Dance
Malaysian IIT Students Association
Material Advantage
Math Club
MEDLIFE
Mixed Martial Arts Club
Mobile App Development
Mock Trial Association
Model Railroad
Muslim Student Association
National Organization of Minority Architecture Students (NOMAS)
National Science Teachers Association
National Society of Black Engineers
Nature Club
Net Impact
New Velocity
Nichiren Buddhist Peace Club
Omega Delta
Open Access Student Advocacy Group
Order of Omega
Pakistan Student Association
Phi Kappa Sigma
Pi Kappa Phi
Pre-Dental Society
Psi Chi
QuiddIITch Team
Red Cross at IIT
ReJOYce in Jesus Campus Fellowship
Relay For Life
Residence Hall Association
Ride iiT Motorcycle Club
Robotics
Rock Climbing Club
Safe Finance
Sail IIT
Salsa, Bachata y MÃ¡s
Sigma Nu Tau
Sisters on Campus
Ski and Snowboard Club
SmallRoom
Society for Industrial and Applied Mathematics
Society of Automotive Engineers
Society of Biological Sciences
Society of Hispanic Professional Engineers
Society of Physics Students
Society of Women Engineers
Strike Force Bowling Society
Structural Engineers Association
Student Government Association
Students for Justice in Palestine
Syrian Club
Tau Beta Pi
Tech de Fateh
TechNews
TEDxIIT
Tennis Club
The Gathering
Transfer Student Organization
Triangle Fraternity
Turkish Student Association
UFarmIIT
Ultimate Frisbee Club
Undergraduate Business Council
Undergraduate Research Journal at Illinois Institute of Technology
Undocumented Students and Allies
Union Board
Untitled Improv
Vedic Vision Society
Vietnamese Student Association
Water Polo Club
WIIT 88.9FM
Zeta Pi Omega
Triangle Fraternity
Turkish Student Association
UFarmIIT
Ultimate Club
Undergraduate Business Council
Undergraduate Research Journal at Illinois Institute of Technology
Undocumented Students and Allies
Union Board
Vedic Vision Society
Vietnamese Student Organization
Wackiitball
Water Polo Club
WIIT
Women Talk After Dark
Zeta Pi Omega
OTHER ACTIVITIES

ATHLETICS
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, indoor track & field and outdoor track & field; 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 IIT or in a combination of IIT and 4 year/ junior college career over a total of 10 semesters of attendance. IIT does not award athletic scholarships. Please refer to the student-athlete handbook for details on eligibility to participate in intercollegiate athletics.

FRATERNITIES AND SORORITIES
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 six 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), and Omega Delta (ΩΔ)

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 Main 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
At an annual spring dinner, the Clinton E. Stryker Distinguished Service 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 IIT Student Affairs website www.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
http://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 http://iit.edu/arc or call 312.567.5216 or follow at http://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 - 312.567.3700
www.iit.edu/campus_and_conference_centers
Audio equipment such as laptops, TV/VCRs, projectors, and sound systems are available for rental to student organizations and university departments for use in event spaces on campus for a fee from Event Services. Please contact your Event Services event contact for more information.

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
The Bog is the campus pub, and recreation center. Operated by Campus Life in partnership with IIT Dining Services, there is plenty of entertainment through the academic year including Union Board programming. The Bog also serves as the Commuter Lounge Monday – Thursday from 11 am to 5:00 pm.

Bookstore (Main Campus) - 312.567.3120
www.iit.bkstore.com
A complete line of books, supplies, architecture/engineering equipment, and IIT gifts and clothing are available in the IIT Main Campus, Barnes and Noble Bookstore. The Bookstore is normally open 9:00 a.m. - 6:00 p.m., Monday through Thursday, 9:00 a.m. – 3 p.m. on Friday, and 11 a.m. – 2 p.m. on Saturday. Hours are extended at the beginning of each semester. The Bookstore is located in the McCormick Tribune Campus Center.

Bookstore (DTC)
The Downtown Campus bookstore, located on the concourse level of the DTC 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 http://dtc.bncollege.com
The Office of Campus Life supports all student organizations. The office assists students with program planning, implementation, leadership development, and organizational advising. Campus Life also acts as the as the primary office of advocacy for women and LGBT students. The office partners with a variety of campus partners to facilitate Orientation and Parent Programs, Women’s Services, and the First Year Experience (FYE). The Office of Campus Life is located in MTCC and can be contacted at 312.567.3720 or by emailing campus.life@iit.edu. The Office of Campus Life invites you to visit HawkLink (iit.collegiatelink.net) to find the right student organization for you!

Career Management Center - 312.567.6800
www.cmc.iit.edu

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, http://stuart.iit.edu/careers

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, IIT has been committed to its primary mission of preparing students for careers. However, IIT also is committed to the City of Chicago. IIT works hard to fulfill its obligation as a responsive institutional partner to the surrounding neighborhoods. In this way, IIT 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
www.cmc.iit.edu

Through IIT’s Co-op and Internship Programs, students can gain experiential education prior to graduation. Opportunities are available through the Career Management Center’s (CMC) database. Students must attend an Introduction to Cooperative Education and Internship workshop to be eligible in these opportunities.

Copy and Postal Center

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 residents of MSV and SSV will be distributed from this location. 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.

Disability Resources - 312.567.5744

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 IIT 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 www.iit.edu/cdr.
Escort Service - 312.808.6300
If you need an escort to your car, campus residence or the nearby CTA late at night, a Public Safety Officer will be dispatched to accompany you to your destination. You will be asked to provide your name, location, number of persons requesting the escort, a call back telephone number, and your campus destination. Please remember to allow for extra time when requesting an escort, as emergency calls and calls for service of a higher priority may cause a delay in your request. Public Safety Officers are not permitted to carry or assist with packages or luggage when performing this service.

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

Financial Aid, Office of – 312.567.7219 or 886.901.1866
http://www.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 IIT 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.

First Year Experience (FYE)
The First Year Experience program is designed for all first-year, undergraduate IIT students. All students are placed into a peer mentor group; your peer mentor will be your constant communication line at IIT during your first year. This student (a sophomore, junior or senior IIT student) will share the IIT experience with you, including helping you find academic resources as well as helping you find your niche on campus.

Campus Life challenges you to take part in the Freshman 15 - visit the FYE website the week before classes start each semester to identify the 15 key programs that are part of the Freshman 15. If you go to 10 of those programs and check in, you’ll be entered in a raffle. You also will have attended many of the programs that make IIT as unique as it is.

Graduate College - 312.567.3024
http://www.iit.edu/graduate_college

The Graduate College administers graduate degree programs, short courses and certificate programs, the university’s academic policies and regulations that relate to graduate studies and graduate degree programs, and sponsored research. The Graduate College staff includes the dean, associate deans, assistant deans, and the thesis examiner. The Graduate College is 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. 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, the Bog, Career Management Center, Access, Card and Parking, Event Service office and Talons Café.

Idea Shop – 312.567.3162
http://ipro.iit.edu/ideashop

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 and environment that inspires interaction across professional programs at IIT, 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 IIT stimulates creativity and cultivates interactions that lead to serendipitous breakthrough thinking. The Idea Shop™ is home to IIT’s Interprofessional Projects Program (IPRO).

The Idea Shop™ facilities include: an app development lab; a state of the art rapid prototyping lab; a large scale (49”x97”x4.5”) 4 axis Shop Sabre CNC milling machine; a smaller scale (5”x5”x12”) 4 axis Roland CNC milling machine; a 10” Jet table-saw; a 14” Delta bandsaw; a Delta Drill-press; two laser cutters; two
3D printers (Dimension Uprint Plus, monochromatic ABS plastic, 8" x 8" x 6" capacity with a 010" per layer resolution and a Zprinter 450, full color plaster, 8" x 10" x 8" capacity with a 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; 16 i-Mac 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 balsamiq, AutoCAD, and Sketch Up.

The Idea Shop™ is located 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. Rapid Prototyping Lab Manager: John Welin, contact via e-mail: jwelin@iit.edu.

**Identification cards**

www.iit.edu/~hawkcard

Official IIT ID cards are issued to currently registered IIT students through the Access, Card & Parking Services Office in Hermann Hall (312.567.8968). Lost, stolen, or malfunctioning ID cards should be reported immediately to that office. When requested by a public safety officer or university official, an individual is required to produce an official IIT 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.

**IIT Dining Services, Ext. 312.567.3098**

http://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.

**iitAlert**

http://www.iit.edu/iitalert/

d. ALERT 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 IIT’s communication system (mass email, myIIT portal, IIT Today), allowing the university to reach the IIT 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**

http://www.iit.edu/iit_online

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 IIT 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 http://www.iit.edu/iit_online.

**IIT Today**

http://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. If you have won an award, published a paper, or are involved in a project or event you think the IIT 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**

e-mail: icenter@iit.edu  www.ic.iit.edu

The International Center provides assistance to international students, faculty and scholars at IIT on matters pertaining to immigration status, personal and cultural adjustment. The Center also assists IIT students who are interested in studying abroad. Throughout the year, the International Center coordinates various educational, social and cultural programs open to all IIT students, faculty and staff.
The Interprofessional Projects (IPRO) Program – 312.567.3162
http://ipro.iit.edu

Teamwork, innovation, and complex problem-solving skills make successful professionals. Since 1995, the IPRO team project course at IIT has been teaching IIT 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, IIT students and faculty bring their organization’s problems/project ideas to us and we put a team of students to work on it. An IIT faculty mentor, in conjunction with the input of a liaison from the sponsoring organization, guides a team of 8 to 12 IIT students from across IIT’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 IIT 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
http://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
(Main Campus) – www.library.iit.edu

Paul V. Galvin Library holds a collection of over 1.1 million volumes, including books, printed journals, government publications, and microforms. The library’s digital resources include more than 100 research databases, indexing millions of journal articles; more than 35,000 e-journals; share.iit, the university's institutional repository; electronic course reserves; and I-Share, a statewide resource sharing system of 76 college and university libraries. Galvin Library also provides web-based delivery of a variety of materials, including documents requested via interlibrary loan. Galvin Library is a partial Federal Government Depository and is home to IIT Archives.

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.

Louis W. Biegler Library
(Rice Campus) - http://library.iit.edu/biegler/

Located on IIT’s Rice Campus, Biegler Library is a full-service branch of the Paul V. Galvin
Biegler Library provides access to resources for students at the Rice Campus as well as those in distance education programs. Services available at Biegler Library include interlibrary loan, research consultation, and reference services.

**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)**
http://library.iit.edu/ifsh

Located on IIT’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. The IFSH Library is a full-service library that provides Interlibrary Loan and document delivery services to students, faculty, and staff affiliated with Moffett Campus.

**IIT Chicago-Kent College of Law Library**
(Ext. 6-5600) www.kentlaw.iit.edu/library

Serves Chicago-Kent College of Law and other IIT 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. IIT students are welcome to use ten group study rooms that 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, and much more. Student Affairs is here to support and assist student organizations. Go to a movie, see a concert, attend a lecture, study, volunteer, grab a coffee or tea, and just hang out in the MTCC.

Academic term building hours are:
- Monday through Thursday 8am-11pm
- Friday 8am-7pm
- Saturday 10:30am-7pm
- Sunday 10:30am-11pm

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, recognized student organizations, and community members. Space can be reserved by Event Services. Faculty, staff and students must reserve classrooms for non-instructional use online using Virtual EMS (Event Management Software) found at the Event Services website. For further information you may email us at ccc.iit.edu.

**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. Students can reserve space by contacting the Campus and Conference Centers. Faculty, staff and students must reserve classrooms for non-instructional use online using Virtual EMS (Event Management Software) found at the Event Services website. For further information you may email us at ccc.iit.edu.
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
www.iit.edu/student_affairs/ombudsperson.shtml

The Ombudsperson is dedicated to assisting students experiencing problems with any administrative department of the University's Main 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
http://www.iit.edu/about/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 IIT 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 onestop.iit.edu or call 312.567.3810.

Orientation & Parent Programs, Office of  - 312.567.3720
http://www.iit.edu/orientation    http://www.iit.edu/parents

Orientation and Parent Programs is designed to help provide incoming students with a smooth transition to IIT by helping to provide relevant information and a variety of resources. There are programs designed for both students and family members. Orientation sessions occur prior to both the Fall and Spring semesters. Parents and family members are encouraged to attend the orientation sessions as well. In addition, the Parent Network is another way for family members to get involved with IIT. This group is designed to advance interaction and involvement between IIT, families, and students. All family members are invited to visit the IIT campus for Family Weekend.

Parking
All vehicle owners parking on IIT property (except in metered 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 must be displayed as appropriate. Current parking permit fees, permit designations, and the parking map can be obtained online by visiting http://www.iit.edu/~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
http://www.iit.edu/public_safety/

The Public Safety Department, headquartered in Farr Hall, protects students, faculty, staff, visitors, the general public and property at IIT. 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 IIT community. Should a member of the IIT 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 Main 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 http://www.iit.edu/public_safety.

Registrar’s Office 312.567.3100
http://www.iit.edu/registrar
registrar@iit.edu

The Office of the Registrar serves as the steward of institutional academic information and student records to serve students, faculty, staff, and alumni at Illinois Institute of Technology. The Office of the Registrar maintains accurate, timely, and secure information to support and enforce academic policy, registration, grading, 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: www.iit.edu/housing, Email: housing@iit.edu

The Office of Residence and Greek Life at Illinois Institute of Technology accommodates student housing, summer conferences, and guest housing. Residence and Greek Life focuses on developmental experiences and quality living environments for its residential communities to complement their academic experiences at IIT.

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 9 Greek chapters on campus.

First 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 through the Residence and Greek Life website.

Department Mission:
Residence and Greek Life empowers residential students by providing leadership opportunities and support services that foster community development, academic success, and personal growth. The department provides a quality living environment and developmental learning opportunities which promotes the well-being of campus residents and guests through well maintained facilities, accommodations, and holistic programs.

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 2-bedroom 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 is the newest residence hall at IIT. SSV consists of three, five-story buildings facing State Street and backing up to the Chicago Transit Authority’s Green Line elevated train. The buildings contain 367 beds in two suite style buildings (two students per bedroom) 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 Hall Handbook
The Residence Hall Handbook provides resident guidelines and expectations in tandem with the Residence and Greek Life contract. Students living in the residential facilities are expected to be familiar with all policies and procedures in the Residence Hall Handbook. The Residence Hall Handbook is available on the Residence and Greek Life website: www.iit.edu/housing/

Residence Hall Guests and Visitors
IIT residents are responsible for their guests and visitors. Visitors of residents are family or friends who do not attend IIT, IIT commuter students, or residents of another non-residential facility on campus. Visitors of McCormick Student Village, Gunsaulus Hall, and State Street Village residents must present a valid government issued photo ID to the CDA upon entering the village complex, sign in with the CDA, and be escorted by their 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 host is present. For more information, please view the Residence Hall Handbook online.

Meal Contracts
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 here- http://dining.iit.edu/plans/index.html

First Year Residency Requirement
All incoming first year undergraduate students are required to live on campus for one year. Individuals may fill out an application to waive this requirement on the Residence and Greek Life website: www.iit.edu/housing/. To be eligible to waive this requirement, first year students must be living with a parent or guardian within 50 miles of IIT’s main campus. Individuals will be notified via their IIT hawk e-mail account if their application to waive this requirement has been approved

Cancellation Policy
All Room and Board Contracts are for the 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- http://www.iit.edu/housing/choices/cancellation_terms.shtml Standard cancellation fees apply and are also listed on 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.

Shimer College
www.shimer.edu
Shimer is one of a handful of Great Books colleges in the United States. Instead of textbooks, students read original works by canonical thinkers like Galileo, Einstein, and Freud and more recent ones like writer Virginia Woolf and filmmaker Stanley Kubrick. Shimer seminars bring 8-12 students together with a professor to engage in intensive, open-minded discussions. Complement your IIT courses: sign up for a seminar at Shimer!

IIT students may take courses offered at Shimer College without paying extra tuition. You first submit a
petition to the IIT Office of Undergraduate Academic Affairs in 101 Main Building. Then contact the Shimer Registrar Jim Ulrich at 312-235-3523 or by email at j.ulrich@shimer.edu to complete the process.

Shimer hosts guest lectures, which IIT students are welcome to attend. IIT students are also invited to audition for Shimer theater productions.

**IIT Shuttle 312.808-6300**
http://www.iit.edu/directory/shuttlebus.html

IIT has regular shuttle bus transportation between the Main Campus, Downtown Campus (565 W. Adams St.), and commuter railroad stations. For additional information and a schedule, visit the shuttle bus web site at: http://shuttlebus.iit.edu/shuttlebus.html. Riders are encouraged to provide feedback on shuttle bus service via email at: shuttlebus@iit.edu. While the shuttle bus is not operated by the Public Safety Department, Public Safety will field calls of an urgent nature regarding the shuttle bus at 312-808-6300 (Ext. 8-6300). The shuttle bus is operated by a contracted company called Treasured Tours which can also be emailed at: treasuredtours@yahoo.com. All students, faculty and staff are required to display a valid IIT ID card in order to ride the shuttle bus.

**Spiritual Life & Service Learning, Office of 312.567.3160**
www.iit.edu/spiritual_life    www.iit.edu/service_learning

The Office of Spiritual Life & Service Learning serves students of all faith traditions, as well as secular humanists and atheists. Together with student organizations and other University offices, the office sponsors activities for faith development, worship, socializing and service. The office also offers interfaith learning opportunities on campus, and provides information about religious resources both on- and off-campus. Home to IIT’s Service Learning program, the office also sponsors and supports regular community service activities, including The Big Event, a campus tradition that takes place every April. The Director of Spiritual Life & Service Learning advises the Service Learning and the Interfaith Exploration theme communities, and is available to discuss personal or spiritual issues. Contact the Director at 312-567-3160, spiritual.life@iit.edu or service@iit.edu.

**Student Accounting Office - 312.567.3794**
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/bursar. There you will also find the latest information regarding tuition and fees, online payments, employer reimbursement, payment plan options, 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 bills, see your current balance, make payments and enroll in direct deposit. Additional information can be found in the Bursar’s Office channel, also on the Finances tab. The staff in the Student Accounting Office is available weekdays 8:30am-5:00pm. Emails, phone calls and walk-ins are welcome.

**Student Affairs, Office of - 312.567.3081**
http://www.iit.edu/student_affairs

The Office of the Student Affairs serves as the primary advocate and ombuds office for students. The Vice Provost for Student Affairs and Dean of Students oversees many areas of student life including Campus Life, Residence & Greek Life, Student Health & Wellness Center, Student Conduct, Spiritual Life & Service Learning, and Women’s Services. 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 as whole persons. They believe that this is best accomplished by providing opportunities for educational, personal, cultural, social and spiritual growth, both in and out of the classroom. They also affirm the dignity and worth of all people and celebrate the global context of our community. Students, faculty and staff are encouraged to contact the office for help or referrals.

**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)** 312.567.5729
http://www.cmc.iit.edu/

The Career Management Center’s (CMC) online job search database (NACElink) gives students access to a list of many of “IIT On-Campus Jobs”. Through NACElink students can apply and submit their resume directly to the department online. Students need to visit the CMC and register for an account to take advantage of NACElink.

Some IIT departments use NACElink, while others do not. Because of this, students should also check with individual departments for other on-campus opportunities.

**Student Health & Wellness Center - 312.567.7550**
http://www.iit.edu/shwc - IIT Tower, 3rd fl, room 3D9-1

The Student Health & Wellness Center (SHWC) at Illinois Institute of Technology provides quality and cost-sensitive healthcare 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, specialty care, urgent care, diagnostic services, psychotherapy and mental health support, health promotion, and wellness programs.

SHWC provides diagnosis and treatment of common illnesses and injuries with the ability to dispense medication and/or provide appropriate prescriptions. We also provide immunizations, allergy injections, and walk-ins for urgent care. 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.

SHWC provides administrative oversight of the IIT Student Health Insurance Plan. Aetna Health Insurance is offered to currently enrolled students at IIT. Health insurance is not a requirement to use the SHWC. If eligible, the deadline to enroll / waive the Health Insurance plan for the academic year is September 1, 2014. SHWC also facilitates campus wide compliance to the State’s Immunization Policy. Immunization records must be turned in before the first day of classes.

Our counseling services include psychotherapy, psychiatry, referral and medication management. Treatment length varies depending on individual needs. 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. We are located in the IIT Tower, 3rd Floor.

Appointments can be scheduled by calling us 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.

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physician’s Immediate Care Center</td>
<td>312.566.9510</td>
</tr>
<tr>
<td>Michigan Avenue Immediate Care Center</td>
<td>312.201 1234</td>
</tr>
<tr>
<td>Aetna Student Assistance Program</td>
<td>877.351.7889</td>
</tr>
</tbody>
</table>
IIT offers a wide range of study abroad programs for undergraduate students, specifically geared to the
financial needs and course requirements of IIT students. Understanding cultural differences in today’s
increasingly interconnected world is an important and invaluable skill. IIT’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
http://www.iit.edu/ots/

The Office of Technology Services (OTS) supports IIT’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). OTS maintains over 586 computers in its classrooms, labs and public terminals throughout the Main,
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 IIT Software Committee and updated after thorough testing for compatibility with existing
hardware and software.

OTS manages the myIIT web portal (http://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,
IIT’s course management system, where instructors post lectures, notes and other course information. IIT
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 IIT. Support Desk staff
provide technical problem solving and administrative support for all IIT students, faculty and staff. Services
include troubleshooting, account management, and configuration assistance. OTS Support is available
through myIIT and includes a knowledge database (http://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) or by
calling the Support Desk at 312.567.3375 (on-campus 7.DESK).

IIT provides traffic-shaped Internet access through its wired and wireless networks. Most campus buildings
have wired Internet access and secured wireless Internet access is available campus-wide. Visit the OTS
website to view IIT’s current WiFi zones. Instructions for connecting to the Internet through the IIT 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: http://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 IIT locks is prohibited.

Undergraduate Academic Affairs, Office of 312.567.3300
www.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; academic program audits; student petitions; change of major, including declaration of dual degree or double major; monitoring of academic progress; certification of student’s eligibility for degree conferral; granting an official leave of absence; and official withdrawal from the university. In addition, this office reinstates former undergraduate students to the university and maintains the official academic files for all undergraduate students. DegreeWorks, the online degree audit system is monitored and maintained by UGAA. Office hours are 8:30 – 5:00, Monday – Friday.

UPass, 312.567.3081
http://www.iit.edu/student_affairs/upass_information.shtml
The CTA UPass program is managed 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 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 main campus. If you have questions or concerns, please contact Vickie Tolbert in the Office of Student Affairs (MTC 209 or tolbert@iit.edu).

VanderCook College of Music
www.vandercook.edu
Full-time IIT 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. More information can be found at http://www.vandercook.edu/programs/iit-student-registration/

Women’s Services 312.567.7043
http://www.iit.edu/campus_life (click on Women’s Services on left side)
Campus Life acts as the as the primary office of advocacy for female students at Illinois Institute of Technology. This department helps students by providing innovative opportunities for scholarship, leadership and activism all while exploring the interconnections of race, gender, sexual orientation, culture, ability, spirituality and many other areas that make up our rich individual experiences. This multifaceted perspective gives students opportunities to build knowledge and skills while supporting diversity and equality on campus.

The office provides resources, history, opportunities, programs and general information that address matters of particular concern to women. We welcome everyone who is committed to gender equity and social change.

Writing Center
http://www.iit.edu/csl/hum/resources/writing_center.shtml
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.

Writing Center Faculty tutors provide help with writing assignments for both graduate and undergraduate students, whether they are native or nonnative speakers of English. The tutors are especially trained to work with students for whom English is a second language. Their one-on-one instruction focuses on the specific needs of the individual student.
FINE PRINT CONTENTS

I. Code of Academic Honesty
   A. Code ......................................................................................................................... 28
   B. Academic Discipline ................................................................................................. 28
   C. Appeal Procedures................................................................................................... 30

II. Code of Conduct and Conduct Discipline
   A. Code of Conduct ...................................................................................................... 30
   B. Conduct Discipline .................................................................................................. 33
   C. Conduct Sanctions ................................................................................................... 35
   D. Appeal Procedures ................................................................................................... 37
   E. Information for Crime Victims about Disciplinary Proceedings ......................... 37

III. Policies, Regulations, and Procedures
   A. Alcohol Abuse and Drug Use Prevention Policy ....................................................... 37
   B. Alcohol Use for Campus Events Policy .................................................................... 38
   C. Certification of Immunization Policy ........................................................................ 39
   D. Computer Use Policy ................................................................................................ 39
   E. Disciplinary Proceedings Due to Receipt of Digital Millennium Copyright Act Notice ........................................................................................................... 39
   F. Health Insurance Requirement Policy ...................................................................... 40
   G. Non-Discrimination Policy ........................................................................................ 40
   H. Policy and Procedures on Sexual Harassment ........................................................ 40
   I. Posting Policy - Use of Bulletin Boards and Posting of Campus Wide Information .......................................................................................... 44
   J. Privacy Rights and Access to Educational Records ................................................. 45
   K. Procedures for Student Grievances Involving Charges of Discrimination ............. 48
   L. Sexual Offender Registration Act Compliance ......................................................... 49
   M. Smoking Policy ......................................................................................................... 49
   N. Student Intellectual Property .................................................................................... 50
   O. Concealed Carry and Prohibition Regarding Firearms and Weapons .................... 51

IV. Academic and Department Regulations
   A. Academic Loads ....................................................................................................... 53
   B. Academic Program Audit, Undergraduate ............................................................... 54
   C. Academic Progress, Probation and Dismissal .......................................................... 54
   D. Advising .................................................................................................................... 55
   E. Application for Degree Conferral .............................................................................. 55
   F. Change or Declaration of Majors .............................................................................. 55
   G. Class Attendance ..................................................................................................... 56
   H. Complaints (Academic) ........................................................................................... 56
   I. Continued Eligibility for Financial Assistance ......................................................... 56
   J. Courses at Other Colleges or Universities ............................................................... 56
   K. Course Numbers ...................................................................................................... 56
   L. Dean's List, Undergraduate ...................................................................................... 56
   M. Dropping or Adding Courses .................................................................................. 56
   N. Final Exams ............................................................................................................. 57
   O. Financial Obligations to IIT .................................................................................... 57
   P. Grade Appeal Process, Undergraduate ................................................................... 57
Q. Graduate Course Enrollment, Undergraduate .......................................................... 57
R. Graduation with Honors or High Honors............................................................. 57
S. Incomplete Grades ............................................................................................... 58
T. Leave of Absence from IIT .................................................................................. 58
U. Medical Leave of Absence .................................................................................. 58
V. Repeating Courses for a Grade Change .............................................................. 59
W. Residence Requirements ..................................................................................... 60
X. Transfer of College Level Credit ....................................................................... 60
Y. Unit of Credit ....................................................................................................... 61
Z. Withdrawal from IIT ............................................................................................ 61

V. Main Campus Student Organizations: Policies & Regulations
   A. Organizational Recognition .............................................................................. 61
   B. Officers ............................................................................................................ 62
   C. Student Activities Fund .................................................................................. 62
   D. Organization Property ..................................................................................... 62
   E. Hazing ............................................................................................................. 62
   F. Disciplinary Procedures .................................................................................. 62
   G. Indebtedness to IIT ....................................................................................... 64
   H. Additional Rules Applicable to Events .......................................................... 64

VI. Fraternities and Sororities
   A. Policies and Regulations ................................................................................ 64
   B. Fraternal Information & Programming Group (FIPG) Guidelines .................. 67
   C. Misconduct and Event Accountability .............................................................. 68

VII. Student Travel Policy
   A. Purpose ........................................................................................................... 69
   B. Requirements .................................................................................................. 69
THE FINE PRINT

Illinois Institute of Technology (IIT) expects each student to be knowledgeable of and abide by the regulations and academic requirements as published in this Handbook, in the IIT bulletins, and in other publications and announcements distributed to students from time to time. The advisory system assists students in pursuing 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 IIT regulations.

I. CODE OF ACADEMIC HONESTY

With respect to matters covered by this Article I, students enrolled in or otherwise attending programs of IIT’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 (http://www.kentlaw.edu/depts/acadadm/handbook.html).

A. Code

IIT 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 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 IIT set forth herein.

In addition, it is a violation of this Code for a student, whether or not currently enrolled at IIT, to knowingly engage or attempt to engage in the following:

- 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 IIT community;
- Making material misrepresentation in any submission to or through any office of IIT 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.

B. Academic Discipline

Any member of the IIT community who is aware of a violation of the IIT 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 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 Main Campus, Rice Campus, Moffett and Institute of Design the DDAD is either the Vice Provost
for Undergraduate Affairs or the Associate Dean for Graduate Academic Affairs, as appropriate given the status of the student. 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 should inform the Dean of Students, who 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, 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 DADD’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 the 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 a 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 disciplinary committee.

A student who is to appear before such a disciplinary committee shall be notified in writing by the Office of Student Affairs of the charges, in summary fashion, 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 disciplinary committee has the right to be accompanied by an advisor, 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 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 committee 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 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 IIT. No other record of the hearing may be made.

Once proper notification has been given, IIT reserves the right to hold the hearing whether or not the
student elects to participate. Email correspondence will be considered sufficient written notification in all instances where written notification is required.

Upon receipt of the findings of the 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 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 IIT. Notation of the violation of the Code is 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.

C. **Appeal Procedures**

An appeal of a decision on academic honesty must be submitted in writing to the Office of Student Affairs within five business 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. 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 a disciplinary committee that is composed as described above and that follows hearing procedures as described above.

Decisions of the DDAD following a disciplinary committee hearing and decisions of a 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:

- Appropriate procedures were not followed;
- 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 of the student, has become available.

The Provost may make one of the following determinations:

- Uphold the decision and the sanction;
- Reverse the decision and 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, students enrolled in or otherwise attending programs of IIT’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 (http://www.kentlaw.edu/depts/acadadm/handbook.html), and all such students should refer to the IIT
A. Code of Conduct

IIT students assume an obligation to conduct themselves in a civil and responsible manner compatible with IIT’s function as an educational institution. The IIT community aims to foster an environment of learning through respect, honesty and integrity for both individuals and organizations alike. Individuals are held responsible for their own actions. In addition, organizations are held responsible for the actions of their members. Representative officers of any organization are held responsible for group action to the degree for which they are judged to have control of such action.

The Code of Conduct applies to all such conduct by a student, even if it occurs outside of an academic term or when the student is not otherwise enrolled at IIT. Moreover, IIT continues to have authority to administer the Code of Conduct with respect to any such conduct by a student even if the student subsequently graduates, withdraws, takes a leave, or is otherwise absent from IIT, and even if IIT does not learn of such conduct until after the student graduates, withdraws, take leave, or is otherwise absent from IIT.

The following actions constitute violations of the Code of Conduct. In most circumstances, attempts to commit any of the following actions will constitute a violation of the Code of Conduct, thereby subjecting the perpetrator of the attempted action to discipline. The judicial process may be initiated against individuals or organizations for violations occurring on IIT premises. IIT reserves the right to adjudicate violations of the Code of Conduct occurring off-campus and on the Internet.

1. Dishonesty, such as cheating, plagiarism or knowingly furnishing false information to IIT. (For academic dishonesty, please refer to the Code of Academic Honesty).

2. Forgery, alteration or use of IIT documents, records or instruments of identification with intent to defraud. Use of possession of false forms of identification and/or other such forms of documentation issued by the government or other federal/state/local entity

3. Harassment, bullying and/or hazing in all forms or other treatment of a demeaning, abusive, threatening or alarming nature, including, without limitation, disparagement based on an individual’s race, creed, ethnicity, national origin, religion, gender, gender identity, and/or sexual orientation. Harassment includes, but is not limited to, striking, laying hands upon, intimidation, threatening with violence or offering to do bodily harm to another person, or invasion of privacy. Harassment may also be of a verbal nature and include suggestive comments, insults, humor and jokes about sex or gender-specific traits, and sexual propositions. Harassment also includes conduct that creates a hostile and intimidating environment that impairs an individual’s ability to function normally in an educational or occupational environment. Harassment is not limited to personal contact, but may also encompass electronic or written media meeting the above criteria. Hazing is usually defined as any action taken or situation created, intentionally, to produce mental or physical discomfort, embarrassment, harassment, or ridicule, and is often, but not always, associated with conditions of group membership.

4. Intentional obstruction or disruption of teaching, research, administration, disciplinary proceedings or other IIT activities and other authorized activities on IIT premises.

5. Physical abuse of any person, or conduct that threatens or endangers the health, safety, or mental well-being of any such person.

6. Sale, distribution, manufacture, use or possession of drugs that are not prescribed by a physician for personal use or are not available on the legal open market. Possession, use, or distribution of marijuana, LSD, or other hallucinogens and/or narcotics by any person or paraphernalia such as hookah, bongs, pipes, rolling papers, deseeding trays, roach clip, scales, or any item used to inhale/ingest illegal substances or any item used to disguise the use of drugs on IIT property or during any of its activities (to the extent that off-campus activities are IIT activities).

7. Intoxication on campus, including, but not limited to residence hall common spaces, academic
buildings, green spaces and the like. Possession or use of alcohol by and the dispensation or
distribution of alcohol to any individual under the age of 21 years. Alcohol use or open containers on
campus, independent of a University sponsored event. For more information regarding University
sponsored events with alcohol, see Article V, Section H.

8. As detailed in Article III, Section N, the terms of which are hereby incorporated, possession or use of
firearms, fireworks, explosives, weapons, or items which reasonably could be mistaken therefor.

9. Theft of or damage to IIT property or premises or possession of such stolen property. Theft of or
damage to property of a member of the IIT community or possession of such stolen property.

10. Failure to comply with directions of IIT officials or disorderly abusive conduct toward IIT officials
acting in the performance of their duties.

11. Misuse of fire safety equipment, setting fires, failure to evacuate the building during a fire alarm or
violation of any fire safety policy. Open fires are also prohibited.

12. Violation of published IIT regulations, including the computer use policy, the web policy, smoking policy
and regulations relating to entry and use of IIT facilities (See, for example, Residence Life Handbook,
IIT Bulletins, IIT Policies & Procedures Manual, and the like.)

13. Unauthorized access into or onto any university building, room, structure or facility, or property of the
university or any other entity.

14. Violations of federal, state or municipal laws on or off campus in a way that adversely affects the
functioning of IIT.

15. Sexual Misconduct which includes: (i) Sexual Assault, which is defined as sexual intercourse (anal,
oral, or vaginal), including, but not limited to, physical sexual violence, such as sexual assault or sexual
battery, or sexual touching (including disrobing or exposure), including, but not limited to, sexual
battery or sexual coercion, however slight, with any object, by a man or woman upon a man or a
woman, without effective consent; (ii) Dating Violence which is defined as violence committed by a
person who is or has been in a social relationship of a romantic or intimate nature with the victim,
where the existence of such a relationship is determined based upon a consideration of the length of
the relationship, the type of relationship and the frequency of interaction between the persons involved
in the relationship; (iii) Domestic Violence which includes felony or misdemeanor crimes of violence
committed by a current or former spouse of the victim, by a person with whom the victim shares a child
in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a
person similarly situated to a spouse of the victim under the domestic or family violence laws of the
State of Illinois, or by any other person against an adult or youth victim who is protected from that
person’s acts under the domestic or family violence laws of the State of Illinois; (iv) Sexual Exploitation,
which is defined as taking non-consensual or abusive sexual advantage of another for one’s own
benefit or to the benefit of another other than the person being exploited and that does not otherwise
meet the definition of sexual misconduct, such as, but not limited to, prostituting another, non-
consensual video or audio taping of sexual activity, engaging in voyeurism, invading another’s sexual
privacy, and exposing one’s genitals or inducing another to expose his or her genitals in non-
consensual circumstances; (v) Stalking, which is defined as a course of conduct directed at a specific
person that would cause a reasonable person to fear for his or her safety or the safety of others or to
suffer substantial emotional distress.

For purposes of the foregoing relevant offenses, effective consent is informed, freely and actively
given, mutually understandable words or actions which indicate a positive agreement to participate in
mutually agreed upon sexual activity. Consent must be clear and unambiguous, and it should not be
presumed in the absence of such an agreement. The absence of “no” should not be understood to per
se mean there is consent. Consent is not effective if it results from the use of force, threats,
iminidation, or coercion. In addition, to have sex with someone who you know to be, or should know 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 mental or emotional impairment).
B. Conduct Discipline

The judicial process, which exists in order to maintain the safe and efficient operations of IIT and to aid in advancing its academic mission, is based on the assumption that disciplinary procedures, when required, should be an educational process. Disciplinary sanctions are 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 IIT 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 prompt, fair and impartial investigation and resolution of each matter. In adjudicating alleged violations 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 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 IIT for their actions. IIT's judicial process will normally proceed notwithstanding any external civil or criminal proceeding.

1. Good Samaritan Provision

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 not be subject to disciplinary action by the Office of Student Affairs. This provision applies only to individuals, not organizations. 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. 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.

Reporting pursuant to this policy 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.

2. Complaints

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

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

All complaints will be processed through the Office of Student Affairs. This Office will review the complaints and determine the appropriate course of action. Less serious offenses involving fraternity or sorority regulations will be heard by the Greek Council. Similarly, less serious offenses involving residence hall violations will be heard by appropriate Residence & Greek Life staff.

3. Disciplinary Proceedings

a. Notification

As set forth herein, notification of an investigatory meeting and/or hearing will be provided by the Office of Student Affairs and will include a summary of the violation(s) alleged and the time and place of the meeting or hearing. Once proper notification has been given, IIT reserves the right to hold the hearing whether or not the student elects to participate. Email correspondence will be considered sufficient written notification in all instances where written notification is required. Notwithstanding any time period specified
herein, if extraordinary circumstances prevent any step from occurring within the stated time frame or if there are unanticipated delays (school breaks, inclement weather, witness or hearing board members are unavailable), IIT’s right to adjudicate violations of the Code of Conduct shall not be negated. In such instances, IIT shall notify all parties of the delay and shall 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 conduct hearing, whether before the Dean of Students or his/her designee or the Campus Judicial Board, the student alleged to have violated the Code of Conduct has the right to be accompanied by (i) his or her parents and one other an advisor of his or her choosing, and (ii) at the appropriate time in the hearing, witnesses on his or her behalf. (And, if the hearing relates to an alleged Sexual Misconduct violation, the alleged victim thereof shall have the right to attend the hearing, and if she or he elects to do so, he or she also has the right to be accompanied by an advisor, witnesses on his or her behalf and his or her parents. Accordingly, any such victim shall be notified of the time and place of the hearing in the same manner as the accused.) In order to maintain the integrity, civility and efficiency of the hearing process, 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. Failure of an advisor or parent to adhere to these standards may result in his or her removal from the hearing. A recording of the hearing will be made and will remain the sole property of IIT. No other record of the hearing may be made.

b. Meetings and Hearings

Investigatory meeting: Prior to a hearing for violation(s) of the Code of Conduct, the Office of Student Affairs may, at its discretion, hold an investigatory meeting. This meeting between the student and the Dean of Students or his/her designee is to discuss the matters in the complaint. The student will be notified in writing at least three days before the scheduled meeting. If no investigatory meeting is held or the matter proceeds to a hearing after such a meeting, the student will choose between a hearing before the Campus Judicial Board or a hearing before the Dean of Students or his/her designee; provided that the Office of Student Affairs may, in its discretion, require the matter to be heard by the Campus Judicial Board. If a student refuses to make a choice, then the hearing will be before a Campus Judicial Board. 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 IIT. Except to the extent otherwise expressly required by statute or regulation, Students have no right to be accompanied by an advisor, witness or his or her parents during an investigatory meeting.

Prior to the student choosing a course of action, 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. This information may be communicated in the above-described notification. If such sanctions could result and the student wants the matter to be heard 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: If the student fails to attend the investigatory meeting or a meeting is not held, the matter will proceed to a hearing before the Dean of Students or his/her designee, except that if 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. Further, when a student fails to attend the investigatory meeting and suspension or expulsion is not a possible sanction for the alleged misconduct, then such failure shall be deemed the student's admission to the underlying violation, and the hearing will be for the sole purpose of determining the appropriate sanction. The student will be notified in writing by the Office of Student Affairs at least five days before any hearing. All hearings are closed to the public. Only those individuals contemplated or permitted to be in attendance pursuant to the provisions of the Student Handbook and such other IIT officials deemed reasonably necessary to the process may attend any particular hearing.

A student, who is the subject of a complaint heard by the Campus Judicial Board or Dean of Students or his/her designee, will be advised of the decision of the Board or Dean of Students and the sanction to be imposed. For additional information on the hearing process, contact the Office of Student Affairs (312.567.3080).

Admission by Student: Notwithstanding any other provision of this Conduct Discipline section of this Handbook, if a student in writing admits 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 days of receipt of his/her written admission and waiver.

c. Campus Judicial Board

The Campus Judicial Board shall be advised by a designee of the Dean of Students and shall include two faculty members, at least one of whom is not in the student’s major department, three students, and two IIT staff members, at least one of whom shall be from the Office of Student Affairs, all appointed by the Dean of Students. The Board shall be chaired by the appointed staff member from the Office of Student Affairs. A Campus Judicial Board hearing may proceed as long as at least one faculty member, two students and one staff member, as described above, are present.

At the hearing, the 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 Campus Judicial Board. 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 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 may require a student to direct questions to the chair who will then ask them of a witness or witnesses.

d. 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

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 the Campus Judicial Board, may impose any of the following sanctions for violations of the Code of Conduct, provided that 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 IIT 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.

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

**Fines.** IIT reserves the right to assess a fine for misconduct.

**Suspension of network access.** A student’s access to the IIT computer network or the web may be denied for violations of the computer use policy. (See page 39).

**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 or drug-related misconduct or completion of an on-line tutorial.

**Conduct probation.** This is a form of probation that is placed on a student for misconduct within the IIT 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 IIT 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 IIT. A student placed on disciplinary probation is required to correct his or her behavior immediately in order to remain a member of the IIT 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). Failure to comply with disciplinary probation sanctions could result in recommendation for Suspension or Expulsion from IIT (see Suspension and Expulsion).

Disciplinary probation also impacts a student’s ability to participate in certain University activities. Students on disciplinary probation may not hold an office within a student organization (see Student Organization policies) or travel on behalf of the University (see Travel Policy). In addition, certain prohibitions may be placed on a student in probationary status in relation to their behavior that are not explicitly outlined above.

**Relocation/Suspension/Ban From Campus Housing.** A student is required to relocate, for disciplinary reasons, to another residence hall or other campus housing. A student may also be prohibited from entering the residence hall/campus housing from which he or she was relocated. 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 section of this Handbook and in addition to any other sanction imposed by the Dean of Student or his/her designee or the Campus Judicial Board, the housing contract or any student who either admits to or is found to have used or possessed illegal drugs in any IIT residence hall will be immediately canceled, and such student must move out of the residence hall 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, 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. Pending a hearing, the Dean of Students may issue a temporary suspension in an emergency. An emergency may include, but is not limited to violations of the Alcohol Abuse and Drug Prevent Policy on page 37, Policy and Procedures on Sexual Harassment on page 40, incidents involving felony-level criminal charges and matters that poses a risk to the safety of other students, IIT property and/or the efficient administration of IIT.

**Expulsion.** Expulsion is the complete severance of association with IIT. In addition to the foregoing, additional sanctions, as set forth in Article V, Section F, may be imposed on student organizations.

**2. Conditions/Restrictions.**

Any sanction may carry additional conditions, such as referral for counseling of specified type and duration as appropriate; denial of use of IIT facilities; denial of parking privileges; being barred from such activities as representing IIT 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 IIT 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 shall automatically be stayed and the matter referred to the Provost for review. With respect to the proposed sanction, the Provost may make any of the determinations set forth under the Appeals Procedures. Determinations heading immediately following. 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, 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.
D. Appeal Procedures
An appeal of a sanction for violation of the Code of Conduct must be submitted in writing to the Office of the Dean of Students within five business 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.

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:

- Appropriate procedures were not followed.
- The sanction imposed was inappropriate for the offense.
- New evidence that was not available at the time of the original decision, due to no fault of the student, has become available.

3. Determinations
The Provost may make one of the following determinations:

- Uphold the decision and the sanction;
- Reverse the decision and 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
Consistent with applicable law, upon written request, IIT will disclose to the alleged victim of any crime of violence, the results of any disciplinary proceeding conducted by it against the student who is the alleged perpetrator of such crime or offense; provided, however, if the crime of violence is a sexual misconduct offense, then IIT will, at the same time that it notifies the accused, notify the victim in writing of (i) the results of such proceeding, (ii) the procedures by which the victim or the accused may appeal the results, (iii) any change to the results of the proceeding due to any appeal, and (iv) when the results have become final. 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 Abuse and Drug Use Prevention Policy
IIT 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, this policy affirms IIT’s goal to maintain an environment that is free of illegal usage of drugs and alcohol. All students are expected to comply with the policy.

Students receiving Title IV grants, loans, or federal work-study and are convicted of a drug offense involving illegal drugs while enrolled at IIT will result in the loss of those funds.

1. 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 is available in the Student Health and Wellness Center.

2. Counseling. IIT 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 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.

3. IIT Sanctions. Any student suspected of violating this policy is subject to disciplinary action in accordance with the IIT 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 prosecution where appropriate. A fine structure will accompany disciplinary proceedings for all violations of alcohol policy. The fine 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 will be as follows:

- First offense: $50.00
- Second offense: $100.00
- A third documented violation of the alcohol policy could result in immediate suspension of campus housing privileges as well as possible suspension or expulsion.

Notwithstanding any other provision of this Alcohol Abuse and Drug Use Prevention Policy and in addition to any other sanction that may be imposed by the Dean of Student or his/her designee or the Campus Judicial Board, the housing contract or any student who either admits to or is found to have used or possessed illegal drugs in any IIT residence hall will be immediately canceled, and such student must move out of the residence hall within 72 hours.

Legal sanctions. Illinois law prohibits the unlawful manufacture, possession, use or distribution of marijuana and controlled substances, including narcotics, barbiturates and cocaine. Violation of state law may result in arrest and conviction. An individual so convicted may be fined and/or imprisoned in accordance with Illinois law. IIT 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 OR POSSESSION BY PERSONS UNDER THE AGE OF 21 IS ALSO PROHIBITED UNDER STATE LAW. A PERSON WHO VIOLATES THIS LAW MAY BE CHARGED AND PUNISHED ACCORDINGLY.

B. Alcohol Use for Campus Events Policy

IIT students are subject to the laws of the State of Illinois. PERSONS UNDER 21 YEARS OF AGE CANNOT DRINK ALCOHOLIC BEVERAGES. Inappropriate behavior such as disorderly conduct, intoxication and harassment is considered a violation of IIT’s standards of conduct and will result in appropriate sanctions and fines. All students should review and must adhere to IIT’s Drug and Alcohol Abuse Prevention Policy. Further, any student organization that will host any event (as defined in Article V, Section H) at any location at which any alcohol will be served and/or consumed must follow the rules established in Article V, Section H.

In addition, to promote the responsible use of alcohol on campus, IIT has established the following policies:

1. Individuals, groups, student organizations or departments planning to host events on campus where alcohol will be served must complete an Alcohol Beverage Service Form at least 10 business days prior to the event and before advertising the event or purchasing the alcohol to be served. The form is available in the Office of Student Affairs or online at www.iit.edu/student_affairs. Registration of the event does not constitute IIT approval.

2. The sale and use of alcoholic beverages must be in compliance with state and local laws as well as IIT policies and regulations.

3. Food and nonalcoholic beverages must be available when alcohol is served.

4. All events must have a designated faculty or staff member or a resident advisor responsible for
ensuring adherence to IIT policies. This person must be at least 21 years of age and must be present for the duration of the event.

5. Consumption of alcohol and/or possession of open containers of alcohol are prohibited on IIT property, whether in IIT buildings or on IIT grounds, unless otherwise authorized by the proper filing of an Alcohol Service Form with the Office of Student Affairs.

6. Additional requirements are in effect for events hosted in Hermann Hall. Arrangements for these events must be made through the Campus and Conference Center office (312.567.3075). All questions regarding the use or sale of alcohol should be directed to the Office of Student Affairs (312.567.3080).

C. 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 proof and results of a Tuberculosis skin test administered within the past year. Immunization records must be submitted to Student Health and Wellness before the first day of class. A registration hold will be placed on your account if you are not compliant with the immunization requirement. Exemption from one or more of the specific requirements maybe 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 Wellness Center with any questions you may have regarding the immunization policy or requirements, please call us at 312-567-7554 or e-mail us at student.health@iit.edu.

D. Computer Use Policy

IIT’s information technology resources are provided in the hope that all members of the IIT community will use them in a spirit of mutual cooperation. Resources are limited and must be shared. Before accessing the IIT network, all users are required to agree to the IIT Use of Computer Resources Policy.

Access to the IIT network is a privilege granted by IIT to authorized users and may be suspended with or without notice when, in IIT’s judgment, continued use of these resources may interfere with the work of others, place IIT or others at risk, or violate federal, state or local laws, including without limitation, those related to copyright protection, or IIT policy. IIT’s comprehensive Use of Computer Resources Policy can be viewed on the OTS website: http://iit.edu/ots/ots_policies_use_of_computer_resources_policy.shtml.

E. Disciplinary Proceedings Due to Receipt of Digital Millennium Copyright Act Notice

If IIT 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 IIT Procedure No. Q-3, entitled Use of Computer Resources, and its provisions regarding copyright infringement and Item 12 of the Code of Conduct. (See page 39 and 32, respectively.) Notwithstanding any other provisions of this 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 5 days of being notified of the violation and pay a fine of $100. Once the tutorial is completed, the matter will be closed with an “Oral Warning”. Under the policies of the Office of Student Affairs, no disciplinary records are maintained for oral warnings.

- **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 5 days of being notified of the violations, schedule a meeting with the Dean of Students 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 IIT
computer network (See points 1 and 2 above), the student’s access to the IIT 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 request an administrative hearing on the matter with the Office of Student Affairs. The student must request a hearing within 5 days of being notified of the violations. The hearing will be held before the Dean of Students or his/her designee only.

If a student fails to elect one of the punishments provided for above and fails to request a hearing, then his or her access to the IIT 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.

F. Health Insurance Requirement Policy

Students are required to purchase the student health insurance policy or to submit proof of equivalent insurance before the end of the first week of classes. This requirement applies to domestic students who are registered for 12 or more credit hours, graduate student who are registered for 9 or more credit hours, and/or occupants of IIT residence halls, students who are here on an F1 or J1 visa and are registered for at least 1 credit hour, participants in the co-op program, and research or teaching assistants.

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 deadline at: www.iit.edu/student_health/insurance. F1 and J1 students may only waive IIT’s coverage with proof of comparable U.S. employer provided insurance. Once a waiver is accepted, you will receive email confirmation and it will be valid until the end of the current school year. Other students, 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 www.iit.edu/shwc.

G. Non-Discrimination Policy

It is the intention of Illinois Institute of Technology 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, insofar as those regulations may pertain to IIT. IIT prohibits and will act to eliminate discrimination on the basis of race, color, religion, national origin, gender, sexual orientation, age, disability or veteran status. Any students, applicant or employee of Illinois Institute of Technology who believes that he or she has received inequitable treatment because of discrimination violating IIT’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, IT 1900, 312.567.3134.

H. Policy and Procedures on Sexual Harassment

1. Statement Against and Definition of Sexual Harassment

Illinois Institute of Technology is committed to ensuring an environment for all members of the IIT 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, IIT will 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 IIT 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

In circumstances where it would not jeopardize personal safety, job status, or academic status, a person subjected to unwelcome attention should communicate clearly to the offender that the behavior is not welcome and should cease immediately.

An effort should be made to determine whether other students or coworkers have been harassed. Together, complainants are in a stronger position to cope with the situation and the offender.

Advice on how to deal with the situation may be sought from:

- The Title Nine 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, sowle@kentlaw.edu.

Staff employees or faculty members should consult the appropriate handbook for further guidance.

3. Making a Complaint

A complaint alleging violation of the policy prohibiting sexual harassment may be filed with the Office of Student Affairs or the Title IX Coordinator by any person who has been the subject of such harassment. The privacy of complainant and those accused of violating this policy shall be protected throughout proceedings to the extent possible. Upon request of any party, at any time during the proceedings, meetings and hearings shall 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.

Except for informal complaints in which the complainant elects to take no action beyond consultation, all parties involved in the complaint shall be informed of the content and status of the complaint and shall be given the opportunity to respond. No actions shall be initiated without the consent of the complainant. However, IIT must retain, and hereby retains, the right to conduct an investigation without the consent of the complainant if it determines that such investigation is necessary to protect the interests of the individuals or IIT.

4. Informal Consultation and Resolution

Members of the IIT community who believe they have been subjected to sexual harassment as defined in this policy are encouraged to seek counsel, as appropriate, of faculty members, residence hall advisors, academic unit heads, deans, supervisors, department heads, or administrative officers of IIT. The title IX coordinator, Office of Student Affairs, campus Ombudsperson, Human Resources, and the Student Health and Wellness center are particularly appropriate.

The person from whom counsel has been sought will review both the formal and informal options available, and will explain the differences between the two. At the complainant’s request, the person from whom counsel has been sought may help the complainant to resolve the matter informally. Should informal resolution not be possible, the person from whom counsel has been sought should assist in drafting a formal complaint or should refer the complainant to another member of the IIT community who is capable of providing this assistance. If the person from whom counsel is sought feels incapable of dealing with the matter, he or she should refer the complainant promptly to an appropriate person capable of
assisting the complainant such as the Dean of Student’s or his or her designee or the Title IX Coordinator. The person alleged to have violated this policy will not be informed of the allegation without the consent of the complainant until and unless requested to assist in informal resolution of the allegation or a decision is made to submit a formal complaint.

5. Investigation Prior to Formal Action

Formal complaints should be filed with the Director of Equal Opportunity and Affirmative Action in the Office of General Counsel who will consult with the appropriate IIT administrators (including the title IX coordinator) to determine the method by which a preliminary investigation will be conducted. Investigations shall be conducted within the time frames prescribed by law and such time frame shall begin when a complaint is filed.

The purpose of the preliminary investigation is to establish whether there is a reasonable basis for believing that a violation of this policy occurred. The preliminary investigation will afford the accused notice of the allegations and ample opportunity to respond. The investigator(s) shall interview the complainant, the accused, and any other persons believed to have pertinent factual knowledge, taking precautions to insure confidentiality throughout.

At the close of the preliminary investigation, the investigator(s) shall prepare a summary statement of findings. Possible outcomes include a judgment that the allegations are not founded; a negotiated settlement of the complaint; or a recommendation for formal action.

Copies will be provided to the parties and to the Director of Equal Opportunity and Affirmative Action.

6. Formal Action

A formal investigation will go forward upon the recommendation of the Director of Equal Opportunity and Affirmative Action following the preliminary investigation or upon the request of the complainant or the accused at any time. The appropriate procedure for a formal proceeding depends on who is being accused of harassment.

When the person accused of harassment is a student, the matter will be handled following the procedures for Conduct Discipline under the Code of Conduct in the Student Handbook. The complainant and accused shall have the right to appeal a sanction imposed by the Dean of Students or Judicial Board in matters involving complaints of sexual harassment or sexual assault except when the sanction is suspension or expulsion and the basis for the appeal is that the sanction imposed is inappropriate to the offense. 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.

When the person accused of harassment is a staff employee, a staff member from the Office of Human Resources will guide a complainant through a formal review process.

When the person accused of harassment is a faculty member or other member of the academic staff, the following procedures apply.

1. Once a hearing has been requested, a Panel will be formed under the procedures set out in Appendix I of the faculty handbook. It is the task of the Panel to determine the facts. At any time in its proceedings, the Panel may decide that the complaint should be rejected as clearly unfounded. The Panel will be provided with written statement from the complainant and the accused and, if necessary, will interview persons with knowledge bearing on the matter, including the complainant and the accused. The proceedings will be kept confidential.

2. If the complaint is found to have merit, the Panel will relay its finding to the Provost who will take appropriate action (for example, a reprimand, mandatory workshop participation, apology, or invocation of the procedures for suspension or termination). If the complaint is found to have no merit (or if the facts cannot be established), the complaint will be dismissed. Whatever the outcome, both parties will be informed of the Panel’s findings and the Provost’s actions.

3. In extraordinary circumstances, the Provost or other appropriate vice president, or president, in consultation with the Provost (in the case of a student or faculty member) and the chair of the University Faculty Council (in the case of a faculty member), may at any time during the proceedings,
suspend a member of the IIT community from participation in activities where there is cause to believe that serious and immediate harm to others will ensue.

7. Sexual Misconduct

As set forth in the Code of Conduct in the Student Handbook, IIT prohibits acts of sexual misconduct, which includes sexual assaults, domestic violence, dating violence, sexual exploitation and stalking. The decisions whether to inform authorities and which authorities to inform rest with the victim of the sexual misconduct. Anyone who is the victim of sexual misconduct and desires to do so should call the Public Safety Department (312.808.6300) or the Chicago Police Department (or relevant local police department) as soon as possible. Help can also be received from Student Health and Wellness Center (312.567.7550), the Title IX Coordinator (312.567.5735) or the Office of Student Affairs (312.567.3081), and representatives from these offices are available to assist the victim in notifying law enforcement authorities.

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. Delayed reporting usually makes it more difficult to find and convict the perpetrator. A report should be filed with the police. Filing a report does not obligate the victim to press charges or pursue legal action. A medical examination should be obtained as soon as possible. The emergency rooms at Mercy and University of Chicago hospitals have policies and procedures for staff to follow in treating victims of sexual misconduct. 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. Should such an order be issued, IIT will honor it as and to the extent required by law.

If the person accused of the sexual misconduct is an IIT student, a complaint may also be brought to the Dean of Students. The complaint will be investigated according to the procedures outlined under this Policy and Procedure on Sexual Harassment and the matter will be handled accordingly. (Mediation and negotiated settlement will not be used to resolve a complaint of sexual misconduct.)

IIT will 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 the Student Handbook are intended to facilitate IIT’s ability to do so. IIT will, to the extent permitted by law, also seek to ensure that the name and identifying information of a victim of sexual misconduct is not included in any publically available records. However, when IIT receives a complaint of sexual misconduct, it has an independent 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 victim has elected not to pursue it or has declined to cooperate. IIT reserves the right to share information during the course of an investigation with people who reasonably need to know it in order to promote campus safety, comply with law and provide for a prompt, fair and impartial resolution; such individuals may include IIT officials, investigators, Judicial Board members, witnesses, the victim and the accused. Accordingly, if a victim of 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. Staff members at certain resources are generally obligated by law to maintain confidentiality, including those medical and mental health professionals at IIT’s Student Wellness Center and staff of local rape and domestic violence crisis centers. Information about such resources is discussed in below.

In an effort to advance the cause of deterrence and reduce the possibility of a student becoming the victim of sexual misconduct, information concerning safe and positive options for bystander intervention, including recognizing the warning signs of abusive behavior and how to avoid potential attacks, is available at http://iit.edu/student_affairs/Resources.shtml. In addition, information on the following topics is also available via this link: A description of (i) IIT’s ongoing sexual misconduct prevention and awareness campaigns for members of the IIT 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, transportation and working situations, if so requested by the victim of sexual misconduct and if such accommodations are reasonably available, regardless of whether the victim has elected to report the crime to campus police or
Upon learning that a student has reported that he or she was a victim of sexual misconduct, whether the offense occurred on or off campus, the Dean of Students will provide or have provided to such a student the following information in writing: (i) the possible sanctions or protective measures that could be imposed upon an accused found to have committed such an offence after a disciplinary proceeding; (ii) procedures a victim should follow if a sexual misconduct offense has occurred, including 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 IIT staff can assist, at the victim’s request, with such notification and the victim’s right to decline to notify such authorities; (iii) the ability of a victim to seek to secure an order of protection or no contact orders under Illinois law; (iv) detailed information concerning IIT’s disciplinary process for cases of sexual misconduct, including the victim’s rights and options thereunder; (v) information about how and to what extent IIT will protect the confidentiality of victims; (vi) available 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 (vii) options for, and available assistance in, changing academic, living, transportation and working situations, if so requested by the victim of sexual misconduct and if such accommodations are reasonably available, regardless of whether the victim has elected to report the crime to campus police or local law enforcement.

No officer, employee or agent of IIT will retaliate, intimidate, threaten, coerce or otherwise discriminate against any individual for exercising his or her rights and responsibilities with respect to sexual misconduct matters.

I. Posting Policy - Use of Bulletin Boards and Posting of Campus Wide Information

Illinois Institute of Technology provides various posting fixtures and locations that may be used to advertise organizations, programs, events and services of interest to the IIT community. Any party wishing to advertise on the IIT Main Campus is solely responsible for the content of its advertisement and must follow the policies listed below. IIT 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 this policy.

   a. All items for posting including, 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 considered to be offensive, indecent, or oppressive to others are prohibited. Leaflets, handouts and table tent materials will only be approved if they are directly related to IIT 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 or veteran status are prohibited.

   b. Advertisements for events sponsored by IIT departments or organizations and those taking place at IIT have posting priority. Advertisements not directly connected with IIT 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 IIT 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 IIT 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 IIT 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 IIT student organizations. Refer to the Web and Email Policy of the IIT 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 incur a fine of at least $25. Each subsequent violation may result in a possible fine of at least $50. Any violation may be subject to additional penalty as determined by the Office of Student Affairs.

Questions, complaints, reports of violations, or appeals regarding the policy should be directed to the Office of Student Affairs.

J. Privacy Rights and Access to Educational Records

Illinois Institute of Technology 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


Students can grant permission to release all or part of their record to specific individuals by completing the FERPA release form at http://www.iit.edu/registrar/forms/view.php?id=12197.

The following policies and procedures will be followed in regard to such records.

2. Accessibility of Educational Records – Position of IIT

IIT 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.

h. To appropriate parties in health or safety emergencies.

i. To parents of dependent IIT students, as defined in Section 152 of the Internal Revenue Code of
1986.

For purposes of this section, all students enrolled at IIT 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.

School officials shall be deemed to include members of IIT’s faculty and administrative staff that have a
legitimate educational interest in such records and other personnel whose duties involve establishment
and maintenance of such records and development of institutional reports. A “legitimate educational
interest” shall be deemed to mean having a direct involvement in establishing or reviewing a student’s
academic record or performance.

3. Student Accessibility of Educational Records

Students and former students of IIT shall be granted access to all of their personally identifiable
educational records originated at IIT or submitted to IIT 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 IIT 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.

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 IIT, 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, IIT will not provide to anyone,
other than authorized faculty and staff at IIT, copies of any items in a student’s educational record that
have been submitted by individuals or organizations outside IIT; 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 IIT 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 and has completed registration at IIT.
Students and former students of IIT 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 Institute of Technology 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 IIT 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 IIT.
- 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 IIT.
- 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.
- Photograph of student.

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

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 IIT 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 IIT 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 IIT 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 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. As noted in paragraph above, 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 should complete the Educational Record Amendment FERPA Form to request changes to their student records at http://www.iit.edu/registrar/student_records/pdfs/ferpa__educational__record__amendment__appeal__form_2009.pdf.
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 the university 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.

K. Procedures for Student Grievances Involving Charges of Discrimination

Any student at Illinois Institute of Technology who believes that he or she has received discriminatory treatment in violation of IIT'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, IT 1900, 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.

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. 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 Director of Equal Opportunity and Affirmative Action.
- 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.
- A student not from the same department as the grievant, to be recommended by the campus student government and appointed by the campus student affairs officer.

After the grievance is disclosed to those selected to serve on the Grievance Committee, any member who believes that bias 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
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 committee will 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. Any involved party who believes a member of the committee to be biased against that party may request that such person be excused. That 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 IIT. 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 or by another student. 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 committee, additional witnesses may be granted the opportunity to make statements. The 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 IIT. No other recording of the proceeding may be made.

After the hearing, the 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 committee’s findings and decide on feasible and appropriate action for IIT 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 IIT. In the event of an appeal, the President will render a final decision in the matter.

4. General Rules

a. Illinois Institute of Technology 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.

L. 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 IIT, such student is to register with IIT’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, IIT 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.

M. Smoking Policy

IIT is subject to the Illinois Clean Indoor Air Act and Chicago Clean Indoor Air Ordinance, which stipulates that smoking is banned in all enclosed public places and places of employment as well as student dormitories. On IIT campuses, these places include:

- All enclosed workplaces;
• State Street Village, McCormick Student Village, Carmen Hall and Gunsaulus Hall;
• All restaurants and bar areas;
• 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.

In order to comply with the ordinance, IIT prohibits smoking in all of the above listed locations on all IIT campuses, and requires students, faculty, employees and guests to adhere to the ordinance and smoke at least 15 feet away from the entrance to any building.

Smoking in the private areas of IIT apartments, not including the residence halls, is permitted, unless an area has been designated as non-smoking.

Violations of the smoking policy should be reported to the building representative who shall forward them to the appropriate administrative officer.

N. 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 IIT’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 member wishing to use any such student-created work for his or her own purposes or for IIT 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 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 IIT 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 IIT in accordance with the procedures set forth in Appendix K of the IIT Faculty Handbook. Appendix K can be found at http://www.iit.edu/general_counsel/policies/faculty_handbook/pdfs/appendix_k.pdf.

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, 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 IIT 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 IIT Faculty Handbook, such work belongs to IIT, 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 IIT in accordance with the procedures set forth in Appendix K. Appendix K can be found at http://www.iit.edu/general_counsel/policies/faculty_handbook/pdfs/appendix_k.pdf

4. University Policy

The rules established by this Section shall apply across all academic units of IIT. 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.

O. Concealed Carry and Prohibition Regarding Firearms and Weapons

1. Definitions

“Campus” includes the following locations:

- Main Campus, 3300 S. Federal Street, Chicago, Illinois located between 30th and 35th Streets (North-South) and Michigan Avenue and LaSalle (East-West);
- Downtown Campus, 565 West Adams Street, Chicago, Illinois;
- Institute of Design, 350 North LaSalle Street, Chicago, Illinois, Floors 2 through 6, inclusive;
- Daniel F. and Ada L. Rice Campus, 201 East Loop Road, Wheaton, Illinois;
- Moffett Campus – Institute for Food Safety & Health, 6502 S. Archer Road, Bedford Park, Illinois; and
- Any location not listed above that is or becomes under the control of IIT, whether owned, leased, or licensed.

“Firearm” means a loaded or unloaded device, by whatever name known, which is designed to expel a
projectile or projectiles by the action of an explosion, expansion of gas, or escape of gas.

“Property of IIT” includes (i) any building, including, without limitation, residence halls and apartments, fraternity or sorority houses, offices and storage facilities, classroom, laboratory, medical clinic, hospital, artistic venue, or entertainment, including, without limitation, athletic, venue whether owned, leased or operated by IIT; (ii) any real property, including parking areas, sidewalks and common areas under the control of IIT; (iii) any University-related and University-recognized organization property, whether leased or owned by IIT; and (iv) any vehicles of any kind owned, leased or controlled by IIT.

“Weapon” means (i) any device, whether loaded or unloaded, that shoots a bullet, pellet, flare or any other projectile including those powered by CO2, including, but not limited to, machine guns, rifles, shotguns, handguns or other firearm, BB/pellet gun, spring gun, paint ball or airsoft gun, flare gun, stun gun, taser or dart gun and any ammunition for any such device; (ii) any explosive device including, but not limited to, firecrackers and black powder; (iii) any device that is designed or traditionally used to inflict harm including, but not limited to, bows and arrows, any knife with a blade longer than three inches, hunting knife, fixed blade knife, throwing knives, dagger, razor, other cutting instrument the blade of which is exposed, blackjack, slingshot, billyclub, sandclub, sandbag, or metal knuckles; and (iv) any replica or facsimile of a device covered by the foregoing (i), (ii) and (iii), including toys and anything which reasonably could be mistaken therefor.

2. Prohibited Activities and Other Restrictions

a. Weapons or Firearms. To the fullest extent permitted by law, IIT maintains a Weapons and Firearms free Campus. 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 IIT-related business or activities or otherwise present in, on or about the Property of IIT located on the Campus. Without limiting the foregoing, IIT expressly prohibits: (i) any person covered by this Policy from possessing a Weapon or Firearm while in, on or about the Property of IIT located on the Campus, even if that person has a valid federal or state license to possess a Weapon or Firearm; and (ii) any person covered by this Policy from displaying, brandishing, discharging or otherwise using any and all Weapons or Firearms, including concealed weapons or firearms, while in, on or about the Property of IIT located on the Campus.

b. Exceptions. The provisions of this Policy do not apply to the possession of Weapons or Firearms while in, on or about the Property of IIT located on the Campus to the extent that the possession of Weapons or Firearms is directly related to one of the exceptions set forth below, which exceptions are intended, consistent with applicable law, to be narrowly construed and applied.

i. The Weapon or Firearm is used in connection with a weapons safety course or weapons education course offered in the regular course of business or approved and authorized by IIT; provided, however, any such courses, including those offered by the Reserve Officers’ Training Corp, shall first develop protocols for the storage, maintenance and safety of Weapons or Firearms used as part thereof and have those protocols approved by the Provost or his/her designee.

ii. The Weapon or Firearm is carried, concealed or otherwise, by (i) an IIT public safety officer who is required to carry a Weapon or Firearm as a condition of his or her employment; or (ii) an enforcement officer from an external agency conducting official business at IIT. In addition, IIT’s Director of Public Safety, in his or her discretion but after consultation with IIT’s Vice President for Facilities and Public Safety and General Counsel, may grant a comparable exception (i) and (ii) above to an individual who has requested permission to carry, concealed or otherwise, a Weapon or Firearm when circumstances indicate such an exception is reasonably justified and its granting will not pose an unreasonable risk to health and safety (hereinafter referred to as a “Case-By-Case Exception”). A Case-By-Case Exception may be approved with such restrictions as deemed appropriate, including, but not limited to, the nature and number of Weapons or Firearms authorized, the Property of IIT and/or Campus in, on or about which the Weapon or Firearm may be carried or the time the Case-By-Case Exception will remain in effect. An individual seeking a Case-By-Case Exception must submit his or her request in writing, and the request, at a minimum, must contain the individual’s full name, address, and relationship to IIT, a description of the Weapon or Firearm desired to be carried, a statement explaining the basis for the request, and, if applicable, a copy of his or her FOIA card and concealed carry permit. The Director of Public Safety may request any additional information he or she deems necessary or appropriate to
evaluate the request. Anyone granted a Case-By-Case Exception will receive a letter so indicating from the Director of Public Safety, which he or she must carry within him or her while in, on, or about the Property of IIT on the Campus. The Director of Public Safety shall maintain a list of all Case-By-Case Exceptions granted and shall promptly notify IIT’s Provost, Vice President for Facilities and Public Safety and General Counsel when any Case-By-Case Exception has been granted. For the avoidance of doubt, absent the granting of a Case-By-Case Exception, the exceptions contain in this Section III.B.2 are not available to an off-duty law enforcement officer while he or she is in, on or about the Property of IIT on the Campus, including off duty law enforcement officers attending classes as students, meaning such an individual may not carry, concealed or otherwise, a Weapon or Firearm in, on or about the Property of IIT on the Campus.

iii. The Weapon or Firearm is used in connection with officially sanctioned IIT athletic, recreational or sporting practices, games, matches, tournaments or events occurring in, on or about the Property of IIT located on the Campus when the activity requires the use of such Weapons or Firearms (e.g., fencing, starter pistols and archery).

iv. The use of simulated Weapons or Firearms during and in connection with rehearsals for and presentations of officially sanctioned IIT theatrical productions.

3. Parking Areas. A Weapon or Firearm may be transported into an unrestricted IIT parking area on the Campus within a vehicle only if the weapon or firearm and its ammunition remain locked in a case out of plain view within the parked vehicle. Parking areas on the Campus shall be deemed unrestricted unless signage indicates that they have been designated as areas where weapons and firearms are not permitted. IIT reserves the right to make and change such designations from time to time in its sole discretion. For purposes of this Section III.C., “case” shall mean (i) a glove compartment or console that completely encases the weapon or firearm and its ammunition; (ii) the trunk of the vehicle; or (iii) a weapon or firearm carrying box, shipping box or other container. The Weapon or Firearm may only be removed and may only be concealed in the immediate area surrounding his or her vehicle within the unrestricted parking lot for the limited purpose of storage or retrieval from within the trunk of the vehicle; provided that the Weapon or Firearm has first been unloaded before removal from the vehicle.

4. Public Right of Ways. An individual carrying a concealed Weapon or Firearm shall not be deemed to be in violation of this Policy while he or she is traveling along a public right of way that touches or crosses the Campus if the concealed firearm is being carried in accordance with the provisions of the 2013 Illinois Firearm Concealed Carry Act or is being transported in a vehicle in accordance with the 2013 Illinois Firearm Concealed Carry Act and all other applicable provisions of law.

IV. Academic and Department Regulations

Rules and regulations are a necessary part of community 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 state law, city law and experience, define some of these boundaries at IIT. It is important that all students familiarize themselves with this material, as well as with information listed in the current IIT Undergraduate Bulletin. Graduate students should become familiar with regulations and procedures listed in the current IIT Graduate Bulletin and other publications from the Graduate College. Law students should see 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.

A. Academic Loads

Undergraduate Students: The minimum registration required for full-time status for the fall or spring semester 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 9 to 11 credit hours must obtain permission from their academic dean. Students who wish to enroll in more than two courses during the summer term must obtain permission from their academic dean.
Non-degree students requesting a course overload (more than 8 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 [www.iit.edu/graduate college/academic affairs/FormsGradStu.shtml](http://www.iit.edu/graduate college/academic affairs/FormsGradStu.shtml). 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 [www.iit.edu/graduate college/academic affairs/FormsGradStu.html](http://www.iit.edu/graduate college/academic affairs/FormsGradStu.html).

**B. Academic Program Audit, Undergraduate**

An official 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. Most undergraduate students who have completed at least 60 semester hours (including applicable transfer credit) will receive an audit from the Office of Academic Affairs. Students may request an official academic audit through the Academic Affairs channel in the IIT Portal.

DegreeWorks is an online degree audit system available to students via the MyIIT portal. DegreeWorks allows students to monitor academic progress and investigate different programs of study.

**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.

Degree-seeking students are required to maintain a satisfactory rate of progress.

- 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 based on the recommendation from the student's academic advisor, department associate chair, and academic dean. 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.
- 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 the vice provost for Undergraduate Affairs.

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

Students who are on academic probation for two consecutive semesters are candidates for dismissal from IIT.
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 dismissed by IIT can petition the Academic Standing Committee to review the dismissal. The student must present substantial academic or other relevant new evidence not available at the time of dismissal 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 Graduate College, Office of Academic Affairs for permission for provisional enrollment by submitting form G702. 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 GPA. Dismissal will occur when a student fails to make the requisite academic progress during the probationary period. Students may not register for Coop 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 a revised Program of Study Form G406 may be added to the program until the corresponding GPA is at least 3.0, with the approval of the Graduate College, Office of 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 IIT requirements. Students are urged to consult their advisors when questions arise. Department advisors, the director of undergraduate academic advising, and advisors in the Office of Undergraduate Academic Affairs are also available to answer questions and interpret policies regarding IIT requirements and academic procedures.

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

**E. Application for Degree Conferral**

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. 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 Graduate College. Stuart graduate students can contact the Stuart Office of Academic Advising. General information about Graduation and Commencement can be found at www.iit.edu/commencement.

**F. Change or Declaration of Additional Majors**

Students considering either a change of major or concurrently pursuing a second undergraduate degree 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 DegreeWorks. Students may access the DegreeWorks channel through the IIT portal.

An advisor 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 a Change of Major form from the Office of Undergraduate Academic Affairs or at www.iit.edu/ugaa. Approval from the intended major department is required.
G. Class Attendance
Regular class attendance is expected of all students, 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 class, the student should notify his or her instructor(s). For extended absences, the student should notify Student Affairs office and additionally may need to provide written documentation of the reason for the absence to the instructor(s). Faculty members determine their own policies for attendance and make-up work. Students may not attend any class unless they are properly registered for that class. 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.

H. 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 dean 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 on page 48. Punitive grades issued for violations of the Code of Academic Honesty are subject to appeal procedures as described on page 30. Nonpunitive grades are not subject to these appeal procedures.

I. Continued Eligibility for Financial Assistance
All students receiving federal and/or state financial aid funds must demonstrate reasonable academic progress toward graduation from IIT. 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. IIT has established a Reasonable Academic Progress Policy in compliance with federal and state regulations. Failure to comply with IIT’s Reasonable Academic Progress Policy will lead to the student’s losing eligibility for financial assistance.

J. Courses at Other Colleges or Universities
Refer to Residence Requirements on page 60.

K. Course Numbers
0 – 99 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

L. 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.

M. 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. (Also see “Academic Advisors” in this handbook.)
N. 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 www.iit.edu/registrar/important_dates/final_exam_schedule.shtml.

If a student is scheduled to take three or more final exams on the same day, undergraduates should email ugae@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.

O. Financial Obligations to IIT
Any student who is delinquent in the payment of tuition or other fees, or against whom IIT 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 IIT, students are not allowed to register or attend classes for an ensuing semester. IIT 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.

P. 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 directly with the course instructor. If the student and instructor cannot come to an agreement, a clear and concise written appeal should be submitted to the Office of Undergraduate Academic Affairs. All appropriate documentation supporting this appeal must be submitted at this time. This appeal must be submitted before the end of the next regular semester.

The Office of Undergraduate Academic Affairs will review the documentation and if appropriate, the appeal will be forwarded to the chair of the department offering the course. The chair will review the appeal with the course instructor and, if necessary, the dean of the college offering the course. The Office of Undergraduate Academic Affairs will monitor the progress of the appeal and inform the student of the final decision.

Q. Graduate Course Enrollment, Undergraduate
An undergraduate, student who wishes to enroll in a graduate 500 level course may do so if she or he meets all the pre-requisites and obtains appropriate approvals.

R. Graduation with Honors or High Honors
To receive the award of “summa cum laude”, “magna cum laude”, and “cum laude”, eligible undergraduate students must complete a minimum of 60 graded semester hours in residency at IIT. Students with a GPA of 3.900 – 4.000 graduate with “summa cum laude” honors; students with a GPA between 3.800 – 3.899 graduate with “magna cum laude” honors; and students with a GPA between 3.500 – 3.799 graduate with “cum laude” honors. Prior to January 2007, students meeting these eligibility requirements with a GPA between 3.500 – 4.00 graduated with a designation of “High Honors” and those with a GPA between 3.000 – 3.499 graduated with a designation of “Honors”.
S. Incomplete Grades
This temporary grade requested in writing of instructor, by student, prior to week of finals, is automatically posted when the Registrar’s Office receives the approved request. The student must have substantial equity in the course and the written agreement between the student and instructor must detail the remaining requirements to complete the course. A grade of 'I' will be assigned only in case of illness or for unusual 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.

T. Leave of Absence from IIT
Undergraduate degree-seeking students who wish to withdraw from IIT with the intention of returning to complete their degree program may apply for a Leave of Absence. All requests for a Leave of Absence begin with the Office of Undergraduate Academic Affairs. This designation cannot exceed one academic year, however, it may be extended if the proper documentation is submitted.

Students on a medical Leave of Absence may be required to contact the Student Health and Wellness Center and submit documentation relating to treatment prior to resuming their studies.

International students must comply with additional regulations when requesting a Leave of Absence. See www.iit.edu/_internat for additional details.

Graduate Degree-seeking students who intend to leave IIT for one semester or more must complete the online leave of absence form in the myIIT portal by selecting the option from the Academic Affairs Channel. 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 leave of absence and has not registered for courses as of the end of his respective leave must petition for reinstatement to the Graduate College, Office of Academic Affairs. Nondegree 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”.

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.

U. 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 to become a threat to himself/herself or others or to significantly disrupt the IIT community, the student first may be given the opportunity to take a voluntary medical leave, but may 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 IIT’s programs and within the IIT community. The Dean of Students will consult with the Director of Student Health & Wellness Center and the Vice Provost for Undergraduate Affairs and make reasonable efforts to meet with a student 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 10 days of being placed on such leave. A signed release for the student’s medical records may be necessary to conduct the review. 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 made within the requisite time period, 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 IIT 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 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/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 from the Dean of his or her academic department approval for an extended absence. Generally, if a student is unable to return after two semesters, it is expected that he or she will withdraw from IIT 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, a student must submit the requisite documentation to IIT’s Office of Undergraduate Academic Affairs prior to the deadline specified on the IIT 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 IIT’s 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 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 Director of the IIT 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.

3. Reinstatement

Students who have withdrawn and now wish to return to IIT should contact the Office of Undergraduate Academic Affairs (ugaa@iit.edu) to begin the process. The request for Reinstatement must be submitted prior to the deadline specified on the IIT Calendar. Students must submit official transcripts from all colleges and universities attended since last enrolled at IIT. 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 www.iit.edu/~internat for more information.

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

If suspended for disciplinary reasons the student’s reinstatement application must be reviewed by the Dean of Students.

V. 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.
- No more than three courses may be repeated for a grade change in a student's career.
- Re-registration for courses in which a student received a passing grade requires the approval of the student's academic advisor and academic dean.
- If a course is no longer offered by IIT, the provision to repeat the course for a grade change does not apply.
**Graduate Students:** 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 advisor, academic unit head, and the associate dean for academic affairs, and will also require completion of the “Course Repeat/Audit Form”, or the G702 Probation Contract, when applicable. This form must be submitted at the time of registration and can be accessed online at [www.iit.edu/registrar/registration tools/pdfs/ grad course repeat.pdf](http://www.iit.edu/registrar/registration tools/pdfs/ grad course repeat.pdf). The original course grade earned will remain on the student's academic transcript.

**W. Residence Requirements**

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

- Once enrolled at IIT, 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 IIT must be repeated at IIT. No transfer credit will be awarded for any course equivalent to a course failed at IIT.
- For a bachelor’s degree, the final 45 semester hours of work must be completed in residence at IIT. Any proficiency examinations or enrollment at another institution must be completed before this period. (Masters degrees are usually less than 45 hours.)

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 IIT, 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.

**X. Transfer of College Level Credit**

**Undergraduate Students:** Official credit evaluations are completed only after a student is admitted to IIT. Courses may be acceptable for transfer from accredited colleges and universities, provided they are comparable in nature, content and level to those offered at IIT. Credit may also be accepted, based on appropriate documentation, for Dantes, military experience, and CLEP. IIT does not grant credit for vocational courses or life/work experience. In addition, technology courses will not be accepted in any engineering program. IIT 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 IIT. 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 IIT 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 semester 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 Graduate College, Office of Academic Affairs. Students who have completed their baccalaureate degree at IIT with course credits in excess of the number of hours required for that degree, which were not applied toward the baccalaureate degree, may also be allowed to transfer up to nine of those excess hours. Course credits 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 advisor, the academic unit head, and the Graduate College, Office of Academic Affairs prior to registering for any of the additional courses. Doctoral degree candidates may transfer previously completed graduate work not applied toward any prior earned degree, up to a maximum of 42 semester hours of credit beyond the baccalaureate degree (which...
may include up to 32 credits from a completed master’s degree), or 50 percent of their total IIT 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 at IIT.

Y. Unit of Credit

Academic credit is recorded in semester hours. Each semester hour represents one fifty-minute period per week for a sixteen-week semester. Graduate programs in the Stuart School of Business were offered on the quarter system until August 2008. One quarter hour represents one fifty-five minute period per week for an eleven-week quarter. Non-degree continuing education programs offered through the Center for Professional Development award Continuing Education Units (CEU). One (1) CEU is defined as ten (10) contact hours of participation.

Non-Degree Continuing Education (CEU) Program Information

| IT  | 300 – 500 Information Technology Certificate Programs |
| INT | 300 – 500 Industrial Technology Certificate Programs |
| PL  | 001 – 999 Professional Learning Programs |
| SC  | 001 – 999 Short Courses |
| SCO | 001 – 999 Short Course Online |

All CEU courses are graded on a pass/fail basis

Z. Withdrawal from IIT

Undergraduate degree-seeking students who withdraw from all of their courses are in effect withdrawing from IIT. 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 IIT.

International Students must comply with additional regulations when withdrawing from IIT. See www.iit.edu/_internat.

Any undergraduate student who is not in attendance for a semester must apply for reinstatement in the Office of Undergraduate Academic Affairs.

V. MAIN CAMPUS STUDENT ORGANIZATIONS: POLICIES AND REGULATIONS

Membership participation in student organizations can be a meaningful part of a student’s educational experience at IIT. 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 IIT, Shimer College and Vandercook College of Music.

A. Organizational Recognition

Being a student organization at IIT is a privilege, not a right. Accordingly, student organizations must apply for and maintain university recognition with the Office of Campus Life. Staff members will work with individuals wishing to form a new student organization. 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 (http://sga.iit.edu). After the potential new organization is pre-approved during an SGA Senate meeting, the new organization will create a constitution with the help of Campus Life. Once the constitution has been reviewed and Campus Life criteria have been met, the organization will complete the formal recognition form. The Office of Campus Life reserves the right, in its sole discretion, to withhold recognition from those prospective organizations whose purpose is believed to be in conflict with the institutional mission or operation of IIT.

Recognized organizations can maintain their recognition by registering the organization with the Office of Campus Life each academic year. Registration includes the following tasks:

- Complete the online registration form (http://iit.collegiatelink.net)
• Submit a listing 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 IIT 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 IIT TV screens and the ability to apply for funding from the Student Activities Fund (SAF).

B. Officers

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

C. Student Activities Fund

The Student Activities Fund is derived from the student activity fee paid by each student taking classes on the IIT Main, Rice and Moffett campuses. The fund exists to support the operations and programming efforts of student organizations. Finance Board, an appointed committee of SGA, is charged with allocating and distributing the fund 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 Student Activities Fund. Recognized organizations in good standing may apply and receive funding according to Finance Board Guidelines found at http://sga.iit.edu (click on Finance Board)

D. Organization Property

All property, equipment and supplies purchased by IIT and/or with organizational funds shall be defined as IIT 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 IIT or Student Activities Fund. The Office of Campus Life has storage space available in the basement of the MTCC for the storage of IIT property. Talk with a professional staff member if your group is in need of space.

E. Hazing

Hazing is defined as any action taken or situation created, intentionally, whether on or off IIT premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Hazing and/or physical mistreatment of any individual is forbidden; anyone involved in such action is subject to IIT discipline. All members and prospective members of an organization must be treated in a manner consistent with the educational and ethical objectives of IIT. Organizations found guilty of 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. All IIT students, faculty, and staff have a responsibility to immediately report any questionable activities to the Office of Campus Life and/or the Department of Public Safety.

F. Disciplinary Procedures

IIT expects student all 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 IIT 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 IIT property and/or equipment resulting from their use. Organizations are expected to follow all IIT and SGA/Finance Board 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 also take the form of an IIT Department of Public Safety Incident report regarding inappropriate behavior or misconduct.) Disciplinary actions may be taken against organizations, including fraternities and sororities, for failure to follow any of the rules or procedures delineated in this Student Handbook, including, but not limited to, those related to events (as defined in Section H 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 the Office of Campus Life may process infractions that it 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 groups 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. 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 IIT 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 IIT 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 (e.g., one semester or one academic year).

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

**Fines.** IIT reserves the right to assess against an organization a fine for misconduct.

**Suspension of 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.

**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. Organizations may also be required to host and facilitate its own programming under this sanction.

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

**Revocation of Charter.** An organization may be fully unrecognized by IIT, severing all ties as a registered organization and recognized fraternity or sorority organization. The organization may not function as an organization, maintain or recruit members, host or co-host any activity, event or program, or operate any facility on or off campus in relation to IIT.

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.

IIT 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.
G. Indebtedness to IIT
Student organizations may have recognition revoked for failure to pay debts to IIT. Organizations are responsible to reimburse IIT for any negative balances in organization accounts held by IIT. Additional financial repercussions may apply to student organizations who do not fulfill financial expectations as communicated by the Office of Campus Life each year.

H. Additional Rules Applicable to Events
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 members and guests of one or more organizations (including fraternities and sororities) 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 that 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 any locations off-campus.

Organization events with guests in attendance are limited to an attendance maximum of two guests per active or new member attending the event. 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. The Dean of Students must give permission for such an event to take place. 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 off IIT’s campus or IIT Public Safety if the event is on campus, must be hired for the duration of the event; and any additional rules set forth 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 IIT Code of Conduct, and state and local law with regard to alcohol consumption with their houses.

- A bar monitor, that is not a current IIT undergraduate, must be identified and approved by the Office of Residence and Greek Life and 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 brothers/sisters and 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 and given a wristband or similar marking which must be worn throughout the party.
- A Public Safety officer and/or 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 a wristband; and
4. An official bar-monitor is stationed appropriately.

- Fraternities/Sororities agree to not impede, delay or otherwise obstruct the Public Safety officer during the course of such walk through. Officers will also assist the chapter members as appropriate and upon request.

- Public Safety will ask that the event be closed within 30 minutes if any of the above 4 issues are not 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 will lead to formal proceedings against the fraternity/sorority. Public Safety is not responsible for the closure of an event, unless invited by the fraternity/sorority to aid them in closure.

- Public Safety may also perform drive-bys or walk-bys between 1:00 a.m. and 1:30 a.m. of any housing holding a registered event to monitor safety during the closure of the event. Public Safety will not enter the houses 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 present at all times at the event and 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. At least one member of the foregoing group must have attended a training session on each of the foregoing topics prior to an event.

- 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, Campus Life expects at least 30% of each fraternity and sorority chapter 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.

Fire, Health and Safety
1. All chapter houses should meet all local fire and health codes and standards.
2. All chapters should have posted by common phones emergency numbers for fire, police and ambulance and should have posted evacuation routes on the back of the door of each sleeping room.
3. All chapters should comply with engineering recommendations as reported by their insurance companies.
4. 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.
5. Open fires are prohibited.
4. Fraternity and Sorority Advisors

Each Greek organization with a chapter house must have a resident advisor (RA) whose appointment is approved by the Office of Residence and Greek Life. 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 IIT. 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 IIT. Each social fraternity and sorority must be recognized by Greek Council, the Office Residence and Greek Life and the Student Government Association to receive IIT 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 IIT policies, as well as the codes of conduct contained in its own constitution and bylaws. Greek organizations are responsible to follow all rules and policies as set for all student organizations. IIT maintains the right to initiate the judicial process independently of Greek Council actions and independent organizations and/or individuals.

6. Hazing

Hazing is defined as any action taken or situation created, intentionally, whether on or off IIT premises, to produce mental or physical discomfort, embarrassment, harassment or ridicule. Hazing and/or physical mistreatment of any individual is forbidden; anyone involved in such action is subject to IIT discipline. All members and prospective members of an organization must be treated in a manner consistent with the educational and ethical objectives of IIT. Organizations found guilty of 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. All IIT students, faculty, and staff have a responsibility to immediately report 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 IIT, IIT 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 IIT, such as a failure to pay board for living in IIT owned and operated housing or an IIT 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. Organizations wishing to discuss matters of indebtedness should contact the Office Residence and Greek Life.

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 IIT. Regularly enrolled undergraduate students at Vandercook College of Music and Shimer College 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 IIT or at the Vandercook College of Music or Shimer College 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 within 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 Abuse and Harassment
In accordance with the IIT policy on sexual misconduct, 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.

12. Social Regulations
IIT 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 IIT, 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, in any situation sponsored or endorsed by the chapter, or in any event an observer would associate with a fraternity, must be in compliance with any and all applicable laws of the state, province, county, city and institution of higher education, and must comply with either the BYOB 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 of 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 sale from alcohol) where 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 a closed event held within the provisions of this policy, including the use of a third party vendor and guest list.

7. No chapter may co-sponsor or co-finance or attend or participate in a function where 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 H) 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. 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 in excess of the 2:1 ratio established in Article V, Section H are due no later than 30 days prior to the event.

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.

<table>
<thead>
<tr>
<th>Proposed Event Date</th>
<th>Social Event Registration Due</th>
<th>Guest List Due</th>
<th>Post Guest List Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday</td>
<td>Preceding Monday, 12pm</td>
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<td>Following Monday, 5pm</td>
</tr>
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<td>Following Tuesday, 5pm</td>
</tr>
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<td>Preceding Wednesday, 12pm</td>
<td>Preceding Friday, 12pm</td>
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</tr>
<tr>
<td>Wednesday</td>
<td>Preceding Thursday, 12pm</td>
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<td>Following Thursday, 5pm</td>
</tr>
<tr>
<td>Thursday</td>
<td>Preceding Friday, 12pm</td>
<td>Preceding Tuesday, 12pm</td>
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</tr>
<tr>
<td>Friday</td>
<td>Preceding Monday, 12pm</td>
<td>Preceding Wednesday, 12pm</td>
<td>Following Monday, 5pm</td>
</tr>
<tr>
<td>Saturday</td>
<td>Preceding Monday, 12pm</td>
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</tr>
</tbody>
</table>

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 F. Chapters and members may be held accountable for individual and group action, independent of the other.
VII. STUDENT TRAVEL POLICY

A. Purpose

IIT seeks to promote safe travel to events and activities occurring beyond the boundaries of IIT 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 IIT and in cases where the travel is independent of IIT sponsorship but where an individual student or a recognized student organization travels on behalf of, or with the financial support of, one or more IIT academic or administrative units and/or recognized student organizations. Travel beyond the boundaries of the IIT campus but within Cook County, whether sponsored by IIT or not, is considered a field trip and is not subject to this Policy.

B. 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 IIT’s mission and that student safety issues have been addressed, IIT sponsored student travel Q.8 (06/11) 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.

   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 IIT should not be approved for any University sponsored student travel.
   
   f. Students traveling outside of the United States need to attend a pre-departure health, safety and security meeting provided by IIT'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 provide, as described in B below, a copy of the approved travel summary to IIT’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. Notwithstanding the approval of an appropriate administrator, the Provost, or designee, may prohibit or suspend any such previously approved IIT sponsored student travel should a subsequent change in circumstances render the travel unsafe.

2. The travel summary with the signature of the appropriate administrator must be submitted to IIT’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 IIT’s International Center no later than fifteen (15) days before the scheduled trip. IIT’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. IIT’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 IIT 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 IIT sponsored student travel to a location that is under a travel warning. IIT 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 IIT 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 Policy may result in individual and/or organizational discipline as outlined in the IIT 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 the IIT Student Handbook and with applicable IIT policies, procedures and rules. Violations of the foregoing requirements may subject participants and sponsoring organizations to disciplinary action as outlined in the IIT Student Handbook.

6. The faculty member or administrator responsible for the travel shall communicate to the participants that IIT 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. Unless express permission has been granted by the appropriate administrator, friends and family members of IIT students, faculty and staff are not eligible to participate in IIT sponsored student travel.
<table>
<thead>
<tr>
<th>INDEX</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>7-Eleven</td>
<td>21</td>
</tr>
<tr>
<td>About Chicago</td>
<td>8</td>
</tr>
<tr>
<td>Academic Affairs, Undergraduate</td>
<td>25</td>
</tr>
<tr>
<td>Academic and Department Regulations</td>
<td>53</td>
</tr>
<tr>
<td>Academic Building, Use of After Regular Hours</td>
<td>24</td>
</tr>
<tr>
<td>Academic Departments and Locations</td>
<td>7</td>
</tr>
<tr>
<td>Academic Discipline</td>
<td>28</td>
</tr>
<tr>
<td>Academic Dismissal</td>
<td>54</td>
</tr>
<tr>
<td>Academic Honesty</td>
<td>28</td>
</tr>
<tr>
<td>Academic Loads</td>
<td>53</td>
</tr>
<tr>
<td>Academic Program Audit, Undergraduate</td>
<td>54</td>
</tr>
<tr>
<td>Academic Progress and Probation</td>
<td>54</td>
</tr>
<tr>
<td>Academic Resource Center</td>
<td>13</td>
</tr>
<tr>
<td>Accessibility of Educational Records</td>
<td>46</td>
</tr>
<tr>
<td>Advising</td>
<td>55</td>
</tr>
<tr>
<td>Affirmative Action Officer</td>
<td>13</td>
</tr>
<tr>
<td>Airport Options</td>
<td>9</td>
</tr>
<tr>
<td>Alcohol Policy for Campus Events</td>
<td>38</td>
</tr>
<tr>
<td>Amending Educational Records</td>
<td>46</td>
</tr>
<tr>
<td>Appeal Procedures for Academic Discipline</td>
<td>30</td>
</tr>
<tr>
<td>Appeal Procedures, Code of Conduct</td>
<td>37</td>
</tr>
<tr>
<td>Application for Degree Conferral</td>
<td>55</td>
</tr>
<tr>
<td>Athletics</td>
<td>11</td>
</tr>
<tr>
<td>Attendance</td>
<td>56</td>
</tr>
<tr>
<td>Audio/Visual Equipment</td>
<td>13</td>
</tr>
<tr>
<td>Bicycles, Roller-Skates &amp; Skateboards</td>
<td>13</td>
</tr>
<tr>
<td>Bog</td>
<td>13</td>
</tr>
<tr>
<td>Bookstore</td>
<td>13</td>
</tr>
<tr>
<td>Buildings and Location on Main Campus</td>
<td>6</td>
</tr>
<tr>
<td>Bulletin Boards and Posting Policy</td>
<td>44</td>
</tr>
<tr>
<td>Campus Addresses &amp; Main Switch Boards</td>
<td>5</td>
</tr>
<tr>
<td>Campus Judicial Board</td>
<td>35</td>
</tr>
<tr>
<td>Campus Life, Office of</td>
<td>14</td>
</tr>
<tr>
<td>Career Management Center</td>
<td>14</td>
</tr>
<tr>
<td>Service</td>
<td>Page</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Cash Stations</td>
<td>14</td>
</tr>
<tr>
<td>Center for Study of Ethics in the Professions</td>
<td>14</td>
</tr>
<tr>
<td>Change or Declaration of Additional Majors</td>
<td>55</td>
</tr>
<tr>
<td>Code of Academic Honesty</td>
<td>28</td>
</tr>
<tr>
<td>Code of Conduct</td>
<td>31</td>
</tr>
<tr>
<td>Code of Conduct Appeal Procedures</td>
<td>37</td>
</tr>
<tr>
<td>Commencement</td>
<td>55</td>
</tr>
<tr>
<td>Community Affairs and Outreach</td>
<td>14</td>
</tr>
<tr>
<td>Complaints</td>
<td>33, 41</td>
</tr>
<tr>
<td>Complaints, Academic</td>
<td>56</td>
</tr>
<tr>
<td>Computer Use Policy</td>
<td>39</td>
</tr>
<tr>
<td>Concealed Carry &amp; Prohibition Regarding Firearms and Weapons</td>
<td>51</td>
</tr>
<tr>
<td>Conduct Discipline</td>
<td>33</td>
</tr>
<tr>
<td>Conduct Sanctions</td>
<td>35</td>
</tr>
<tr>
<td>Continued Eligibility for Financial Assistance</td>
<td>56</td>
</tr>
<tr>
<td>Cooperative Education &amp; Summer Internships</td>
<td>14</td>
</tr>
<tr>
<td>Copy and Postal Center</td>
<td>14</td>
</tr>
<tr>
<td>Counseling Service, Student (see Student Health &amp; Wellness Center)</td>
<td>23</td>
</tr>
<tr>
<td>Course Numbers</td>
<td>56</td>
</tr>
<tr>
<td>Courses at Other Colleges &amp; Universities</td>
<td>56</td>
</tr>
<tr>
<td>Dean of Students, Office of (see Student Affairs)</td>
<td>22</td>
</tr>
<tr>
<td>Dean’s List (Undergraduate)</td>
<td>56</td>
</tr>
<tr>
<td>Digital Millennium Copyright Act Notice</td>
<td>39</td>
</tr>
<tr>
<td>Directory Information</td>
<td>46</td>
</tr>
<tr>
<td>Disability Resources</td>
<td>14</td>
</tr>
<tr>
<td>Disciplinary Proceedings</td>
<td>33</td>
</tr>
<tr>
<td>Discrimination, Student Grievance Procedures</td>
<td>48</td>
</tr>
<tr>
<td>Diversity Commitment</td>
<td>4</td>
</tr>
<tr>
<td>Dropping or Adding Courses</td>
<td>56</td>
</tr>
<tr>
<td>Drug &amp; Alcohol Abuse Prevention Policy</td>
<td>37</td>
</tr>
<tr>
<td>Educational Records, Accessibility</td>
<td>46</td>
</tr>
<tr>
<td>Employment, Student (on-campus)</td>
<td>23</td>
</tr>
<tr>
<td>Escort Service</td>
<td>15</td>
</tr>
<tr>
<td>FERPA</td>
<td>45</td>
</tr>
<tr>
<td>FERPA Complaint Procedure</td>
<td>48</td>
</tr>
<tr>
<td>Final Exams</td>
<td>57</td>
</tr>
<tr>
<td>Financial Aid Office</td>
<td>15</td>
</tr>
<tr>
<td>Topic</td>
<td>Page</td>
</tr>
<tr>
<td>--------------------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Financial Obligations to the University</td>
<td>57</td>
</tr>
<tr>
<td>Fine Print Index</td>
<td>26</td>
</tr>
<tr>
<td>FIPG Guidelines</td>
<td>67</td>
</tr>
<tr>
<td>Firearms policy</td>
<td>51</td>
</tr>
<tr>
<td>First Year Experience</td>
<td>15</td>
</tr>
<tr>
<td>Fraternities &amp; Sororities</td>
<td>6, 12</td>
</tr>
<tr>
<td>Fraternities &amp; Sororities: Polices &amp; Regulations</td>
<td>64</td>
</tr>
<tr>
<td>Getting Around Chicago</td>
<td>9</td>
</tr>
<tr>
<td>Good Samaritan Provision</td>
<td>33</td>
</tr>
<tr>
<td>Grade Appeal Process, Undergraduate</td>
<td>57</td>
</tr>
<tr>
<td>Graduate College</td>
<td>15</td>
</tr>
<tr>
<td>Graduate Course Enrollment-Undergraduate</td>
<td>57</td>
</tr>
<tr>
<td>Graduation with Honors</td>
<td>57</td>
</tr>
<tr>
<td>Greek Council</td>
<td>66</td>
</tr>
<tr>
<td>Health Insurance Requirement Policy</td>
<td>40</td>
</tr>
<tr>
<td>Health Services, Student (see Student Health &amp; Wellness Center)</td>
<td>23</td>
</tr>
<tr>
<td>Hermann Hall Conference Center</td>
<td>15</td>
</tr>
<tr>
<td>History of IIT</td>
<td>4</td>
</tr>
<tr>
<td>Idea Shop</td>
<td>15</td>
</tr>
<tr>
<td>Identification Cards</td>
<td>16</td>
</tr>
<tr>
<td>IIT Alert</td>
<td>16</td>
</tr>
<tr>
<td>IIT Dining Services</td>
<td>16</td>
</tr>
<tr>
<td>IIT Online</td>
<td>16</td>
</tr>
<tr>
<td>IIT Today</td>
<td>16</td>
</tr>
<tr>
<td>Immunization Policy, Certification of</td>
<td>39</td>
</tr>
<tr>
<td>Incomplete Work (&quot;I&quot; grade)</td>
<td>58</td>
</tr>
<tr>
<td>Information for Crime Victims</td>
<td>37</td>
</tr>
<tr>
<td>Insurance, Student</td>
<td>40</td>
</tr>
<tr>
<td>International Center</td>
<td>16</td>
</tr>
<tr>
<td>IPRO</td>
<td>17</td>
</tr>
<tr>
<td>Keating Sports Center</td>
<td>17</td>
</tr>
<tr>
<td>Leadership Opportunities</td>
<td>9</td>
</tr>
<tr>
<td>Leave of Absence From IIT</td>
<td>58</td>
</tr>
<tr>
<td>Libraries</td>
<td>17</td>
</tr>
<tr>
<td>Lost and Found</td>
<td>18</td>
</tr>
<tr>
<td>Main Campus Buildings</td>
<td>6</td>
</tr>
<tr>
<td>Major, Change of</td>
<td>55</td>
</tr>
<tr>
<td>Topic</td>
<td>Page</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>McCormick Tribune Campus Center</td>
<td>18</td>
</tr>
<tr>
<td>Meal Contracts</td>
<td>21</td>
</tr>
<tr>
<td>Medical Leave of Absence</td>
<td>58</td>
</tr>
<tr>
<td>Meeting &amp; Program Facilities</td>
<td>18</td>
</tr>
<tr>
<td>Mission and Vision Statement</td>
<td>4</td>
</tr>
<tr>
<td>Non-Discrimination Policy</td>
<td>40</td>
</tr>
<tr>
<td>Notary Public</td>
<td>19</td>
</tr>
<tr>
<td>Ombudsman</td>
<td>19</td>
</tr>
<tr>
<td>One Stop, Office of</td>
<td>19</td>
</tr>
<tr>
<td>Orientation &amp; Parent Programs, Office of</td>
<td>19</td>
</tr>
<tr>
<td>Parking</td>
<td>19</td>
</tr>
<tr>
<td>Post Office</td>
<td>19</td>
</tr>
<tr>
<td>Posting Policy</td>
<td>44</td>
</tr>
<tr>
<td>Privacy Rights &amp; Access to Educational Records</td>
<td>45</td>
</tr>
<tr>
<td>Procedures for Requesting Amendment of Educational Records</td>
<td>46</td>
</tr>
<tr>
<td>Public Safety, Office of</td>
<td>19</td>
</tr>
<tr>
<td>Public Transportation</td>
<td>9</td>
</tr>
<tr>
<td>Registrar’s Office</td>
<td>20</td>
</tr>
<tr>
<td>Repeating A Course</td>
<td>59</td>
</tr>
<tr>
<td>Residence &amp; Greek Life</td>
<td>20</td>
</tr>
<tr>
<td>Residence Requirements</td>
<td>60</td>
</tr>
<tr>
<td>Return from Medical Leave</td>
<td>59</td>
</tr>
<tr>
<td>Service and Leadership Awards</td>
<td>12</td>
</tr>
<tr>
<td>Service Learning</td>
<td>22</td>
</tr>
<tr>
<td>Services &amp; Facilities, Yours To Use</td>
<td>13</td>
</tr>
<tr>
<td>Sexual Harassment Policy &amp; Procedures</td>
<td>40</td>
</tr>
<tr>
<td>Sexual Misconduct</td>
<td>42</td>
</tr>
<tr>
<td>Shimer College</td>
<td>21</td>
</tr>
<tr>
<td>Shuttle Bus</td>
<td>9,22</td>
</tr>
<tr>
<td>Smoking Policy</td>
<td>49</td>
</tr>
<tr>
<td>Spiritual Life &amp; Service Learning</td>
<td>22</td>
</tr>
<tr>
<td>Student Accounting Office</td>
<td>22</td>
</tr>
<tr>
<td>Student Activity Fund</td>
<td>62</td>
</tr>
<tr>
<td>Student Affairs, Office of</td>
<td>22</td>
</tr>
<tr>
<td>Student Center for Diversity &amp; Inclusion</td>
<td>22</td>
</tr>
<tr>
<td>Student Employment (on campus)</td>
<td>23</td>
</tr>
<tr>
<td>Student Health &amp; Wellness</td>
<td>23</td>
</tr>
<tr>
<td>Topic</td>
<td>Page</td>
</tr>
<tr>
<td>--------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Student Housing</td>
<td>6</td>
</tr>
<tr>
<td>Student Intellectual Property</td>
<td>50</td>
</tr>
<tr>
<td>Student Organizations, List of</td>
<td>10</td>
</tr>
<tr>
<td>Student Organizations, List of</td>
<td>9</td>
</tr>
<tr>
<td>Student Organizations: Policies &amp; Regulations</td>
<td>61</td>
</tr>
<tr>
<td>Student Travel Policy</td>
<td>69</td>
</tr>
<tr>
<td>Study Abroad</td>
<td>24</td>
</tr>
<tr>
<td>Suspension or Expulsion Review by Provost</td>
<td>36</td>
</tr>
<tr>
<td>Technology Services, Office of</td>
<td>24</td>
</tr>
<tr>
<td>Telephone Dialing Directions</td>
<td>5</td>
</tr>
<tr>
<td>Transfer Credit</td>
<td>60</td>
</tr>
<tr>
<td>Travel</td>
<td>59</td>
</tr>
<tr>
<td>Unauthorized Keys</td>
<td>25</td>
</tr>
<tr>
<td>Undergraduate Academic Affairs, Office of</td>
<td>25</td>
</tr>
<tr>
<td>Unit of Credit</td>
<td>61</td>
</tr>
<tr>
<td>UPass</td>
<td>25</td>
</tr>
<tr>
<td>VanderCook College of Music</td>
<td>25</td>
</tr>
<tr>
<td>Voter Registration</td>
<td>8</td>
</tr>
<tr>
<td>Weapons policy</td>
<td>51</td>
</tr>
</tbody>
</table>