Student Handbook

2016-2017
# TABLE OF CONTENTS

## Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>TABLE OF CONTENTS</td>
<td>0</td>
</tr>
<tr>
<td>CAMPUS SERVICES AND CONTACTS</td>
<td>1</td>
</tr>
<tr>
<td>College Mailing Address</td>
<td>12</td>
</tr>
<tr>
<td>College Telephone Number</td>
<td>12</td>
</tr>
<tr>
<td>Bookstore</td>
<td>12</td>
</tr>
<tr>
<td>Business Office</td>
<td>12</td>
</tr>
<tr>
<td>Cashier</td>
<td>12</td>
</tr>
<tr>
<td>Facilities Management</td>
<td>12</td>
</tr>
<tr>
<td>Student Employment</td>
<td>12</td>
</tr>
<tr>
<td>Student Payroll</td>
<td>13</td>
</tr>
<tr>
<td>Emergency Student Loans</td>
<td>13</td>
</tr>
<tr>
<td>Disability Services</td>
<td>13</td>
</tr>
<tr>
<td>Fitness Facilities</td>
<td>13</td>
</tr>
<tr>
<td>Sports &amp; Recreation Center</td>
<td>13</td>
</tr>
<tr>
<td>Food Service</td>
<td>14</td>
</tr>
<tr>
<td>Dining Locations &amp; Hours of Operation</td>
<td>14</td>
</tr>
<tr>
<td>Board Plan</td>
<td>15</td>
</tr>
<tr>
<td>All-You-Can-Eat Meals</td>
<td>15</td>
</tr>
<tr>
<td>Flex Dollars</td>
<td>15</td>
</tr>
<tr>
<td>Health &amp; Wellness Center</td>
<td>16</td>
</tr>
<tr>
<td>Counseling Services</td>
<td>16</td>
</tr>
<tr>
<td>Health Services</td>
<td>17</td>
</tr>
<tr>
<td>Insurance</td>
<td>18</td>
</tr>
<tr>
<td>Health Records/Immunization</td>
<td>18</td>
</tr>
<tr>
<td>Exemptions to the Immunization Requirement</td>
<td>19</td>
</tr>
<tr>
<td>Mail Services</td>
<td>19</td>
</tr>
<tr>
<td>Visual Communications (VisComm)</td>
<td>20</td>
</tr>
<tr>
<td>CAMPUS AND COMMUNITY RESOURCES</td>
<td>21</td>
</tr>
<tr>
<td>Office of Admissions</td>
<td>21</td>
</tr>
<tr>
<td>Campus Tour Guiding</td>
<td>21</td>
</tr>
<tr>
<td>Lunch Hosting</td>
<td>21</td>
</tr>
<tr>
<td>Athletics and Physical Education</td>
<td>21</td>
</tr>
</tbody>
</table>
# TABLE OF CONTENTS

Center for Chicago Programs .................................................................................................................. 23  
  *Chicago Ambassadors* ......................................................................................................................... 23  
Career Advancement Center .................................................................................................................... 23  
Community Education Office and Master of Liberal Studies ................................................................. 24  
Development and Alumni Relations ....................................................................................................... 25  
Facilities Management ............................................................................................................................ 25  
Financial Aid ........................................................................................................................................ 25  
Intercultural Relations ............................................................................................................................. 25  
The Gates Center for Leadership and Personal Growth ............................................................................ 25  
Quantitative Resource Center/Tutoring .................................................................................................. 26  
  *Biology* ........................................................................................................................................... 26  
  *Chemistry* .......................................................................................................................................... 26  
  *Computer Science* .............................................................................................................................. 26  
  *Economics/Business/Finance* ............................................................................................................. 26  
  *Mathematics* ................................................................................................................................... 26  
  *Physics* ............................................................................................................................................... 27  
  *Psychology* ...................................................................................................................................... 27  
Learning and Teaching Center (LTC) ..................................................................................................... 27  
Library and Information Technology (LIT) Services ........................................................................... 27  
  *Information Technology and Computing* ......................................................................................... 27  
  *Library Services* ................................................................................................................................. 28  
Office of the President ............................................................................................................................. 28  
Provost and Dean of the Faculty ............................................................................................................. 29  
Public Safety .......................................................................................................................................... 29  
  *Reporting Criminal Activity* .............................................................................................................. 29  
  *Public Safety Personnel and Local Law Enforcement Authorities* .................................................. 29  
  *Campus Facilities* ............................................................................................................................. 30  
  *Identification Cards* .......................................................................................................................... 30  
  *Bicycles, Scooters, Skateboards, and Skates* .................................................................................... 30  
  *Speed Limit* ....................................................................................................................................... 30  
  *Parking* ............................................................................................................................................. 31  
Registrar .................................................................................................................................................. 31  
Services for Students with Disabilities .................................................................................................... 31  
Student Affairs ....................................................................................................................................... 31  
Writing Center/Tutoring .......................................................................................................................... 31  
RESIDENCE LIFE ................................................................................................................................. 33  
Mission ..................................................................................................................................................... 33
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Values</td>
<td>33</td>
</tr>
<tr>
<td>Objectives</td>
<td>33</td>
</tr>
<tr>
<td>Administrative Authority for Housing</td>
<td>33</td>
</tr>
<tr>
<td>Eligibility for Housing</td>
<td>33</td>
</tr>
<tr>
<td>Reduction of Academic Course Load</td>
<td>34</td>
</tr>
<tr>
<td>Married Students and Students with Children</td>
<td>34</td>
</tr>
<tr>
<td>Housing Contract</td>
<td>34</td>
</tr>
<tr>
<td>Room and Board Charge</td>
<td>34</td>
</tr>
<tr>
<td>Housing Refund</td>
<td>34</td>
</tr>
<tr>
<td>Board Plan</td>
<td>34</td>
</tr>
<tr>
<td>Room Entry</td>
<td>34</td>
</tr>
<tr>
<td>Room Searches</td>
<td>35</td>
</tr>
<tr>
<td>Dates of Occupancy</td>
<td>35</td>
</tr>
<tr>
<td>Residence Hall Opening</td>
<td>35</td>
</tr>
<tr>
<td>Winter Break Closing and Spring Semester Opening</td>
<td>35</td>
</tr>
<tr>
<td>Early Return/Arrival and Late Departure Fines</td>
<td>35</td>
</tr>
<tr>
<td>Residence Hall Closing</td>
<td>36</td>
</tr>
<tr>
<td>Student Workers, End of Spring Semester</td>
<td>36</td>
</tr>
<tr>
<td>Housing Procedures</td>
<td>36</td>
</tr>
<tr>
<td>Key Pick-Up</td>
<td>36</td>
</tr>
<tr>
<td>Lost Key Charges</td>
<td>36</td>
</tr>
<tr>
<td>Lock-Outs</td>
<td>36</td>
</tr>
<tr>
<td>Room Changes</td>
<td>36</td>
</tr>
<tr>
<td>Room Change Instructions</td>
<td>37</td>
</tr>
<tr>
<td>Vacancies in Residence Hall Rooms</td>
<td>37</td>
</tr>
<tr>
<td>Abandoned Property</td>
<td>38</td>
</tr>
<tr>
<td>Room Selection Process</td>
<td>38</td>
</tr>
<tr>
<td>Room Retention</td>
<td>38</td>
</tr>
<tr>
<td>Gender Inclusive Housing</td>
<td>38</td>
</tr>
<tr>
<td>Living Learning Communities and Special Interest Housing</td>
<td>38</td>
</tr>
<tr>
<td>General Room Selection</td>
<td>38</td>
</tr>
<tr>
<td>Housing Wait List</td>
<td>39</td>
</tr>
<tr>
<td>Housing Cancellation</td>
<td>39</td>
</tr>
<tr>
<td>Changing of Residency Status from Resident to Nonresident (Commuter)</td>
<td>39</td>
</tr>
<tr>
<td>Check-Out Procedures</td>
<td>39</td>
</tr>
<tr>
<td>Fall Semester Housing</td>
<td>39</td>
</tr>
<tr>
<td>Spring Semester Housing</td>
<td>39</td>
</tr>
<tr>
<td>Changing of Residency Status from Nonresident (Commuter) to Resident</td>
<td>40</td>
</tr>
<tr>
<td>Off-Campus Programs and Residence Life</td>
<td>40</td>
</tr>
<tr>
<td>Removal from Housing—Disciplinary Sanction, Academic Suspension, or Dismissal</td>
<td>40</td>
</tr>
<tr>
<td>Summer Housing</td>
<td>41</td>
</tr>
</tbody>
</table>
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eligibility for Summer Housing</td>
<td>41</td>
</tr>
<tr>
<td>Summer Prepayment</td>
<td>41</td>
</tr>
<tr>
<td>Payment for Summer Housing</td>
<td>41</td>
</tr>
<tr>
<td>Disciplinary Records and Summer Housing</td>
<td>42</td>
</tr>
<tr>
<td>Summer Residence Hall Use and Dates of Occupancy</td>
<td>42</td>
</tr>
<tr>
<td>Damage Policy and Vandalism</td>
<td>42</td>
</tr>
<tr>
<td>Vandalism and Collective Responsibility</td>
<td>43</td>
</tr>
<tr>
<td>Summary of Charges/Fines</td>
<td>43</td>
</tr>
<tr>
<td>Liability and Renter’s Insurance</td>
<td>44</td>
</tr>
<tr>
<td>Residence Hall Community Involvement</td>
<td>45</td>
</tr>
<tr>
<td>Residence Hall Programs and Activities</td>
<td>45</td>
</tr>
<tr>
<td>Paraprofessional Staff Leadership Opportunities</td>
<td>45</td>
</tr>
<tr>
<td>Community Room Reservations</td>
<td>45</td>
</tr>
<tr>
<td>Student Organization Lounges</td>
<td>45</td>
</tr>
<tr>
<td>Policies Governing Student Organization Lounges</td>
<td>45</td>
</tr>
<tr>
<td>Residence Hall Policies</td>
<td>46</td>
</tr>
<tr>
<td>Animals/Pets</td>
<td>46</td>
</tr>
<tr>
<td>Appliances/Power Sources</td>
<td>46</td>
</tr>
<tr>
<td>Balconies, Hallways, Stairwells, Railings, and Roofs</td>
<td>46</td>
</tr>
<tr>
<td>Barbecues</td>
<td>47</td>
</tr>
<tr>
<td>Bicycles/Motorcycles/Skateboards/Self-Propelled Scooters</td>
<td>47</td>
</tr>
<tr>
<td>Candles/Incense</td>
<td>47</td>
</tr>
<tr>
<td>Cleanliness</td>
<td>47</td>
</tr>
<tr>
<td>Common Area Responsibility</td>
<td>47</td>
</tr>
<tr>
<td>Decorations</td>
<td>47</td>
</tr>
<tr>
<td>Elevators</td>
<td>48</td>
</tr>
<tr>
<td>Fire Safety</td>
<td>48</td>
</tr>
<tr>
<td>Furniture and Lofts</td>
<td>48</td>
</tr>
<tr>
<td>Gambling</td>
<td>49</td>
</tr>
<tr>
<td>Hall Sports</td>
<td>49</td>
</tr>
<tr>
<td>Keys</td>
<td>49</td>
</tr>
<tr>
<td>Lamps/Lighting</td>
<td>50</td>
</tr>
<tr>
<td>Littering</td>
<td>50</td>
</tr>
<tr>
<td>Locks/Doors</td>
<td>50</td>
</tr>
<tr>
<td>Posters/Flyers in Residence Halls</td>
<td>50</td>
</tr>
<tr>
<td>Propped Doors</td>
<td>50</td>
</tr>
<tr>
<td>Quiet Hours and Courtesy Hours</td>
<td>50</td>
</tr>
<tr>
<td>Solicitation</td>
<td>51</td>
</tr>
<tr>
<td>Vandalism/Damages</td>
<td>51</td>
</tr>
<tr>
<td>Windows and Screens</td>
<td>51</td>
</tr>
<tr>
<td>Visitation/Guest/Hosting Policy</td>
<td>52</td>
</tr>
<tr>
<td>Non-Student Guests</td>
<td>52</td>
</tr>
<tr>
<td>Lake Forest College Student Guests</td>
<td>52</td>
</tr>
<tr>
<td>Cohabitation</td>
<td>52</td>
</tr>
<tr>
<td>Fire Safety</td>
<td>52</td>
</tr>
</tbody>
</table>
# Table of Contents

- **Community Standards & Student Conduct** ................................................................. 55
  - Authority ..................................................................................................................... 55
  - Authority to Direct ................................................................................................... 55
  - Authority to Summon ................................................................................................. 55
  - Senior Conduct Officer .............................................................................................. 55
  - Administrative Hearing Officers ................................................................................ 55
  - Jurisdiction ................................................................................................................ 56
  - Student Conduct Procedures ..................................................................................... 56
    - Case Referral ............................................................................................................ 56
    - Consideration and Review ..................................................................................... 57
    - Notice to Student ................................................................................................... 57
    - Administrative Hearing ......................................................................................... 57
    - Community Review Board .................................................................................... 57
    - Conduct Board ....................................................................................................... 58
  - Respondent’s Rights ................................................................................................. 58
  - Complainant’s Rights ............................................................................................... 58
  - Victim’s Rights ......................................................................................................... 59
  - Victim Notification .................................................................................................. 59
  - Parental Notification ............................................................................................... 59
  - Community Review and Conduct Board Hearing Procedures ................................... 59
    - Policies Governing Community Review and Conduct Board Hearings ..................... 60
    - Presentation of Information during Hearing ........................................................... 60
    - Adjudicatory Standard ............................................................................................. 60
  - Summary Actions ..................................................................................................... 61
    - Interim Suspension ................................................................................................. 61
    - No Contact Order ................................................................................................ 61
  - Emergency Amnesty Policy ...................................................................................... 61
  - Code of Conduct ....................................................................................................... 61
    - Violations Involving Alcohol .................................................................................. 62
    - Violations Involving Drugs ...................................................................................... 63
    - Violations against Property .................................................................................... 64
    - Violations against Persons ..................................................................................... 64
    - Violations of Integrity & Community Responsibility ............................................... 65
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cooperation with Community Standards</td>
<td>66</td>
</tr>
<tr>
<td>Violations Involving Weapons or Hazardous Materials</td>
<td>66</td>
</tr>
<tr>
<td>Violations of Rules, Policies, or Procedures</td>
<td>67</td>
</tr>
<tr>
<td>Violations of State, Federal, and/or Local Laws</td>
<td>67</td>
</tr>
<tr>
<td>Violations that Adversely Affect the College’s Community Interest</td>
<td>67</td>
</tr>
<tr>
<td>Sanctions</td>
<td>67</td>
</tr>
<tr>
<td>Appeals</td>
<td>69</td>
</tr>
<tr>
<td>Disciplinary Records</td>
<td>70</td>
</tr>
<tr>
<td>End of Term and Summer Procedure</td>
<td>70</td>
</tr>
<tr>
<td>Student Organizations and Conduct</td>
<td>70</td>
</tr>
<tr>
<td>Violations between Academic Sessions</td>
<td>70</td>
</tr>
<tr>
<td>CAMPUS INVOLVEMENT</td>
<td>71</td>
</tr>
<tr>
<td>Student Government</td>
<td>71</td>
</tr>
<tr>
<td>Elections and Appointments</td>
<td>71</td>
</tr>
<tr>
<td>Meetings and Minutes</td>
<td>71</td>
</tr>
<tr>
<td>Activity Fee Funding and Guidelines</td>
<td>71</td>
</tr>
<tr>
<td>Students and the Board of Trustees</td>
<td>72</td>
</tr>
<tr>
<td>Residence Hall Programs and Activities</td>
<td>73</td>
</tr>
<tr>
<td>Student Organizations</td>
<td>73</td>
</tr>
<tr>
<td>Fraternities and Sororities</td>
<td>74</td>
</tr>
<tr>
<td>New Member Recruitment</td>
<td>74</td>
</tr>
<tr>
<td>Expansion/Extension Process</td>
<td>75</td>
</tr>
<tr>
<td>POLICIES AND PROCEDURES – non-academic</td>
<td>76</td>
</tr>
<tr>
<td>Alcohol Policy</td>
<td>76</td>
</tr>
<tr>
<td>Responsible Use of Alcohol</td>
<td>76</td>
</tr>
<tr>
<td>Locations Where Consumption of Alcohol by Students Is Permitted</td>
<td>76</td>
</tr>
<tr>
<td>Senior Cocktail and Senior Party</td>
<td>77</td>
</tr>
<tr>
<td>Athletics: Varsity, Junior Varsity, Intramural, and Club Sports</td>
<td>77</td>
</tr>
<tr>
<td>Mohr Student Center</td>
<td>77</td>
</tr>
<tr>
<td>Educational Programming</td>
<td>78</td>
</tr>
<tr>
<td>Evaluation</td>
<td>78</td>
</tr>
<tr>
<td>Drug Policy</td>
<td>79</td>
</tr>
<tr>
<td>Drug and Alcohol Abuse Prevention Policy Required By the Federal Government for a Drug Free School</td>
<td>79</td>
</tr>
<tr>
<td>Policy on Medical Marijuana</td>
<td>80</td>
</tr>
<tr>
<td>Good Neighbor Policy</td>
<td>80</td>
</tr>
<tr>
<td>Off Campus Conduct</td>
<td>80</td>
</tr>
<tr>
<td>Good Neighbor Guidelines</td>
<td>81</td>
</tr>
<tr>
<td>Off-Campus Events</td>
<td>82</td>
</tr>
<tr>
<td>Tailgating</td>
<td>83</td>
</tr>
<tr>
<td>Hazing</td>
<td>83</td>
</tr>
</tbody>
</table>
TABLE OF CONTENTS

Subtle Hazing .................................................................................................................. 84
Harassment Hazing ........................................................................................................ 84
Violent Hazing .................................................................................................................. 84
Gambling ............................................................................................................................ 85
Pets on Campus .................................................................................................................. 86
Involuntary Withdrawal .................................................................................................... 86
Philosophy .......................................................................................................................... 86
Disruptive Behavior Assessment Team (DBAT) ................................................................ 86
   Procedures .................................................................................................................... 87
   Interim Suspension Process and Policy ........................................................................ 87
   Confidentiality .............................................................................................................. 88
   Voluntary Withdrawal Procedure .............................................................................. 88
   Involuntary Withdrawal Procedure/ Direct Threat Determination .............................. 88
Suicide Threat and/or Attempt .......................................................................................... 89
Services for Students with Disabilities .............................................................................. 91
   Grievance Procedure .................................................................................................. 93
Reasonable Accommodations and Auxiliary Aids ............................................................. 93
   Special Accommodations Review Committee ............................................................ 94
Student Complaint Policy .................................................................................................. 95
   Informal Resolution of Student Complaints ............................................................... 95
   Formal Resolution of Student Complaints .................................................................. 95
   Records of Student Complaints .................................................................................. 96
Sexual Discrimination and Misconduct Policy ................................................................. 96
   I.  Statement Against Sex, Sexual Orientation, Gender and/or Gender Identity Discrimination... 96
   II. Applicability of Sexual Discrimination and Misconduct Policy ............................. 97
   III. Statement of Commitment to Transgender Individuals ....................................... 97
   IV. Role of Title IX Coordinator ................................................................................. 97
   V.  Prohibited Conduct ............................................................................................... 98
   VI. Academic Freedom .............................................................................................. 101
   VII. Reporting Options and Available Resources .................................................... 102
   VIII. Retaliation ......................................................................................................... 106
   IX.  Institutional Crime Reporting ............................................................................. 106
   X.   Mandatory Reporting of Child Abuse, Child Sexual Abuse And Child Neglect .......... 106
   XI.  Educational Programming and Training .............................................................. 107
   XII. Policy Approval and Posting .............................................................................. 108
   XIII.Annual Report .................................................................................................... 108
Sexual Misconduct Complaint Resolution Procedures .................................................. 108
Nondiscrimination Policy .................................................................................................. 115
Discrimination — Federal Regulations and Grievance Procedures ............................... 115
   Disability Discrimination ............................................................................................ 115
   Retaliation Policy ........................................................................................................ 116
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Harassment Free Environment</td>
<td>116</td>
</tr>
<tr>
<td>Pets on Campus</td>
<td>116</td>
</tr>
<tr>
<td>Student Posting Policy</td>
<td>116</td>
</tr>
<tr>
<td> General Guidelines</td>
<td>116</td>
</tr>
<tr>
<td> Mohr Student Center and Stuart Commons</td>
<td>117</td>
</tr>
<tr>
<td> Residence Halls</td>
<td>117</td>
</tr>
<tr>
<td> Academic Buildings</td>
<td>117</td>
</tr>
<tr>
<td> Window Painting</td>
<td>117</td>
</tr>
<tr>
<td> Posting by Off-Campus Groups</td>
<td>118</td>
</tr>
<tr>
<td> Chalking Guidelines</td>
<td>118</td>
</tr>
<tr>
<td>Sports &amp; Recreation Center Policies</td>
<td>118</td>
</tr>
<tr>
<td>Family Educational Rights and Privacy Act Notice</td>
<td>118</td>
</tr>
<tr>
<td>News Releases and Photo Release</td>
<td>120</td>
</tr>
<tr>
<td>Property Loss or Damage</td>
<td>120</td>
</tr>
<tr>
<td>Smoking Policy</td>
<td>120</td>
</tr>
<tr>
<td>Campus Parking</td>
<td>121</td>
</tr>
<tr>
<td> Policy, Process &amp; Rules Governing Parking on Campus</td>
<td>121</td>
</tr>
<tr>
<td> Visitors/Guests with Vehicles</td>
<td>121</td>
</tr>
<tr>
<td> Permit Eligibility</td>
<td>121</td>
</tr>
<tr>
<td> Payment and Fees</td>
<td>122</td>
</tr>
<tr>
<td> Permit Registration Process</td>
<td>122</td>
</tr>
<tr>
<td> Additional Permits for Commuter Students</td>
<td>122</td>
</tr>
<tr>
<td> Temporary Permits</td>
<td>122</td>
</tr>
<tr>
<td> Temporary Permits for Medical Reasons</td>
<td>123</td>
</tr>
<tr>
<td> Display of Parking Permit</td>
<td>123</td>
</tr>
<tr>
<td> Campus Parking Event Restriction</td>
<td>123</td>
</tr>
<tr>
<td> Penalties</td>
<td>123</td>
</tr>
<tr>
<td> Vehicle Immobilization</td>
<td>125</td>
</tr>
<tr>
<td> Appeal of Citation</td>
<td>125</td>
</tr>
<tr>
<td> Unlicensed, Improperly Licensed, and Inoperable Vehicles</td>
<td>125</td>
</tr>
<tr>
<td> General Rules of Use</td>
<td>125</td>
</tr>
<tr>
<td> Mid-Semester Breaks</td>
<td>126</td>
</tr>
<tr>
<td> Winter Break Parking</td>
<td>126</td>
</tr>
<tr>
<td> Summer Session Parking</td>
<td>126</td>
</tr>
<tr>
<td> City of Lake Forest – Beach Parking</td>
<td>126</td>
</tr>
<tr>
<td>Use of College Vehicles</td>
<td>126</td>
</tr>
<tr>
<td>Fundraising by Student Organizations</td>
<td>127</td>
</tr>
<tr>
<td> Fundraising for Campus Programs and Organizations</td>
<td>127</td>
</tr>
<tr>
<td> Fundraising on Behalf of National Organizations and Other Charitable Causes</td>
<td>127</td>
</tr>
<tr>
<td>Reservations of Campus Facilities</td>
<td>128</td>
</tr>
<tr>
<td>Keys to Academic Buildings</td>
<td>128</td>
</tr>
</tbody>
</table>
TABLE OF CONTENTS

Use of Video/Audio Surveillance Equipment .......................................................... 128
Solicitation by Off-Campus Individuals or Organizations ....................................... 129
  General Policies ................................................................................................... 129
  Specific Policies ................................................................................................... 129
Movie and Film Screening Guidelines ...................................................................... 130
Speaker Policy .......................................................................................................... 131
Guests and Recruiters .............................................................................................. 132
Whistleblower Policy ............................................................................................... 132
  Purpose and Applicability ................................................................................. 132
  Statement of Policy ............................................................................................ 133
  Process for Disclosure ....................................................................................... 133
  Complaints of Retaliation as a Result of Disclosure ........................................ 134
  Process for Adjudication of Complaints Stemming from Disclosure ............... 134
POLICIES AND PROCEDURES - academic .............................................................. 135
Requirements for the Bachelor’s Degree ................................................................ 136
Course Credits ......................................................................................................... 136
  Definition of a Lake Forest Credit ..................................................................... 136
  Credit Distribution ............................................................................................. 137
Academic Standing and Progress .......................................................................... 137
Financial Aid and Satisfactory Academic Progress .............................................. 138
Credit from Outside the College ............................................................................ 138
  Transfer Credit .................................................................................................. 138
  How Credits Transfer ....................................................................................... 138
  Lake Forest Students and Credit for Summer Work at another Institution .... 138
  Credit by Examination ....................................................................................... 139
  Advanced Placement ......................................................................................... 139
  International Baccalaureate .............................................................................. 139
Grades and Academic Records .............................................................................. 139
  Basis of Academic Evaluation ........................................................................ 139
  Grades ................................................................................................................. 139
  Credit-D-Fail Option ......................................................................................... 140
  Grade Point Averages ....................................................................................... 140
The Lake Forest GPA includes grades earned in Lake Forest College courses and for all Lake Forest off-campus programs led by Lake Forest faculty. ........................................... 140
Incompletes ........................................................................................................... 140
Grades of X ........................................................................................................... 140
Grades of PR .......................................................................................................... 141
Grades of RS .......................................................................................................... 141
Student Teaching Credit (SCR) ............................................................................ 141
Repeated Courses ................................................................................................. 141
Semester Grades and Academic Early Alerts ...................................................... 141
TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transcripts of Academic Work</td>
<td>142</td>
</tr>
<tr>
<td>The Dean's List</td>
<td>142</td>
</tr>
<tr>
<td>Academic Probation, Suspension, and Dismissal</td>
<td>142</td>
</tr>
<tr>
<td>Course Procedures</td>
<td>143</td>
</tr>
<tr>
<td>Registration in Courses</td>
<td>143</td>
</tr>
<tr>
<td>Course Changes and Withdrawals</td>
<td>143</td>
</tr>
<tr>
<td>Attendance</td>
<td>145</td>
</tr>
<tr>
<td>Auditing of Courses</td>
<td>145</td>
</tr>
<tr>
<td>Final Examinations</td>
<td>145</td>
</tr>
<tr>
<td>Student Academic Appeals</td>
<td>145</td>
</tr>
<tr>
<td>Academic Appeals Board</td>
<td>145</td>
</tr>
<tr>
<td>Protection against Improper Academic Evaluation</td>
<td>146</td>
</tr>
<tr>
<td>Academic Honesty</td>
<td>146</td>
</tr>
<tr>
<td>Responsibilities of Students</td>
<td>147</td>
</tr>
<tr>
<td>Responsibilities of Faculty</td>
<td>147</td>
</tr>
<tr>
<td>Academic Honesty Judicial Board</td>
<td>147</td>
</tr>
<tr>
<td>Off-Campus Programs</td>
<td>149</td>
</tr>
<tr>
<td>GPA</td>
<td>150</td>
</tr>
<tr>
<td>Procedures and Initial Documents</td>
<td>150</td>
</tr>
<tr>
<td>Program Acceptance and Further Requirements</td>
<td>151</td>
</tr>
<tr>
<td>Deadlines</td>
<td>151</td>
</tr>
<tr>
<td>Credit</td>
<td>151</td>
</tr>
<tr>
<td>Portability of Financial Aid</td>
<td>152</td>
</tr>
<tr>
<td>Leave of Absence</td>
<td>152</td>
</tr>
<tr>
<td>Refunds</td>
<td>152</td>
</tr>
<tr>
<td>Registration and Transfer Credit</td>
<td>152</td>
</tr>
<tr>
<td>Room Selection</td>
<td>153</td>
</tr>
<tr>
<td>Withdrawal from and Readmission to the College</td>
<td>153</td>
</tr>
<tr>
<td>Medical Withdrawal from the College</td>
<td>153</td>
</tr>
<tr>
<td>Readmission to the College</td>
<td>154</td>
</tr>
<tr>
<td>Graduation and Commencement</td>
<td>154</td>
</tr>
<tr>
<td>Graduation with Honors</td>
<td>154</td>
</tr>
<tr>
<td>Honorary Societies and Awards</td>
<td>156</td>
</tr>
<tr>
<td>Student Honors and Awards</td>
<td>158</td>
</tr>
<tr>
<td>General Awards</td>
<td>158</td>
</tr>
<tr>
<td>Departmental Awards</td>
<td>162</td>
</tr>
<tr>
<td>GOVERNANCE</td>
<td>167</td>
</tr>
<tr>
<td>ARTICLE I: COLLEGE POLICIES AND PERSONNEL</td>
<td>167</td>
</tr>
<tr>
<td>A. College Council</td>
<td>167</td>
</tr>
<tr>
<td>B. Faculty Personnel Policies Committee</td>
<td>168</td>
</tr>
<tr>
<td>C. Enrollment Committee</td>
<td>169</td>
</tr>
<tr>
<td>D. College Life Committee</td>
<td>170</td>
</tr>
</tbody>
</table>
TABLE OF CONTENTS

E. Environmental Issues and Concerns Advisory Committee .................................................. 170
F. LIT Advisory Committee ......................................................................................................... 171

ARTICLE II: ACADEMIC LIFE .................................................................................................. 171

A. Academic Advisory Committees to Departments and Interdisciplinary Programs ............ 171
B. Academic Resources and Review Committee ......................................................................... 171
C. Curricular Policies Committee ................................................................................................. 172
D. Academic Appeals Board ......................................................................................................... 173
E. Assessment Committee ............................................................................................................. 174
F. First-Year Studies Committee ................................................................................................ 174

ARTICLE III: STUDENT GOVERNMENT .................................................................................... 175

A. Student Senate .......................................................................................................................... 175
B. Executive Board ........................................................................................................................ 175

ARTICLE IV: COMMUNICATION ................................................................................................ 176

ARTICLE V: GENERAL PROCEDURES ....................................................................................... 176

A. Governance Committee Nomination and Election Details ...................................................... 176
B. Elections ................................................................................................................................... 177
C. Vacancies .................................................................................................................................. 179

ARTICLE VI: RATIFICATION AND AMENDMENT PROCEDURES ........................................... 180

A. Ratification ................................................................................................................................ 180
B. Amendments ............................................................................................................................... 180
CAMPUS SERVICES AND CONTACTS

College Mailing Address
Lake Forest College
555 North Sheridan Road
Lake Forest, IL 60045-2399

College Telephone Number
847-234-3100 (off campus) or zero (on campus)

Bookstore
Stuart Commons, lower level, ext. 5221

The College Bookstore, run by Follett, carries new, used, rental and digital courses materials, Lake Forest College clothing and gifts, books authored by Lake Forest College faculty, leisure reading, art supplies, residence hall and school supplies, sundries, greeting cards, headphones, backpacks and jump drives.

Business Office
North Hall, first floor, ext. 5032

The Business Office oversees the Cashier, Facilities Management, Financial Aid, Purchasing and Accounts Payable, Student Accounts, Payroll, Student Employment, the campus bookstore (Follett), and Personnel activities at the College. In addition, the Business Office is responsible for all internal accounting, budgeting, and accounting for special funds and grants.

Cashier
North Hall, first floor, ext. 5032

| Monday – Friday* | 8:30 a.m. – 5:00 p.m. |
| Saturday - Sunday | Closed |

*No cash transactions after 3:30 p.m.

Facilities Management
Facilities Management Building, ext. 5040

The Facilities Management Department is responsible for the operation and maintenance of all campus buildings and grounds. The responsibilities include housekeeping, boiler plants, energy conservation, grounds keeping, motor pool, and maintenance. The work operation includes painting, plumbing, electrical, carpentry, and engineering staff.

Student Employment
North Hall, ext. 5077
Students interested in obtaining employment on campus should apply online during the application period in late June or in person at the Business Office. Student aid recipients whose employment offer reads “federal work-study” will be placed first. All student employees must complete and submit all W-4, I-9, and authorization forms to the Business Office before they begin work. These forms are available from Payroll in the Business Office.

**Student Payroll**  
*North Hall, ext. 5029 or ext. 5077*

Once a student is employed, after providing proper documentation, he/she is placed on Student Payroll. Students are paid every two weeks. Students need to report their hours online via My.LakeForest. Electronic timecards need to be approved by supervisors.

**Emergency Student Loans**  
*North Hall, ext. 5031*

Emergency loans are approved by the Business Office for short-term emergencies. Loans will be granted for specifically demonstrable emergency educational or personal reasons (for example, a medical expense or travel expense due to death of a family member). Maximum amount of an emergency loan is $400.00. The approved loan is presented to the Cashier in order to obtain the funds, and payments for the loan are made to the Cashier. Any unpaid student loans are placed on your account at the end of the semester with a penalty of $25.00. Loans are subject to interest charges and are only approved under specific situations. Students who default on repaying an emergency loan will no longer be eligible to receive funds under the program. Grades and transcripts will be withheld for delinquent accounts. Emergency loans are not available to pay regular College bills or other expenses that should normally be anticipated as a cost of attending college (i.e. books, parking, cell phone).

**Disability Services**

All students are entitled to an equal opportunity to access and benefit from programs and services at the College. The Learning and Teaching Center, and the Health and Wellness Center assist students who have physical, medical, psychological, and/or learning disabilities receive accommodations that are appropriate for each student’s specific needs. A description of the [process to request residential and/or classroom accommodations](#) can be found below in this handbook.

**Fitness Facilities**

**Sports & Recreation Center**

<table>
<thead>
<tr>
<th></th>
<th>6:00 a.m. – 11:00 p.m.</th>
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<tbody>
<tr>
<td>Monday – Thursday</td>
<td>6:00 a.m. – 11:00 p.m.</td>
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<tr>
<td>Friday</td>
<td>6:00 a.m. – 10:00 p.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>8:00 a.m. – 10:00 p.m.</td>
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<tr>
<td>Sunday</td>
<td>8:00 a.m. – 11:00 p.m.</td>
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## Food Service

### Dining Locations & Hours of Operation

#### Gus and Margie Hart Dining Hall (located in Stuart Commons)

<table>
<thead>
<tr>
<th></th>
<th>Saturday</th>
<th>Sunday</th>
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<tbody>
<tr>
<td>Hot Breakfast</td>
<td>9:00 a.m. – 10:00 a.m.</td>
<td>Hot Breakfast</td>
</tr>
<tr>
<td>Continental Breakfast</td>
<td>10:00 a.m. – 11:00 a.m.</td>
<td>Continental Breakfast</td>
</tr>
<tr>
<td>Lunch</td>
<td>11:30 a.m. – 1:30 p.m.</td>
<td>Brunch</td>
</tr>
<tr>
<td>Dinner</td>
<td>Closed</td>
<td>Dinner</td>
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#### Monday – Friday

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<tbody>
<tr>
<td>Hot Breakfast</td>
<td>7:30 a.m. – 9:00 a.m.</td>
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</tr>
<tr>
<td>Continental Breakfast</td>
<td>7:00 a.m. – 9:45 a.m.</td>
<td></td>
</tr>
<tr>
<td>Lunch</td>
<td>10:45 a.m. – 1:30 p.m.</td>
<td></td>
</tr>
<tr>
<td>Dinner</td>
<td>4:45 p.m. – 7:15 p.m.</td>
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</table>

#### P.O.D. Market Hours (located in Mohr Student Center)

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<tbody>
<tr>
<td>Monday – Friday</td>
<td>9:00 a.m. – 2:00 a.m.</td>
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<tr>
<td>Saturday</td>
<td>1:00 p.m. – 2:00 a.m.</td>
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<tr>
<td>Sunday</td>
<td>1:00 p.m. – 2:00 a.m.</td>
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#### Boomer’s Café (located in Mohr Student Center)

<p>| | | |</p>
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<tbody>
<tr>
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<td>8:00 a.m. – 2:00 a.m.</td>
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<tr>
<td>Saturday</td>
<td>1:00 p.m. – 2:00 a.m.</td>
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<tr>
<td>Sunday</td>
<td>1:00 p.m. – 2:00 a.m.</td>
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#### Boomer’s South (located in the Sports & Rec Center)

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<tbody>
<tr>
<td>Monday – Friday</td>
<td>8:30 a.m. – 8:30 p.m.</td>
<td></td>
</tr>
<tr>
<td>Saturday – Sunday</td>
<td>Closed</td>
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#### Cyber Café (Donnelly Library Café)

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<tbody>
<tr>
<td>Monday – Thursday</td>
<td>7:00 a.m. – midnight</td>
<td></td>
</tr>
<tr>
<td>Friday</td>
<td>7:00 a.m. – 2:00 p.m.</td>
<td></td>
</tr>
<tr>
<td>Saturday</td>
<td>Closed</td>
<td></td>
</tr>
<tr>
<td>Sunday</td>
<td>4:00 p.m. - midnight</td>
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#### South Side Café (located in Nollen Hall) & Night Owl Café (located in Deerpath Hall)

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<tr>
<td>Saturday – Thursday</td>
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<tr>
<td>Friday</td>
<td>Closed</td>
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Board Plan
Residential students, as part of their room and board charges, are required to select one of three meal plans which cost the same amount but offer different combinations of all-you-can-eat meals and flex dollars.

The three meal plan choices are as follows:

<table>
<thead>
<tr>
<th>Plan</th>
<th>Meals per week (all-you-can-eat)</th>
<th>Flex dollars (annual)</th>
<th>Flex dollars (each semester)</th>
</tr>
</thead>
<tbody>
<tr>
<td>20-meal plan</td>
<td>20</td>
<td>$420</td>
<td>$210</td>
</tr>
<tr>
<td>15-meal plan</td>
<td>15</td>
<td>$1100</td>
<td>$505</td>
</tr>
<tr>
<td>10-meal plan</td>
<td>10</td>
<td>$1774</td>
<td>$887</td>
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</tbody>
</table>

Seniors may select a 5-meal plan that costs $1700 less per academic year than the 10-meal plan. The plan will also provide all the flex dollars that the 10-meal plan currently offers.

| Senior 5-meal plan* | 5 | $1690 | $887 |

*This option is available to seniors only.

Students who fail to select a meal plan will be automatically enrolled in the 15MP. Students will be given an opportunity to change meal plans between semesters.

All-You-Can-Eat Meals
- All-you-can-eat board meals can only be redeemed in the Gus and Margie Hart Dining Hall in Stuart Commons. There is no meal equivalent at other dining facilities.
- The name of the plan identifies the number of all-you-can-eat meals that are included in the plan, for example: 10 MP includes 10 all-you-can-eat meals each week. Weeks recycle every Thursday morning. In other words, every Thursday morning, those on a 10 MP would have 10 all-you-can-eat meals available for use through the following Wednesday night. Unused meals do not roll over, and meals eaten cannot exceed 10 per week without dipping into flex dollars. Only one meal can be used per meal period; additional meals can be purchased with flex dollars. The same is true for the Senior 5MP, 15 MP, and 20 MP.

Flex Dollars
- All purchases at the Mohr Student Center, the CyberCafé in the Library, the South Side Café in Nollen, the P.O.D. and the Night Owl Café in Deerpath, are a la carte. In other words the all-you-can-eat meals referred to in the plans’ titles (5, 10, 15, 20) cannot be used anywhere but the Gus and Margie Hart Dining Hall (also known as “the caf.”). “Combo meals” will be offered at the Student Center, but all items and/or combos are priced individually and will come from flex dollars, credit or cash. Flex dollars can be used at any food service location, as well as credit card, and cash.
Campus Services and Contacts

Health & Wellness Center

- Flex dollars that come with a meal plan are available all day and night, at any location and can be used as frequently as desired. Students can use flex dollars to buy food for friends. Students age 21 or older can use flex dollars to buy beer and wine. Once flex dollars are used up, there is no replenishment from the meal plan within the semester. Leftover flex dollars from a meal plan do not roll over into the next semester. Flex dollars that come with a board meal plan are either used within the given semester or lost.

- At any time during the semester, a student (or parent) can purchase add-on flex dollars to his or her account. Flex dollars that are added outside of a meal plan do roll over from semester to semester. Otherwise, they function the same as meal plan flex dollars – i.e., they can be used anywhere, for any purchase. Add-on flex dollars will expire upon graduation from Lake Forest College or when the account is inactive for one (1) year or longer.

- Add On Flex Dollars can be purchased online at: www.lakeforest.campusdish.com, or by calling the ARAMARK office; 847-735-5225. Flex Dollar purchases are not automatic and can take up to 48 hours to show on the student account.

- For students who say they “never” eat in the Gus and Margie Hart Dining Hall, they should consider the 10 MP, which will give them the optimum amount of flex dollars to purchase their meals at any other location.

- Flex dollars that come with the meal plan are NOT refundable. “Add On” Flex dollars are NOT refundable, however add on Flex $ will roll to the next semester.

Health & Wellness Center

The Health and Wellness Center supports the college mission to promote an exceptional student experience by providing prevention-focused, accessible and high quality health care and counseling for a diverse student population. We are dedicated to encouraging behaviors that change or eliminate health-related barriers to learning, and to promoting optimal physical, intellectual, emotional, spiritual, and community wellness. We empower students to be self-directed and well-informed consumers of healthcare. We strive to maintain the physical, psychological, spiritual and social health of students through a collaborative team approach. We provide primary care, counseling, health education, and assist students in adopting health-enhancing behaviors. We strive to create collaborative relationships with the larger academic community of faculty and Student Affairs staff, with an emphasis on assisting in the student’s academic success and creating a healthy and safe learning community.

Counseling Services

Buchanan Hall, ext. 5240
Fax: 847-735-6268

Counseling Services (CS) promotes the psychological well-being, personal effectiveness, and personal growth of Lake Forest College students, to enhance their personal and academic functioning. CS assists students in overcoming personal, emotional, and psychological issues that may negatively impact their ability to reach their academic goals and to make the most of their educational experience at Lake Forest College. CS educates students about mental health and wellness issues and teaches them about healthy lifestyle choices. CS strives to assist students in acquiring the skills, attitudes, and resources necessary to both succeed in the college environment and pursue satisfying and productive lives.
Students seek assistance from Counseling Services for a variety of reasons, including adjustment to college, interpersonal or relationship conflicts, stress, anxiety, depression and eating disorders. Some students come to counseling to help clarify values and to help foster personal growth.

Counseling Services offers a spectrum of services to meet the individual needs of students, including individual counseling, couples counseling, group counseling, and psycho-educational groups. Workshops and structured groups are also offered on a variety of personal growth and wellness topics throughout the year. Counseling Services staff can help facilitate referrals to community mental health agencies or to practitioners in the community.

All information shared with licensed counselors in Counseling Services is confidential and may not be released without a written consent, except as otherwise required by law.

A core component of our mission is to promote and affirm our community diversity in its broadest sense. We recognize that a diverse community enriches our campus and enhances opportunities for human understanding, both of which contribute to the learning environment for all. CS has a strong commitment to meeting the needs of diverse people. We strive to create an environment where all people feel welcome and respected. As a staff, we attempt to facilitate mutual respect and understanding among people of diverse racial, ethnic, and national backgrounds, gender, sexual orientations, mental and physical abilities, languages, classes, ages, religious/spiritual beliefs, socioeconomic background as well as other types of diversity. We strive to nurture environments where similarities and differences among people are recognized, respected, and honored.

Emergency counseling appointments are available to students who may be experiencing a personal or psychological crisis. There is a psychologist on-call 24 hours a day, 7 days a week while class is in session. Emergencies that arise during office hours are handled immediately. In the case of an evening or weekend crisis, students are to call Public Safety at ext. 5555. The on-call psychologist will contact the student as soon as possible.

**Health Services**

*Buchanan Hall, ext. 5050*

*Fax 847-735-6284*

Health Services exists to promote, maintain, or restore the optimum level of health, prevent illness, and alleviate disability so students can pursue their studies at Lake Forest College to the best of their abilities. Emotional and physical needs of the students are met in a way that is both corrective and educational. Persons significant to the student, as well as cultural and economic factors, are recognized as affecting health-care needs. Whenever possible, teaching-learning principles are used to assist the student in providing the highest level of self-care.

Health Services are provided to all full-time students.

Scheduled visits with a nurse practitioner include, at no additional charge:

- Physicals (such as athletic, travel, employment, and well-woman)
- On-site labs (urinalysis, pregnancy testing, and glucose check)
CAMPUS SERVICES AND CONTACTS

Health & Wellness Center

- Acute illness or injury care and specialist referral as needed
- Minor wound suturing, orthopedic strapping/crutches, wound care, and other minor procedures
- Birth control, wellness, and nutrition counseling

Prescriptions, lab testing, radiographs, emergency care, and specialist consultation will be arranged by Health Services staff and covered by a student’s individual health insurance plan. Health care for faculty and staff is normally not provided by Health Services; in an emergency, treatment will be provided and arrangements made for immediate care elsewhere.

In the event of an urgent or emergency medical illness or injury occurring when Health Services is closed, the student should call the Department of Public Safety at ext. 5555. An officer will respond to all calls, evaluate the student, and arrange for transport to the nearest emergency facility.

Insurance

All full-time and part-time students are required and eligible to participate in the student health insurance program unless an online waiver is presented indicating evidence of equal or superior coverage. Insurance waivers must be completed online by the date tuition is due in fall for full-year registration. Students enrolling only for spring semester must also show proof of insurance to waive the insurance prior to the start of the semester. Students are required to maintain insurance coverage while enrolled. The provisions of the College insurance plan are detailed in a pamphlet available on the Gallagher Koster website (https://www.gallagherkoster.com/lakeforest). Every student should carry in his or her wallet an insurance card or a copy of BOTH SIDES of the family insurance card. This information must be updated as soon as any coverage changes occur. Health Services needs a copy for each student’s medical record, so faxing (847-735-6098) a legible copy of BOTH SIDES of the card is strongly encouraged. Students enrolled in any program abroad are required to have insurance coverage for medical evacuation and repatriation of remains.

Health Records/Immunization

All full-time students – new, transfer, resident, and commuter – are required to complete a Health History Report and to include an Immunization Record. These forms must be returned to Health Services by August 1, 2016. If forms are not postmarked by August 1, 2016, students will be subject to a late fee of $100. Students not in compliance with the immunization requirements during their first term of attendance are restricted from registering for subsequent terms until compliance is obtained. A pre-entrance physical is strongly recommended but not required by Lake Forest College. The State of Illinois Department of Public Health requires for college entrance a record of two measles/mumps/rubella, and diphtheria/tetanus immunizations. Lake Forest College policy requires immunization for meningococcal meningitis, hepatitis B, and a skin test for tuberculosis prior to the start of classes. Students who remain not in compliance will have their second semester registration cancelled until they have completed the requirements. A late-registration fee will apply. All exemptions (as defined by State of Illinois: medical, age, and religious) from the policy must be validated by Health Services. Requests for exemption (see below) must be initiated by the student and completed by August 1, 2016 for fall semester students and by January 15 for spring semester students.

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

If a student leaves the College and returns after a period of one year has elapsed, the Health History Report must be updated by reporting to Health Services for reevaluation. The record is considered a permanent Health Services file. When a student leaves the College – graduated, transferred, withdrawn – the record will be kept for no fewer than five years. The record is confidential and information will only be released with the written permission of the student or as otherwise required by law.

**Exemptions to the Immunization Requirement**

**Age:** If the student was born before January 1, 1957, an age exemption applies for Measles (Rubeola) and Rubella (German Measles) only.

**Religious beliefs/personal tenets:** A formal Beliefs Exemption may be completed based on religious beliefs or personal tenets. If an objection is made on the basis of religious beliefs or personal tenets, a written and signed statement from the student detailing such objections must be presented to the Health and Wellness Center. The religious objection statement shall be considered valid if:

1. The student objects to the immunization(s) on the grounds that they conflict with the tenets and practices of a recognized church or religious organization of which the student is an adherent or member; or
2. The objection by the student sets forth the specific religious belief which conflicts with the immunization(s). The religious objection may be personal and need not be directed by the tenets of an established religious organization.

The student requesting a beliefs exemption must meet with the nurse practitioner in the Health & Wellness Center, and then sign a form acknowledging they have been counseled about the risks of vaccine-preventable diseases and the availability, effectiveness and known contraindications of any required or recommended vaccines. If the student cannot provide a beliefs exemption statement prior to the deadline for submission of the health history form, please call 847-735-5050.

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

**Medical:** A formal Medical Exemption may be completed for persons with certain medical conditions and/or contraindications (permanent or temporary) to certain vaccines. A letter from the student’s physician form must be submitted to the Health and Wellness Center with the student’s health history form.

**Mail Services**

*Stuart Commons, lower level, ext. 5037*

All mail and packages are received and processed through the College Mail Room. The service window is open from 10am to 4:30pm Monday through Friday. Students are assigned a box for the period of time they are in attendance at Lake Forest College. The correct format for addressing incoming mail to a student at Lake Forest College is:
CAMPUS SERVICES AND CONTACTS
Visual Communications (VisCom)

Student’s Name
LFC #0000
Lake Forest College
555 N. Sheridan Rd.
Lake Forest, IL 60045-2338

Packages may be shipped by USPS, Fed Ex, or UPS. Please see the Mail Services web site for details of these and other services. Lake Forest College cannot assume responsibility for items stolen or damaged during shipment or while in storage. Therefore, make sure all of your items are insured and trackable for both delivery and after arrival at the College.

Visual Communications (VisComm)
Young Hall Annex, ext. 5082
Monday - Friday, 8:30 a.m. – 5:00 p.m.

Conveniently located on Middle Campus, behind Young Hall, the Visual Communications Department serves the printing needs of Lake Forest College students, faculty and administration. Besides making B/W and color copies for a nominal fee, we can help you with departmental letterhead, envelopes, and business cards or promotional items. Other services include finishing capabilities such as binding, cutting, folding, tabbing, stapling, 3 Hole Punch, laminating, mounting (foam board) and scanning services. We carry a variety of papers and matching envelopes as well as paper for resumes and theses. Faxes can be sent at a cost of $1.00 for either outgoing or incoming.
The Office of Admissions is concerned primarily with facilitating the application process for prospective students. Because it is vital that prospective students experience as much of campus life as possible, the Admissions staff encourages students to participate in the admission process by being Admissions Ambassadors. There is an application and interview process for the Ambassador Program. Students in the Ambassador Program are paid hourly and serve in the following capacities:

**Campus Tour Guiding**
Campus tour guides lead prospective students, families and school groups on a 75-minute walking tour of the campus. They serve as campus representatives of the institution during the tour and often help with large scale prospective student visit events hosted on campus by the Office of Admissions.

**Lunch Hosting**
Lunch hosting offers an opportunity for current students to dine informally with prospective students and families while answering questions about their own experiences at the College.

Admissions Ambassadors are often called upon to serve on panels, lead residence hall tours, and serve in other capacities throughout the school year, all pertaining to the recruitment of prospective students. For information about participating in any aspect of the Lake Forest College Ambassador program, please contact a member of the Admissions Office.

**Athletics and Physical Education**
*Sports & Recreation Center (ext. 6133), Ice Rink (ext. 6067), and Halas Hall (ext. 5285)*

As a Forester, you will find a wide variety of athletic, fitness, and wellness opportunities as well as first-rate facilities and an environment that promotes a healthy lifestyle.

**Varsity Athletics**
Lake Forest College currently sponsors 19 varsity athletic programs, nine for men and ten for women. Forester teams have captured 58 conference/association titles in 12 different sports over the past 15 years. During that time, the College’s student-athletes have earned nearly 700 All-Conference honors along with more than 100 All-American accolades. The athletic program provides intercollegiate competition in the National Collegiate Athletic Association (NCAA Division III) and is a member of the Midwest Conference (MWC), the Northern Collegiate Hockey Association (NCHA), and the United States Handball Association (USHA).

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CAMPUS AND COMMUNITY RESOURCES

Athletics and Physical Education

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For more information:
[www.goforesters.com](http://www.goforesters.com) | @lফathletics | @foresterscores

Forester Fanatics

Forester Fanatics, as part of the College’s Athletic Council, are dedicated to spreading Forester pride throughout campus. They are the Lake Forest College SUPER FANS! Open to all students, this fan group offers incentive gifts, including the coveted FANATIC t-shirt, and holds several ‘spirited’ events in conjunction with home contests throughout the year.

*Every Friday during the school year is ‘Forester Friday’... be sure to wear red and black to show your school spirit!*

For more information:
@foresterfanatic

Club Sports and Intramurals

Lake Forest College has a wide variety of club and intramural opportunities to choose from. Depending upon your interests and abilities, there is a team or activity for you. There are more than 20 registered club sports, several of which compete in off-campus competition throughout the year. Intramurals provide Foresters a more informal athletic outlet, regardless of experience or ability, in both competitive and recreational leagues. Find your team and help your fellow Foresters claim victory!

For more information:
[www.goforesters.com/recreation/club_sports](http://www.goforesters.com/recrition/club_sports) | [www.lakeforest.edu/intramurals](http://www.lakeforest.edu/intramurals) | @lfintramurals

Physical Education

Physical education classes at Lake Forest are pass/fail, not for credit, and free of additional tuition charges (with the exception of scuba). These classes contribute to the development of health and physical fitness, and have a definite carry-over value to later life. The College is committed to a philosophy of sport that stresses the value and enjoyment of participation in physical activities.

For more information:
[http://www.lakeforest.edu/studentlife/recrutation/fitness/pe](http://www.lakeforest.edu/studentlife/recrutation/fitness/pe)
Blake Theisen
Assistant Director of Athletics
theisen@lakeforest.edu

Fitness and Recreation

In conjunction with the College’s Health and Wellness Center, the athletic staff offers a wide variety of programming that addresses the campus community’s fitness and recreation needs. Examples of weekly programming include, but are not limited to, yoga, Zumba, cardio kickboxing, etc. The Forester Fitness team also sponsors various Fitness Friday and Boomer’s Wellness Challenge activities so be sure to watch your email for more information!
CAMPUS AND COMMUNITY RESOURCES
Center for Chicago Programs

For more information: www.lakeforest.edu/studentlife/recreation | @foresterfitness
Blake Theisen
Assistant Director of Athletics
theisen@lakeforest.edu

Facilities

The Sports and Recreation Center provides ample space for competition, training, and fitness. The Center includes basketball, courts, jogging/walking track, indoor soccer, volleyball, and tennis courts, golf and batting cages, an exercise/dance studio, swimming pool with diving well, handball/racquetball courts, and over 12,000-square-feet of cardio and weight room space. Farwell Field and the ice rink, softball field, and tennis courts complete the facilities.

For more information:
www.goforesters.com/information/facilities/index

Center for Chicago Programs
Johnson C, ext. 6170

The Center for Chicago Programs connects the College community to the cultural, historic, scientific, business and educational riches of one of the country’s most diverse cities: Chicago. Located on Middle Campus, the Center facilitates academic experiences and student excursions to the city, including, but not limited to: Broadway musicals, dance performances, behind-the-scenes tours of Chicago museums and major sporting events. At the Center students can obtain information about cultural, social and educational events taking place in the city. The Center’s staff offers guidance on transportation to the city, as well as suggestions of what neighborhoods and/or attractions to visit. The Center works with various Chicago cultural institutions, non-profit organizations, and businesses to create partnerships with Lake Forest College, including visiting artists, speakers and performers, as well as student internships and academic collaborations in the city. The Center also administers Lake Forest College In the Loop, our residential Chicago semester program open to juniors and seniors.

Chicago Ambassadors

This program, administered by the Center for Chicago Programs, facilitates trips to Chicago and its surrounding neighborhoods. These trips are open to all students, and are led by a student who is familiar with the city and its public transportation system. The main focus of these trips is to help familiarize students with the city’s train and bus system (the CTA). Recent trips have included canoeing down the Chicago River, the Second City, a White Sox game, and a customized book and coffee crawl.

Career Advancement Center
Buchanan Hall, ext. 5235

The Career Advancement Center (CAC) helps students develop career plans and professional networks in support of earning high-quality internships, jobs and graduate school admittance. Students and alumni can receive assistance through individual advising, workshops, and special programs; typical topics include: major exploration, career option identification, resumes/cover letters, interviewing, internships, alumni networking/mentoring, and graduate school guidance. ForesterLink, the Lake Forest online career portal, provides access to a calendar of regional and national career events, internship and part-time/full-time position postings, international search resources, and Career Milestone
Guides. For best results, students are encouraged to begin exploring internship and post-graduation options as early as their first year at Lake Forest College. Students may earn academic credit for internships and can learn more about this option on the Career Advancement Center website. Seniors are advised to begin job/internship searches at least eight months in advance; graduate/professional school processes should begin no later than the end of the junior year. The Career Advancement Center facilitates connections between students and alumni through a variety of programs, including Speed Networking and the Forester Career Network. Whenever students have career questions, they are encouraged to call or visit the CAC to receive personal guidance.

**Principles for Professional Conduct**

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

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

Failure to adhere to the above professional conduct guidelines may result in a permanent or temporary suspension of Career Advancement Center privileges including ForesterLink access and events. Students are encouraged to contact the Career Advancement Center with questions about these policies and whenever they need career assistance.

**Community Education Office and Master of Liberal Studies**

*Young Hall 222, ext. 5083*

The Community Education Office serves adults in the community who want to take advantage of the academic resources of Lake Forest College. The office provides information, academic counseling, and other support to nontraditional-age students returning to school, to auditors, and to adults enrolling in the Graduate Program. The Office also serves non-degree-seeking traditional age students.

The Master of Liberal Studies is an innovative, interdisciplinary liberal arts program for adults from the community who already hold a bachelor’s degree but want to continue learning in association with like-minded people. Students who complete the program earn the degree of Master’s of Liberal Studies (MLS).
CAMPUS AND COMMUNITY RESOURCES

Development and Alumni Relations

**Development and Alumni Relations**

*North Hall, third and fourth floors, ext. 6000*

The Office of Development and Alumni Relations is responsible for maintaining relationships with alumni, parents, and friends through College activities and programs and seeking financial support for various campus priorities. The Office can be a resource to student organizations looking to engage in fundraising activities. By meeting with them, they can help guide you so that your efforts will be the most successful (see fundraising by Student Organizations).

**Facilities Management**

*Facilities Management Building, ext. 5040*

The Facilities Management Department is responsible for the operation and maintenance of all campus buildings and grounds. The responsibilities include housekeeping, boiler plants, energy conservation, grounds keeping, motor pool, and maintenance. The work operation includes painting, plumbing, electrical, carpentry, and engineering staff.

**Financial Aid**

*Patterson Lodge, 2nd floor, ext. 5103*

The Financial Aid Office assists students in determining their eligibility for institutional, state, and federal financial aid programs and scholarship programs. They also provide financial literacy information and programming to all students, and monitor a student’s academic progress for federal student aid and scholarship renewal requirements.

**Intercultural Relations**

*Rosemary House, ext. 5105*

The Office of Intercultural Relations is charged with promoting intercultural dialogue, understanding, and respect among the many cultural identities represented within the College’s diverse academic community, and with advancing a successful learning experience for individual students through graduation and beyond. The office supports a range of activities designed to fulfill its mission, including (1) developing and sustaining coalition building among students, faculty, staff, and alumni and (2) acting as an advocate for the needs of students from groups served by the office, which include, but are not limited to, groups traditionally underrepresented or underserved at Lake Forest College.

Intercultural Relations is the office that assists international students with immigration support and assistance, and transition challenges. Intercultural Relations also acts as an advocate for students of color from the U.S., international students, and LGBTQ students regarding classroom, conduct, and residence life issues; collaborates with student organizations to program annual intercultural events; and advises and assists the College’s intercultural and international students and their organizations.

**The Gates Center for Leadership and Personal Growth**

*Stuart Commons, ext. 5210*

The Gates Center for Leadership and Personal Growth is committed to helping all students become involved in campus and community life. The office coordinates and sponsors social, cultural, educational, and community service events including New Student Orientation, Homecoming, Winter Fest, Spring Break Service Trip and the Forester Day of Service. The Gates Center trains and advises student organizations, fraternities and sororities, e.Team, and Student Government. The office also coordinates and plans leadership workshops, speakers and trainings along with supervising the Gates
Quantitative Resource Center/Tutoring

The Quantitative Resource Center (QRC) provides students with extra help in the math portion of their quantitative classes and supports already existing department-based tutoring. QRC provides support for courses with quantitative elements through review sessions, group tutoring, appointment-based one-on-one tutoring, and walk-in tutoring sessions. The quantitative classes include first & second year courses taught in biology, chemistry, economics, education, math, physics and psychology, as well as math review for the teacher-education Basic Skills Exam. A full list of covered courses is listed in Appendix E.

Additionally, the QRC also handles Qualitative Readiness Assessment (QRA), which all incoming First Year students are required to take.

Students are encouraged to register and make QRC appointments through the website, or contact the Center at 6061. Drop-in clients, at the QRC office in Johnson B-190, are welcome on a first-come, first-served basis.

The QRC runs review sessions, appointment tutoring and one-on-one tutoring in the quantitative areas of the Fall ’16 courses listed below. Spring ’17 courses will be listed at a later date.

**Biology**
Bio 108 - Learning About the Physical World
Bio 120 - Organismal Biology

**Chemistry**
Chem 114 – Foundations of Chemistry
Chem 115 - Chemistry I
Chem 116 – Chemistry II

**Computer Science**
CSCI 107 - Intro to Web Programming
CSCI 112 - Computer Science I

**Economics/Business/Finance**
Bus/Econ/Fin 130 - Applied Statistics
Econ 210 - Microeconomics
Econ 220 – Macroeconomics

**Mathematics**
Math 105 - Elementary Functions
Math 110 - Calculus I
Math 111 - Calculus II
Math 150 - Intro to Probability and Statistics
CAMPUS AND COMMUNITY RESOURCES

Learning and Teaching Center (LTC)
Math 160 - Math Methods with Applications
Math 210 - Multivariable Calculus
Math 230 – Abstract & Discrete Mathematics
Math 231 – Linear Algebra

Physics
Phys 110 - Intro to Physics
Phys 111 – General Physics I
Phys 210 – Intro to Physics II
Phys 221 – General Physics II

Psychology
Psyc 221 - Research Methods and Stats I
Psyc 222 - Research Methods and Stats II

Learning and Teaching Center (LTC)

Johnson B, 171, ext. 5167

The goal of the Learning and Teaching Center is to enhance the learning process at Lake Forest College. The LTC helps students develop skills and strategies for learning throughout their college years and beyond. Among the specific services the LTC provides are the peer teaching programs, guidance for students on academic probation, and services for students with disabilities.

Library and Information Technology (LIT) Services

Information Technology and Computing
Lake Forest College computing services exist for the primary purpose of transmitting and sharing information in activities that support the academic mission of the College. It is the policy of the College to provide the broadest possible access to technology resources for all members of the College community.

Students are encouraged to contact the Help Desk with their computing questions (847-735-5544 or LITHELP@LAKEFOREST.EDU). The Help Desk is located on the first floor of Donnelley and Lee Library near the main information desk.

Students can connect and register their computers and other devices on the campus network by opening a web browser and following the instructions they see on the screen. Students may contact the Help Desk for assistance connecting to the network. All residence halls offer wireless networking. Personal wireless routers are not permitted as they often create problems on large enterprise wireless networks. LIT staff closely monitor the consumption of technology resources, and may, when deemed appropriate, prohibit activity that uses excessive amounts of network bandwidth or computing resources. Under no circumstances may the campus network be used for unauthorized distribution (including downloading and file-sharing) of copyrighted music, videos, software, or any other form of intellectual property. Students should be aware that the motion picture and recording industries do prosecute individuals who they believe are engaged in the illegal downloading and distribution of copyrighted materials. There is nothing the College can do to protect a student who has been found in the possession of music, videos, or other software obtained illegally. Students are expected to know and abide by the terms stated in the College’s Acceptable Use Policy; violations will result in referral to the campus conduct system. Questions about this policy may be referred to the Director of LIT.

All students are provided with email accounts and network file storage space. A portal service, My.LakeForest (http://my.lakeforest.edu/ics/), provides students with access to individualized information about class schedules,
CAMPUS AND COMMUNITY RESOURCES
Office of the President

financial aid information, tuition billing statement, unofficial transcripts, and more. For assistance with email or other issues with My.LakeForest, students should contact the Help Desk. Lake Forest College email is considered an official means of communication and students are expected to check it regularly.

The Brown Technology Resource Center (TRC) on the second floor of the library is equipped with high-end computing hardware and specialized software. It is available for students, faculty, and staff to use. LIT staff is available to assist students in the use of hardware and software in the TRC.

A variety of software, including the Microsoft Office suite, is installed on computers in the library computer labs and classrooms. None of the software may be removed or duplicated for use on personally owned computers.

Students may download the Microsoft Office Suite of software (Word, Excel, and PowerPoint) for personal use at no charge. To do this, log into email and click on the Office 365 tab in the upper left corner. Follow the instructions to download the software. Contact the Help Desk for assistance with this.

Each Lake Forest College student receives a $15.00 printing allocation per semester no cost. Funds can be added to student printing accounts at the library reference desk, the Business Office in North Hall, or electronically on the library’s ecommerce site (https://secure.acceptiva.com/?cst=1cb247). Students writing a Senior Thesis are granted an additional one-time $10.00 allocation of printing. Senior Thesis students may also print two copies of their thesis at no charge in the TRC.

Library Services

Millions of volumes of books are available to the students of the College through I-Share, a shared catalog for more than one hundred academic and research libraries in Illinois. Library staff are available to provide additional information about the use of I-Share.

Reference librarians (847-735-5074) are available at the main desk to provide students with assistance in using the library and conducting research for class assignments and papers. Students may also schedule individual appointments with the librarians.

Circulation/Reserves services (847-735-5056) are also provided at the main desk. This is the place to come to check books out, pick up books requested through I-Share, and borrow Reserve materials. Reserve materials are books and articles that faculty have held aside for their students to use in specific courses and may not be taken from the library. In many cases, required textbooks will be on reserve.

Media Services (847-735-5070) is located on the first floor of the library and offers services to students who wish to use audio and video equipment.

Interlibrary Loan (847-735-5067) is a service through which students can request copies of journal articles from other libraries and non I-Share libraries. This service is provided free of charge. Most requests for journal articles are filled within three business days.

Archives and Special Collections (847-735-5064) houses rare items from the library’s collection and records and materials pertaining to the history of the College and surrounding area. This material must be used in the Special Collections reading room and it’s generally best to make an appointment ahead of time.

Office of the President

North Hall, second floor, ext. 5100
CAMPUS AND COMMUNITY RESOURCES

Provost and Dean of the Faculty

The President is the chief executive officer of the College. All officers of the College report directly to the President, including the Provost and Dean of the Faculty, Dean of Students, Vice-President for Development and Alumni, Vice-President for Business, Vice-President for Enrollment, Director of Communications and Marketing, and the Director of Athletics. The President’s Office maintains regular College hours. The President has a weekly office hour for students, and students can also schedule appointments. In the President’s absence, his assistant will refer inquiries promptly to the appropriate person.

Provost and Dean of the Faculty
North Hall 209, ext. 5020

The Dean of the Faculty oversees all academic programs and departments, Community Education, the Registrar, Library and Information Technology, the Writing Center, the Learning and Teaching Center, and, together with the Dean of Students, faculty advising and academic discipline.

Public Safety
Public Safety Building, ext. 5555

The Department of Public Safety (DPS) is charged with maintaining the safety and protection of the entire campus. Even with relatively low crime rates in its surrounding communities, Lake Forest College regards the safety and welfare of its students, faculty, and employees as one of its highest priorities. Along with the training, services, and assistance provided by Public Safety which is necessary to ensure a safe and enjoyable collegiate experience, this goal is best achieved in partnership with the College community. To that same end, all members of the community and their guests are expected to comply with all College policies.

In compliance with federal reporting requirements, Public Safety publishes an Annual Security and Fire Safety Report which contains information regarding matters of importance related to security and safety on campus. It also contains information about crime statistics for the three previous calendar years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by Lake Forest College; and on public property within, or immediately adjacent to and accessible from the campus. The document is available on the Lake Forest College website at http://www.lakeforest.edu/about/ourcampus/safety/report.php. A copy of the report is also available at Public Safety.

While it is important to recognize that individuals must assume responsibility for their own safety and that of others, you are also responsible to become familiar with all policies and programs, implemented by the College, that are intended to provide a safe environment and increase campus security awareness. Some of these policies are highlighted below for your immediate reference.

Reporting Criminal Activity

Students are encouraged to accurately and promptly report all criminal incidents or emergency situations to Public Safety, either in person or by phone. When appropriate, referral is made by Public Safety to local law enforcement. All incident reports are reviewed by the Director of Public Safety, which are also subject to review by the President, the Dean of Students, and the Senior Associate Director of Residence Life for Community Standards and Operations.

Public Safety Personnel and Local Law Enforcement Authorities

Lake Forest College Public Safety officers utilize common-law arrest authority to detain persons who commit crimes on campus and then facilitate transfer of the detained person(s) to local law enforcement. Public Safety maintains a close
working relationship with the Lake Forest Police Department, Lake Forest Fire Department, all appropriate authorities of the local & county criminal justice system, and the Lake County and State of Illinois Emergency Management agencies.

**Campus Facilities**

Access to all campus facilities, buildings, and residences is restricted to Lake Forest College students, faculty, and employees and their guests. The exterior doors to all campus residence halls are designed and equipped to remain locked 24 hours a day. Resident housing staff assists in promoting a safe environment by making rounds of the residence halls daily. Public Safety officers are also tasked with occasional patrols through the residence halls in addition to all other campus buildings and grounds.

Students are expected to resist allowing persons unknown to them from entering a locked building right behind them (known as tailgating or piggybacking), which can compromise the safety and security of all the building’s residents. Resident students are also strongly encouraged to ensure that they lock their room doors at hall times, and especially when they are not physically present in the room, even if only for a few minutes.

**Identification Cards**

An Identification Card (ID) is issued as proof of membership in the College community. IDs may also be necessary to gain entry into College facilities and College-sponsored events. As such, it must be carried at all times and presented upon request by any College official, including Public Safety personnel, Residence Life staff members, dining facility administrators, and librarians. Failure to produce a College ID when requested by a College official may result in disciplinary action.

Cards are not transferable and may not be used by anyone other than the person to whom it was issued. Alteration or misuse of a College ID card is a serious infraction of College policy and will result in disciplinary action.

New or replacement identification cards can be obtained at the Public Safety building 24 hours a day, every day of the year. Temporary cards are available in Public Safety for a fee of $1 per day. Lost or badly damaged cards must be replaced and require a $25 replacement fee. Students who wish to replace their College ID when they turn 21 may do so at no cost provided they turn in their current ID.

**Bicycles, Scooters, Skateboards, and Skates**

Riding any bicycles, scooters, skateboards, or skates of any type is strictly prohibited inside any campus buildings at any time.

Bicycles must be registered with Public Safety and may only be parked and secured in bike rack areas outside of all buildings on campus. Bicycles locked to anything other than the provided bike racks will be removed by Facilities Management, at the owner’s expense, and turned over to Public Safety where the owner can retrieve it.

Between the spring semester and summer session, Facilities Management will post notices informing residents that bicycles that are not registered with Public Safety and displaying the registration sticker will be considered abandoned and will be removed.

**Speed Limit**

The campus speed limit is 15 mile per hour. Extra care is required when approaching pedestrian crosswalks, particularly those that cross city streets. Please drive carefully.
CAMPUS AND COMMUNITY RESOURCES
Registrar

Parking
Please refer to the section entitled “Campus Parking” in “Policies and Procedures – non-academic.”

Registrar
North Hall 100, ext. 5025

The Registrar handles course registration, course information, and transcripts.

Services for Students with Disabilities
In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, Lake Forest College recognizes that qualified students who have diagnosed disabilities, including learning, psychological and medical disabilities, are entitled to an equal opportunity to participate in and benefit from the educational programs of the College, as well as any other privileges, services, goods, advantages or accommodations of the College. Accordingly, the College will provide reasonable accommodations upon a student’s request, if the request is accompanied by the appropriate documentation. Please see “Services for Students with Disabilities” in Policies and Procedures – Non-Academic later in this handbook for more information, or contact:

Teryn J. Robinson, Assistant Dean of Faculty for Learning Support
847-735-5167
Fax: 847-735-6297
robinson@lakeforest.edu

Student Affairs
Rosemary House, ext. 5200

The Division of Student Affairs, headed by the Dean of Students, supports student learning through co-curricular education and programming. Student Affairs comprises the administrative units of Residence Life, Intercultural Relations, the Gates Center for Leadership and Personal Growth, Community Standards, the Health and Wellness Center, and the Department of Public Safety. In addition, Student Affairs has administrative responsibility for student conduct, student records, and withdrawal from the College, and student leaves of absence.

Writing Center/Tutoring
Johnson B, ext. 5233

The Writing Center offers students free tutorial assistance, information, and resources for writing tasks of every type—short papers, lab reports, business letters, cover letters, research papers, senior theses, creative writing, and letters of application. The Director of Writing Programs, a Writing Center Fellow, and a staff of well-qualified student tutors provide a free support service at all levels of writing competency: help with grammar, punctuation, manuscript preparation, and style; guidance in better organization, outlining, and proofreading; and writing instruction and English language assistance for non-native speakers. Handouts on various aspects of writing can be downloaded from the Writing Center website. These materials cover the needs of all disciplines taught at the College, just as the tutorial staff represents a wide spectrum of disciplines and writing experience. Please note that the Writing Center is not a proofreading or editing service, but rather a place where students learn how to write well. The Writing Center is open to all members of the campus community at regular hours six days a week, Monday through Friday and on Sunday. Drop-in visitors are welcomed on a first-come, first-serve basis, but students are encouraged to schedule appointments using the on-line scheduling system available from the Writing Center website or by calling ext. 5233.
RESIDENCE LIFE

Mission

RESIDENCE LIFE
Rosemary House, 847-735-6232
reslife@lakeforest.edu
www.lakeforest.edu/studentlife/living

Mission
In a safe and secure environment, Residence Life will develop a vibrant community and teach students critical thinking and ethical decision-making. These experiences will empower students to become global citizens.

Core Values
- Community
- Diversity
- Integrity
- Learning and Personal Development
- Respect
- Responsibility

Objectives
The objectives of the Residence Life program are many and varied. The residence hall should not be merely a place to sleep and study. It is a place of learning experiences as important to the development of the total person as the classroom.

Residence Life staff members, including Resident Assistants (RAs), Residence Directors (RDs), Associate Directors of Residence Life (AD), and the Director of Residence Life, play an integral role in:
1. Assisting students in their orientation and adjustment to college life;
2. Providing an academic environment in which all students develop intellectual pursuits, capitalizing on their own abilities;
3. Facilitating the positive influences of communal living: recognition of varying lifestyles, attitudes, and values; development of mutual respect and concern; encouragement of self-discipline, cooperation, communication, and individual responsibility; opportunities for many and varied formal and informal social interaction; and experiences in democratic living;
4. Providing for the communication of (1) information, ideas, and College policies and procedures to students and (2) students’ needs, attitudes, opinions, and values to the administration.

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

Eligibility for Housing
All students attending Lake Forest College with an academic course load of three or more course credits may reside in College-owned residential facilities. If a student who has selected or been assigned a room decides not to use the room assigned, the student must notify Residence Life by completing and submitting a Housing Cancellation Application. All students participating in approved off-campus study programs must also complete and submit a Housing Cancellation Application, in addition to the Housing Application for assignment to housing during the semester in which they return.
Reduction of Academic Course Load

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

Married Students and Students with Children

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

Housing Contract

When assigned to a room, new incoming students receive a room assignment letter and a Housing Contract. For returning students, in order to be eligible to select or be assigned to a room in the campus room selection process, he/she is required to sign, and have on file in the Office of Residence Life, a Housing Contract for the upcoming academic year. Students who do not have signed housing contracts on file are not guaranteed housing and will not be permitted to move in to their rooms.

Room and Board Charge

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

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

Housing Refund

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

Board Plan

For specific information regarding meal plans, please visit “Food Service” under “Campus Services and Contacts.”

ARAMARK Dining Services offers a prepayment program for nonresidential students that employs the student identification card as a declining-balance payment card and provides financial benefits for certain levels of prepayment. Exemptions from the board plan may only be granted by the Director of Residence Life when there are documented medical or religious dietary restrictions that ARAMARK Dining Services is unable to accommodate, without exception.

Room Entry

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

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

Room Searches

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

Room Searches

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

Dates of Occupancy

Residence Hall Opening

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

Winter Break Closing and Spring Semester Opening

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

Students are not allowed to return to campus or move in until 9:30 a.m. on the Sunday before registration day for spring semester.

Early Return/Arrival and Late Departure Fines

Students may not move in before designated hall opening times and must leave prior to hall closing times. If a student attempts to move into a residence hall before the times specified or fails to vacate the residence hall room by the times specified in the Housing Contract, the student will be assessed fines, will be subject to disciplinary action, will not be issued a key, will not be able to drop off belongings in the room, and/or will be required to vacate the premises by College officials. In the event that a student encounters unexpected circumstances precluding him/her from following the ordinary return/arrival/departure guidelines, the student should contact the Office of Residence Life immediately. In these situations, the student may be assessed a $25 per day for early arrival or late departure.
Residence Hall Closing
At the conclusion of each semester, all residence halls close at noon on the day after the last scheduled exam. At the end of the spring semester, resident undergraduates who are not graduating must check out and vacate their rooms within 24 hours after their last exam or by noon the day after the last scheduled exam prior to Commencement, whichever is earlier. Those who are graduating are required to check out and vacate by noon on the Sunday following Commencement. In order to properly check out, residents must set up an appointment at least 24 hours in advance of their desired check-out time with a member of the Residence Life staff. During this appointment, the resident will complete a room inspection form and return the room key. Failure to properly check out with the Residence Life staff or to return the room key will result in fines (see page 32 for summary of charges). It is the expectation of the College that students leave their rooms clean and damage-free at the end of the semester. Failure to do so will result in fines.

Student Workers, End of Spring Semester
All students who are approved for late departures at the end of the spring semester must be available to work for a campus department for a minimum of five hours both Thursday and Friday prior to Commencement. Students working as ushers during Honors Convocation and Commencement must work a minimum of five hours each day. Students working for campus departments will be paid in accordance with the College policy on student wages. Students approved for late departures must still check out with the Residence Life staff prior to noon on the Sunday following Commencement.

Housing Procedures

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

Lost Key Charges
An individual who loses a room key or fails to return a room key at check-out will be charged $50, and the lock on the door will be changed. When a student loses his/her room key, the student must report their key as lost to a Residence Life staff member, who will submit a work request to have the lock changed. The student will be billed $50.00, which will appear on the student’s account.

Lock-Outs
Students who are locked out of their rooms and request entry from a College official will be charged $5 per incident. If a resident is locked out of his/her room during Resident Assistant (RA) duty hours, the resident must have a student ID and may approach their Resident Assistant or the Residence Life staff member on duty to open the room. If a resident is locked out of his/her room during the day (between 8:30 a.m. and 5:00 p.m.), and if no member of Residence Life staff is in the building, then he/she may obtain a temporary key from Facilities Management to use for twenty-four hours only. In the event the key is not returned to Facilities Management within twenty-four hours, a work order will be generated to change the lock, new keys will be issued, and a $50 fee will be charged to the student’s account. If a resident is locked out in the middle of the night or prior to duty in the evening, he/she may call the Department of Public Safety to get into the room.

Room Changes
The room change process is a self-service, online process that begins two weeks after the first day of classes. Students will be permitted to move to another room based on availability of spaces and the student’s eligibility to live in a specific community. Room changes are not guaranteed, as the Office of Residence Life cannot predict the availability of rooms.
Students who participate in the online, self-service room change process will receive confirmation of their successful room change via email from the Office of Residence Life. That email will contain further instructions, including a timeline, for obtaining keys and moving to the newly selected room as well as checking out of the current assignment.

If a room change request is made because of a roommate conflict, all other means of resolution (e.g., roommate contracts, mediation, etc.) must be exhausted before a room change will be granted. Consultation with Residence Life staff (e.g., your Resident Assistant or Resident Director) is expected prior to submitting a Room Change Application. It is the expectation of the Office of Residence Life that students make every effort to live together in a civil and responsible manner.

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

**Room Change Instructions**

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

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

**Vacancies in Residence Hall Rooms**

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

1. The current resident(s) living in the room may find someone she/he would like as a roommate. If they agree, they should inform the Office of Residence Life. The friend should participate in the online, self-service room change process. Students should not move until they are authorized to do so by the Office Residence Life.
2. If the current resident does not have someone with whom he/she would like to live it is possible that a new roommate may be assigned at any time. Space for a new roommate must be kept available at all times and should include a clear and empty bed, closet space/wardrobe, dresser, desk, and chair. The space will more than likely be filled by Residence Life with a student who needs a room change or is just moving onto campus. Once Residence Life has started the process or assigning someone to a current resident’s room, it is too late for the current occupant(s) to request someone specific. Space for the newly assigned student must be made immediately and the current resident is expected to treat the new roommate with respect. If the Residence Life staff have reason to believe that a resident is acting in an unwelcoming manner in hopes of forcing the roommate to move out so that the resident can maintain the room to him/herself, conduct action may be taken.
Abandoned Property
Occasionally a student vacates his or her campus housing assignment during the course of the academic year. In these circumstances, students are expected to remove all of their belongings, return the room key, and otherwise follow proper check-out procedures. A student has five (5) business days from the date of cancellation and/or departure to make arrangements with the Office of Residence Life to complete the move-out/check-out process. The student has an additional five (5) business days to complete the move-out/check-out process. If a student fails to check out properly and/or remove her/his property from the room within the 10 business days indicated, any belongings left behind will be considered abandoned. When possible abandoned property will be stored or shipped at the student’s expense, although it may be disposed of or donated.

Room Selection Process
Room Selection is the process by which students select a room for the following academic year. This process begins in early spring each year for the following academic year. In order to be eligible to participate in Room Selection, all students must clear their student accounts of any outstanding balances, thus leaving their matriculation deposit. The matriculation deposit is only refundable when a student leaves the College. Students who meet these financial conditions prior to the deadline will be assigned a lottery number (students are categorized based on the number of credits as indicated by the Registrar's Office as of March 1 with ties broken by cumulative grade point average). The lottery number determines the student’s order of selecting a room for the following academic year. Failure to meet the announced deadline will jeopardize the student’s eligibility and assignment for Room Retention, Gender Inclusive Housing, Special Needs Accommodations, Living Learning Communities, and all special interest housing. A complete schedule of dates for the Room Selection process will be made available early in the spring semester.

Room Retention
Returning students who wish to remain in the room they secured in the previous year’s room selection process will be permitted to do so if certain criteria are met. The opportunity to retain a room will take place prior to General Room Selection, and specific information will be made available in early spring semester. First-year students and new transfer students are not eligible for Room Retention.

Gender Inclusive Housing
The College permits returning residents to self-select a room assignment not based on gender. Gender Inclusive room assignments are available only by resident request and must be mutually agreed upon by all parties occupying the room.

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

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

No wait list will be established following the spring Room Selection process. As spaces are available, they will be assigned. Students who want housing at any other time must complete an On-Campus Housing Application at the Office of Residence Life. During the academic year, assignments will be made as soon as possible and as space becomes available.

Housing Cancellation

Changing of Residency Status from Resident to Nonresident (Commuter)

Students who are assigned to housing for the current or upcoming academic year may request to cancel their housing assignment by submitting a Housing Cancellation Application to the Office of Residence Life. Current resident students who chose to live off-campus, participate in an off campus program, or withdraw from the College must submit a Housing Cancellation Application in order to be removed from the housing system AND notify the College of their off-campus address. All appropriate documentation must be provided with the form. Students are responsible for any and all room condition and check out charges (if applicable) which will be charged to their Lake Forest College student account.

Check-Out Procedures

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

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

Fall Semester Housing

The following charges apply for changing residency status from resident to nonresident/commuter/off-campus study participant or withdrawal from the College for the fall semester.

<table>
<thead>
<tr>
<th>If you notify the Office of Residence Life:</th>
<th>The charge is:</th>
</tr>
</thead>
<tbody>
<tr>
<td>After Room Selection and before June 1st</td>
<td>No charge</td>
</tr>
<tr>
<td>On or after June 1st, before July 1st</td>
<td>$500</td>
</tr>
<tr>
<td>On or after July 1st</td>
<td>$750</td>
</tr>
<tr>
<td>On or after first day of Fall classes</td>
<td>$750 plus prorated room and board charges</td>
</tr>
</tbody>
</table>

Spring Semester Housing

The following charges apply for changing residency status from resident to nonresident/commuter/off-campus study participant or withdrawal from the College for the spring semester.

<table>
<thead>
<tr>
<th>If you notify the Office of Residence Life:</th>
<th>The charge is:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before December 1</td>
<td>No charge</td>
</tr>
<tr>
<td>On or after December and before first day of Spring classes</td>
<td>$150</td>
</tr>
<tr>
<td>On or after first day of Spring classes</td>
<td>$150 plus prorated room/board charges</td>
</tr>
</tbody>
</table>
RESIDENCE LIFE

Housing Cancellation

After the change in residency status from “resident” to “nonresident (commuter)” has been processed, the Office of Residence Life will notify all other administrative offices (including the Business Office, ARAMARK, the Department of Public Safety, and the Dean of Students). Any room and board charges/ refunds will be determined by on a per diem basis. Flex dollars from meal plans are not refundable. Any other charges/fines upon checking out of the residence halls will be determined by policies in this Student Handbook and as outlined above.

Changing of Residency Status from Nonresident (Commuter) to Resident

During the academic year, nonresident/commuter students who wish to live in campus housing for the current academic year must submit a Housing Application to the Office of Residence Life. Students who wish to live on campus for the following academic year must participate in the Room Selection process that takes place in the spring semester.

Off-Campus Programs and Residence Life

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

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

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

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

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

a. The Residence Life staff member will notify the Associate Director immediately.
b. The Associate Director will notify the Dean of Students immediately.
c. The Associate Director will contact a Public Safety officer to locate the student at his/her room or on campus.
d. The Public Safety officer will escort the student to the Dean of Students’ office.
e. The Associate Director will consult with Facilities Management to have the lock changed at the student’s expense.
f. The student will not be permitted to enter the room without being escorted by a Public Safety officer. The Public Safety officer will supervise the student in packing and gathering all belongings, and the student will check out with a Residence Life staff member.
g. The student will be escorted from the residence hall and campus by a Public Safety officer.
h. If deemed necessary by the Dean of Students or the Director of Residence Life, all items in the room that belong to the student will be packed and stored or shipped at the student’s expense.

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

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

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

If students choose to work on campus during the summer, they will have to complete a Summer Hire Form. Students may not work more than 7.5 hours per day, and, if after 7 hours per day, must indicate taking a 30-minute break on their timecards. FICA tax is withheld for months when school is not in session for U.S students only. As a benefit, students are allowed summer meals if they work at least 25 hours per week.

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

Summer Housing Applications are available in the Office of Residence Life in early April and are due prior to finals week. Late applications will be accepted as space is available. The cost of summer housing is determined in the spring by the Business Office, and a receipt from the deposit must accompany the application. The deposit is refunded after the student checks out of the room for the summer, minus any damage or check-out fines or back rent owed. Summer residents must vacate the campus within 24 hours of termination of College employment or completion of classes.

Summer Prepayment
A prepayment of $100 is required, paid at the Business Office, before applying for summer housing. A copy of the prepayment receipt must be submitted with the Summer Housing Application. The prepayment is applied to housing charges on a student’s account one week after the student checks in. Summer residents must vacate the campus within 24 hours of termination of College employment or completion of classes. Proper check-out involves: (1) setting up an appointment with a Summer RA to complete the RCR, (2) returning the summer room key and signed RCR to the appropriate Residence Life staff member or Office of Residence Life, and (3) removing all belongings and vacating the premises. Upon proper and timely check-out, the student may pick up a summer deposit refund from the Business Office. Any fines or charges for damages will be billed to the student’s account within ten days of checking out of the room.

Payment for Summer Housing
Students are responsible to pay summer housing charges if residing on campus during the summer. The student must complete a housing application. The student is required to pay for housing, but if not paid, the amounts will be automatically deducted from the student’s payroll. If payroll or payments are not sufficient to cover the balance due, the college will bill the student’s tuition account.
Disciplinary Records and Summer Housing
Students must be in good disciplinary standing to be eligible for summer housing. All College policies apply during Summer Sessions. Please be familiar with all College and Residence Hall policies as stated in the Student Handbook. Students with significant disciplinary records are ineligible for summer housing.

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

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

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

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

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

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

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

Summary of Charges/Fines

<table>
<thead>
<tr>
<th>Fires Safety Fines</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire Extinguisher Glass</td>
<td>$100</td>
</tr>
<tr>
<td>Failure to evacuate residence hall during alarms</td>
<td>$150</td>
</tr>
<tr>
<td>Fire Extinguisher (Shot Off)</td>
<td>$100</td>
</tr>
<tr>
<td>Missing Fire Extinguisher</td>
<td>$200</td>
</tr>
<tr>
<td>Exit Sign/ Emergency Light</td>
<td>$300</td>
</tr>
<tr>
<td>Refilling Fire Extinguisher</td>
<td>$150</td>
</tr>
<tr>
<td>False Fire Alarm (may also incur fine from the City of Lake Forest)</td>
<td>$500</td>
</tr>
<tr>
<td>Candles/Incense Possession or Use</td>
<td>$25 per item</td>
</tr>
<tr>
<td>Disconnected/Covered Smoke Detector</td>
<td>$50</td>
</tr>
<tr>
<td>Smoking</td>
<td>$50</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Room Change Fines</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Failure to Check In to New Room</td>
<td>$25</td>
</tr>
<tr>
<td>Failure to Check Out of Old Room</td>
<td>$25</td>
</tr>
<tr>
<td>Failure to Return Key</td>
<td>$50</td>
</tr>
<tr>
<td>Unauthorized Room Change</td>
<td>$50</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Additional Fines/Charges</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Arrivals (prior to opening) and/or gaining access to hall/room when it is closed</td>
<td>$50 per hour/per person</td>
</tr>
<tr>
<td>Late Departures (after closing)</td>
<td>$50 per hour/per person</td>
</tr>
<tr>
<td>Improper Check-Out (Failure to properly check out)</td>
<td>$50</td>
</tr>
<tr>
<td>Removal of Furniture (lounge)</td>
<td>$50 per item</td>
</tr>
<tr>
<td>Lock-Outs</td>
<td>$5 per incident</td>
</tr>
<tr>
<td>Pet Policy Violation</td>
<td>$50 per day of violation</td>
</tr>
<tr>
<td>Removal of Window Screens</td>
<td>$50</td>
</tr>
<tr>
<td>Failure to Dismantle/Remove Lofts</td>
<td>$75</td>
</tr>
<tr>
<td>Insufficient Cleaning</td>
<td>$50 and up</td>
</tr>
<tr>
<td>Garbage/Trash in Common Areas, Hallways</td>
<td>$25</td>
</tr>
<tr>
<td>Excessive Garbage</td>
<td>$75 and up</td>
</tr>
<tr>
<td>Failure to sign housing contract by designated deadline</td>
<td>$50 first deadline; $100 second deadline; $500 final deadline</td>
</tr>
</tbody>
</table>
RESIDENCE LIFE
Damage Policy and Vandalism

| Unauthorized Appliance | $25 and up |

**Damage Charges**

Charges within student rooms will be determined by the fines listed or by the actual cost (materials, labor, and overhead) of the replacement or repair of the property damaged, whichever is greater. If determined by Residence Life or Facilities Management that labor costs are greater than posted fees, charges may be higher.

<table>
<thead>
<tr>
<th>Item</th>
<th>Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bed Frame</td>
<td>$250</td>
</tr>
<tr>
<td>Chair</td>
<td>$100</td>
</tr>
<tr>
<td>Closet Door</td>
<td>$185</td>
</tr>
<tr>
<td>Desk</td>
<td>$275</td>
</tr>
<tr>
<td>Doorknob and Lockset</td>
<td>$150</td>
</tr>
<tr>
<td>Door Refinishing</td>
<td>$75</td>
</tr>
<tr>
<td>Dresser</td>
<td>$275</td>
</tr>
<tr>
<td>Lamp</td>
<td>$40</td>
</tr>
<tr>
<td>Large Furniture</td>
<td>$500 and up</td>
</tr>
<tr>
<td>Light Fixture</td>
<td>$100</td>
</tr>
<tr>
<td>Light Fixture Globe</td>
<td>$35</td>
</tr>
<tr>
<td>Lock Core</td>
<td>$50</td>
</tr>
<tr>
<td>Mattress</td>
<td>$125</td>
</tr>
<tr>
<td>Medicine Cabinet</td>
<td>$200</td>
</tr>
<tr>
<td>Mini-Blinds</td>
<td>$65</td>
</tr>
<tr>
<td>Mirror</td>
<td>$35</td>
</tr>
<tr>
<td>Paint (per wall/per coat)</td>
<td>$100</td>
</tr>
<tr>
<td>Radiator Valve</td>
<td>$100</td>
</tr>
<tr>
<td>Recycling Bin</td>
<td>$10</td>
</tr>
<tr>
<td>Screen</td>
<td>$50-150</td>
</tr>
<tr>
<td>Shower Curtain</td>
<td>$25</td>
</tr>
<tr>
<td>Sink</td>
<td>$150 + labor</td>
</tr>
<tr>
<td>Smoke Detector</td>
<td>$35</td>
</tr>
<tr>
<td>Telephone Jack</td>
<td>$65</td>
</tr>
<tr>
<td>Toilet</td>
<td>$250 + labor</td>
</tr>
<tr>
<td>Towel Rack</td>
<td>$35</td>
</tr>
<tr>
<td>Tub</td>
<td>$600 + labor</td>
</tr>
<tr>
<td>Tub-Refinished</td>
<td>$500</td>
</tr>
<tr>
<td>Wardrobe</td>
<td>$450</td>
</tr>
<tr>
<td>Waste Basket</td>
<td>$10</td>
</tr>
<tr>
<td>Window</td>
<td>$350 and up</td>
</tr>
<tr>
<td>Window Lock</td>
<td>$50</td>
</tr>
</tbody>
</table>

**Liability and Renter's Insurance**

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

premises caused by fire, water, steam, the elements, insufficient heat, loss or surges of electricity, or the actions of third persons. The College is not responsible for loss or damage due to any situation beyond its control.

Residence Hall Community Involvement

Residence Hall Programs and Activities
The Residence Life staff, as well as the Gates Center for Leadership and Personal Growth, the Office of Intercultural Relations, the Wellness Center, and our several student organizations, offer many opportunities for students to participate in leadership, service learning, and governance across campus. The Residence Life staff offers programs and activities that address the needs of the each residence hall community. Residents are encouraged to take an active interest in the community life of their residence hall by assisting RAs in planning community-wide activities.

Paraprofessional Staff Leadership Opportunities
Resident Assistants (RAs) work with other students and other residence hall staff members to facilitate and develop a community environment within the residence hall that contributes to the intellectual, social, and cultural growth of residents and meets their educational, social, and safety needs. The RA upholds and presents the philosophy and policies of Lake Forest College. Additionally, the RA acts as a liaison between residents and College administrators. RAs strive to develop an inclusive, creative, and dynamic community that engages students in the pursuit of intellectual and artistic excellence, fosters personal and professional development, and provides opportunities to explore and realize their individual potentials. Applications for RA positions are available at the end of the fall semester and beginning of the spring semester, or as positions become available.

Community Room Reservations
Community rooms in Lois Durand Hall (1st Floor Lounge), Nollen Hall (3rd Floor Community Room), Deerpath Hall (Abbott Common Room and T.V. Lounge), Blackstone Hall (Basement Lounge), Moore Hall Multipurpose Room, and Cleveland–Young International Center (1st Floor Lounge and Kitchen) may be reserved through the Office of Residence Life.

Student Organization Lounges
The privilege of using basement lounges located in Gregory, McClure, and Roberts halls will be reviewed annually by the Gates Center.

Policies Governing Student Organization Lounges
1. Lounges may only be used for official student organization functions, registered at the Gates Center for Leadership and Personal Growth.
2. During the winter break and summer break periods, all lounges are locked and inaccessible to student organization members.
3. Individual members of the student organizations are prohibited from using the lounge for storage of personal belongings (e.g., boxes, furniture) at any time, including the winter break and summer break periods.
4. Keys for student organization lounges will be issued to a designated person of that organization through Facilities Management with approval by the Office of Residence Life and the Gates Center. At the end of each academic year, the key must be returned to Facilities Management. Keys may not be given to other organization members or students without documented approval of Facilities Management and the Office of Residence Life.
5. All other residence hall policies and College policies apply to student organizations and their members and guests.
6. Organizations that lose recognition on campus are required to vacate the lounge and lose the privilege of using the lounge.
Residence Hall Policies
Violation of residence hall policies will result in referral of the student to the Lake Forest College conduct process and may result in disciplinary action.

Animals/Pets
Fish (defined as animals with fins and gills, living under water 24 hours a day) are the only pets permitted in the residence halls. Maximum tank size is 10 gallons. All other pets are strictly prohibited in all resident rooms or other residence hall public areas. Residents found in violation of this policy will be fined $50 per day of violation. Immediate removal of the pet to an off-campus location is required. Animal Control officials will be contacted if the animal is not removed immediately. Violators will also be subject to disciplinary action. Residents are restricted from feeding or leaving food outside the buildings for wildlife. This policy has been established to prevent an infestation of fleas and/or the presence of disease-carrying animals that may pose a danger to residents.

Appliances/Power Sources
Residents are warned against overloading the electrical circuits in their rooms. Each room carries a load of three to seven amps. Each stereo, television, or refrigerator draws approximately two amps. Rooms are not wired to permit the use of large electrical appliances. Residents should unplug appliances after use. Be sure to use appliances in open areas free from combustible items (e.g., paper, curtains, and clothes). George Foreman Grills, sandwich machines, and coffeepots are permitted.
- Freestanding microwaves are prohibited in any resident room. Microfridge units are allowed in all residence hall rooms.
- Appliances with open heating coils, such as toasters, toaster ovens, or single burner units are prohibited.
- Refrigerators larger than 4.6 cubic feet are prohibited.
- Hot tubs and water beds are not permitted.
- All air conditioning units are prohibited in any resident room, including portable air conditioning units and window mounted units.
- Only UL approved three-prong grounded extension cords are permitted.
- Extension cords may not exceed six feet in length.
- Only one extension cord may be used per double outlet.
- Only one surge protector strip (with a 15-amp resettable circuit breaker) may be used per double outlet.
- Rewiring of resident rooms by non-College employees is prohibited.
- Radio or television antennae or cable/satellite dishes placed outside students’ rooms are prohibited.
- Tampering with or removing electrical outlet or light switch covers is prohibited.
- Tampering with electrical wiring is prohibited.

Balconies, Hallways, Stairwells, Railings, and Roofs
- Balconies outside of Gregory, McClure, and Roberts may not be used as an extension of resident rooms for any reason.
- Balconies, hallways, and stairwells must be kept clear of trash and debris at all times. Residents are responsible for the balcony and hallway space immediately outside their room door.
- Stairwells and hallways should not be blocked at any time; this includes, but is not limited to: trash, boxes, bicycles, shoes, and toiletry baskets/containers. Stairwell doors may not be propped open.
- Sitting, standing on, climbing, or hanging from a balcony, railing, or roof is prohibited.
- Clothing, bikes, banners, or signs may not be hung from balconies, roofs, stairwells, and/or windows.
Barbecues
For outdoor barbecues, College policies regarding noise/quiet hours, trash, and alcohol must be followed at all times. A College official may shut down a barbecue if appropriate.
- Fires may only be lit in a grill or Hibachi-type barbecue.
- Barbecues must be lit at least 50 feet from any residence hall or building.
- Barbecues are prohibited after dark.
- Accelerants may not be used (e.g., lighter fluid, pre-soaked charcoal, propane, gasoline) or stored in residence halls.
- Fires must be completely extinguished and coals should be doused with water before being disposed of.

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

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

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

Residents seeking to honor religious observations or cultural holidays should contact their Residence Director.

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

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

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

- Curtains may be hung using tension rods in the window frames. Drilling holes in walls or using nails to hang curtain rods is prohibited.
- Dartboards and/or archery equipment are prohibited in residence halls.
- Decorations on the outside of room doors are encouraged but should be posted with consideration for community standards. Hallways and other public spaces are considered to be semi-private areas. As such, residents are advised to balance their own desires for free expression with the community’s sense of decorum and propriety. If a resident is asked to remove something that has been deemed offensive from the outside of a door—by residents, Residence Life staff, or any other member of the College community—he or she is expected to comply. On the other hand, residents have a right to post decorations on their door without the fear of unwarranted interference or vandalism of any sort. Defacing a resident’s door or door decorations is prohibited.
- Road Signs – Government issued road signs (e.g., stop signs, street signs) are prohibited in the residence halls.
- College property that has been stolen or removed without permission is prohibited in the residence halls. This includes but is not limited to signs, traffic cones, stanchions, wet floor signs, etc.
- Walls/Ceilings - Painting rooms in the residence halls is strictly prohibited. Wallpaper and borders are prohibited. Decorations should be guided by good sense. Blinds may not be removed from windows. Occupants are fully responsible for damages to their rooms. Nothing may be drilled, nailed, or screwed into the walls, ceilings, or floors. Residents are prohibited from filling any holes that may exist. Residents will be billed for damage to walls. Hanging items from ceilings is prohibited.

**Elevators**

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

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

In the event of continued misuse, the elevators may be deactivated for a period of time to be determined by Residence Life staff.

**Fire Safety**

- In case of a fire alarm, all residents must evacuate the building immediately and report to the location designated by Residence Life Staff. Residents are not to re-enter the building until instructed to do so by the Fire Department, a Public Safety Officer, or a member of the Residence Life staff. Residents refusing/failing to evacuate or return to the building before they are told to do so will be subject to disciplinary action and a fine.
- Tapestries (cloth wall hangings) are not permitted to be attached to ceilings and may not cover more than 25% of the available wall space in a room.
- Tampering with fire safety equipment (e.g., fire extinguishers, smoke detectors, sprinkler heads, fire evacuation stickers) is prohibited and will result in a fine and disciplinary action.
- The mishandling of fire extinguishers and fire alarms is prohibited. The inappropriate discharge of a fire extinguisher will result in a $100 fine plus refilling costs in addition to disciplinary action. Sounding a false fire alarm is a felony and will be treated as such. Additionally, a fine will be charged.
- Covering or disconnecting smoke detectors is prohibited. A fine will be assessed for each disabled smoke detector, in addition to the cost of repair or reconnection.
Residence Hall Policies

- Stairwells and hallways should not be blocked at any time; this includes, but is not limited to, blocking stairwells with trash, boxes, or bicycles. Stairwell doors may not be propped.

Furniture and Lofts

- Furniture may not be stacked, except for a maximum of 2 bunked beds that are secured using bunking materials provided (e.g. bed pins, frame connectors, etc.) by the Office of Residence Life.
- The construction of lofts of any kind or the use of other materials to elevate beds or other furniture, personal or College owned, is strictly prohibited. The only lofts permitted in the residence halls are those acquired through www.bedloft.com. Residents must dismantle and remove any prohibited loft within 24 hours. Residents are responsible to set-up, dismantle, and return any loft in accordance with the terms of the contract with Bedloft.com. Residents found in violation of this policy and/or any contract signed with BedLoft.com may be assessed fines by Bedloft.com and/or the College and referred to the student conduct process.
- Beds that have been bunked or lofted may not be placed adjacent to any window, door, or passageway so that they block or impede access, exit, or view to the room in case of emergency. The top of a lofted or bunked mattress must be at least 30 inches below the ceiling or sprinkler head.
- Waterbeds are prohibited.
- Hot tubs are prohibited.
- College-owned furniture must remain in common areas. Residents found with common area furniture in their College-managed residence may be assessed a fine and/or referred to the student conduct process. Residents must return the furniture within 24 hours and may be responsible for any associated repair or replacement costs.
- Any costs associated with the repair or replacement of college owned common area furniture may be charged to the entire community if responsible person(s) cannot be identified.
- Residents are prohibited from placing furniture in foyers, hallways, or on balconies. Residents may not remove college owned furniture from their College-managed residence and must return the furniture in their College-managed residence to its original arrangement before checking out. The costs associated with missing or damaged furniture at the time of checkout or College-managed residence inspection may be charged to the student responsible for the missing or damaged furniture.

Gambling

- Gambling in the residence halls is prohibited.

Hall Sports

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

Keys

A room key is issued to each resident at check-in. Residents should carry their keys at all times and lock their doors. Residents must return keys immediately upon checkout or reassignment and sign the appropriate key envelope. Residents must report any lost or stolen keys to the Residence Director.

- Residents may not borrow keys from each other or loan keys to anyone.
- All keys issued to residents are the property of Lake Forest College and may not be duplicated.
- Unauthorized possession of keys will result in the confiscation of the key and possible restriction of the individual from the building.
RESIDENCE LIFE
Residence Hall Policies

- A resident who requests access to his/her room by a Residence Life staff member or Public Safety Officer for a lock-out will be assessed a $5 charge. This fine will be posted on the resident’s account and must be paid to the Business Office, North Hall.

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

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

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

Posters/Flyers in Residence Halls
All student organizations wishing to post flyers in the residence halls may submit copies to the Office of Residence Life for distribution by the Residence Life staff in accordance with the following rules:
- All posters, flyers, and banners must be approved by the Office of Residence Life. Each flyer must be stamped by the Office of Residence Life. Flyers (11 copies) may be submitted to the Office of Residence Life at Rosemary House for approval and for posting by the residence hall staff. The Office of Residence Life reserves the right to deny approval of flyers/posters in residence halls. All flyers, posters, and banners not approved by Residence Life will be removed and recycled.
- Flyers or posters advertising events and ideas may not make reference to alcohol or other drugs.
- Removing flyers/posters solely because they oppose individual values/beliefs is prohibited.
- Posters, flyers, or banners may not be placed on any exit doors, fire doors, or windows.
- Only one flyer will be posted in each residence hall.

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

Quiet Hours and Courtesy Hours

*Courtesy Hours*
RESIDENCE LIFE
Residence Hall Policies

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

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

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

Quiet Hours are as follows:

- 10:00 p.m. — 8:00 a.m. Sunday through Friday
- 2:00 a.m. – 8:00 a.m. Friday through Sunday

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

Summer Session Quiet Hours for all student residences:

- 5:00 p.m. Sunday – 5:00 p.m. Friday
- 2:00 a.m. Friday night – 10:00 a.m. Saturday morning
- 2:00 a.m. Saturday night – 10:00 a.m. Sunday morning

During exam week, 24-hour quiet hours will be enforced in all residence halls starting at 5:00 p.m. on the last day of classes and extending through the end of hall closing for winter break (at end of Fall semester) and the end of graduating seniors’ Hall Closing (at the end of Spring semester).

**Solicitation**
Soliciting of funds, commercial advertising, or sales and distribution of commercial items in the residence halls must be approved in advance by the Office of Residence Life. Generally, soliciting must be sponsored by a College-recognized organization, and individuals engaged in the solicitation must be current students.

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

**Windows and Screens**
- Windows may not be used as an entrance or exit to rooms.
- Signs, pictures, banners, empty bottles, and similar objects may not be displayed in windows so that they block or impede access, exit, or view to the room in case of emergency. This is to ensure the health and safety of residents and rescue personnel.
The removal or vandalism of window screens is prohibited. There will be a $50 fine for removing a window screen. Replacement of damaged or missing screens will be at the expense of the resident.

Visitation/Guest/Hosting Policy

Non-Student Guests
All non-student guests must be registered by the student who is hosting the guests. This is accomplished by completing an on-line form on my.lakeforest.edu and should be done upon the guests’ arrival to campus. If a guest has a vehicle on campus, the guest’s vehicle must also be registered which can be done on the same form.

Guests may share resident facilities with their host for periods up to 72 hours per month. Any guest not having a Guest ID Card is subject to arrest for trespassing. Any resident hosting a guest without a Guest ID Card is subject to disciplinary action. Residents are responsible for the behavior of their guests at all times.

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

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

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

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

Fire Safety

TO REPORT A FIRE, CALL 911.

Fire safety is of paramount importance to everyone in the College community. In order to adequately safeguard lives, when there is a fire alarm all individuals are required to evacuate the building, closing room doors on the way out. Failure to evacuate will result in a $150 fine. Once outside, all individuals must move to an area designated by Residence Life staff. All fire alarms are presumed to be real. In the event of smoke or fire, immediately sound the
RESIDENCE LIFE

Fire Safety

nearest fire alarm to alert and evacuate other residents. Dial 911 or call the Department of Public Safety at ext. 5555, and give your name, building, and specific information about the fire. If you are in a room and the fire alarm has sounded, do not open the door until you check for smoke around the cracks and feel the surface of the door. If it is hot, do not open it. Seal up the cracks around the door with sheets or towels. Open the window slightly and hang a visible object to alert fire safety officials and identify your location and presence. If the door seems cool, open it cautiously and proceed rapidly to a clear exit, closing all doors behind you.

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

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

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

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

**Prohibited Items**
The following are prohibited in residence halls, including lounges:

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

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

Individuals mishandling safety equipment will be dealt with severely and be issued the fines.
RESIDENCE LIFE

Fire Safety

**Fire Escapes and Fire Doors**
Fire escapes and fire doors are to be used only when the alarm sounds. Use of fire escapes or fire doors is strictly prohibited at all other times.

**Automatic Sprinkler Systems**
Some of our residence halls are equipped with automatic sprinkler systems. These systems are effective, secure, and designed to only react to heat. Tampering with the individual sprinkler heads, such as knocking it or hanging something on it, can cause the sprinkler head to discharge water. In the event that a sprinkler head discharges as a result of tampering, the student may be held responsible for any and all costs associated with damage to personal and College property and any resulting costs associated with the ensuing cleanup.
COMMUNITY STANDARDS & STUDENT CONDUCT

The College’s mission statement states that we are preparing Lake Forest College students to become global citizens. In that regard, we expect students to respect each other, their environment and others at all times. We are all responsible for maintaining our community’s safety and security, and we are all accountable for how our actions affect others. As such, students are expected to uphold the standards of our community as described in the Student Handbook. In addition, Forester student-athletes must comply with the policies and procedures of the Athletic Department Code of Conduct, the NCAA or national governing body, and the competing conference. Violations will be reviewed by the Athletic Department Conduct Committee and/or the Director of Athletics.

Authority

The administration of the student conduct system is handled by the Office of Student Affairs, which responds when students are believed to have violated the College’s community standards of honesty, civility, and respect. The system is designed to help students develop into informed, engaged, principled, and respectful members of the College community. We foster students’ ethical development and personal integrity and promote an environment that balances individual needs and desires against those of the community at large.

Authority to Direct

On occasion, a staff member may find it necessary to exercise authority on behalf of and in the best interests of the College. In the instance in which a staff member directs students, students are obliged to follow the directives. Examples of such directives include but are not limited to: building evacuations, required meetings with specific faculty and/or staff, required follow up actions, etc. Failure to follow the staff member's directive is a serious matter and may result in referral for disciplinary action. If a student believes that a staff member has made an inappropriate request (illegal, unethical, immoral, etc.), the student should not comply with the request, and register a formal complaint with the Dean of Students.

Authority to Summon

From time to time, the Dean of Students, or his or her designee, will require the immediate presence of a student to address a matter of genuine urgency. In such cases, the Dean or designee may require the student to appear in person at a specified time and place, regardless of the student's other commitments. Failure to appear as required by the summons is a serious matter and may result in disciplinary action.

Senior Conduct Officer

The Senior Conduct Officer is the Dean of Students, who oversees the day-to-day operation of the non-academic disciplinary process.

Administrative Hearing Officers

Administrative hearing officers conduct administrative hearings for students accused of violating community standards and/or the code of conduct.

The senior hearing officer is the Senior Associate Director of Residence Life for Community Standards and Operations (ADRL). The remaining administrative hearing officers are the professional staff of the Office of Residence Life. In extraordinary circumstances the Dean of Students may act as a hearing officer, in which case the President of the College will be the appeals officer for that case.
COMMUNITY STANDARDS & STUDENT CONDUCT

Jurisdiction

Authority to discipline students originates from the Board of Trustees and the President of the College. This authority has been delegated through the Dean of Students to the Associate Director of Residence Life (ADRL), who administers all non-academic conduct review processes.

The College retains the right to respond to alleged violations of the student code of conduct that take place on campus, at college-sponsored events, and/or during off-campus programs. The College may also address student behavior that takes place off campus when those activities adversely affect important interests of the College. If such activities are violations of both public law and College policy, then external legal sanctions and College sanctions may both be pursued.

Students may not avoid disciplinary action by withdrawing from the College. In the event that a student initiates the withdrawal process while disciplinary proceedings are pending, a final decision on the reason for exiting the College will be determined after the conclusion of the disciplinary process and any related appeal processes. Also, students who are involved as respondents in disciplinary proceedings are expected to continue to fully participate in the process through its conclusion without exception for off-campus study, graduation, etc.

In particular:

The College may address misconduct that occurs outside of the campus where the behavior is a continuation of inappropriate conduct that occurred on campus, takes place at an off-campus College-sponsored function, is prejudicial to the public image or standing of the College in the community, or adversely affects the student's ability to participate effectively in the educational program.

The College may also address off-campus misconduct that poses a danger to others and/or to the perpetrator, involves acts of violence or threats of violence, or is a violation of state or federal criminal law. When addressing misconduct off campus, the College will follow the same procedures as those provided for on-campus violations of policy including the imposition of sanctions. The College will act as quickly as possible following notification that a violation has taken place unless circumstances force a delay.

The College is not a sanctuary from public law and does not promote or condone unlawful behavior. The College cooperates with law enforcement authorities in a manner consistent with its legal duties and the interests of the College community.

Students under prosecution for violation of public law may also be subject to College conduct proceedings, which are independent of those under public law. The College may take prompt action under its own procedures regardless of whether the public officials have disposed of the case or what disposition they make.

Students should be aware that while disciplinary hearings, administrative and Community Review and Conduct Board, are confidential, the records are subject to subpoena in the course of investigation and prosecution of a criminal or civil matter.

Student Conduct Procedures

Case Referral

Incident reports are used to document occurrences in which there has been a possible violation of College policies and can be written by any member of the Lake Forest College community, as well as off campus individuals. Students may also initiate a complaint through the Department of Public Safety or the Office of Residence Life. Written statements may also be submitted in lieu of an incident report. The submission of an incident report does not automatically initiate conduct proceedings.
Consideration and Review
Once complete, incident reports are reviewed by the ADRL to determine whether a violation of policy may have taken place. In cases in which the ADRL determines that there is not sufficient information to determine that a violation may have occurred, he/she may decide not to pursue the case. If the ADRL determines that there is sufficient information to determine that a policy may have been violated, he/she will then decide how to refer the case. If the ADRL believes an investigation is necessary before determining if a policy violation occurred, he/she will work with Public Safety to gather additional information.

In some cases, the ADRL may determine that an informal response may resolve the situation. Examples include a warning to cease current behaviors (either orally or in writing), conflict mediation, and changes in academic, work, or living environments.

In other cases, the ADRL may determine that a formal response is necessary and he/she will then either assign the case to an Administrative Hearing Officer or refer the case to either the Community Review Board or the Conduct Board. The majority of cases will be referred to Administrative Hearing Officers. However, in cases it may be helpful to gather additional information (i.e., witnesses), the ADRL may refer the case to either Conduct Board or Community Review Board. Cases of major import, as determined by ADRL, will be referred to the Conduct Board; however, the decision as to which board will hear the case rests solely with the ADRL.

Notice to Student
The student will receive a Notice of Alleged Violation (NOAV) via email to the student’s Lake Forest College email account. Pursuant to College policy, students are required to regularly check their Lake Forest College email for official communication from the College. The NOAV is not a finding of responsibility, nor is it a sanction; rather, its purpose is to inform a student that a violation of community standards is alleged to have occurred and is under investigation.

A student who receives a NOAV must attend the scheduled hearing as instructed in the NOAV. If a student fails to attend the hearing, the officer or Board may hear the case in the student’s absence, based on the information available at the time. Rescheduling a hearing for a student who is absent with cause or who is more than ten minutes late will be at the discretion of the hearing officer.

Administrative Hearing
The administrative hearing includes only the student and a hearing officer. At the administrative hearing, the hearing officer and the student jointly review all reports, discuss the incident in question, and the hearing officer will then determine responsibility, if possible. If necessary, the hearing officer may take additional time to determine whether or not the student was responsible for the violation(s) and assign sanction(s). If the hearing officer is able to determine, based upon the information presented during the hearing, that the student “more likely than not” violated college policy of the Student Code of Conduct, he/she will find the student responsible and assign a sanction.

Community Review Board
The Community Review Board will consist of 8-10 student members, five of whom may be selected for a hearing. One student will chair and lead the hearing process. The Associate Director of Residence Life (ADRL), or his/her designee, will serve as the advisor to the board and is a non-voting member.
A member of the Board may ask not to serve for a particular hearing for reasons of possible conflict of interest. See below for additional information regarding Community Review Board procedures.
COMmUNITY STANDARDS & STUDENT CONDUCT

Respondent’s Rights

Conduct Board
The conduct board consists of students, faculty and staff and is chaired by the Associate Director of Residence Life (ADRL), who is a non-voting member of the board. The chair’s role is to ensure efficiency and fairness throughout the hearing process.

Five voting members constitute a quorum, and may be any combination of those eligible to serve. A member of the Board may ask not to serve for a particular hearing for reasons of possible conflict of interest.

See below for additional information regarding Conduct Board procedures.

Respondent’s Rights
Whether being heard by the hearing officer, Community Review Board or the Conduct Board, the respondent shall have the right to:

- obtain assistance from the Dean of Students whenever the complainant is advised to consult local officials;
- see a written violation charge against him/her prior to the hearing and a written notice of the time and place of the hearing (Notice of Alleged Violation);
- review all reports and the text of statements made by witnesses and/or victims;
- have a hearing within 14 business days, when possible.

In the case of Community Review and Conduct Board hearings, the respondent shall have additional rights. They are to:

- have a pre-hearing conference with the ADRL, at the request of the student;
- be present throughout the hearing but not the deliberation process, provide a statement and present information, present a reasonable number of witnesses (see definition of “witness” below), and have an opportunity to indirectly question witnesses (through the chair);
- have an advisor (who must be a member of the College community and may not be acting as the respondent’s attorney in any external proceedings) present at the hearing at all times while the respondent is before the Board. The advisor provides procedural advice and moral support to the respondent, but does not speak for or on behalf of the respondent during the hearing.
- present letters of support from up to two character witnesses, which, if the respondent is found responsible, will be presented to the Board before sanctioning.

The respondent must inform the ADRL of his or her advisor and all witnesses no later than 24 hours in advance of the hearing; failure to do so may prohibit their participation in the hearing.

Complainant’s Rights
In most cases, the College will serve as the complainant; however, there are cases in which an identifiable complainant other than the college may submit an incident report. In these instances, the complainant will be responsible for presenting information to the hearing officer or board. The complainant will have the right to:

- be present throughout the hearing but not the deliberation process, provide a statement and present information, present a reasonable number of witnesses (see definition of “witness” below), and have an opportunity to indirectly question witnesses (through the chair);
- have an advisor (who must be a member of the College community and may not be acting as the complainant’s attorney in any external proceedings) present at the hearing at all times while the complainant is before the board. The advisor provides procedural advice and moral support to the complainant, but does not speak for or on behalf of the complainant during the hearing.

The complainant must inform the ADRL of his or her advisor and all witnesses no later than 24 hours in advance of the hearing; failure to do so may prohibit participation in the hearing.

“Witnesses” are individuals who (1) directly observed an incident or (2) have direct knowledge related to an incident. Witnesses should be able to speak knowledgeably about the incident and be able to provide relevant facts to
COMMUNITY STANDARDS & STUDENT CONDUCT

Victim's Rights

An example of someone with direct knowledge might include someone who may have seen an alleged victim earlier in the night and can attest to how upset he may have been, though the person did not actually witness an alleged assault. Or, another example could include a friend who may have gone to the hospital with an alleged victim immediately following an alleged assault, but again did not directly witness the assault.

Victim's Rights

In all cases, violation charges are brought by the College, and in many cases, the College is the only identifiable "victim" of an alleged offense. However, there are cases in which there is an identifiable "victim" other than the College. When the senior hearing officer determines that a victim can be identified, at the victim’s request, the victim will have the right to:

- be present to hear all information provided to the hearing officer or Board, indirectly question (through the hearing officer or chair of the Board) witnesses, and may be accompanied by an advocate who may confer with and assist the victim but may not speak for him or her. The advocate may be any member of the College community who is not acting as the victim’s attorney in any external proceedings.
- make a victim impact statement that will become part of the case record to be reviewed by the hearing officer or Board in any decision or sanction and by the appeals officer when considering an appeal.
- request separate hearing rooms (connected electronically) in order to allow full participation of the parties while at the same time avoiding undue embarrassment or intimidation.

Victim Notification

The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, allows colleges and universities to disclose to an alleged victim the final result of a disciplinary proceeding against an alleged perpetrator of a crime of violence or non-forcible sex offense. The disclosure may be made without the prior written consent of the alleged perpetrator. An alleged victim of any other offense or policy violation may be notified of the final result only if the alleged perpetrator provides his or her prior written consent to do so.

The term *crime of violence* includes the alleged commission or attempt to commit any of the following offenses: arson, assault offenses, burglary, criminal homicide (manslaughter and murder), destruction/damage/vandalism of property, kidnapping/abduction, robbery, and forcible sex offenses. The term *non-forcible sex offenses* include the alleged commission of acts that would constitute statutory rape or incest. Definitions of these offenses may be found at 34 CFR Part 99, App. A, which is available at [www.ed.gov/offices/OM/fpco/ferpa](http://www.ed.gov/offices/OM/fpco/ferpa).

Parental Notification

The College may disclose to a parent of a student regarding a violation of any federal, state, or local law, or any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance if:

a) The College determines that the student has committed a conduct violation with respect to that use or possession; and
b) The student is under the age of 21 at the time of the disclosure to the parent.

Community Review and Conduct Board Hearing Procedures

1. After introductions are made, the chair reads the alleged violation to the respondent and asks the respondent whether he or she understands the charges.
2. The respondent describes the incident and answers questions from the Board.
3. The College witnesses describe the incident and answer questions from the Board and the respondent.
4. The respondent’s witnesses describe the incident and answer questions from the Board and the respondent.
5. If necessary, witnesses may be recalled so that final questions can be asked by the Board.
6. The respondent is given the opportunity to make a summary statement.
7. If there is an identifiable victim other than the College, he or she will be given an opportunity to make a victim impact statement.
8. The hearing is concluded and the Board begins closed deliberations. The standard of proof is determining responsibility is preponderance of evidence, which means that it is more likely than not that the alleged conduct occurred.
9. Deliberations conclude and if the respondent is found not responsible, the hearing is concluded. If the respondent is found responsible (at least three members of the Board must vote to find the respondent responsible), the Board reviews the previous conduct of the student and decides on the sanctions to be applied.
10. The Board meets with the respondent and advisor to inform them of the outcome of the hearing.

The respondent will receive an outcome letter detailing the findings of the Board via his/her lakeforest.edu email account.

Policies Governing Community Review and Conduct Board Hearings

- The respondent may not have contact with any witnesses named in the incident report prior to the hearing.
- The Board may call any member of the College community, as well as any other person, as a witness. For faculty and staff witnesses who fail to appear, sanctions up to Letters of Censure may be recommended.
- All witnesses, respondents, and Board members are expected to keep all proceedings confidential.
- Community Review Board and Conduct Board Hearings are closed; an audio recording of the proceedings shall be retained for appeal purposes.
- A person who serves as a witness may not serve in any other capacity during the hearing. A witness is a person who has personal knowledge of the incident at issue (see definition of “witness” above).
- Should any witness intentionally mislead the Board or willfully omit relevant testimony, the witness may face charges for violations of the code of conduct.

Presentation of Information during Hearing

The Associate Director of Residence Life (ADRL) will decide what information may be presented to the Community Review Board and/or Conduct Board. Information coming from an anonymous source or that is presented outside of the hearing will not generally be admitted. Generally, the ADRL will agree to consider information that is relevant to the subject matter of the hearing and is fair and reliable under the circumstances of the case.

Adjudicatory Standard

The hearing officer, Community Review Board, or Conduct Board will determine whether the respondent is “responsible” or “not responsible” for the alleged violation(s). The respondent will be presumed “not responsible” until the information gathered is such that the hearing officer or Board is able to determine that the student “more likely than not” violated college policy of the Student Code of Conduct.
COMMUNITY STANDARDS & STUDENT CONDUCT

Summary Actions

Interim Suspension
The Dean of Students, or his/her designee, may initiate an administrative interim suspension from the College or residence halls of any student for the following reasons:

1. Behavior that poses a threat to the health and safety of the student or others.
2. Completion of a mandated evaluation, on the basis of behavior that continues to pose a threat to the health and safety of the student and/or others.
3. Behavior continues to be disruptive to the community and/or a concern to campus constituents.

In addition, the Dean of Students, or his/her designee, may reassign a student to alternate housing and/or limit a student’s access to designated residence halls or campus buildings on an interim basis. A summary action begins immediate upon notification by the Dean of Students or his/her designee. A student on interim suspension may not return to the College or residence halls until the student conduct process has been completed.

Every attempt will be made to resolve the matter as soon as possible. Summary actions are not subject to appeal prior to the required conduct hearing. Summary actions may also be employed during any appeal process.

At times, a student may be called upon to meet with the Dean of Students or his/her designee to resolve issues related to concerning behavior or an interim suspension. Failure to comply with this request may be considered a violation of the student code of conduct and could result in disciplinary action.

No Contact Order
The Dean of Students, his/her designee, a student conduct administrator or board, or Public Safety Officer may direct a student to have no contact with another individual. This order may be stated in writing before, as a result of, or after a hearing. In some cases, this order may be in effect outside of the initiation of a conduct hearing proceedings. The person(s) who is protected by this order may also receive a written statement detailing the order or may also be directed to have no contact with the other involved individual(s).

Emergency Amnesty Policy
The health, safety, and general well-being of students are of primary concern to Lake Forest College. Students who are aware of a medical or other emergency are obligated to call for help, even when the emergency may be linked to prohibited activities. When reporting a situation in which emergency medical help may be required when someone is severely intoxicated or is injured as a result of illegal or prohibited activities, students run no risk of penalty from the College for themselves or other students involved when they call for help. In such cases, students may be required to take advantage of educational or counseling opportunities, but no record of a conduct violation will be created.

Failure to complete the recommended educational or counseling opportunity may result in further disciplinary action. Repeat or serious incidents will prompt a higher degree of concern, response, and sanctioning. The Office of Student Affairs reserves the right to not apply the emergency amnesty policy when it believes it is in the best interest of the student to receive a sanction and have documentation of a conduct incident.

Code of Conduct
Because they are not in keeping with the educational mission of the College, the following Code of Conduct outlines behaviors that are prohibited at the College. These rules are intended to provide general guidelines for conduct, and the listed violations should not be regarded as all-inclusive. The College will impose appropriate corrective action for other forms of disruptive or inappropriate behavior and the examples we have cited do not replace sound judgment, common
courtesy or generally accepted standards of behavior. In addition, the College will respond to violations of local, state and federal laws, where applicable. Repeat or multiple violations will result in more severe sanctions.

Each member of the Lake Forest College community enjoys the same basic rights and is expected to respect the rights of others. Those rights include, but are not limited to: 1) freedom from personal abuse and threats of violence, 2) access to all College services and opportunities, and 3) a supportive living environment that enables all to participate fully in the life of the College. As members of a diverse academic community dedicated to open and free inquiry, we also emphasize every member of our community’s right to 1) express themselves freely, unless harassing or causing a hostile environment, subject only to the conversation that may ensue, 2) organize their personal lives as they choose, and 3) act according to their own vision for success, as long as it does not violate responsibilities to others or the College and its environment. The College responds to alleged violations of our community standards through the student conduct process, which is administered by the Associate Director of Residence Life (ADRL). What follows is a list of the kinds of conduct that the College considers to be contrary to our standards. Any students believed to have violated these standards will be referred to the Associate Director of Residence Life (ADRL), who is the Senior Hearing Officer of the College. Students who are thusly referred are expected to cooperate with all inquiries and to take any sanctions seriously. Failure to do so could result in even more severe sanctions.

See also the Residence Hall Policies, Fire Safety Policies, and the Student Handbook for other standards that could result in violations. Any violation(s), or attempted violation(s), may be referred for consideration under the Student Code of Conduct. Repeat or multiple violations may result in more serious consideration. Additionally, these standards will be applied in circumstances where attempted violations have taken place.

**Violations Involving Alcohol**

Members of the Lake Forest College community are expected to abide by all laws regarding the possession, distribution, and/or use of alcohol on campus or at College-sponsored events. We expect students to make choices regarding alcohol in a manner that supports our values of responsible citizenship and mutual respect. For the complete campus alcohol policy, please see page 66.

**Residence Halls**

In rooms or apartments where all residents are under the age of 21:
- Alcohol is not permitted.
- Collections of containers that contain or previously contained alcohol are prohibited.

In rooms or apartments where at least one roommate is 21 or older:
- Alcoholic beverages may only be consumed by residents and their guests who are 21 years of age or older, in the privacy of their room or apartment with the door closed and in an atmosphere which does not foster excessive consumption or create significant noise or other disturbances.
- Collections of containers that contain or previously contained alcohol are prohibited.
- Excessive amounts of alcohol (as determined by college staff) are expressly prohibited. This includes, but is not limited to, kegs of beer.

Additional individual violations involving alcohol include, but are not limited to:
- Possession and/or consumption of alcohol in open container(s) in public areas (such as lounges, balconies, outdoor quad areas, etc).

**Community**

The College acknowledges that some alcohol related behaviors and choices are more hazardous than others and could result in more significant harm to individuals and/or the community. The possibility of greater harm may also require a
COMMUNITY STANDARDS & STUDENT CONDUCT
Code of Conduct

higher level of assistance from staff, such as Public Safety and Residence Life. As a result, violations of these standards require greater consideration. These violations include but are not limited to:

**abuse** (when a student drinking, intoxication, and/or other alcohol related behavior requires significant staff intervention, medical attention, and/or transport/admission to the hospital. Abuse can be demonstrated by a one-time incident or a series of events);

**common container and/or excessive amounts** (when a student possesses, uses, purchases, distributes, and/or consumes alcohol from containers such as but not limited to kegs, punch bowls, or garbage cans; and/or when a student possesses an excessive amount of alcohol as determined by College staff. Use of such containers and/or excessive amounts is frequently associated with attempts to consume large amounts of alcohol in a short period of time or to provide alcohol to many people.);

**providing to/purchasing alcohol for underage persons** (when a student who is 21 years of age or older assists an underage person in possessing alcohol);

**drinking games** (when a student participates in a game/activity where drinking alcohol is a component. This can include but not be limited to beer-die, beer-pong, century-club, etc.);

**paraphernalia** (when a student possesses, or uses items demonstrated to enhance and/or speed the consumption of alcohol or designed to provide alcohol to many people. This includes but is not limited to beer bongs, kegerators, drinking game paraphernalia);

**public intoxication** (when a student is found to be under the influence of alcohol or any other substance in a public area. This may be further demonstrated by intoxication and/or impairment that can lead to the injury of the student and/or a bystander); and/or

**Violations Involving Drugs**

Members of the Lake Forest College community are expected to abide by all laws regarding the possession, distribution, and/or use of drugs. This includes illegal drugs and the improper/unauthorized use of prescription medication. For more information about the campus’ Drug Free Policy, please see page 69.

**Individual**

Individuals who choose to use drugs are taking a significant risk, one that can quickly escalate to affect their community. As such, the College prohibits violations such as but not limited to:

- **use/possession** (when a student possesses and/or uses illegal drugs, drugs that are not legally prescribed to him or her, and/or uses prescription drugs in excess or in a manner otherwise inconsistent with the prescription) and/or

- **paraphernalia** (when a student possesses items that have been used to store and/or consume illegal drugs such as pipes, bongs, one-hitters, grinders, baggies with residue etc.).

**Community**

As indicated above, drugs are often hazardous and could result in significant harm to individuals. In circumstances where information may indicate an effort(s) to provide drugs to the community, such a possibility requires a distinct level of attention from staff, such as Public Safety and Residence Life or even off-campus resources such as the Lake
As a result, violations of these standards require greater consideration. These violations include but are not limited to:

- **manufacture** (when a student is found to have manufactured and/or attempted to manufacture illegal drugs or controlled substances. Furthermore, students in possession of items found to be used for manufacturing drugs such as plant lamps, chemicals, etc., may also be considered) and/or

- **distribution** (when a student is found to have distributed, attempted to distribute and/or intends to distribute illegal drugs or drugs not legally prescribed to him or her. Distribution applies regardless of whether or not money and/or other considerations are exchanged. Furthermore, students in possession of large quantities of drugs and/or articles found to be used for distribution such as scales, baggies, etc., may also be considered).

**Violations against Property**

Students are expected to treat the property of the community (e.g., buildings/facilities, grounds, College property, individual’s property) with respect and care. Any actions that result in the damage, destruction, theft, and/or other such loss of property of any member of the community are prohibited. Whether the damage was intended or accidental, all members of the community bear a responsibility for the care and upkeep of the campus environment. When a student steps forward to take responsibility in the event of an accidental damage, it reflects positively. Similarly, when students fail to hold themselves accountable it reflects poorly. The College will determine severity of violations against property. Examples include but are not limited to:

**Unauthorized entry or use of property/services**

Students are prohibited from entering any residence hall room, college office, or college-owned space without authorization. Students are also prohibited from attempting to and/or successfully possessing property that does not belong to them. Malicious or purposeful acts of destruction may receive special consideration for their harm to the community. Furthermore, student behavior under this description can include but not be limited to entering the Dining Hall without paying, entering a public restroom that is restricted for use by the opposite sex or specific residents, allowing another student to use one’s own ID, using another student’s computer without permission, unauthorized possession of a master key, failing to pay for services rendered, and/or otherwise using property or services without permission or in a manner not intended.

**Damage to Property**

It is prohibited for students to cause damage to property that does not belong to them, regardless of how large or small the damage may be. Additionally, careless or reckless acts that result in damage may also be considered a violation. Students are expected to notify College staff if they become aware of damage and/or maintenance concerns.

**Violations against Persons**

The College strives to provide a campus community that is safe for all students, faculty, staff, and guests. Every effort should be made to assure that your behavior does not place you or anyone else in jeopardy, or cause others to feel that their safety is threatened. By establishing the following community standards, the College seeks to create a campus environment that is as safe as possible. The College will determine the severity of violations against persons. Examples include but are not limited to:

**Verbal or other non-physical acts**

The College recognizes that people can be harmed just as seriously by behavior that does not cause physical wounds but can result in mental/emotional distress. To that end students are prohibited from acting in any manner that causes another reasonable person to feel threatened, intimidated, and/or abused. Such conduct can be demonstrated in a single incident and/or repeated behavior.
COMMUNITY STANDARDS & STUDENT CONDUCT

Code of Conduct

Students are expected to treat each other with respect, even in circumstances where there may be significant differences of opinion or values. As such, students are prohibited from any conduct that is indicated as unwelcome, causes disruption, and/or otherwise deprives someone of equal access to the educational benefits, opportunities, and/or services of the College. Such behavior can be demonstrated by but not limited to acts occurring face-to-face, via computer systems (e.g., email, social media), and/or via cell/telephone (e.g., voicemails, text messages). Whenever students feel they are being abused, they are encouraged to (1) communicate clearly to the person(s) that they want the behavior to stop and/or (2) contact staff to get support and/or file a complaint.

Physical acts

Any behavior that results in the injury and/or possible risk of injury to any individual(s), including oneself, is prohibited. Such behavior includes but is not limited to hitting, pushing, and throwing objects from a balcony or window. Furthermore, students may not interfere with others’ legitimate movement and access to campus resources. Regardless of the severity of any injury and/or intention to cause harm, behavior of this nature affecting a member of our community will always be treated seriously.

Hazing

Due to its special relevance to college students, hazing is differentiated from other descriptions of violations against persons. A student is responsible for Hazing when he or she takes any action and/or creates a situation on or off College premises which may produce mental or physical harm, discomfort, harassment, embarrassment, ridicule, or abuse as part of any activity and/or event related to membership and/or participation in an organization. Organizations are defined as including but not limited to any recognized campus group such as an athletic team, Greek letter organization, service group, and/or special interest group. Making the activity “voluntary” does not override the possibility that it may constitute hazing. Furthermore, hazing will still exist even if the participant(s) “consent” to the activity. The drive and pressure to be considered part of the team or group can encourage students to place themselves at risk despite hesitation they may have about their personal safety. Such activities and situations that may constitute hazing include, but are not limited to, paddling in any form, causing excessive fatigue, administering physical or psychological shocks, engaging in humiliating games and activities, forced servitude (such as doing someone else’s laundry, carrying their books, cleaning their room), engaging in late work sessions that interfere with academic goals, coerced drinking/eating, and/or any other activities that are not consistent with the mission of the College (please refer to the Policies and Procedures – Non-Academic section of this document for additional information).

Sexual Misconduct

Allegations of Sexual Misconduct are processed through the College’s “Policy and Procedures for Sexual Misconduct Complaints”. This policy can be found at the end of this section.

Violations of Integrity & Community Responsibility

Students are members of the Lake Forest College community and are expected to be honest and responsible in their conduct. It is essential for our community to function that all our member’s act in a manner that does not interfere with the rights and/or safety of other students. This includes but is not be limited to:

Dishonesty

- Misrepresentation and/or falsification of materials such as fabrication or alteration of documents, records, and/or identification.
- Attempting and/or actually possessing and/or using, through any means, information, records in a fraudulent and/or deceptive manner. This includes but is not limited to impersonating a College Official, misrepresenting or acting on behalf of another person, group, and/or the College without authorization or prior consent.

Disruption & Noise

- Any behavior that infringes on the rights of others to access College facilities/services and/or disrupts the legitimate activities of the College.
- When a student disrupts the College community with excessive noise.
Complicity

Students who are present during and/or associated with a violation of community standards are expected to act in response to such matters. Their behavior should be such that it does not constitute permission or condone the violation. Students who find themselves in such circumstances should remove themselves from the situation, confront the behavior and attempt to end the violation(s), or follow-up with the other student(s) at a more appropriate time, and/or contact appropriate staff to respond.

Students are not expected to intervene in any situation that may be unsafe for them to get involved. In situations where concerns about health and/or safety seem apparent, please contact Public Safety or other College staff to intervene. Students are reminded that they can request to remain anonymous if calling Public Safety to report a concern and there is an anonymous reporting form they can complete through Public Safety as well, should they not wish to be identified. Students should also inform themselves about the College’s Emergency Amnesty policy found in the Student Handbook, which encourages students to come forward to report and get assistance for situations where health and safety are at risk.

Improper Hosting/Guests

Students are responsible for the actions and behavior of their guests. Guests can include Lake Forest College students who are present in a student room as well as non-student visitors. Students are required to register all guests and their vehicles as soon as they arrive on campus using an online form on my.lakeforest.edu student tab. Students are also expected to remain with their guests at all times while the guest is on campus. Students may be held responsible when a student’s guest(s) violates community standards, and/or when she or he hosts an event at which guests violate community standards. Students may also be responsible for parking tickets issued to a guest’s vehicle.

Cooperation with Community Standards

It is important that College staff be able to maintain order and address problematic situations with the cooperation of any student(s) present. This can include but not be limited to:

- Failure to carry and/or present ID. All students are expected to carry their student ID at all times and present it upon request from any College Official. Guests must also be able to present some form of identification when requested. Guest ID cards are available at the Department of Public Safety or from an RA.

- Failure to comply with a reasonable request of a College official acting in performance of her or his duties. This can include failing to vacate the area during an emergency, disregarding a direction to quiet down, not completing sanction(s) for a violation of community standards, fleeing after receiving a verbal and/or physical order to stop or remain in a certain location.

- Providing false and/or misleading information, including false identification.

Violations Involving Weapons or Hazardous Materials

Lake Forest College is committed to providing a safe environment for work and study. Violent behavior and threats of violence are strictly prohibited on College property. The possession or use of weapons of any kind, including firearms and explosives, is also expressly prohibited in College-related activities or on College property, except that an Illinois Concealed Carry Licensee who has a concealed firearm inside his or her vehicle shall be permitted to keep the firearm inside the vehicle and park the vehicle in a Lake Forest College parking lot. A licensee may keep the firearm, or ammunition, concealed in a case within a locked vehicle or in a locked container out of plain view within the vehicle while it is parked in a College owned parking lot. “Case” is defined as a glove compartment or console that completely encases the weapon or firearm and its ammunition, the trunk of the vehicle, or a weapon or firearm carrying box, shipping box or other container. A licensee may carry a concealed firearm in the immediate area surrounding the
COMMUNITY STANDARDS & STUDENT CONDUCT

Sanctions

vehicle solely in order to store the firearm within the trunk or retrieve it from the trunk, as long as the firearm is unloaded before it is carried outside the vehicle.

As any object has the potential to become a weapon, the College reserves the right to define a "weapon" based on its potential for damage or threat. Replicas and facsimiles of weapons are similarly prohibited. Any weapons found in violation of this policy may be immediately confiscated. In addition, any claims that an individual possesses a weapon or explosive will be responded to as an actual threat, whether or not evidence of said weapon or explosive exists. This prohibition applies to all students, faculty, staff, independent contractors, and visitors. Violators of any part of this policy will be subject to disciplinary action that may include immediate removal from the campus or sanctions including dismissal from the College. When warranted, violations will be referred to local law enforcement officials.

Other than for educational and College-approved purposes, Lake Forest College community members may not possess or use materials and articles that can create hazardous conditions on College property. Removal of laboratory chemicals or hazardous materials from academic buildings must be intended for academic purposes and endorsed by a faculty member in writing. College Public Safety personnel and health safety staff will determine what materials and situations constitute hazardous conditions. This prohibition applies to all students, employees, independent contractors, and visitors. Any hazardous materials found may be immediately confiscated. Violators of any part of this policy will be subject to disciplinary action, which may include immediate removal from the premises or dismissal from the College.

Violations of Rules, Policies, or Procedures

Students are also expected to be familiar with and abide by all residence hall, health and safety, academic, and other College policies. Residence hall standards apply to any student who is present in a College residential facility, not just on-campus residents. Information about residence hall policies can be found elsewhere in the Student Handbook.

Violations of State, Federal, and/or Local Laws

Students are expected to adhere to state, federal, and local laws, both on and off campus.

It is important to note that state law prohibits smoking in all facilities and buildings and in all outdoor dining areas. Anyone who wishes to smoke must do so outside, in designated smoking areas, at least 25 feet from the entrance of any building/facility.

Violations that Adversely Affect the College’s Community Interest

Actions that violate the laws or policies outlined in the Code of Conduct and/or which substantially affect the interest of the College even if such actions do not occur on College property or at College-sponsored events.

Sanctions

It is the goal of the conduct process to teach not only why a certain behavior is unacceptable but also to prevent its recurrence and to repair any damage done. The following sanctions may be exercised when students or groups have been found in violation of community standards. The list is not inclusive or complete, and other sanctions may be imposed at the discretion of the appropriate hearing officer or the hearing Board. Repeat and additional violations will result in more severe sanctions.

Warning: an official written notification that the student’s behavior is in violation of community standards and a clarification of the behavior expected in the future.

Educational Project: an educational assignment, e.g., a research paper, personal journal, policy review, attendance at an educational program, or on-line course.
Behavioral Agreement: an agreement developed by the student and the hearing officer or Conduct Board that specifically outlines how the student will alter his or her behavior to maximize personal responsibility and awareness of community standards.

Fine/Restitution: financial or other types of restitution, which seek to give back to the community what has been lost, removed, or damaged and/or to deter a recurrence of the behavior.

No Contact Order: a requirement that the student have no contact with another member of the College community.

Counseling Evaluation: at least two meetings with a campus counselor; students who receive this sanction are expected to follow the recommendations made by the counselor.

Disciplinary Probation: probation in which the student may continue enrollment and/or residence on campus only under conditions established by the hearing officer or Conduct Board. Disciplinary probation may disqualify students from participating in off-campus programs, athletics, or other privileges of college life. While a student is on disciplinary probation, any further violation of College policies will result in stricter sanctioning, which may include loss of privileges, suspension, or dismissal. Advisors will be notified when a student receives this sanction. Parents of dependent students are notified when a student receives this sanction.

Loss of Privileges: includes, but is not limited to: prohibition from activities, areas on campus, or events for a specified period, loss of social, co-curricular, or academic privileges, or campus housing. Advisors will be notified when a student receives this sanction. Parents of dependent students are notified when a student receives this sanction.

Residence Hall Contract Termination: Residence Hall contract termination will result in the immediate removal of the student from residence halls, forfeiture of fees and loss of visitation privileges in the residence halls. In addition, this action will affect a student's future housing contract status with the Department of Residence Life. A signed contract for future terms will be rescinded and a refusal to accept any future housing contract for a designated time period will be imposed. Parents of dependent students are notified when a student receives this sanction.

Suspension*: involuntary separation from the College for a specified time or until conditions are met. Suspension shall be noted on the student's transcript. Asterisks shall be recorded where grades would otherwise be recorded. No refunds are available to students who are suspended. Students who are suspended may apply for re-admission to the College after the designated suspension period. Advisors will be notified when a student receives this sanction. Parents of dependent students are notified when a student receives this sanction.

*Students on financial aid who are suspended should note that they are ineligible for aid reconsideration until after they have made up for credits lost. Eligibility would then be dependent on the availability of aid and applicant need.

Dismissal: permanent involuntary separation from the College with no option for re-admission. Dismissal shall have the same consequences on the transcript as suspension. No refunds are available to students who are dismissed. Advisors will be notified when a student receives this sanction. Parents of dependent students are notified when a student receives this sanction.

Regardless of the sanctions, parents of dependent students may be informed when their son or daughter is found responsible for destructive or violent behavior toward persons or property, or when found responsible for other serious or recurring violations; especially if a sanction results in a change of the student’s status at the College.
Sanctions

Students are not permitted to withdraw from the College in order to avoid the recording of a conduct sanction. No refunds are available to students who are removed from College housing, suspended, or dismissed. Students must clear financial obligations with the Business Office before transcripts will be released. Students who are suspended must apply for re-admission to the College, which is not guaranteed.

Appeals

The Right to Appeal

Any respondent may appeal the outcome of any administrative or Conduct Board hearing. Appeals should be directed as follows:

<table>
<thead>
<tr>
<th>If the initial decision was made by</th>
<th>Appeals should go to</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residence Life staff</td>
<td>Director of Residence Life</td>
</tr>
<tr>
<td>Associate Director of Residence Life</td>
<td>Director of Residence Life</td>
</tr>
<tr>
<td>Conduct or Community Review Board</td>
<td>Director of Residence Life</td>
</tr>
<tr>
<td>Director of Residence Life</td>
<td>Dean of Students</td>
</tr>
<tr>
<td>Anyone, with a sanction of suspension</td>
<td>Dean of Students</td>
</tr>
<tr>
<td>Anyone, with a sanction of dismissal</td>
<td>President of the College</td>
</tr>
</tbody>
</table>

A student who wishes to appeal a decision after failing to comply with the instructions on a NOAV cannot be prevented from doing so. Such students, however, have the heavy burden of explaining why their appeals should be considered given their failure to comply with the instructions on the Notice.

Grounds for Appeal

An appeal is intended to provide the student receiving the sanction an opportunity to point out any previously overlooked information or exceptional or unfair circumstances pertinent to the situation. It is neither a rehearing nor necessarily a review of the events presented at the original disciplinary hearing. The grounds on which an appeal can be made are:

1. to review the sanction in order to determine whether it was appropriate;
2. there is new information that was not available at the original hearing that could have affected the outcome;
3. the investigation or decision exhibited prejudice or other unfair treatment; or
4. the College’s stated procedures were not followed.

Process of Appeal

An appeal must be made in writing within five business days of the date of the original disciplinary decision. This letter will be the formal basis of appeal. The letter should state the grounds on which the appeal is based and what the student believes supports an appeal on those grounds. At the discretion of the appeals officer, the student may be requested to present his or her case in person. For appeals of Conduct Board decisions, the appeal officer may review some or all of the audio tape of the original hearing before deciding on an appeal or consult with one or more members who made up the original Conduct Board.

Effect of Appeal

The student will receive a written decision on the appeal as soon as possible after receipt of the letter of appeal, but no later than 10 business days, barring exceptional circumstances. At the discretion of the appeals officer, some or all of the sanctions may be suspended until the response to the appeal is made.
COMMUNITY STANDARDS & STUDENT CONDUCT

Sanctions

**Disciplinary Records**

Student disciplinary files are maintained in the Office of Student Affairs for seven years from the date the student separates from the college, except in the case of suspension or dismissal. Records of suspension and/or dismissal are considered part of the student’s permanent record and are noted on the academic transcript.

Student disciplinary files are confidential and are not disclosed outside of the college, except: in accordance with the Victim Notification policy (see page 51) when the student requests that this information be included on an Approved Program Leave application; when the student submits a signed Authorization to Release Information form to the Dean of Students office; in cases involving drugs and/or alcohol in which the student is under 21 years of age, then the parents may be notified; when proof of dependent status, as defined by the IRS, is provided, then the parents may receive information.

**End of Term and Summer Procedure**

Violations of College policies that occur between the last day of classes of one term semester (Fall/Spring) through the first day of classes of the next semester (Fall/Spring) shall be adjudicated by the Senior Hearing Officer. If the ADRL determines that the case is best heard by a Board, the ADRL will convene a special committee, consisting of two students and three members of the faculty or staff, which will be appointed by the ADRL.

**Student Organizations and Conduct**

A student organization may be disciplined for a violation of community standards by an individual, whether or not the individual is a member of the organization, if the organization, or a substantial segment of it, authorizes, directs, or encourages the violation, or with reckless indifference does not make reasonable use of the organization’s own influence and authority to prevent it.

Student organizations that violate community standards are bound to the same conduct procedures as individual students. Sanctions applied to a student organization may include but are not limited to loss of privileges, loss of funding, probation, suspension, and dismissal (revocation of recognition).

**Violations between Academic Sessions**

Community standards apply during recess periods and/or while classes are not in session. Students are expected to uphold community standards while they are enrolled at the College, including between academic sessions.
The first Lake Forest College student body self-governing organization was the Student Council, which was established in 1917. Between 1917 and 1969 the student self-governing organization took various forms, from the Student Association and Student Congress of the 1930s to the Community Government Association (CGA) of the 1960s. The current Student Government, established in 1972 and revised in 2008, is composed of the Student Senate and its subcommittees and the Executive Board consisting of: the President, Vice President, Treasurer, Secretary, and Programming Board President. Student members of other College governance committees also play an active role in Student Government. In addition, campus organizations are supported by Student Government.

The Student Government Office is located in Stuart Commons and is open during regularly scheduled office hours, Monday through Friday. Everyone is encouraged and welcome to stop by. Address any correspondence to Student Government or call 847-735-5212.

Elections and Appointments
Student Government Executive Board officers are elected at the end of the fall semester to serve a calendar year term. Student Government Senators are elected at the start of the fall semester to serve an academic year term. Only full-time Lake Forest College students who have completed two semester at Lake Forest College are eligible to run for Executive Board positions, any full-time Lake Forest College student is eligible to run for a Senator positions. All candidates for Student Government positions must have a cumulative 2.5 GPA the semester prior to their election. Additionally, any student wishing to be on the ballot for elections to campus governance committees must meet this GPA requirement. Election policies and procedures are outlined in the Student Government Constitution and Bylaws which are available at the Student Government page at www.lakeforest.edu/myinvolvement or from the Secretary of Student Government.

Meetings and Minutes
Student Government Senate meetings are open to all students. Minutes from the meetings are posted at the Student Government page at www.lakeforest.edu/myinvolvement and on the Student Government bulletin board in Stuart Commons. Anyone interested in receiving minutes for any of the College Governance committees should contact the Secretary of Student Government.

Activity Fee Funding and Guidelines
The activity fee is determined by the administration of the College in consultation with Student Government and is collected by the administration as a part of the general fee structure of the College; failure to pay the fee results in a suspension of the student's registration at the College. The College allocates the fee to Student Government once a year. Recommendations for the disbursement of these funds are made by Student Government, and the Dean of Students must approve the budget before any expenditure may be made. The administration reserves the right to withhold funds already collected if the Student Government should cease to exist or if procedures are not adequately enforced. The administration also reserves the right to revise the fee or to cancel it entirely for a given year if it is determined that established priorities are not being met and/or procedures are being violated, or if it is in the best interest of the College. A review may be held at any time at the request of either Student Government or the administration and will be held each year no later than February (prior to the determination of the College’s budget); such reviews are to be undertaken by the College Life Committee, which shall report its findings to the Dean of Students.

Priorities
The Activity Fee shall be distributed in recognition of the following priorities:
  A. Maintenance of a representative Student Government;
B. Encouragement of responsible Student Government through procedures that recognize and reflect individual expressions of funding priorities;
C. Maintenance of an effective, community-wide communication system on campus (for example, The Stentor, WMXM);
D. Support of a comprehensive program of community-wide cultural activities;
E. Encouragement and support of a residence hall program;
F. Encouragement and support of subgroups within the total community that contribute to the strength and diversity of the entire community.

**Policies and Procedures**

a. The budget of the Student Government shall be set semi-annually by the Student Government Executive Board in the Spring and Fall semester of each year.
b. All accounts of Student Government will be maintained within the College’s accounting system and will be subject to semiannual review by the College’s Business Office. Student organizations are not authorized to open bank accounts with the name —Lake Forest College in the account title.
c. All programs, events, publications, etc., supported by the Activity Fee shall be open equally to all members of the College community.
d. All expenditures must be in compliance with civil law and College rules.
e. Neither Student Government nor organizations granted —economic autonomy may engage in deficit spending.
f. No Activity Fee funds may be used to purchase alcoholic beverages.
g. Additional funding requirements and restrictions are outlined in the Student Government Bylaws, available on the Student Government page at www.lakeforest.edu/myinvolvement or from the Student Government Secretary.

**Students and the Board of Trustees**

Ultimate responsibility for running Lake Forest College rests with the Board of Trustees, whose members serve voluntarily. Through standing committees and task forces, the Board oversees the annual operation of the College and makes long-range planning decisions. Two students, the Student Government President and Vice President, serve as ex officio members on the full Board, but do not vote. The standing committees of the Board of Trustees on which students serve are composed as follows:

- students recommended to the President at the beginning of the school year by the Executive Board of Student Government,
- one alumni representative from the Alumni Board,
- one or more faculty members appointed by the President,
- an officer or staff assistant of the College appointed by the President to serve as ex officio Secretary of the committees, and
- Trustees appointed by the Chairperson of the Board of Trustees.

The committees with student membership and their functions are outlined below.

**Academic Affairs Committee:** recommends educational policies, faculty appointments, and promotions. It also monitors faculty personnel policies and procedures.

**Admissions Committee:** recommends enrollment and financial aid strategies that attract and retain students. Provides leadership directed toward advancing the overall growth and reputation of the College, and deals with marketing and branding initiatives designed to enhance market position.
Athletics Committee: establishes College policies concerning intercollegiate athletics, evaluates program objectives, personnel, and facility needs of the Athletic Department.

Budget and Audit Committee: recommends fiscal policy and selection of auditors. It deals with the College budget, considers and makes all forms of insurance and personnel benefits (except as provided elsewhere), and reviews the adherence to the College’s conflict of interest policy. The committee also monitors the Admissions and Financial Aid practices of the College and shall be concerned with student retention matters.

Post-Graduate Outcomes Committee: provides guidance, strategies and recommendations regarding career preparation, development and post-graduate outcomes. Focuses on strengthening institutional support and trustee expertise for the benefit of students and alumni.

Property and Operations Committee: recommends policies for the administration of support operations and of all campus grounds and buildings.

Student Affairs Committee: makes recommendations to the full Board of Trustees on policy in all matters pertaining to student life and welfare.

The full Board holds at least four regular annual meetings. Standing committees usually meet just prior to each full Board meeting, although some, such as the Budget and Audit Committee, meet more often.

Student members are links between the student body and the Board; it is their responsibility to keep each group advised of the other group’s policies, problems, and viewpoints.

Residence Hall Programs and Activities
The Residence Life staff, as well as the Gates Center, the Office of Intercultural Relations, and many student organizations offer many opportunities for students to participate in leadership, service learning, and governance across campus. The Residence Life staff offers programs and activities that address the needs of each residence hall community. Residents are encouraged to take an active interest in the community life of their residence halls by assisting Resident Advisors (RAs) in planning community-wide activities.

Student Organizations
There are more than fifty student organizations at Lake Forest College that students can join. From cultural and ethnic organizations to performing arts and media, academically focused, political or service related to special interest groups and hobby related clubs, there is an organization for everyone. Information about student organizations can be found by attending the Forester Fair each semester or by visiting My.Involvement at www.lakeforest.edu/myinvolvement. Additional information can also be found at the Gates Center.

If you’re interested in starting a new student organization, contact the Gates Center. The process is fairly simple and you can gain official recognition and have access to club funding within one semester.

All student organization officers receive a student organization handbook that outlines policies, procedures, and expectations for student organizations. Failure to comply with the policies and procedures outlined in the student organization handbook can result in loss of recognition.

Additionally, failure to complete the annual student organization review process will result in loss of recognition.

All student organizations are required to have a faculty/staff advisor. All student organization advisors receive an advisor’s handbook outlining their role as a student organization advisor.
For additional information regarding student organizations, including a current list of active organizations, contact the Gates Center at x5210.

Fraternities and Sororities

In addition to the policies and procedures for all student organizations, the following policies and procedures apply to fraternities and sororities.

Every Greek letter organization must complete two on-campus (with 75% of membership participating) and two off-campus (with 50% of membership participating) service activities each semester.

The Gates Center will verify grades for all Fraternity and Sorority members each semester and will notify students who have fallen under the minimum standard. One designated member of the chapter’s executive council will be notified of all members who have fallen beneath the minimum standard. Chapters are expected to provide academic support to members and follow their inter/national academic probation policy.

All Fraternities and Sororities are required to abide by the Anti-Hazing policy outlined in the Lake Forest College Fraternity and Sorority Handbook.

New Member Recruitment

Recruitment practices for fraternities and sororities at Lake Forest College must follow the guidelines listed below.

- There is to be no alcohol present at any recruitment event.
- No recruitment events may occur off campus without written approval from the Gates Center.
- An outline of all recruitment activities must be submitted to the Gates Center 2 weeks prior to the first scheduled event.
- Recruitment events must be open to any interested, full time student.
- Invitations to membership may not be extended prior to authorization from the Gates Center.

Recruitment of Upperclassmen and Transfer Students

- Recruitment of upperclassmen and transfer students will take place during the Fall semester.
- No upperclassmen may be invited to join a Greek-letter organization without first achieving a minimum cumulative GPA of 2.5/4.0.

Recruitment of First Year Students

- Recruitment of first year students will take place during the Spring semester.

Recruitment of new members into an organization not eligible to have new members due to suspension or withdrawal of recognition is prohibited. Operation of “underground” organizations is also prohibited. Individuals found to be operating and/or recruiting new members into these groups will be found in violation and subject to the student conduct process as outlined in this document.

New Member Education

- All new members are required to participate in the new member education session held by the Gates Center.
- Chapters are required to follow the Guidelines for New Member Programs outlined in the Lake Forest College Fraternity and Sorority Handbook.
Chapter auxiliary groups (i.e. “sister” or “brother” groups) or other student organization equivalents are prohibited.

Fraternities and Sororities are expected to work within the procedural frameworks of both Lake Forest College and their inter/national organization. In the event of a discrepancy in policy or procedure, groups are expected to adhere to the more stringent policy.

**Expansion/Extension Process**

Students wishing to (re)colonize a chapter of an inter/national men’s or women’s fraternity or sorority should write a letter of intent highlighting the specific group they wish to bring to Lake Forest College; the inter/national organization’s website address; any local alumni(ae) with whom they have made contact; and the names of at least five current Lake Forest College students who are interested in being a part of the organization. One student should be identified as the main contact person regarding the recognition of the organization. All interested students must meet Fraternity/Sorority standards for Initiation and be eligible and plan to return to Lake Forest College the following year. Additionally, the letter should explain how this organization will benefit the Lake Forest College community, specifically the Fraternity/Sorority community, and why Lake Forest College is ready for expansion to this particular group.

Inter/national organizations wishing to colonize at Lake Forest College must first contact the Program Director of the Gates Center with a letter of intent on official organization letterhead. The letter should include the inter/national organization’s website address and names and contact information for local alumni(ae) who are supportive of starting a chapter at Lake Forest College. Additionally, this letter should explain how this organization will benefit the Lake Forest College community, specifically the Fraternity/Sorority community, and why the organization is interested in starting a chapter at Lake Forest College.

All Greek-letter organizations seeking recognition at Lake Forest College must:

1. Have the ability to acquire a $1 million dollar insurance policy;
2. Agree to abide by all Lake Forest College policies and procedures;
3. Be, or aim to be, an affiliate chapter of an (inter)national organization, which holds membership in a national Greek governance council or has ten or more chapters in North America.

Additional information regarding extension/expansion of Greek letter organizations can be found in the complete Lake Forest College Fraternity and Sorority Expansion/Extension Guidelines, available from the Gates Center.
POLICIES AND PROCEDURES – non-academic

Alcohol Policy

All Lake Forest College students are expected to check their campus mailbox, their lakeforest.edu email account, and the My.LakeForest intranet portal on a regular basis. Failure to regularly check any of these important sites of campus communication is not a valid reason for being unaware of College policies or procedures, or of one’s academic, financial, immigration, immunization, or conduct status at the College.

Alcohol Policy

The Lake Forest College policy on alcohol and other drugs exists within the context of local, state, and federal laws. These laws require that persons be 21 years of age or older to purchase, possess, or consume alcoholic beverages. In addition, individuals who misrepresent their age in order to purchase alcoholic beverages, or who sell or give alcoholic beverages to underage persons, are in violation of Illinois law. The College expects students to conform to these laws and to recognize that the campus is not exempt from the laws of the State of Illinois. This policy reflects not only the law but also larger issues stemming from the use and abuse of alcohol in the national culture.

Responsible Use of Alcohol

Individuals

The unlawful possession, use, and/or distribution of alcohol is prohibited on College property or as part of any College activities. Persons under 21 years of age are prohibited from consuming or possessing alcoholic beverages. Persons 21 years of age or older may drink alcoholic beverages only in their private rooms or at registered events in accordance with the provisions below. Public intoxication is inconsistent with the educational purposes of the College and is therefore considered a violation of our community standards.

Organizations

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

General restrictions

No kegs, party balls, or bulk containers of any kind are permitted anywhere on campus, with the exception of kegs provided by an approved third-party vendor at registered events. No drinking games of any sort are permitted on campus. No paraphernalia connected with drinking games—for example, beer bongs, funnels, or beer die tables—are permitted on campus. Any item of such paraphernalia found by campus officials will be confiscated and disposed of following the resolution of any conduct matters involving the item.

Locations Where Consumption of Alcohol by Students Is Permitted

Consumption of alcoholic beverages by students over the age of 21 is permitted in the Mohr Student Center when provided by Aramark Dining Services, in private rooms, by individuals age 21 and over, where at least one resident of the room is over 21, in the Alumni Memorial Field House (the Ice Rink), the Sports and Recreation Center, in Stuart Commons, and in Glen Rowan House, as specified below. Alcohol may not be consumed at outdoor events, with the exception of tailgating. Alcohol may not be consumed in a room where all residents are under the age of 21.
POLICIES AND PROCEDURES – non-academic

Alcohol Policy

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

Balconies may not be used as an extension of a student’s room for the purpose of hosting a private room party. A Public Safety officer or a member of the Residence Life staff will close private parties that spill onto balconies and document the incident for referral to the conduct process.

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

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

Senior Cocktail and Senior Party
The senior class may have one on-campus Senior Cocktail party and one on-campus Senior Party each year. No guests are permitted at the Senior Cocktail party. Beer and wine may be served at both parties; no liquor may be served. There is a three-drink limit at the on-campus Senior Cocktail and a four drink limit at the on-campus Senior Party. Seniors and their registered guests must be over the age of 21 to consume alcohol at the Senior Cocktail and Senior Party.

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

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

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

Mohr Student Center
During specific hours, beer and wine products are served in the Mohr Student Center. Legal-aged students are expected to drink responsibly; those who do not may lose their privileges to visit the space when beer and wine is being served. In
Policies and Procedures – Non-Academic

Alcohol Policy

Recognition of our responsibilities to both the City of Lake Forest and the State of Illinois, who granted the College the licenses that make beer and wine service possible, the College expects students to adhere to the following policies and procedures:

- Only members of the Lake Forest College community and their registered guests who are 18 and older may enter the main floor of the Mohr Student Center during hours when beer and wine is being served.
- All patrons will be required to show proof of identification when entering and whenever asked by Mohr Student Center personnel.
- Guests must be registered at the Department of Public Safety; those who are of legal age to purchase beer and wine will receive a wristband when they first present their ID to the server.
- Guests must be accompanied by their Lake Forest College host at all times when entering the facility.
- Lake Forest College students who are of legal age to purchase beer and wine must present their College I.D. to do so; they will receive a wristband when they first present their identification to the server.
- All patrons 21 and older who choose to purchase and consume beer and wine must wear a wristband in the Student Center at all times.
- All patrons must be wearing pants, shirts, and shoes at all times in the Mohr Student Center. Violators will be asked to leave. Apparel intended to be worn as under garments must not be worn as outer garments.
- No bags will be allowed in the MSC during All-Campus Programs (ACP’s).
- No outside beverages will be allowed in the MSC during All-Campus Programs (ACP’s).
- Beer and wine must not leave the main floor of the MSC (not beyond the men’s bathroom on west, patio doors on east, and stairwell on north) unless approved by the Gates Center for Leadership and Personal Growth.
- Lake Forest College students and their guests who are of legal age to purchase beer and wine must present their identification at every purchase.
- Sponsors of events that take place in the Mohr Student Center reserve the right to request the suspension of beer and wine service during the duration of their event.
- All patrons entering the facility during beer and wine service hours (Wednesdays/Thursdays 7:00pm-11:00pm & Fridays/Saturdays 7:00pm-1:00am) must enter through the main stairwell next to the Jim Kenney Lounge.

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

**Educational Programming**

1. Educational programming for all students regarding the alcohol policy and responsible alcohol use will be offered by Student Affairs staff at least once per semester.
2. The Gates Center will offer a social host training program as needed during the academic year, but no more than twice per semester. All recognized campus organizations that wish to sponsor social events with alcohol must have at least two representatives attend these sessions. Two representatives per semester must complete the social host-training program prior to the group’s first social function with alcohol.

**Evaluation**

This policy will be evaluated following spring vacation in the following manner:

1. The Dean of Students will submit to the President a statistical summary of alcohol related discipline cases by May 10 of each year. The Dean of Students will also request an evaluation from Counseling Services.
2. By May 1, the Dean shall request a report from the Residence Director of each residence hall describing the effectiveness of the policy in regard to containment of the alcohol culture and the development of responsible drinking patterns by students.
Drug Policy

The following are prohibited and are deemed to be contrary to the best interests of both the College and the community:

- Use, possession, sale, or distribution of illegal substances;
- Abuse or resale/trafficking of over-the-counter or prescription drugs; and
- Possession of drug paraphernalia, except under proper medical direction.

The College is not a sanctuary protecting those who violate laws concerning illegal substances, and College officials will cooperate with legal authorities whenever necessary and deemed appropriate. Violations will be referred to the conduct system.

Drug Policy

Student Government will be invited to submit its evaluation of the effectiveness of the policy. After summarizing these evaluations, the Dean will share the material with the College Life Committee and, following discussions, will make recommendations to the President and College Council to modify the policies as appropriate.

Drug and Alcohol Abuse Prevention Policy Required By the Federal Government for a Drug Free School

Pursuant to the requirement of Public Law 101-226, Lake Forest College issues the following statement regarding a drug-free school:

1. Prohibited Conduct
   The unlawful possession, use, or distribution of illicit drugs or alcohol by students and employees on College property or as part of any College activity is prohibited.

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

<table>
<thead>
<tr>
<th>Category of Offense</th>
<th>Monetary Fines</th>
<th>Imprisonment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class A Misdemeanor</td>
<td>$1000</td>
<td>Up to 1 year</td>
</tr>
<tr>
<td>Class X Felony</td>
<td>Up to $500,000</td>
<td>6 to 60 years</td>
</tr>
<tr>
<td>Class 1 Felony</td>
<td>Up to $250,000</td>
<td>4 to 15 years</td>
</tr>
<tr>
<td>Class 2 Felony</td>
<td>Up to $200,000</td>
<td>3 to 7 years</td>
</tr>
<tr>
<td>Class 3 Felony</td>
<td>Up to $150,000</td>
<td>2 to 4 years</td>
</tr>
<tr>
<td>Class 4 Felony</td>
<td>Up to $15,000</td>
<td>1 to 3 years</td>
</tr>
</tbody>
</table>

   b. The applicable federal penalties and sanctions for illegal possession of a controlled substance set forth in The Controlled Substances Act (21 U.S.C. 959 et. seq.).

3. Health Risks Associated With Substance Abuse
   The use of illicit drugs and the abuse of alcohol may result in serious health consequences.

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

Use of controlled substances (drugs) can result in damage to health and impairment of physical condition, including: impaired short term memory or comprehension, anxiety, delusions, hallucinations, loss of appetite resulting in a general damage to the user's health over a long term, a drug-dependent newborn if the mother is a drug user during pregnancy, AIDS from "needle sharing" among drug users, and death from overdose.

4. Counseling Services
   Students experiencing problems with drug and alcohol abuse are encouraged to seek assistance in Counseling Services. The Alcohol and Other Drug (AOD) Intervention and Prevention Program offers AOD assessments, individual counseling, referrals to off-campus professionals, and drug and alcohol support groups for additional assistance.

5. College Sanctions and Penalties
   Lake Forest College employees and students found in violation of the prohibitions set forth in their respective handbooks will be subject to disciplinary action up to and including termination or dismissal and possible referral for prosecution. Each case will be evaluated on an individual basis. A disciplinary sanction may include the completion of an appropriate rehabilitation program.

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

Policy on Medical Marijuana
Although possession and use of medical marijuana is legal under certain circumstances in the State of Illinois, the possession and use of marijuana remains illegal under federal law. Consistent with federal law, including the Controlled Substances Act and the Drug Free Schools and Communities Act, the use and/or possession of marijuana continues to be prohibited on College-owned or College-controlled property, in College vehicles, or at any function or event authorized or supervised by the College.

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

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

Good Neighbor Policy

Good Neighbor Guidelines

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

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

The Good Neighbor Guidelines address the following areas:

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

Upkeep and Beautification of Property

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

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

Traffic Safety and Parking

Students should:

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

Neighborhood Relations

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

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

Off-Campus Events

The Responsibilities of Dual Membership

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

Relevant Municipal Codes

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

Noise Violations

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

Ch. 26 - - OFFENSES Page 1
Sec. 26-7. NOISE—GENERALLY—

1. It shall be unlawful to cause or to make reasonable loud noise in any depot, store, theater, street, alley, sidewalk, park or other public place or any place frequented by the public in the City. It shall further be unlawful to cause or make unreasonable loud noise at any point on or beyond the boundary of any lot, whether privately owned or public, which such unreasonable noise interferes with the quiet enjoyment of adjoining lots or lots within 1,000 feet of the location from which the noise is emanating. (Code of 1946, Sec. 18-4; Ord. No. 625, Sec. 2).

2. It shall be unlawful to carry on or conduct any manufacture, trade or business, engage in any activity, or use a vehicle, machine or other equipment in said City which, by occasioning loud noises or sound shall be offensive or prejudicial or dangerous to the health of individuals or of the public of the City or which shall disturb or break the rest, sleep or quiet of persons in said City before 7:00 a.m. on weekdays and 8:00 a.m. on Saturdays, Sundays or holidays, and after 8:00 p.m. Monday through Friday and 6:00 p.m. on Saturdays, Sundays or holidays, except as authorized by the City Manager. These restrictions shall not apply to snow removal equipment, including but not limited to snowplows and snow blowers.

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

(Adapted from Loyola Marymount University.)

Off-Campus Events

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

Student Organizations are expected to follow the procedure outlined below:

1. Organization must complete an Off-Campus Event Registration form and submit it to the Gates Center no later than 14 business days before the day of the event. If the initial request is denied by the Gates Center, the organization may appeal to the Dean of Students.

2. Prior to initiating any contracts with outside vendors, student organization representatives must meet with the Program Director of the Gates Center to discuss the logistics of the event.
POLICIES AND PROCEDURES – non-academic

Tailgating

3. After meeting with the Program Director of the Gates Center, student organization representatives may initiate a contract for use or service naming Lake Forest College as the purchaser. The contract must also include the phrasing “PURCHASER SIGNATURE: The representative(s) of LAKE FOREST COLLEGE and/or PURCHASER in signing this contract warrants that he/she signs as a properly authorized representative and does not assume personal liability for meeting the terms of the contract.”

4. Contracts must be signed by a member of the Gates Center staff; Lake Forest College students may not sign contracts on behalf of their student organization.

5. Prior to the event, all attendees of any off campus event must sign a waiver of liability, available on the Gates Center’s My.Involvement page.

6. All student organizations having an event with alcohol must review Lake Forest College’s alcohol policy, which is available at the Gates Center or online in this document, and sign an agreement that they will adhere to the policy.

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

Tailgating

Tailgating is allowed in conjunction with Saturday or Sunday outdoor varsity contests in the parking lot between Washington Street and Buchanan Hall, unless otherwise designated by the Director of Public Safety. Tailgating may begin two (2) hours prior to the start of a game and may resume for 90 minutes following the contest. All College policies are in effect, including the prohibition against underage consumption and possession of alcohol. No kegs, common containers, or drinking games are allowed. Tailgaters are expected to clean up individual areas after use; tailgaters who fail to clean up may be prohibited from future tailgating. No oversized vehicles are allowed; passenger vehicles only. Public Safety reserves the right to monitor tailgating activities and remove or restrict individuals who display inappropriate behavior. In addition, Public Safety officers may verify the legal age of any persons consuming alcohol and to take whatever actions necessary, up to and including notifying the Lake Forest Police Department.

Hazing

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

Hazing violations will be addressed by the College’s conduct system. In addition to those sanctions included in the conduct system, the Student Affairs staff may administer sanctions that include, but are not limited to, warnings, suspensions, or disbandment of organizations.

Explicit violations of this policy will warrant the consideration of a minimum sanction of suspension for at least one year. This policy acknowledges the role that peer pressure and acceptance play in new member programs.

With this stated, it is important to understand that consent of a new member to given activity does not necessarily imply that the activity in question is appropriate. Illinois state law states, “A person commits hazing who knowingly requires the performance of any act by a student or other person in a school, college, university, or other educational institution of this State, for the purpose of induction or admission into any group, organization, or society associated or connected with that institution if: (a) the act is not sanctioned or authorized by that educational institution; and (b) the act results in bodily harm to any person.” Hazing is a Class A misdemeanor under the law. Hazing that results in death or great bodily harm is a Class 4 felony, punishable by up to three years in prison.
The following are some examples of hazing divided into three categories: subtle, harassment, and violent. It is impossible to list all possible hazing behaviors because many are context-specific. While this is not an all-inclusive list, it provides some common examples of hazing traditions.

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

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

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

Examples:
- Verbal abuse
- Threats or implied threats
- Asking new members to wear embarrassing or humiliating attire
- Stunts or skits with degrading, crude, or humiliating acts
- Expecting new members/rookies to perform personal service to other members such as carrying books, errands, cooking, cleaning etc
- Sleep deprivation
- Sexual simulations
- Expecting new members/rookies to be deprived of maintaining a normal schedule of bodily cleanliness.
- Be expected to harass others

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

Examples:
- Forced or coerced alcohol or other drug consumption
POLICIES AND PROCEDURES – non-academic

Gambling

- Beating, paddling, or other forms of assault
- Branding
- Forced or coerced ingestion of vile substances or concoctions
- Burning
- Water intoxication
- Expecting abuse or mistreatment of animals
- Public nudity
- Expecting illegal activity
- Bondage
- Abductions/kidnaps
- Exposure to cold weather or extreme heat without appropriate protection

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

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

Gambling

Any event that suggests that the College explicitly or implicitly endorses gambling is not permitted. Given the broad definition of "gambling" under Illinois law, any "game of chance or skill" is an act of gambling when played "for money or other thing of value." This definition encompasses blackjack, poker and euchre, as well as any other card game, craps, roulette, and other comparable games when these games are played for money or any other thing of value (including prizes).

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

Any requests for events at which games of skill will be played must be approved by the Gates Center. Any exceptions to the Gambling Policy must be approved by the Gates Center.
Pets on Campus

Dogs and other pets are not permitted inside campus buildings, unless authorized by Public Safety as service animals for students, faculty, or staff members with disabilities.

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

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

Involuntary Withdrawal

The College's purpose is to foster an environment that promotes education, research, service and the growth of all members of the College community. The college is particularly concerned with the health and safety of its students, faculty and staff. Physical and mental health services and counseling services are available to all students through the Health & Wellness Center. When a threatening or potentially threatening situation is identified, College staff will address the situation.

Philosophy

Lake Forest College believes it is important to foster an environment that encourages students to maintain a standard of responsibility and self-care (the ability to respond adequately to one’s emotional, physical, and educational needs). Some students who are distressed engage in behaviors that impact their self-welfare and the welfare of the College community. These behaviors may require further assessment by appropriate professionals to ensure the safety of the student and the community members. The purpose of the assessment is to assure the student is connected with the appropriate services to afford the student the opportunity to improve his or her welfare and the welfare of the College community.

Given that students engaging in disruptive behavior might not seek services voluntarily, they may need to be mandated to do so administratively. Therefore, students who exhibit these behaviors may be required to participate in a mandatory assessment. If a Lake Forest College student is unable to maintain a standard of responsibility and self-care, various resources on campus are available to assist the student to return to adaptive levels of functioning.

Disruptive Behavior Assessment Team (DBAT)

When a student’s observed behavior indicates a direct threat to the student’s own health and/or safety, or the health and/or safety of others, the incident will be referred to the Disruptive Behavior Assessment Team for review. DBAT will review each report of disruptive and concerning behavior and make an assessment of risk. The DBAT can then make decisions about appropriate interventions.

The DBAT consists of the Associate Dean of Students/Director of Residence Life (ADOS/DRL), who chairs the DBAT, the Director of the Health & Wellness Center (DHW), or designee, and the Director of Public Safety. Other staff members from Student Affairs will be included on the DBAT as needed, including clinical staff members from the Health & Wellness Center.

The Associate Dean of Students/Director of Residence Life (ADOS/DRL), representing DBAT, can require a student to participate in an assessment with the Director of the Health & Wellness Center (or designee), the Nurse Practitioner,
Health Services staff, or other mental health or medical professionals. Ultimately, a student may be withdrawn from Lake Forest College under the student code of conduct if the student does not comply with the direction of the ADOS/DRL.

Procedures

a. The ADOS/DRL becomes aware of disruptive or concerning student behavior. A behavior may be considered disruptive when it results in concern from campus constituents, for example Student Affairs staff, Residence Life staff, student organization members, faculty, roommates, coaches, recreation staff, Counseling Services staff and/or Health Services staff. Examples of disruptive behavior include, but are not limited to the following: eating disorder behavior (starvation, public vomiting, excessive exercise), chronic or extreme abuse of alcohol and other drugs, self-injury (i.e. self-cutting, burning), threats, psychotic symptoms, and repeated extreme panic attacks.

b. The ADOS/DRL may direct a student to participate in a medical or psychological evaluation whenever the behavior of the student appears to pose a serious threat to the health and safety of the student or others. The medical and/or psychological evaluation process is designed to assess the student’s ability to safely participate in the educational program of Lake Forest College.

In mandating an assessment, the College may determine:

1. Who the assessor will be;
2. How many sessions the assessment will include, over what period of time;
3. How soon the assessment must be completed;
4. What information the student must consent to sharing with the College;
5. Who will pay for the assessment;
6. Whether the student will be on interim suspension during the period of assessment.

c. Failure to respond to the directive by the ADOS/DRL to complete the medical and/or psychological evaluation, or failure to provide necessary records of prior treatment by the date requested, may result in an interim suspension from the College until the evaluation and records request requirements are met. (See Interim Suspension Policy below.) Failure to comply with the directives of the ADOS/DRL or other DBAT representative will likely result in referral to the student conduct process.

d. Any student who leaves, withdraws, or fails to return to the College before a medical and/or psychological evaluation is completed will be ineligible for readmission until the outstanding matter is resolved.

Interim Suspension Process and Policy

Based on a recommendation of the DBAT, hospitalization or other indication that a student may represent a threat to others, the Dean of Students, or designee, will attempt to talk with the student who is deemed “at-risk.” The Dean will consult with appropriate staff, which may include the "on-call" College counselor. After consultation, the situation will be assessed and a plan of action will be put into place. The student may be required to meet with the Dean of Students, or designee, to define the College’s expectations of the student and to discuss support measures to help the student succeed at the College. (Failure to comply with requests to meet with the Dean of Students or his/her designee may constitute a violation of the student code of conduct and could result in disciplinary action.) Depending on the situation, the at-risk student may be placed on interim suspension, which may prohibit them from living in a College residence hall, attending classes, or participating in College activities until cleared by the Dean of Students, or designee, in consultation with the College counselor and/or nurse practitioner/physician. If the student is allowed to continue at the College, the student and his or her parent(s) or guardian(s) will be asked to sign an agreement for continuation of enrollment.
POLICIES AND PROCEDURES – non-academic

Disruptive Behavior Assessment Team (DBAT)

At minimum, the Dean of Students will require that student attend four sessions of professional assessment at the college’s Counseling Services office. The purpose of the assessment is to monitor the student's willingness and ability to adhere to a basic standard of self-care and to provide the student with the resources deemed necessary for that self-care. The student will be asked to sign a release of information form that permits consultation between the counseling staff and the Dean of Students. If a student on interim suspension returns to campus without permission, the student will be considered a trespasser and Public Safety will be notified and the College may pursue disciplinary action.

Interim Suspension Procedure

The Dean of Students may initiate an administrative interim suspension from the College or residence halls of any student for the following reasons:

1. Behavior that poses a threat to the health and safety of others.
2. Completion of a mandated evaluation, on the basis of behavior that continues to pose a threat to the health and safety of the student and/or others.
3. Behavior continues to be disruptive to the community and/or a concern to campus constituents.

A student on interim suspension may not return to the College, including the residence halls, until the student has completed a medical and/or psychological evaluation (or otherwise satisfied the terms of the interim suspension) that indicates that the student no longer poses a threat to their health and safety or the health and safety of others, and with the necessary approval of the Dean of Students.

In addition, a student on interim suspension may not participate in any aspect of the College’s academic or co-curricular programs in-person, via telephone, electronically/email, or through any other method. A student on interim suspension is not eligible to continue his/her academic coursework at the College until/unless the suspension is removed or unless otherwise authorized by the Dean of Students or his/her designee.

Student will not be able to register for classes or submit housing applications until/if the Interim Suspension is lifted.

Interim suspensions are not subject to appeal.

Confidentiality

a. All medical and counseling records associated with the disruptive behavior assessment are kept separately by the DBAT and do not appear as part of the student’s academic record. All other records regarding the student’s behavior that are not medical or counseling records are private and kept in compliance with FERPA.

b. All records associated with the mandated assessment are protected by state laws regarding confidentiality.

Voluntary Withdrawal Procedure

A decision to permit a voluntary medical withdrawal related to a DBAT decision rests with the sole discretion of the Dean of Students or his/her designee. The duration of the withdrawal will be determined in consultation with the student and/or parents/guardians. Conditions of return will be determined at the time of withdrawal, and given to the student in writing. In the event that a student seeks to temporarily or permanently withdraw for medical or psychological reasons, regular refund policies will apply. In extraordinary circumstances, the Dean of Students may agree to a different refund than would automatically apply. The Dean of Students may also initiate appropriate academic accommodations to facilitate a withdrawal with minimal penalty to the student.

Involuntary Withdrawal Procedure/ Direct Threat Determination
Suicide Threat and/or Attempt

a. To initiate the process, a recommendation for withdrawal must issue from the DBAT upon a failure to effectuate the voluntary withdrawal process. A student may be asked to sign a release of information authorizing the members of the DBAT to contact and interview witnesses to the incident.

b. When the DBAT recommends involuntary withdrawal, it will prepare a report of its rationale, and initiate a complaint for withdrawal to the Dean of Students. The Dean of Students will convene a hearing in accordance with the requirements of the ADA and Section 504 of the Rehabilitation Act.

i) Written notice will be given to the student of the DBAT complaint;
ii) Prior to the hearing, the student will be given a copy of the DBAT report and all materials it used to arrive at its recommendation;
iii) At the hearing, the student may have advice of, but not be represented by, counsel;
iv) The student may introduce evidence or call witnesses to refute the recommendations of the DBAT or offer reasonable accommodations that would preclude separation;
v) The student may bring a process or personal advisor to the hearing;
vi) The student will be given a written rationale of the Dean of Students hearing determination;
vii) Any separation determination by the Dean of Students will be accompanied by clear conditions for return;
viii) An appeal to the President of the College will be available if the Dean of Students upholds the DBAT’s recommendation.

c. The Dean of Students will then conduct a formal administrative hearing in which both the student and the DBAT will share their positions. In this administrative hearing, the “direct threat” threshold must be met before a student can be involuntarily withdrawn.

i) At the hearing, the Dean of Students will review the evidence and determine whether by a preponderance of evidence the assessment process was objective, and followed the procedures outlined above
ii) The hearing will determine whether new information is available that was not available at the time of the assessment, which may necessitate a follow up assessment;
iii) And whether the student had ample time to complete the required assessment

d. The Dean of Students will make an objective assessment of the student’s ability to safely participate in the educational program of Lake Forest College, based on the information presented during the hearing. The Dean of Students will consider all available medical and non-medical objective evidence. Where the Dean of Students determines that the process did not adhere to the stated procedures or when new information is available, the Dean of Students may require the student to complete another assessment. Where the student is determined to be a direct threat, the Dean of Students will determine how separation will be accomplished, for what duration, and upon what conditions. Conditions for return should also be determined, and delivered in writing with the Dean of Students’ decision to the student.

e. In circumstances when it is determined that the student must leave the College, it is the student’s responsibility to arrange transportation home. If the parent(s) or guardian is unable or unwilling to make such arrangements, the student’s well-being is still their (the parents) responsibility.

**Suicide Threat and/or Attempt**

Students who become suicidal may be compromised in their ability to ensure their own self-care. Federal and state laws and professional ethical requirements of confidentiality limit reports from health and mental health professionals to imminent, life threatening situations.
Suicide Threat and/or Attempt

Procedures

a. When the DBAT is in receipt of a credible report that a student has threatened or attempted suicide, engaged in efforts to prepare to commit suicide or expressed a preoccupation with suicide, the DBAT will make a recommendation to the Dean of Students that the student will be required to attend four one-hour sessions of professional assessment with a licensed mental health professional.

b. The Dean of Students may require the student to attend four one-hour sessions of professional assessment with a licensed mental health professional. The student will participate in the program’s requirement of a comprehensive and in-depth assessment of the precipitating incident, prior attempts and threats, and current suicidal intent.

c. The first assessment will occur within a week of the incident or release from the hospital.

d. The remaining assessments will ideally occur at weekly intervals. Students are required to participate only in an assessment of their past and current suicidality. Students are not required to engage in counseling or therapy. A student may elect to go beyond the required assessment and participate in counseling or therapy, only after the professional secures the student’s permission through verbal consent.

e. With permission of the Dean of Students, students may obtain the assessments with a private practitioner with comparable credentials at his or her own expense and after signing an authorization allowing that practitioner to communicate with members of the DBAT. All professionals will make the incident, its roots and implications a significant focus of each of the four assessments.

f. Students seeking to obtain the four assessment appointments with a private practitioner must sign a release allowing the practitioner to make contact with a member of the DBAT. As was the case with College professionals, before meeting with the student, the private practitioner must be provided with independent sources of information regarding the suicidal incident, if such reports exist. These include suicide notes, police reports, emergency room reports and eye witness accounts.

g. Private practitioners will be required, during the period in which the four-session assessment occurs, to provide the college with reports of the student’s attendance at, the required sessions. Additional information required by the College includes: a determination as to whether it is safe for the student to return to the college community and any recommendations the practitioner(s) might have as a result of the assessment.

h. During the first assessment appointment, the student will sign a release of authorization form allowing the DBAT to communicate with the Dean of Students in the event he or she fails to attend the assessment sessions.

i. Failure to adhere to this standard of self-welfare or failure to fulfill the requirements of the assessment following a suicidal incident may result in disciplinary action including suspension or involuntary withdrawal. The appropriate actions associated with this policy will be determined by the ADRL.

j. The Dean of Students may take other steps; including contacting the student’s parents and/or other significant others in the event of a particularly potentially lethal suicide attempt or in the event of repeated suicide attempts.

Appeals

a. A student may appeal the accuracy of the report to the DBAT. In some instances, in order for the appeal to go forward, a student will be required to sign a release of information authorizing the members of the DBAT to contact and interview witnesses to the incident.
b. The policy of four sessions of professional assessment is applied uniformly to all students who cross the threshold described above. The requirement of four professional assessments is not subject to appeal.

c. If a student disagrees with other aspects of the program, such as whether the events in question cross the threshold of what constitutes a suicide threat or attempt or whether the professional he or she has retained meets the requirements of the program, he or she can appeal the DBAT decision to the Dean of Students or designee. The decision of Dean of Students is final.

Services for Students with Disabilities

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

Students must meet the statutory definition of disability under federal law. In order to determine whether an individual is entitled to these protections, the Health and Wellness Center and the Learning and Teaching Center require objective evidence (documentation) that verifies that the individual’s condition fits the definition of “disability.”

The ADA defines disability as:

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

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

Disability documentation serves two primary purposes:

1. To establish the right to protection from discrimination.

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

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

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

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

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

1. Credentials of the evaluator – Disability documentation should be provided by a licensed or credentialed professional with relevant training and experience. The name, title, and professional credentials of the evaluator should be clearly stated in the documentation. Reports should be on letterhead, typed, dated, and signed. Disability documentation may not be provided by an individual who has a personal relationship with the student.

2. Statement of diagnosis – Disability documentation should include a current diagnostic (DSM-IV, DSM-V, or medical) statement.

3. Description of the diagnostic methodology – The documentation should include a description of the diagnostic criteria for the condition and the evaluation method used to render a diagnosis, including medical examinations, formal testing instruments, structured interviews, and observations. The dates of administration should be included, along with a history of the presenting symptoms.

4. Description of the current functional impact of the disability – An evaluator should provide a comprehensive description of the impact of the condition on the student in an academic environment and other life settings, including the severity, frequency, and pervasiveness of the symptoms. This description should demonstrate that the student is substantially impaired in one or more major life activities. Documentation should be current.

5. Treatment, medication, and prognosis – Documentation should describe the impact of medication and/or treatment and anticipated prognosis. If relevant, it should provide information about the cyclical or episodic nature of the condition.

6. Accommodation recommendations – It is helpful for the evaluator to recommend accommodations or services that will address the functional impact of the condition. Accommodation recommendations should be directly connected to the limitations caused by the condition. If accommodations have been used in the past, the documentation should include a description of the accommodations and information regarding their efficacy.

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

Documentation should not be:

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

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

- Complete and submit the Documentation of Special Needs form, and then complete the Special Needs Accommodation Request form (on My.LakeForest). Students, please be sure you provide your narrative information on the forms where indicated.
POLICIES AND PROCEDURES – non-academic

Reasonable Accommodations and Auxiliary Aids

- Educational, clinical/licensed, and/or medical professionals providing documentation should complete the Evaluator portion of the Documentation of Special Needs form and/or provide documents that address the questions on the form.

Please submit documentation to:

Accommodations c/o Dr. Jennifer L. Fast
Mail Stop: H&W
Lake Forest College
555 N. Sheridan Road
Lake Forest, IL 60045

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

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

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

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

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

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

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

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

Personal aids and services, including help with personal needs such as bathing, dressing or other personal care, are not provided. Personal attendants and individually prescribed devices are the responsibility of the student who has a disability and not required of the College. For example, readers may be provided for classroom use, but the College does not provide readers for personal use or for help during individual study time. Reasonable accommodations do not include personal auxiliary aids or devices, such as hearing aids, wheelchairs, or glasses.
Auxiliary aids can be provided for a student’s equal access to programs and services, but the College may not provide the most sophisticated auxiliary aid that is available or the aid that is preferred by the student. The aids the College will provide will effectively meet the needs of the student with a disability, but the College retains the flexibility to provide an equally effective aid that is more cost-effective for the College.

The College is not required to waive essential requirements. For example, the College is not required to eliminate a course requirement that is reasonably necessary for a course of study. Further, the lowering or substantial modification of reasonable academic standards is not available as an accommodation. At all times, the objective of the accommodation efforts is to afford a student with a disability an equal opportunity for academic success. If a specific academic adjustment is requested, the College may offer that adjustment, or it may offer an effective and reasonable alternative. Accommodations are reasonable when they do not fundamentally alter the nature of a program or service and do not represent undue financial or administrative burden.

**Special Accommodations Review Committee**

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

Members of the Special Accommodations Review Committee are:

- Jennifer Fast, PsyD, Assistant Dean of Students and Director of Health and Wellness
- Stacy Oliver-Sikorski, Senior Associate Director of Residence Life for Community Standards and Operations
- Carlie Paul, RD, LDN, Campus Dietitian
- Andrew Pollom, Associate Dean of Students and Director of Residence Life
- Teryn J. Robinson, Assistant Dean of Faculty for Learning Support
- Kathy Salinger, APN/NP-C, MSN, RN, Associate Director of Health Services

For questions or more information visit: [https://www.lakeforest.edu/academics/resources/disability/](https://www.lakeforest.edu/academics/resources/disability/)

contact:

Teryn J. Robinson, *Assistant Dean of Faculty for Learning Support*

847-735-5167  
Fax: 847-735-6297  
robinson@lakeforest.edu

Please submit documentation to:  
Accommodations c/o Dr. Jennifer L. Fast  
Mail Stop: H&W  
Lake Forest College  
555 N. Sheridan Road  
Lake Forest, IL 60045

Students seeking a waiver to obtain a permit for medical reasons must submit a Special Needs Request through the Office of Residence Life (which can be found on-line at [http://my.lakeforest.edu](http://my.lakeforest.edu))
Student Complaint Policy
Lake Forest College (the “College”) has designed and maintains the Policy described herein to address student academic and non-academic complaints that are not otherwise addressed in the Student Handbook or other written College policies or procedures (e.g., the Sexual Misconduct Policy). The College encourages informal resolution of complaints whenever possible at the lowest unit level, but provides, through this Policy, for a formal review of complaints to provide resolution when informal resolution is not achieved. The College maintains records of all formal complaints pursuant to the Policy along with the resolution status.

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

As further defined below, the Policy does not apply to student complaints regarding issues that can be addressed through other complaint procedures established by the College. Excluded issues, in this respect, include, but are not limited to, those regarding employment by the College, admissions or financial aid decisions, grades, fees including parking violations, academic honesty, housing, sexual harassment or misconduct.

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

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

Formal Resolution of Student Complaints
If resolution is not reached through informal means, the student may bring a formal written complaint to the appropriate Dean. Student Academic Complaints shall be addressed to the Dean of the Faculty while Student Non-Academic Complaints shall be addressed to the Dean of Students.
The student must submit a written explanation of the issue of concern including a full description of the issue, the College policy or policies which the student is alleging have been violated, a description of any efforts which have been made to resolve the concern informally and a statement of requested remedy. Copies of any relevant documents or other materials should be attached.
Upon receipt of a formal complaint, the Dean of the Faculty or Dean of Students (whichever is appropriately addressed by the complaint) shall designate an investigator to review the matter and make recommendations for remedy. The investigator may request a written response from any College employee or representative mentioned in the complaint and any other persons who may be able to help with the resolution of the complaint. The investigator may also conduct interviews or review documents as required.

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

Records of Student Complaints

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

a. The files for Student Academic Complaints will be maintained in the office of the Dean of the Faculty. The files for Student Non-academic Complaints will be maintained in the office of the Dean of Students.

b. For purposes of tracking complaints, the College will assume that any issues for which no formal complaint has been filed have been resolved informally.

c. Copies of the formal complaint filed by a student along with any exhibits and attachments shall be maintained in the appropriate Dean’s office for a period of two years from the date of the findings of the investigator. After two years, the student complaint and any other material with identifying information will be purged to protect the confidentiality of student information.

d. The College will maintain summary records of student complaints under this Policy for a period of ten years which will include the following:
   i. The total number of complaints filed in each year.
   ii. The general type of complaint.
   iii. A summary record of the action taken by the College with respect to the complaint.

e. This summary record will be provided annually to the President of the College for review to determine if any institutional changes are warranted.

f. This summary will be made available to Higher Learning Commission reviewers during any visit to the College and will be included in the materials supplied to the reviewers as part of the accreditation process.

g. The College maintains only the records of formal complaints filed by students or former students of the College. Complaints initiated by parents, employees, members of the public or any other individuals or groups are not tracked or subject to the terms of this Policy.

Sexual Discrimination and Misconduct Policy

I. Statement Against Sex, Sexual Orientation, Gender and/or Gender Identity Discrimination

Lake Forest College prohibits discrimination on the basis of sex, sexual orientation, gender and/or gender identity in any College program or activity consistent with Title IX of the Educational Amendments of 1972 and other applicable state and federal laws. Sexual misconduct, including sexual harassment, non-consensual sexual intercourse and/or contact, exploitation and interpersonal violence, such as stalking, dating violence and/or domestic violence, are forms of sex discrimination that deny or limit a College community member’s ability to participate in the College’s programs or activities.
Policies and Procedures – non-academic

Sexual Discrimination and Misconduct Policy

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

The College’s non-discrimination policy pertaining to all other protected classes is located at: www.lakeforest.edu/about/working/non-discrimination-policy/

II. Applicability of Sexual Discrimination and Misconduct Policy

This policy applies to all members of the College community, including students, faculty, staff, administrators, board members, contractors, vendors and visitors, regardless of their sex, sexual orientation, gender or gender identity. The policy applies to on-campus and off-campus conduct, including online or electronic conduct, when the off-campus conduct: (i) occurs during a College sponsored employment or education activity or program; (ii) adversely impacts the education or employment of a member of the College community; or (iii) otherwise threatens the health and/or safety of a member of the College community.

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

This policy applies to conduct that takes place from the time an individual accepts enrollment as a student or employment and continues until the student graduates or otherwise separates from the College and/or the employee ceases employment.

Further information about Title IX and sex discrimination in education is available from the Office of Civil Rights (U.S. Department of Education, Citigroup Center, 500 Madison St., Suite 1475, Chicago, IL 60661-4544, 312-730-1560, OCRChicago@ed.gov, ed.gov.ocr), or the College’s Title IX Coordinator as set forth in Section IV below.

III. Statement of Commitment to Transgender Individuals

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

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

- Oversees the investigation and/or resolution of all complaints of prohibited misconduct under this policy;
- Advises complainants (individuals alleging misconduct), respondents (individuals accused of alleged misconduct) and/or third parties regarding the courses of action available at the College and in the community for resolving complaints of sexual discrimination and misconduct;
- Provides assistance to “responsible employees” regarding how to appropriately respond to a report of prohibited misconduct under this policy;
- Conducts and/or reviews on-going climate checks, tracking, monitoring of sexual misconduct allegations on campus and reports findings to College officials and/or the campus community, where appropriate;
- Prepares federal and state required compliance reports;
- Oversees training, education and prevention efforts; and
- Provides and participates in on-going training designed to assist in implementing this policy and the corresponding complaint resolution procedures.

The Title IX Coordinator can be reached during regular business hours at:

Julie Heuberger Yura  
Title IX Coordinator  
Rosemary House  
Lake Forest College  
555 N. Sheridan Rd.  
Lake Forest, Il 60045  
847-735-6009  
yura@lakeforest.edu

V. Prohibited Conduct

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

A. Sex Discrimination. Sex discrimination is adverse treatment of an individual based on sex or gender. Sex discrimination encompasses sexual misconduct, as defined below, but also includes other behavior that does not constitute sexual misconduct. Use of the terms “sex discrimination” and/or “gender discrimination” throughout this policy includes sexual orientation-based and gender identity-based discrimination.

Complaints of sex discrimination that are not based on sexual misconduct should be reported to the Title IX Coordinator and will be resolved through the appropriate College process as determined based on the specific facts of the complaint. Sex discrimination complaints that are not based on sexual misconduct (as defined below) will not be handled through the Sexual Misconduct Complaint Resolution Procedures.
B. Sexual Misconduct. The following offenses are considered sexual misconduct and prohibited by the College. Complaints regarding the following will be handled pursuant to the College’s Sexual Misconduct Complaint Resolution Procedures.

1. Sexual Harassment. Sexual harassment is unwelcome conduct of a sexual nature, including unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal, graphic or physical conduct of a sexual nature, without regard to whether the parties are of the same or different gender when:

- Submission to such conduct is either explicitly or implicitly a term or condition of an individual’s employment or status in a course, program or College-sponsored activity, or is used as the basis for employment or educational decisions affecting that individual (also referred to as “quid pro quo”); or
- Such conduct is sufficiently severe, pervasive or persistent that it has the purpose or effect of unreasonably interfering with an individual's educational experience or working conditions (also referred to as “hostile environment”).

In considering whether conduct constitutes sexual harassment, the College considers the totality of the circumstances. Some examples of sexual harassment may include attempting to coerce an unwilling person into a sexual relationship, repeatedly subjecting a person to egregious, unwelcome sexual attention, innuendos or humor, punishing an individual for refusing to comply with a sex-based request, conditioning a benefit on submission to sexual advances, nonconsensual sexual contact or intercourse or bullying based on gender or sex.

2. Gender-Based Harassment. Gender-based harassment includes acts of verbal, nonverbal, or physical aggression, intimidation or hostility based on gender, sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature. Use of the term “sexual harassment” throughout this policy includes gender-based harassment/misconduct.

3. Sexual Orientation-Based/Gender Identity-Based Harassment. Sexual orientation or gender identity-based harassment includes verbal, non-verbal and physical acts of aggression, intimidation, or hostility based on an individual’s actual or perceived heterosexuality, homosexuality, bisexuality, or transsexuality/gender identity. Use of the term “sexual harassment” throughout this policy includes sexual orientation-based and gender identity-based harassment/misconduct.

4. Non-Consensual Sexual Intercourse or Penetration (or attempts to commit the same). Non-consensual sexual intercourse is any penetration of the sex organs, anus, or mouth of another person when consent is not present or coercion and/or force is used. This includes penetration or intrusion, however slight, by an object or any part of the body, specifically including cunnilingus, fellatio, vaginal intercourse, and anal intercourse.

5. Non-Consensual Sexual Contact (or attempt to commit the same). Non-consensual sexual contact is the intentional touching or fondling of a person’s genitals, breasts, thighs, groin, or buttocks, or any other contact of a sexual nature (including by bodily fluids), when consent is not present or coercion and/or force is used. This includes contact done directly, through clothing, or with an object. It also includes causing or inducing a person, when consent is not present, to similarly touch, fondle, or contact oneself or someone.

6. Sexual Exploitation. Sexual exploitation occurs when a person takes non-consensual or abusive sexual advantage of another individual(s) for personal benefit, or to benefit anyone other than the individual
being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses in this policy. Examples of sexual exploitation include, but are not limited to, invasion of sexual privacy, prostituting another person, non-consensual photographing, video or audio-taping of sexual activity, posting or otherwise distributing or publicizing nude images of another without consent, engaging in voyeurism, knowingly transmitting a sexually transmitted infection (STI) to another without disclosing STI status, exposing one’s genitals in non-consensual circumstances and/or inducing another to expose their genitals. Sexually-based stalking and/or bullying may also be forms of sexual exploitation.

7. **Dating Violence.** Dating violence is violence or the threat of violence by another person with whom the individual is or has been in a social relationship of a romantic or intimate nature. The existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence does not include acts covered under the definition of domestic violence below.

8. **Domestic Violence.** Domestic violence is violence committed by a current or former spouse or intimate partner of the individual, by someone with whom the individual shares a child in common, by someone who is cohabitating with or has cohabitated with the individual as a spouse or intimate partner, by someone similarly situated to a spouse of the individual under the domestic or family violence laws of the jurisdiction in which the violence occurred or any other person against an adult or youth who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the violence occurred.

9. **Stalking.** Stalking is a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety (or the safety of a third person) or suffer substantial emotional distress. For purposes of this definition, course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device or means follows, monitors, observes, surveils, threatens, communicates to or about, a person or interferes with a person’s property. Examples of stalking include, but are not limited to:

- Following a person;
- Being or remaining in close proximity to a person;
- Entering or remaining on or near a person’s property, residence, or place of employment;
- Monitoring, observing or conducting surveillance of a person;
- Threatening (directly or indirectly) a person;
- Communicating to or about a person;
- Giving gifts or objects to, or leaving items for, a person;
- Interfering with or damaging a person’s property (including pets); or
- Engaging in other unwelcome contact.

10. **Additional Definitions**

a. **Consent.** Consent is:

- Expressed through affirmative and voluntary words or actions mutually understandable to all parties involved;
- Given for a specific sexual act at a specific time; and
- Can be withdrawn at any time.
Consent cannot be:

- Coerced or compelled by duress, threat, or force;
- Given by someone who, for any reason, cannot understand the facts, nature, extent or implications of the sexual situation occurring, including, but not limited to, those who are under the legal age of consent (17 years in Illinois), asleep, unconscious, mentally or physically incapacitated through the effects of drugs or alcohol or mentally impaired due to an intellectual or other disability;
- Assumed based on silence, the absence of verbal or physical resistance, an individual’s manner of dress, the existence of a prior or current relationship or consent to prior sexual activity; and/or
- Given by a third party.

Moreover, consent to sexual activity with one individual does not constitute consent to sexual activity with another individual.

b. Coercion. Coercion is to force a person to act based on fear of harm to self or others. Means of coercion may include, but are not limited to, pressure, threats, emotional intimidation or the use of physical force.

c. Incapacitation. Incapacitation means the physical and/or mental inability to make informed, rational judgments. States of incapacitation include, without limitation, sleep, blackouts and/or intellectual or other disability. Where alcohol or other drugs are involved, one does not have to be intoxicated or drunk to be considered incapacitated. Rather, incapacitation is determined by how the alcohol consumed impacts a person’s decision-making capacity, awareness of consequences and ability to make informed judgments. The question is whether the accused knew, or a sober, reasonable person in the position of the accused, knew or should have known, that the complainant was incapacitated. Because incapacitation may be difficult to discern, individuals are strongly encouraged to err on the side of caution; i.e., when in doubt, assume that another person is incapacitated and therefore unable to give consent. Being intoxicated or drunk is never a defense to a complaint of sexual misconduct under this policy.

VI. Academic Freedom

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

1 Except in cases of child sexual abuse as defined by the Illinois Abused and Neglected Child Reporting Act, where the age of majority is 18. See Section X below.
VII. Reporting Options and Available Resources

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

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

All of the College’s confidential advisors shall receive forty hours (40) of initial training regarding sexual violence and participate in six (6) hours of annual continuing education thereafter. In addition to providing confidential counseling, confidential advisors also provide emergency and ongoing support to individuals who have experienced sexual misconduct, including:

- The provision of information regarding the individual’s reporting options and possible outcomes, including without limitation, reporting to the College’s Title IX Coordinator pursuant to this policy and notifying local law enforcement;
- The provision of resources and services, including, but not limited to, services available on campus and through community-based resources, such as, sexual assault crisis centers, medical treatment facilities, counseling services, legal resources, medical forensic services and mental health services;
- The provision of information regarding orders of protection, no contact orders or similar lawful orders issued by the College or a criminal or civil court;
- An explanation of the individual’s right to have privileged, confidential communications with the confidential advisor consistent with state and federal law;
- Assistance in contacting campus officials, community-based sexual assault crisis centers and/or local law enforcement upon requested; and/or
- Assistance with securing interim protective measures and accommodations upon request.

Confidential Advisor Contact Information:

Jennifer Fast, PsyD
Assistant Dean of Students
Director of Health and Wellness
Buchanan Hall, Room 100
847-735-5242
After hours number: 224-500-1128
fast@lakeforest.edu

Edward Neumann, PsyD
Wellness Coordinator
Buchanan Hall, Room 100
847-735-5241
After hours number: 224-500-1128
neumann@lakeforest.edu

B. Off-Campus Confidential Resources. The following off-campus agencies also employ individuals available to discuss incidents of misconduct in confidence. Disclosures to these entities will not trigger the College’s investigation into an incident. Please note that limitations of confidentiality may exist for individuals under the age of 18.
C. Reporting Sexual Misconduct to the College. The College strongly encourages individuals, including third party bystanders, to report incidents of sexual discrimination/misconduct to the Title IX Coordinator or other College employees. With the exception of the confidential advisors and the other resources identified directly above, all other College employees, including student employees, who receive a report of sexual misconduct in the context of their employment are required to report all the details of the incident (including the identities of both the complainant and alleged respondent) to the Title IX Coordinator.

1. How to Make a Report. In addition to notifying a non-confidential College employee, sexual misconduct may be reported to:

   - The Title IX Coordinator, Julie Heuberger Yura: yura@lakeforest.edu, 847-735-6009
   - Public Safety: 847-735-5555
   - The Office of Student Affairs: 847-735-5200
   - The Director of Human Resources, Agnes Stepek: stepek@lakeforest.edu, 847-735-5036

   Electronic Reports, including anonymous reports, may be submitted by completing the form found at www.lakeforest.edu/live/forms/147-report-sexual-misconduct.

   Anonymous Telephone Reports may be made to the Confidential and Independent Campus Conduct Hotline: 866.943.5787.

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

2. Privacy of Sexual Misconduct Reports. The privacy of all parties involved reports of sexual misconduct will be respected to the extent permitted under relevant law. Information related to a report of sexual misconduct will be shared only with those College employees who need to know to assist in the investigation and/or resolution of the matter pursuant to the College’s Sexual Misconduct Complaint Resolution Procedures. All College employees who are involved in the review, investigation or resolution of sexual misconduct complaints will receive specific training regarding the safeguarding of private information.

D. Information Regarding the Rights of Complainants. Upon receiving a report of sexual misconduct, the College will provide the complainant with a written document (separate from this policy) listing, in plain, concise language, the complainant’s available rights, options and resources, as well as a description of the College’s Sexual Misconduct Complaint Resolution Procedures.

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2 Anonymous reports made electronically, by phone or otherwise will be investigated to the greatest extent possible based on the amount of information provided. The College’s ability to take action against an accused may be limited in the case of anonymous reports.
E. Requests for Confidentiality. In some cases, an individual may disclose an incident of sexual misconduct to a non-confidential source but wish to maintain confidentiality or request that no investigation into a particular incident be conducted or disciplinary action be taken. The College must weigh such requests against the College’s obligation to provide a safe, non-discriminatory environment for all members of the College community, including the individual who has experienced the alleged misconduct. Although rare, there are times when the College may not be able to honor an individual’s request for confidentiality in order to provide a safe, non-discriminatory environment.

The College has designated the Title IX Coordinator to evaluate requests for confidentiality. When weighing an individual’s request for confidentiality or that no investigation or discipline be pursued, the Title IX Coordinator will consider whether the College possesses other means to obtain the relevant information, as well as whether:

- There have been other sexual misconduct complaints about the accused individual;
- The accused individual has records from a prior educational institution or elsewhere indicating a history of sexual misconduct;
- The accused individual threatened further sexual misconduct or other violence against the complainant or others;
- The alleged sexual misconduct was committed by multiple accused individuals;
- The alleged sexual misconduct was perpetrated with a weapon;
- The alleged sexual misconduct was committed against a minor; and/or
- The complainant’s report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

The presence of one or more of these factors could lead the College to investigate and, if appropriate, pursue disciplinary action pursuant to the formal resolution process set forth in the College’s Sexual Misconduct Complaint Resolution Procedures despite an individual’s request for confidentiality and/or that no investigation be conducted. If the College determines that it cannot maintain an individual’s confidentiality or uphold a request that the complaint not be investigated, the College will inform the individual prior to the start of the investigation and will, to the extent possible, limit the information shared during the Sexual Misconduct Complaint Resolution Process.

If none of the above factors are present, the College will likely honor the individual’s request for confidentiality or that an investigation not be conducted. If the College honors such request, the College’s ability to fully investigate the incident and pursue disciplinary or other action against the respondent(s) may be limited.

F. Reporting to Law Enforcement. College officials encourage complainants to report to the police any allegation of sexual misconduct that could rise to the level of a crime. The College will assist individuals wishing to do so. A police report must be made before a criminal prosecution can be considered by the local State’s Attorney’s Office. The chances of successful prosecution are greater if the report to the police is timely.

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

Whether or not criminal charges are filed, the College will investigate and resolve complaints of sexual misconduct under this policy where appropriate. Because the standards for finding a violation of criminal law are different from the standards for finding a violation of this policy, criminal investigations or reports are not determinative of whether sexual misconduct, for purposes of this policy, has occurred. In other words, conduct may constitute sexual misconduct under this policy even if law enforcement agencies lack sufficient evidence of a crime and therefore decline to investigate or prosecute.
The College’s investigation of a complaint of sexual misconduct shall proceed simultaneously with any law enforcement investigation, except that the College may, in some circumstances, be required by law enforcement to defer the fact-finding portion of its investigation for a limited time while law enforcement gathers evidence. In such cases, the Title IX Coordinator shall inform the parties of the need to defer the College’s fact-finding, provide regular updates on the status of the investigation and notify the parties when the College’s fact-finding resumes. During this time period, the College will take any additional measures necessary to protect the complainant and the College community.

G. Medical Assistance. Whether or not an individual who has experienced sexual misconduct decides to report an incident to the College or Lake Forest Police Department, he/she is encouraged to seek immediate medical attention from one of the sources listed below in order to treat physical injuries, test for and treat sexually transmitted infections and pregnancy and access emergency contraception (if requested).

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

Local medical assistance can be obtained at:

- Highland Park Hospital Emergency Room, 777 Park Avenue West, Highland Park, IL, 60035; 847-432-8000. Highland Park Hospital employs specially trained SANE (Sexual Assault Nurse Examiners) nurses to assist individuals and collect potentially critical physical evidence as set forth in Subsection H below.
- Lake Forest Hospital Emergency Room, 660 N. Westmoreland Rd., Lake Forest, IL 60045; 847-535-6150.
- Lake Forest College Health Services, Buchanan Hall, 847-735-5050 (students only).

H. Evidence Collection. Even if an individual has not been physically hurt, a timely medical examination is recommended so that forensic evidence can be collected and preserved. An individual may choose to allow the collection of evidence by medical personnel even if he or she chooses not to make a report to the police. In order to best preserve forensic evidence, it is suggested that an individual not shower, bathe, douche, smoke or change clothes or bedding before seeking medical attention, and that medical attention be sought as soon as possible. If the individual decides to change clothes, he or she can bring unwashed clothes worn during the incident to the hospital or medical facility in a paper (or other non-plastic) bag.

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

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

I. Amnesty for Sexual Misconduct Complainants and Witnesses. The College encourages the reporting of sexual misconduct and seeks to remove any barriers to an individual making a report. The College recognizes that a student who has been drinking or using drugs at the time of the incident may be hesitant to make a report because of the potential consequences of their own conduct. A student who reports sexual misconduct, either as a complainant or third party witness, will not be subject to disciplinary action by the College for his or her own personal consumption of alcohol or drugs at or near the time of the incident, provided that such consumption did not or does not place the health or safety of any other person at risk.

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

VIII. Retaliation
Retaliation against individuals engaging in protected activity under this policy is prohibited. Retaliation is materially adverse action taken against an individual as a result of that individual’s participation in a protected activity under this policy. Protected activity includes, but is not limited to, making a good-faith complaint of sexual discrimination or misconduct, cooperating in good faith in the investigation of a complaint of sexual discrimination or misconduct and/or testifying as a witness to any report of sexual discrimination or misconduct.

Retaliation should be reported promptly to the Title IX Coordinator, the Dean of Students, the Dean of Faculty or the Director of Human Resources. Acts of retaliation will result in disciplinary action independent of the sanction or interim measures imposed in response to the underlying allegations of sexual discrimination/misconduct.

IX. Institutional Crime Reporting
The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the "Clery Act") requires institutions of higher education to compile and publish statistics on certain criminal offenses including sexual assault (i.e., non-consensual sexual intercourse), domestic and dating violence and stalking that occur on or adjacent to school properties. Although Lake Forest College strongly encourages everyone to report any crime that occurs on or around campus, the Clery Act requires certain crimes reported to a Campus Security Authority (CSA) be included in those annual statistics. Specifically, the Clery Act defines a Campus Security Authority as:

- A campus police or security department;
- Any individual or individuals who have responsibility for campus security but who do not constitute a campus police or security department . . . such as an individual who is responsible for monitoring entrance into institutional property;
- Any individual or organization specified in an institution’s statement of campus security policy as an individual or organization to which students and employees should report criminal offenses; or
- An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings.

All crimes reported and documented under the Clery Act will be recorded in an anonymous manner that neither identifies the specifics of the crime or the identity of the complainant.

The College is also obligated to issue timely warnings of Clery Act crimes occurring within relevant geography that represent a serious or continuing threat to students and employees (subject to exceptions when the warning could potentially compromise law enforcement efforts or identify the victim/survivor). A complainant under this policy will never be identified in a timely warning.

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

- A “child” means any person under the age of 18 years, unless legally emancipated.

3 College volunteers having regular contact with minors are also Mandated Reporters.
• “Abused child” means a child whose parent or immediate family member, any person responsible for the child's welfare, any individual residing in the same home as the child or a paramour of the child's parent:

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

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

XI. **Educational Programming and Training**

The College will provide the following educational programming and training regarding sexual misconduct.

A. **Officials Responsible for Investigation or Adjudication of Sexual Misconduct.** The College will provide officials responsible for the investigation or adjudication of misconduct under this policy with at least 8 hours of annual training on issues related to sexual misconduct, including:

  - Federal and state laws regarding sexual misconduct;
  - Sexual misconduct behaviors prohibited by College policy;
  - How to conduct the College’s Sexual Misconduct Complaint Resolution Process in a way that protects the safety of complainants and promotes institutional accountability;
  - The role of the College, medical providers, law enforcement and community agencies in creating a coordinated response to a reported incidence of sexual misconduct;
  - Consent and the role of drug and alcohol use can have on the ability to consent;
  - Cultural sensitivity and compassionate communication skills for dealing with persons reporting sexual misconduct; and
  - Complainant-centered and trauma-informed response training.

B. **Primary Prevention and Awareness Programs.** The College will provide annual primary prevention and awareness programs for all students and training programs for all new employees that include the following:

  - A statement that the College prohibits sexual misconduct and a description of the College's relevant policies;
  - The definition of consent, in reference to sexual activity, as defined in the applicable jurisdiction;
  - The definition of sexual misconduct (or similar offenses) in this policy and in other applicable jurisdictions;
  - A description of safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of sexual misconduct against a person other than such individual;
SEXUAL MISCONDUCT COMPLAINT RESOLUTION PROCEDURES

The College provides a prompt and impartial resolution to allegations of sexual misconduct independent from law enforcement and criminal court proceedings. The Title IX Coordinator will review all reports of alleged sexual misconduct received by the College and work with the necessary individuals to determine an appropriate resolution. Options include:

- Resolution of the allegations through an informal resolution process;

C. Ongoing prevention and awareness campaigns. The College will also provide ongoing prevention and awareness campaigns for students and employees that provide additional information regarding the subjects covered in the primary prevention and awareness programs.

XII. Policy Approval and Posting
This policy is approved by the President of the College and reviewed at least annually for compliance with federal, state and local laws. It, along with its related materials, is available on the College’s website at: www.lakeforest.edu/sexualmisconduct.

XIII. Annual Report
At the beginning of each academic year, the Title IX Coordinator shall report on the previous year’s sexual misconduct complaints and responsive action under this policy. The Title IX Coordinator shall submit the report to the College President, who shall publicize it to the College community as appropriate. The report shall not mention the name of any individuals or identify details of any complaint.

Enacted: August 28, 2015
Amended: June 21, 2016.

SEXUAL MISCONDUCT COMPLAINT RESOLUTION PROCEDURES

- Information on risk reduction to recognize warning signs of abusive behavior and how to avoid potential attacks;
- The procedures that individuals should follow if sexual misconduct has occurred;
- The possible sanctions and protective measures that the College may impose following a final determination of a violation of the College’s sexual misconduct policy;
- The procedures for College disciplinary action in cases of sexual misconduct, including the standard of proof that is used;
- Information about how the College will protect the confidentiality of complainants, including how publicly available recordkeeping will be accomplished without the inclusion of identifying information about the complainant, to the extent permissible by law;
- Information about how the College will maintain confidentiality of accommodations or protective measures provided to the complainant, to the extent that maintaining such confidentiality will not impair the ability of the College to provide the accommodations or protective measures;
- Written and verbal notification about on and off-campus counseling, health, mental health, confidential advisors, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other services available to complainants;
- Written and verbal notification to complainants about options and assistance available for changing academic, living, dining, transportation, and working situations or other protective measures, if so requested by the complainant and if such accommodations are reasonably available, regardless of whether the complainant chooses to report the incident to the College or local law enforcement; and
- Written and verbal explanation of the rights and options available to an individual reporting sexual misconduct whether the offense occurred on or off campus.

C. Ongoing prevention and awareness campaigns. The College will also provide ongoing prevention and awareness campaigns for students and employees that provide additional information regarding the subjects covered in the primary prevention and awareness programs.

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- Resolution of the allegations through an informal resolution process;
POLICIES AND PROCEDURES – non-academic
Sexual Misconduct Complaint Resolution Procedures

- Investigation and resolution of the allegations though the College’s formal resolution and appeals process; or
- Referral to the appropriate campus office for resolution or closure with no further action when it is determined that the allegations, even if true, do not constitute sexual misconduct under the College’s Sexual Discrimination and Misconduct Policy.

Each option is explained in detail herein:

1. Resolution Time Frame. The College aims to resolve all sexual misconduct reports and appeals (where applicable), within sixty (60) calendar days. This time period can be extended as necessary for good cause by the Title IX Coordinator, a sanctioning official and/or the Chair of the Sexual Misconduct Appellate Board with notice to the parties of the extension and an explanation of the reason for the extension. The Title IX Coordinator will regularly notify the parties of the status of the proceedings throughout their duration.

2. Relevant Definitions. For purposes of these complaint resolution procedures, a Complainant is the party alleging sexual misconduct or to whom sexual misconduct was directed. The Respondent is the party accused of sexual misconduct. An individual who reports sexual misconduct occurring between individuals other than him/herself is referred to as a third party reporter or witness.

3. Title IX Initial Review and Assessment. Upon receipt of a report of sexual misconduct, the Title IX Coordinator will assess the nature of the allegations, the safety of the involved individuals and the College community, the Complainant’s expressed preference for resolution and/or request for confidentiality and the necessity for any interim measures to maintain the safety of the Complainant or the College community. If, during this assessment, it is determined that the alleged conduct, even if true, does not constitute sexual misconduct under the College’s Sexual Discrimination and Misconduct Policy, the matter may be referred to the appropriate campus office for resolution or closed with no further action taken.

Where there is reasonable cause to believe sexual misconduct may have occurred, the College will proceed, in consultation with the Complainant, as set forth below. In such cases, the Title IX Coordinator will provide the Complainant and Respondent with a written statement of their rights and options under the College’s Sexual Discrimination and Misconduct Policy and these complaint resolution procedures.

4. Interim Measures. Where there is reasonable cause to believe sexual misconduct may have occurred, the Title IX Coordinator or designee will provide prompt, appropriate and reasonably available interim measures to support and protect the parties and prevent any further acts of misconduct, harassment or retaliation prior to the final resolution of the allegations. Interim measures may be imposed regardless of whether formal resolution is sought by the Complainant.

Interim measures may include, but are not limited to:

- Referral to counseling and health services;
- Referral to the Employee Assistance Program (employees only);
- Alteration of Respondent’s (and/or Complainant’s, if the Complainant desires) housing (students only);
- Modification of work arrangements and/or scheduling;
- Dining accommodations;
- Campus escorts and/or changes to campus transportation arrangements;
- “No Contact Orders” between the parties;
- Academic programming or scheduling adjustments; and/or
- Assistance in obtaining and/or enforcing a court-issued Stalking No Contact or other Restraining Orders.
Policies and Procedures – non-academic
Sexual Misconduct Complaint Resolution Procedures

In cases where the alleged Respondent is a student or student organization and considered a threat to persons or property, the Dean of Students may impose interim measures such as suspension and/or loss/cancellation of other privileges prior to or during the resolution of sexual misconduct allegations. In cases where the alleged Respondent is an employee and considered a threat to persons or property, the Director of Human Resources and/or the Dean of the Faculty may impose interim measures such as suspension (with or without pay) during the resolution of sexual misconduct allegations. Interim measures will be kept confidential to the extent that maintaining such confidentiality will not impair the ability of the College to provide the interim measures.

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

Violation(s) of a directive and/or protective action issued as an interim measure may result in disciplinary action separate from any sanctions issued for a determination of sexual misconduct.

5. Party Support Persons. The Complainant and Respondent are both entitled to bring a support person of their choice, at their expense, to any meeting or interview in connection with the resolution of a report of sexual misconduct. The support person may be a friend, professor, mentor, family member, attorney or any other person a party chooses, except that an individual who will be serving as a witness in the matter may not serve as support person in the same matter without express prior permission from the Title IX Coordinator.

The College cannot guarantee the equality of support person representation. This means that if one party selects an attorney as a support person, but the other party does not, or cannot afford an attorney, the College is not obligated to provide one. However, the role of the support person is for emotional support only and therefore, non-participatory. In other words, a support person may not speak for or draft any statements on a party’s behalf. A support person who disrupts or otherwise fails to observe these limits will be asked to leave the meeting/interview, and the meeting/interview may continue without the support person present. Subsequently, the Title IX Coordinator will determine whether the support person may be reinstated or replaced.

Both parties will be provided with timely written notification of meetings/interviews at which they may/must be present. Therefore, the College reserves the right to proceed with a pre-arranged meeting or interview regardless of a support person’s availability. Support persons are expected to maintain the privacy of any records shared during the sexual misconduct complaint resolution process. Such records may not be shared with third parties, disclosed publicly, or used for purposes not explicitly authorized by the College. The College may seek to restrict the role of any support person who fails to abide by these privacy expectations.

6. Informal Resolution. Where appropriate, the College will work to informally resolve sexual misconduct allegations by taking immediate and corrective action to stop the misconduct, address its effects, and prevent recurrence without a formal investigation and determination of a College policy violation. Informal resolution may include the range of interim measures in Section 4 above, as well as targeted and/or broad-based training and educational programming for relevant individuals and groups and/or any other remedy that will achieve the goals of the College’s Sexual Discrimination and Misconduct Policy. In some circumstances, mediation or joint conflict resolution may be appropriate; however, mediation or face to face meetings will never be used to resolve allegations of non-consensual intercourse or contact or other sexual violence. Participation in informal resolution is voluntary and either party can request to end informal resolution and initiate the formal resolution process at any time.

7. Formal Resolution.
POLICIES AND PROCEDURES – non-academic
Sexual Misconduct Complaint Resolution Procedures

a. Investigation. When a report of sexual misconduct cannot be informally resolved, a formal resolution will be initiated. Formal resolution includes a prompt, thorough and impartial investigation into the allegations of sexual misconduct.

Investigations will be conducted by the Title IX Coordinator or another internal or external investigator appointed by the Title IX Coordinator. All investigators will receive 8-10 hours of annual training regarding the investigation of, and other issues relevant to, non-consensual sexual intercourse and contact, sexual exploitation, domestic and dating violence and stalking, including how to conduct an investigation that protects the safety of the parties and promotes institutional accountability.

Investigations may include one or more interviews with the Complainant, Respondent and any other identified witnesses. Interviews may take place in person, by phone or through electronic means. Investigations may also include the gathering and analysis of physical, documentary and/or other relevant evidence. Additionally, Complainants and Respondents may provide written statements, identify and/or present statements from fact witnesses or submit any other evidence that the investigator deems relevant. Complainants and Respondents may have their support persons present with them during interviews and meetings conducted during the investigation. Timely notice will be provided to Complainants and Respondents of all interviews/meetings at which they may/must be present, and both parties will be provided with timely and equal access to information. Investigations typically take between 20 and 35 calendar days.

If at any point during the investigation it is determined that there is no reasonable cause to believe that sexual misconduct occurred, the Title IX Coordinator may terminate the investigation and refer the matter to the appropriate campus office for resolution or close the matter with no further action.

b. Prior Sexual History. In general, a Complainant’s prior sexual history is not relevant and will not be admitted as evidence during an investigation. However, where there is a current or ongoing relationship between the Complainant and the Respondent, and the Respondent alleges that consent was given, the prior sexual history between the parties may be relevant to assess the manner and nature of communications between the parties. The mere fact of a current or previous dating or sexual relationship, by itself, is insufficient to constitute consent. Any prior sexual history of the Complainant with other individuals is typically not relevant and will not be permitted except under very limited exceptions. The investigator may consider prior or subsequent allegations of, or findings of responsibility for, similar conduct by the Respondent to the extent such information is relevant.

c. Investigative Report. After the investigation has been completed, the investigator will prepare a report containing: summaries of interviews with the Complainant, Respondent and third-party witnesses; a description and analysis of other relevant information collected, such as written statements, photographs, physical evidence, electronic records and/or forensic evidence and the supporting documentation, where appropriate; a statement of the investigator’s material findings of fact; a determination as to whether or not there is sufficient information to establish, by a preponderance of the evidence, that a violation of the College’s Sexual Discrimination and Misconduct Policy occurred and the rationale for such determination; and any other relevant information concerning the investigation and/or these procedures.

Before the report is finalized and a determination has been made, the investigator will forward to each party a summary of the party’s own interview for review. The parties may submit any additional comments, evidence or suggested factual corrections to the investigator within three (3) calendar days of the date on which they were provided with their interview summaries. Upon receipt of any additional information from the parties, or after the three (3) calendar day period has lapsed without comment, the investigator will incorporate any additional information and make a determination as to whether there is sufficient information to establish, by a preponderance of the evidence, that a violation of the College’s Sexual Discrimination and Misconduct Policy occurred. The investigator will issue the final report to the Complainant and Respondent simultaneously upon its
d. **Standard of Proof.** The investigator will determine whether or not there is sufficient information to establish, by a preponderance of the evidence, a violation of the College’s Sexual Discrimination and Misconduct Policy. A preponderance of the evidence means whether the information provided during the investigation supports a determination that it is "more likely than not" that a violation of the College’s Sexual Misconduct and Discrimination Policy occurred.

8. **Sanctions and Remedies.** If the investigator finds, based on a preponderance of the evidence, that the Respondent violated the College’s Sexual Discrimination and Misconduct Policy, the final report will be forwarded to the appropriate sanctioning official for a determination of sanctions.

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

Each sanctioning official will receive 8-10 hours of annual training regarding issues related to sexual misconduct, as well as sanctioning guidelines consistent with relevant federal and state law and regulations.

Disciplinary sanctions for violation of the College’s Sexual Discrimination and Misconduct Policy include:

- Verbal or written warning;
- Mandatory educational programming;
- Community service;
- Probation;
- Removal from housing or other campus programs/activities/leadership positions;
- Restrictions regarding entering certain buildings or areas of campus;
- Performance improvement/management process (employees only);
- Suspension from school or employment (with or without pay, in the case of employees);
- Termination of contract with the College; and/or
- Dismissal or other separation from the College.

Additional corrective action may also be taken, including those remedies set forth in the interim measures section (Section 4 above) and any other appropriate broad-based remedial action.

Not all acts of sexual misconduct are equally serious offenses. Therefore, the designated sanctioning official may impose whatever sanction(s) from the above list the sanctioning official believes is (are) fair and proportionate to the finding of violation. The sanctioning official may consider the Respondent’s record of past violations of the College’s Sexual Discrimination and Misconduct Policy, as well as the nature and severity of such past violation(s). The sanctioning official will also determine whether the sanction will be implemented immediately or will be stayed if a party appeals the determination.

Within five (5) days after receiving the investigator’s report, the sanctioning official will notify both parties simultaneously, in writing, of the sanctions issued, the date the sanctions will be implemented and relevant information

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4 In cases where a Complainant is a non-student or non-employee, a letter of findings, determination and rationale for the determination will be provided to the non-student or non-employee party in lieu of the entire report.
Policies and Procedures – Non-Academic

Sexual Misconduct Complaint Resolution Procedures

Regarding the appeals process. The sanctioning official will also provide a copy of this written notice to the Title IX Coordinator. The time periods referenced in this section can be extended as necessary for good cause by the sanctioning official with notice to the parties of the extension and an explanation of the reason for the extension.

9. Student-Respondent Withdrawal While Charges Are Pending. Student-Respondents with pending sexual misconduct matters may not withdraw from the College. Should a student-Respondent decide to leave and not participate in the investigation and other portions of the procedures set forth herein, the process will nonetheless proceed in the student-Respondent’s absence to a reasonable resolution. The student-Respondent will not be permitted to return to the College until any sanctions issued have been satisfied. Consistent with Section 13 below, sanctions of suspension or separation from the College will be permanently recorded on a student’s transcript.

10. Student-Respondent Failure to Complete Sanctions. Student-Respondents who fail to complete issued sanctions may be placed on academic hold and prohibited from registering for classes, acquiring transcripts and accessing student accounts and/or grade reviews.

11. Appeals. Either party may appeal the investigator’s determination and/or any sanction issued by submitting a written request for appeal, with supporting documentation, to the Chair of the Sexual Misconduct Appellate Board, within five (5) calendar days of the date of receipt of the investigator’s final report or the written notice of sanctions, whichever is later.

   a. Grounds for Appeal. Appeals will only be considered on the following three grounds:

      • The existence of procedural error(s) significant enough to alter the outcome;
      • Existence of new and significant evidence which was not reasonably available at the time of the initial investigation and would likely alter the outcome; and/or
      • The sanctions imposed are substantially disproportionate to the violation.

Mere disagreement with the decision is not grounds for appeal.

   b. Appointment of Appellate Panel. Within three (3) calendar days of receiving a request for appeal, the Chair of the Sexual Misconduct Appellate Board will appoint three (3) members of the Sexual Misconduct Appellate Board to sit as an appellate panel to decide the appeal based on majority rule. The Sexual Misconduct Appellate Board is a standing committee of eight (8) voting members, and a non-voting Sexual Misconduct Appellate Board Chair, drawn from the College’s faculty and/or full-time staff members. The College President appoints members of the Sexual Misconduct Appellate Board for three-year terms, which can be renewed. Both parties will be notified simultaneously in writing of the three (3) individuals appointed to their appellate panel.

   c. Notice to Non-Appealing Party and Other Relevant Officials. Upon receipt of an appeal, the Chair of the Sexual Misconduct Appeals Board will forward the appeal and its supporting documentation to the non-appealing party. Additionally, the Chair will forward a copy of the appeal and supporting documentation to the Title IX Coordinator and sanctioning official (where applicable).

   d. Non-Appealing Party Response. The non-appealing party may submit a written response and supporting documentation to the Chair of the Sexual Misconduct Appellate Board within five (5) calendar days from the date of the party’s receipt of the appeal. In cases where the appeal is based upon procedural error or the existence of additional evidence not available at the time of the investigation, the Title IX Coordinator may submit to the appellate panel any relevant clarifying information within the same timeline. In cases where the appeal is based upon disproportionality of the sanctions, the sanctioning official may submit to the appellate panel any clarifying information within the same timeline. Upon receipt (or expiration of the five days) the Chair will forward the appeal.
and responsive and/or clarifying documentation, the investigator’s report and the written sanction notice (if applicable) to the appointed appellate panel for review.

e. **Burden of Proof.** In any request for an appeal, the burden to demonstrate procedural error, new evidence or disproportionate sanction lies with the party requesting the appeal.

f. **Appellate Panel Options:** After considering all the relevant documentation, the appellate panel may:

- Deny the appeal because the reason for appeal does not fall within the stated ground for appeal, i.e., procedural error, new evidence or disproportionate sanctions;
- Uphold the original finding and/or sanction;
- Remand the case to the original investigator for consideration of new evidence and issuance of a new determination;
- Appoint a new investigator to conduct a new or additional investigation where significant procedural error occurred during the course of the original investigation; or
- Refer the case back to the sanctioning official for reconsideration of the sanction (with or without recommendations).

g. **Timeline for Appellate Determination.** The appellate panel will make a determination within five (5) calendar days of receipt of the appeal materials. The Chair of the Sexual Misconduct Appellate Board will notify the parties simultaneously in writing of the outcome of the appeal within three (3) calendar days of the date of the determination. **All appellate panel decisions are final.**

All appellate time periods set forth in this section can be extended as necessary for good cause by the Chair of the Sexual Misconduct Appellate Board with notice to the parties of the extension and an explanation of the reason for the extension.

h. **Training of the Sexual Misconduct Appellate Board.** The Chair and all members of the Sexual Misconduct Appellate Board will receive 8-10 hours of annual training regarding issues related to sexual misconduct and guidance for conducting appeals in a way that protects the rights of all parties, promotes institutional accountability and complies with state and federal law.

12. **Conflict of Interest.** The College requires any individual participating in the investigation, sanctioning or appeal of sexual misconduct matters to disclose any potential or actual conflict of interest. If a Complainant or Respondent believes that an investigator has a conflict of interest, the party should submit a request to replace the investigator to the Title IX Coordinator. If the Title IX Coordinator is the investigator believed to have a conflict, the party should submit such request to the Dean of Students (when requesting party is a student) or Director of Human Resources (when requesting party is an employee). In cases where a party believes that one of the appointed appellate panel members has a conflict of interest, a request to replace the appellate panel member should be submitted to the Chair of the Sexual Misconduct Appellate Board. In cases where a party believes that the sanctioning official has a conflict of interest, a request to replace the sanctioning official should be submitted to the President of the College.

In all cases, requests to replace an individual due to conflict of interest must be submitted (to the above referenced individuals) within three (3) days of a party’s notice of the conflicted individual’s participation. The written request must include a description of the conflict. If it is determined that a conflict of interest exists, the College will take steps to address the conflict as appropriate to maintain an impartial process.

13. **Records.** The investigator’s report, the notice of sanction and/or appellate determination, will be maintained by the Office of Student Affairs as part of a student-Respondent’s conduct record and with the Director of Human Resources as
part of an employee-Respondent’s employment file. All notes and documents exclusively used by the investigator but not made part of the final report will be destroyed after an appellate determination (or, if no appeal, a sanction or final determination) is made. Suspension and dismissal are permanently noted on a student’s transcript. The conduct files of students who have been suspended or dismissed from the College are maintained by the Office of Student Affairs for no fewer than seven (7) years after the student’s departure from the College. Employment records are maintained consistent with the Illinois Personnel Records Review Act and all other state and federal requirements.

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

Enacted: August 28, 2015
Amended: June 21, 2016

**Nondiscrimination Policy**

Lake Forest College’s nondiscrimination policies are based on federal laws and regulations, including Title IX and other relevant regulations, as well as on its institutional ideals.

Lake Forest College does not discriminate against any persons because of race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental disability, military status, sexual orientation, or unfavorable discharge from military service, or any other characteristic protected by law in its education programs, activities, or employment. In addition, Lake Forest College is required by Title IX and regulations promulgated thereunder not to discriminate on the basis of sex in educational programs, activities, and employment. Lake Forest College does not discriminate on the basis of physical or mental disability against any otherwise qualified person by denying participation in, or the benefits of, any College program or activity.

Lake Forest College does not discriminate against any persons because of race, color, sex, religion, or national or ethnic origin in its education programs, activities, or employment. In addition, Lake Forest College is required by Title IX and regulations promulgated thereunder not to discriminate on the basis of sex in educational programs, activities, and employment. Lake Forest College does not discriminate on the basis of disability against any otherwise qualified person by denying participation in, or the benefits of, any College program or activity. Lake Forest College also does not discriminate on the basis of sexual orientation in its education programs, activities, or employment. For purposes of this policy, the term “sexual orientation” means the status or expression, whether actual or perceived, of heterosexuality, homosexuality, or bisexuality. The campus coordinator for Title IX (prohibiting sex discrimination) is the Personnel Officer, to whom inquiries concerning Title IX may be referred. The campus coordinator for Section 504 of the Federal Rehabilitation Act of 1973 (prohibiting discrimination based on disability) is Stephen D. Schutt, President.

** Discrimination — Federal Regulations and Grievance Procedures**

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

**Disability Discrimination**

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

The College will not retaliate, nor will it tolerate retaliation, against individuals who complain in good faith about harassment or discrimination based on a legally protected characteristic.

Harassment Free Environment

The College prohibits harassment of an individual based on race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental disability, military status, sexual orientation, or unfavorable discharge from military service, or any other characteristic protected by law.

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

Pets on Campus

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

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

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

Student Posting Policy

Because the College hopes to avoid cluttering our campus with too many posters and flyers, or with posters and flyers that are unclear or inaccurate, students are asked to adhere to the following guidelines for posting in, on, or around, campus buildings. It is especially important the students plan ahead as they organize the marketing efforts for their events. This policy is designed to support the mission of Lake Forest College and to ensure equal access of campus posting areas to all students and registered student organizations.

General Guidelines

- All student & student organization flyers, pamphlets, and posters must be approved and stamped by professional staff in the Gates Center before they are hung on campus or in the community. The Gates Center is located in the Stuart Commons across from the Gus & Margie Hart Dining Hall.
- Department and office flyers, pamphlets and posters do not need to be stamped by the Gates Center.
Student Posting Policy

- Approved literature may be posted for a maximum of one week unless an extension is given approval by the Gates Center. This includes flyers announcing general meeting times (e.g., “Chess Club meets every Tuesday evening at 7 p.m.”)
- Only posters and flyers promoting College-approved events will be eligible for posting, with the exception of campaign postings for student elections.
- Posting policies related to Student Government campaigning will be determined each year by the Student Government Election Committee.
- A maximum of thirty flyers may be posted by any organization at one time throughout campus.
- All material must have the name of the sponsoring department/student organization clearly identified.
- All materials advertising social events must list beginning and ending times.
- Within 24 hours of completion of the event, the individual or organization must remove all posters.
- Postings that do not adhere to the posting policy will be taken down and discarded.
- Community members who wish to post something other than flyers can request permission from any member of the professional staff in the Gates Center.
- Posting cannot contain any material that is inconsistent with the community standards of Lake Forest College. No postings will be approved advertising or implying the sale or use of alcoholic beverages, making references to drugs, and/or referencing prurient or lewd material.
- All flyers and posters must contain information about providing access for people with disabilities.

Mohr Student Center and Stuart Commons

- Stuart Commons/Mohr Student Center bulletin boards may be reserved through the Gates Center for 5 days by registered student organizations, administrative offices and academic departments, faculty, and staff.
- A maximum of five flyers and one large poster per event may be posted in the Stuart Commons. No flyers may be hung in the Mohr Student Center.
- Flyers are allowed only in the poster strips. No flyers can be hung on walls, doors, or windows.
- Large posters may not exceed 30” by 40”.
- Large posters may be posted no more than 5 days prior to the event.
- Large posters can only be hung in the poster strips or on reserved bulletin board space. No posters can be hung on walls, doors, or windows.

Residence Halls

- All flyers must be approved and stamped by the Office of Residence Life.
- Postings in residence halls are limited to one flyer per Resident Assistant for a total of 37 flyers.
- The Office of Residence Life will distribute the flyers to the Resident Assistants to be hung on each floor.

Academic Buildings

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

Window Painting

- Approved student organizations are allowed to paint designated windows in the Mohr Student Center and Donnelley and Lee Library.
- The Mohr Student Center windows must be reserved through the Gates Center and Mohr Student Center Committee. The windows can be reserved for up to 5 days.
POLICIES AND PROCEDURES – non-academic

Sports & Recreation Center Policies

- The Donnelley and Lee Library windows must be reserved by completing the Window Painting Contract, available from LIT staff in room 131.
- Window paint and paintbrushes are available from Boomer’s Den in the Mohr Student Center.
- The student organization is responsible for cleaning the windows. If they are not cleaned thoroughly, the student organization will be charged for having the windows professionally cleaned.

Posting by Off-Campus Groups

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

Chalking Guidelines

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

Sports & Recreation Center Policies

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

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

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

Family Educational Rights and Privacy Act Notice

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

1. Upon written request, students may inspect and review their educational records by submitting their request to the office responsible for maintaining such records (i.e., Registrar for academic records, Associate Dean of Students for conduct records). Lake Forest College will endeavor to provide the student an opportunity to inspect and review his or her educational records within a reasonable time after receiving the request, not exceeding 45 days from the receipt of the request. Students’ educational records are maintained under the supervision of the Registrar and Dean of Students.
POLICIES AND PROCEDURES – non-academic  
Family Educational Rights and Privacy Act Notice

2. Students have the right to consent to disclosures of personally identifiable information contained in the student’s educational records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the college in an administrative, supervisory, academic, or support staff position (including public safety and health services staff); a person or company with whom the college has contracted; a person serving on the Board of Trustees; or assisting another school official in performing his or her tasks. A school official has legitimate educational interest if the official needs to review an education record in order to fulfill his or professional responsibilities. Another exception to the act permits the college to share educational record information with parents or guardians of dependent students. In general, the college will share information related to the student’s academic performance, progress toward graduation, any indebtedness, and involvement in matters that may lead to suspension or dismissal.

3. As required by the act and regulations, Lake Forest College maintains a record of written requests for personally identifiable information whether or not such requests are granted. Each student has the right to inspect and review the record of written requests for disclosures of personally identifiable information which is maintained in his or her permanent record.

4. Lake Forest College designates the following information as directory information: the student’s name; address, home telephone listing, college email address, residence hall room extension, class year, date and place of birth, major field of study, faculty advisor, classes, parents, participation in officially recognized activities and sports, weight and height and photograph of members of athletic teams, dates of attendance, degrees and awards received, and the most previous educational agency or institution attended by the student. An on-line photograph of the student will also be published to the Lake Forest College community only. Students have the right to withhold disclosure of the above information by notifying the Dean of Students in writing. Students should consider carefully the consequences of any decision made to withhold directory information, as any future requests for such information from non-institutional persons or organizations will be refused. Lake Forest College will honor students’ requests to withhold directory information but cannot assume responsibility to contact students for subsequent permission to release directory information. Regardless of the effect on the student, Lake Forest College assumes no liability for honoring a student’s instructions that such information be withheld. In addition, the college assumes no liability for information disclosed by student or other groups associated with, but not under the direct auspices of, Lake Forest College. Students must take additional measures to inform fellow students and student groups of their wish for their information to remain off of printed or online lists, programs, and the like.

5. A student has the right to request amendment of his or her educational records to ensure that the educational record information is not inaccurate, misleading, or in violation of the student’s rights. The procedure to seek amendment of a student’s educational records is as follows:
   a. A written request must be submitted to the office responsible for maintaining the record (i.e., Registrar for academic records, Associate Dean of Students for conduct records) stating the reason a student seeks to amend his or her educational record and attaching any supporting documentation to the request.
   b. Within a reasonable time after receiving the request, but in no event longer than 45 days, the Registrar or Dean of Students will issue a decision in response to the student’s request. If the decision is unfavorable, the student has the right to a hearing before the Academic Appeals Board (for academic records) or the Dean of Students (for conduct records) on the request to amend.
   c. In the event of an unfavorable decision by the Academic Appeals Board and/or Dean of Students, the student has the right to include a written statement setting forth his or her reasons for disagreeing with the decision on the matters presented in the request to amend the records.
POLICIES AND PROCEDURES – non-academic

Property Loss or Damage

d. Each student has the right to file a complaint with the United States Department of Education concerning alleged failures by Lake Forest College to comply with the requirements of the act and the regulations passed pursuant thereto.

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

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

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

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

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

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

Violations of the smoking policy should first be brought by the aggrieved individual to the attention of the individual smoking. If the violation continues, it should be reported to the Residence Life staff, if by a student in a residential building, or to the Department of Public Safety if by a non-student or outside of a residence hall. Cigarettes will not be sold on the College campus.

Smoking tobacco in hookah pipes is permitted in designated smoking areas only (one each on North, Middle, and South campus) between the hours of 5:00 p.m. and 5:00 a.m. All hookah pipes must be registered with the Department of Public Safety in advance, at which time they will be tested for controlled substances. Hookah pipes that are found to have been used with controlled substances will be confiscated and the owner will receive a Notice of Alleged Violation for possession of drug paraphernalia.
POLICIES AND PROCEDURES – non-academic

Campus Parking

Policy, Process & Rules Governing Parking on Campus

The following information will articulate the College’s policy governing the required student and guest vehicle registration process, student parking permit eligibility, campus-wide penalties for violation, and general parking regulations and rules.

Visitors/Guests with Vehicles

Residential students are required to register their guest’s vehicle whenever the vehicle will be parked on any campus between midnight and 7 a.m. regardless of the expected duration.

Upon the guest’s first visit to campus, the student host must bring the guest to the Public Safety Center promptly to register their vehicle. At the time of registration, the guest must bring an original or copy of vehicle’s current year license registration card (which is used to verify registered ownership and the license plate number).

After the guest’s initial registration of their vehicle in Public Safety, the guest’s vehicle information will be uploaded for use in the required Residence Life guest registration form which can be found online at https://my.lakeforest.edu/ICS/Students/Student_Forms.jnz. Students who fail to have their guest’s register their vehicle may be held responsible for tickets issued to that vehicle.

Students are not allowed to register a car as a guest/visitor’s vehicle that they are personally using. Doing so is a deceptive practice and may result in a disciplinary sanction. Additionally, unregistered vehicles with three or more tickets will be immobilized or may be towed at the owner’s expense.

Guests are permitted to park in any non-reserved space on campus in addition to those that are reserved for “visitors.” Guests may also park in spaces reserved for “Faculty and Staff” in the event there are no non-reserved spaces available. However, guests may not park in any spaces on campus designated as “Reserved for RL Staff”, “Residents Only (Campus Circle)”, or those reserved for Mail Services or Public Safety vehicles at any time.

Permit Eligibility

Lake Forest College is a residential pedestrian campus with a limited number of parking spaces on campus. Therefore, it is necessary to restrict the availability of parking not only for philosophical reasons but also for purely practical ones – there simply are not enough spaces to provide parking for everyone who would like to have a car on campus.

Parking is limited to junior and senior residents and commuter students. Eligible students are not permitted to obtain a parking permit for a vehicle belonging to a relative or friend of another currently enrolled student. Any violation of this nature will result in immediate revocation of the campus permit, loss of any fee paid, and possible sanction for deceptive practice.

First-year and second-year residential students are not permitted to acquire a regular permit (although a limited number of temporary permits are available to them per semester) except in rare and demonstrated cases of extreme need or hardship, or for documented medical reasons.

Students seeking a waiver to obtain a permit for medical reasons must submit a Special Needs Request through the Special Needs Accommodation Committee (which can be found on-line at my.lakeforest.edu).

Demonstrated cases of extreme need or hardship waivers (which only last for as long as a demonstrable need continues) require submission of an application form which may be picked up in Public Safety or found on-line www.lakeforest.edu/about/ourcampus/safety/parking.php.
POLICIES AND PROCEDURES – non-academic
Campus Parking
All exceptions must be requested and approved prior to bringing a vehicle on campus.

Payment and Fees
Three options for purchase of a permit are available to eligible students. Payment may be made in Public Safety or online with a credit or debit card only, or in the Business Office.

Permits purchased at the beginning of the fall semester cost $200 for the academic year. Permits purchased after a semester has started (approximately late September) will be charged a pro-rated amount. Permits purchased at the beginning of the spring semester cost $100 for the remainder of the academic year. Permits purchased after a semester has started (approximately early February) will be charged a pro-rated amount.

Students who no longer need their permit, for whatever reason, can obtain a pro-rated credit/refund provided they remove the sticker and bring it to Public Safety who will then notify the Business Office of the returned permit.

Students who still require a permit but whose registered vehicle is no longer usable (due to a sale, accident, etc.) will not be charged for a replacement provided they remove the sticker and bring it to Public Safety.

Permit Registration Process
Students must come to Public Safety to obtain the permit. If payment is not made in Public Safety at the time of registration, students must bring a hard copy of their receipt from the Business Office or E-Commerce site along with an original or copy of vehicle’s current year license registration card (see example below), which is used to verify registered ownership and the license plate number. At the time the permit is issued, students will be issued a copy of this policy which includes a map and explanation of rules of use.

Example:

Additional Permits for Commuter Students
Commuting students who have purchased an academic year permit for their primary car, and who find it necessary to use a different car on a regular basis, may purchase an additional permit for a fee of $25 which can be paid in Public Safety with a credit or debit card, cash, or check. If purchased through the Business Office or on-line, students must bring a hard copy of their receipt. Students must also bring an original or copy of vehicle’s current year license registration card (which is used to verify registered ownership and the license plate number).

The additional parking permit must be completely affixed to the vehicle as described in the section “Display of Permits.”

Temporary Permits
Students not entitled to regular permits can obtain a temporary permit for a period not exceeding one week (seven days) per semester at a fee of $2 per day. Payment is made in Public Safety with cash or by check. Students must also bring an original or copy of vehicle’s current year license registration card (which is used to verify registered ownership and the license plate number).
POLICIES AND PROCEDURES – non-academic

Campus Parking

A regular permit holder who must use a different car for a short, temporary period of time (usually for emergency maintenance reasons) must obtain a temporary permit in Public Safety immediately upon arrival to campus with the vehicle. Under these circumstances, there will be no charge for the temporary permit. Students must bring an original or copy of vehicle’s current year license registration card, which is used to verify registered ownership and the license plate number) to obtain the temporary permit.

The temporary permit must be displayed by hanging it from the rear-view mirror with the location authorized facing forward so it can be seen through the windshield. At the time the permit is issued, an explanation of rules of use will be provided.

Temporary Permits for Medical Reasons

Students who require a temporary permit for medical reasons will be required to provide a physician statement/note explaining the need for such a permit. The note must identify an expected expiration date when the accommodation will no longer be needed.

If the medical need is result of an injury sustained during athletic team participation, the physician statement/note must be confirmed by the College’s Athletic Training Staff. If the medical need is imposed by Health & Wellness as a condition of continued enrollment, confirmation must be obtained by the Director of Health & Wellness. All other physician statement/notes will be confirmed by Health & Wellness staff.

Temporary medical permits will be issued in no more than 15 day increments and will require a newly dated physician statement/note explaining the need extending the accommodation. Reconfirmation of the physician statement/notes will also be required as stated above and must identify an expected expiration date when the accommodation will no longer be needed. The identified medical need will determine which campus (North Only, Middle Only, South Only, All Campuses) parking will be approved for.

The temporary permit must be displayed by hanging it from the rear-view mirror with the location authorized facing forward so it can be seen through the windshield. At the time the permit is issued, an explanation of rules of use will be provided.

Display of Parking Permit

Prior year permits should be removed prior to affixing the new permit.

The new academic year permit must be displayed permit must be displayed by affixing it on the rear driver’s side window using the permit’s adhesive. If the rear window is tinted, the alternate location is on the front driver’s side windshield. Motorcycle permits can be mounted on one of the front forks.

Permits affixed in any other manner are deemed a violation and subject to a fine for “improper display.”

Campus Parking Event Restriction

Lake Forest College hosts a number of large events and athletic contests that require the College to provide as much on campus parking for invited guests, Forester parents & friends, visiting team parents, and fans, and in doing so, limit congestion on the streets surrounding the College. To accomplish this, event restrictions are instituted. Notification of parking restrictions is made in advance via email from the Director of Public Safety. Students are responsible for regularly checking their email (including the “clutter folder”) any notification of any restrictions.

Penalties

Payment of fines may be made mail, in Public Safety or on-line (credit or debit card only), or in the Business Office as soon as possible and at least prior to the conclusion of each semester.
POLICIES AND PROCEDURES – non-academic
Campus Parking

The following violations carry a $100 fine:
• Parking in a handicapped/disabled space*
• Reckless driving
• Stop sign violation
• Immobilization (Boot)
• Repeated offenses (after official notice)

The following violations carry a $50 fine:
• Speeding
• Blocking a fire lane*
• Blocking a roadway or driveway
• Driving the wrong direction
• Driving on grass or pedestrian path
• Parking on a city street surrounding the college
• Campus event parking restriction violation

The following violations carry a $25 fine:
• No valid permit displayed
• Improper display of permit
• Posted no parking
• Not a valid marked space
• Posted faculty and staff only
• Posted resident reserved
• Posted visitor parking

The following violations carry a $20 fine:
• Permit not valid for campus (Parking on wrong campus)
• Parking on grass
• Parked in 2 spaces

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

In addition to monetary penalties identified on the parking citation for the observed infraction, the College may,
• Add an additional $100 “Repeat offense” fine on the fourth (4th) and every subsequent ticket issued,
• Refer the matter to the Office of Student Affairs as a conduct violation,
• Revoke the parking privileges of any person who is cited for any reckless driving,
• Revoke the parking privileges of any person who receives a total of eight (8) parking violations during the course of the current and two previous semesters.

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

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

Exceeding the posted speed limit may be considered reckless driving at the Officer’s discretion. Driving on the grass or the sidewalk may also be considered reckless driving.
False registration of a vehicle will lead to loss of parking privileges, as well as, forfeiture of any fees paid. Aside from the preceding penalties, the College reserves the right to take whatever action is deemed necessary or appropriate in any given situation.

**Vehicle Immobilization**

Any vehicle that is found in violation of campus parking policies may, at the discretion of the College, be immobilized or towed at the owners’ expense. Unregistered vehicles will be immobilized after receiving multiple citations and/or towed at the discretion of the College, at the owner’s expense.

**Appeal of Citation**

Appeal of a ticket requires the submission of a Ticket Appeal form (which can be located at http://www.lakeforest.edu/about/ourcampus/safety/disputes/forms.php).

For an appeal to be successful, the petitioner must articulate in writing that some exceptional circumstance beyond your control existed, (such as having been hospitalized and unable to relocate the car) or, that the ticket was issued in error by the Officer. However, the following reasons will not be considered as acceptable justification to grant an appeal:

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

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

**Unlicensed, Improperly Licensed, and Inoperable Vehicles**

Unlicensed, improperly licensed, and inoperable vehicles may not be left on campus for extended periods while the owner is absent (that is, summer vacation, winter vacation) without the expressed prior consent of the Director of Public Safety.

**General Rules of Use**

The issued permit identifies which campus a student can park their car on (North, Middle, South, or All Campuses) weekdays between 7 a.m. to 4 p.m. (unless another posted or published restriction applies). Commuter students are issued “All Campus” permits. Eligible residential students will be issued a permit for the campus on which they reside.

All three campuses will be open to all registered vehicles weekdays after 4 p.m. until 7 a.m. the following morning, and anytime on Saturday & Sunday (unless another restriction applies). This includes spaces designated as Faculty and Staff parking, but excludes those restricted spaces near Faculty and Staff housing on South Campus (on Maplewood near Washington Road) which will remain no student parking at any time. Students may not park in any spaces on campus designated as Reserved for RL Staff, Residents Only (Campus Circle), or any location that is not marked as an identified parking space at any time for any reason unless otherwise directed to do so.

Student parking is prohibited in all spaces designated as Visitor Parking on any campus at any time (excluding the Mailroom/Bookstore spaces where hazard flashers must be on and time is limited).
Policies and Procedures – Non-Academic

Use of College Vehicles

However, in order to allow students enough time to drop off a book, copy a paper, or make any other type of quick stop that may need to be accomplished, between 7 a.m. and 4 p.m. on weekdays, students may park a properly registered vehicle on a campus other than the one designated by their permit provided the following two conditions are met:

1. They are parked in a student-permitted space for less than 15 minutes, and
2. The vehicle’s hazard flashers are turned on.

Students enrolled at Lake Forest College are not permitted to park on City of Lake Forest streets surrounding the College. Vehicles found in violation will be subject to a $50 fine for each occurrence by the College.

Mid-Semester Breaks
All parking rules and regulations remain enforceable unless otherwise notified by Public Safety.

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

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

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

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

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

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

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

Applicants with approved MVR’s will be assigned an on-line driver training program. After passing the training program exam, the applicant will be informed by Public Safety to contact Facilities Management to schedule a road test. Upon
POLICIES AND PROCEDURES – non-academic

Fundraising by Student Organizations

Successful completion of the road test Facilities Management will provide the approved driver a copy of the current vehicle rental policy and Cellular Phone Policy while Driving. Both policies must be reviewed and signed.

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

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

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

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

Fundraising by Student Organizations

College policy allows student organizations to work with the Office of Development and Alumni Relations to seek external financial support for special projects. The intent of the following policy is to provide guidelines to ensure success for student organizations while not interfering with the College’s overall fundraising efforts.

Fundraising for Campus Programs and Organizations

In many instances, students cannot apply for gifts on behalf of the College, so students seeking to raise funds for their organizations and programs should follow these guidelines:

1. Fundraising activities for student organizations must first be approved by the appropriate faculty member, advisor, or administrative liaison.
2. If proposed plans include approaching alumni, parents, friends, the community, or corporations, a representative of the student organization should contact the Vice President for Advancement at ext. 6000. The Vice President or an appropriate member of the Development and Alumni staff will discuss with interested students the proposed project; the list of individuals and organizations to be approached; timing; and an appropriate fundraising strategy for the external funding sources. The staff will help guide students so their efforts will be the most successful possible.
3. If the development staff determines it is needed, the representative of the student organization must work with the Associate Controller (ext. 5039) to create an appropriate budget account for the project.
4. All gifts must be sent to the Office of Development and Alumni Relations to be recorded, receipted, and given to the Business Office to be deposited into the assigned budget account.
5. If appropriate, the Office of Development and Alumni will provide mailing lists to assist with fundraising efforts.
6. All checks must be made out to Lake Forest College, and the purpose of the gift should be noted in the memo section of the check, in an accompanying letter, or in a tractable return envelope to ensure that it is placed into the accurate budget account.
7. The student organization, in consultation with the Office of Development and Alumni Relations, will be responsible for the implementation of the fundraising effort, related expenses, and the acknowledgment of gifts. Donors will receive an institutional acknowledgment letter from the Office of Development.

Fundraising on Behalf of National Organizations and Other Charitable Causes

In some cases, a student organization would like to raise funds on behalf of cause-related or service-oriented organization other than Lake Forest College. Students must adhere to the following guidelines so that funds are raised in an ethical manner with a clearly defined intent.

1. The organization must be registered as a non-profit organization with the Internal Revenue Service.
POLICIES AND PROCEDURES – non-academic

Reservations of Campus Facilities

2. Any checks must be made out in the organization’s name, and turned over to the organization for receipting. Any receipts or declaration of tax-deductible status must be made by the organization.
3. Checks made out to “Lake Forest College” will not be accepted nor receipted, and will be returned to the donor. As such, funds cannot be used for student participation in activities, unless they are officially sponsored by Lake Forest College.
4. The Office of Development and Alumni will not provide mailing lists for such efforts, and promotion of such events is limited to post-event promotion.
5. All fundraising events must be within state law and local ordinance.
6. All efforts must comply with the College’s alcohol and risk management policies.
7. Students participating in the fundraising must clearly market and promote their efforts as being associated with the charity, and not with Lake Forest College.
8. Questions regarding this policy may be directed to the Office of Development and Alumni Relations.

Reservations of Campus Facilities

Room reservations for on-campus activities are made through the online scheduling system Ad Astra – astra.lakeforest.edu and approved by the Gates Center.

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

Rental to an outside person or group of the Glen Rowan House, Lily Reid Holt Chapel, Calvin Durand Hall and the Mohr Student Center for social events should be made by contacting The Director of Special Events, ext.6030.

Rental of any room or building to an outside person or group for summer conferences should be made by contacting the Director of Summer Conferences at extension 6132. All academic year rentals (excluding non-social events) should be made by contacting the Operations Director for Academic Year Conferences, at extension 6136.

Keys to Academic Buildings

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

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

The loss of a key is a serious matter because it requires the College to recore the lock on every door that the key would open. The time and equipment required to recore a lock make this a very costly thing to do. As a result, the College will impose a $50 fine for the loss of a key or failure to return a key. This fine will be assessed for each separate door that the key would open and that must be re-cored, up to a maximum fine of $500, and it will be imposed against the faculty member or student responsible for the loss. Because $50 will frequently not cover the actual cost of recoring a lock, the College hopes the prospect of this fine will encourage faculty – and students who receive keys at the behest of faculty – to take care not to lose their keys.

Use of Video/Audio Surveillance Equipment

Lake Forest College reserves the right to use video or audio surveillance equipment for the protection of persons or property. No persons may use surveillance equipment except with authorization, which may only be obtained by the Director of Public Safety after consultation with the President, the Dean of Students, or the Vice President of Business.
Solicitation by Off-Campus Individuals or Organizations
(including commercial sales, fundraising, and distribution of literature)

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

Specific Policies

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

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

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

Student groups or other entities on campus should notify the Career Advancement Center when working with any employer, external organization or individual who wishes to recruit students for part-time jobs, internships, full-time jobs or other career-related experiences. This includes individuals or organizations invited on campus as guest speakers. All organizations recruiting on campus are expected to comply with established Recruiting Policies and Procedures and be registered for a ForesterLink account.

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

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

Movie and Film Screening Guidelines

Public viewing of movies is strictly regulated by the Motion Picture Association of America. The Federal Copyright Act (Title 17, United States code, Public Law 94-553, 90 Stat. 2541) governs how copyrighted materials, such as movies, may be utilized publicly. Neither the rental nor the purchase or lending of a film carries with it the right to exhibit such a movie publicly outside the home, unless the site where the video is used is properly licensed for copyright compliant exhibition.

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

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

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

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

Films or film clips may not be used as, or as part of, an event or entertainment unless the public performance rights (copyright) has been purchased or secured. Films or film clips that people purchase or rent are intended for home viewing use only. These movies are permitted to be viewed within the confines of a student’s residence hall room to a private audience. However, no public announcement or advertising may occur as it turns the private audience into a
POLICIES AND PROCEDURES – non-academic

Speaker Policy

public one (even if the viewing still occurs in a private residence hall room) thus making the movie subject to public performance guidelines.

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

Therefore anytime a group shows a movie in any context, the group must purchase the public viewing rights (copyright) for that particular showing. Copyright purchase for film currently runs $200-$800 per showing for popular titles. Swank Motion Pictures is a film distributing company and the sole provider of film copyright to Lake Forest College. Swank maintains an inventory of films that can be applicable to any occasion. Please check out their website for a listing of available titles: http://colleges.swankmp.com. If you are interested in showing a film, please fill out the Film Request Form on My.Involvement and SPARK will acquire the rights for you. Your organization or department is responsible for payment and will need to provide an account number upon completion of the request form. Films not available through Swank Motion Pictures will not be allowed to be shown for public performance on campus unless the film viewing falls into the Face-To-Face Exemption category.

Purchasing public viewing rights does not depend on variables such as audience size or charging of admission. Regardless if it is 3 people versus 300 people, size is not considered in determining if public viewing rights need to be purchased. (Size may, however, influence the amount of the public performance fee). Likewise you still have to purchase the copyright even if you are offering the movie/film to the audience for free. Because we are a non-profit educational institution we do qualify for the face-to-face teaching exemptions. However, that does not mean that because we are a non-profit educational institution that all films/movies shown at Lake Forest College are exempt. Only those with an instructor present with students enrolled in his/her officially registered class qualify for the face-to-face exemption. This principle holds true no matter how much educational or intellectual value is contained in the film. The faculty member may show the film/movie outside the normal class period (at night for example), however, it is only for those students who are registered for the class. The movie must also be shown in spaces that are designated for instruction; therefore library screening rooms, residence hall or student union lounges, cafeterias do not qualify. A faculty member cannot show it for his/her class and then open it up to the rest of the campus. In order to invite others, the public viewing rights must be purchased. Acceptable attendance for films in which the copyright is not purchased only include students registered for the class, the instructor and guest lecturer(s).

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

Speaker Policy

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

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

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

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

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

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

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

**Guests and Recruiters**

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

**Whistleblower Policy**

**Purpose and Applicability**

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

Statement of Policy

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

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

Process for Disclosure

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

<table>
<thead>
<tr>
<th>Subject Matter</th>
<th>Intake Officers</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADA Rules Violation</td>
<td>Provost &amp; Dean of Faculty (Michael Orr)</td>
</tr>
<tr>
<td></td>
<td>Dean of Students (Robert Flot)</td>
</tr>
<tr>
<td>Discrimination</td>
<td>Provost &amp; Dean of Faculty (Michael Orr)</td>
</tr>
<tr>
<td>Faculty Staff Handbook Violation</td>
<td>Director of Human Resources (Agnes Stepek)</td>
</tr>
<tr>
<td>Hostile Workplace</td>
<td>Controller (Doris Dumas)</td>
</tr>
<tr>
<td>Retaliation</td>
<td></td>
</tr>
<tr>
<td>Wrongful Termination</td>
<td></td>
</tr>
<tr>
<td>Waste of Institution Resources</td>
<td></td>
</tr>
<tr>
<td>Harassment (including Sexual Harassment)</td>
<td>Director of Human Resources (Agnes Stepek)</td>
</tr>
<tr>
<td></td>
<td>Dean of Students (Robert Flot)</td>
</tr>
<tr>
<td>Hate Messages</td>
<td>Dean of Students (Robert Flot)</td>
</tr>
<tr>
<td></td>
<td>Director of Public Safety (Richard Cohen)</td>
</tr>
<tr>
<td>Financial Improprieties</td>
<td>Vice President for Finance and Planning (Lori Sundberg)</td>
</tr>
<tr>
<td>Fraudulent Accounting/Bookkeeping</td>
<td>Provost &amp; Dean of Faculty (Michael Orr)</td>
</tr>
<tr>
<td>Illegal/Unethical Business Practices</td>
<td></td>
</tr>
<tr>
<td>NCAA/Athletic Rules Violation</td>
<td>Director of Athletics (Jackie Slaats)</td>
</tr>
<tr>
<td></td>
<td>Provost &amp; Dean of Faculty (Michael Orr)</td>
</tr>
<tr>
<td>Safety/Security Issues</td>
<td>Director of Public Safety (Richard Cohen)</td>
</tr>
<tr>
<td>Environmental Hazards</td>
<td>Director of Facilities Management (David Siebert)</td>
</tr>
<tr>
<td>Unsafe Workplace Conditions</td>
<td></td>
</tr>
</tbody>
</table>

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

Any disclosure shall be made in a signed written document within ninety (90) days of the day on which the complainant knew or should have known of the misconduct. If the Board member, employee, volunteer, student, vendor, alumnus or applicant would rather contact a source outside of the institution, he or she may contact Campus Conduct Hotline (866-943-5787) within ninety (90) days of the day on which the complainant knew or should have known of the misconduct.
A. The intake officer shall consider the disclosure and take whatever action he or she determines to be appropriate under the law and circumstances of the disclosure.

B. In the case of disclosure of misconduct involving the designated intake officer, the disclosure shall be directed to the alternate designee. The alternate designee shall consider the disclosure and take whatever action he or she determines to be appropriate under the law and circumstances of the disclosure.

C. In the case of disclosure involving financial misconduct, the intake officer shall also provide the disclosure to the Chair of Budget & Audit Committee for his or her review and consideration.

D. In the case of disclosure to Campus Conduct Hotline (866-943-5787) that does not involve financial misconduct, the President shall be entitled to receive a summary of the disclosure from the intake officer. At his discretion, the President shall have the authority to resolve the matter in accordance with College policies.

E. If the disclosure involves the President, the disclosure may be directed to the Chair of the Board of Trustees.

F. If the disclosure involves a member of the Board of Trustees, the disclosure may be directed to the Chair of the Board of Trustees.

Complaints of Retaliation as a Result of Disclosure
A. If a Board member, employee, volunteer, student, vendor, alumnus or applicant believes that he or she has been retaliated against in the form of an adverse employment or other action for disclosing information regarding misconduct under this policy, he or she may file a written complaint requesting an appropriate remedy.

B. For purposes of this policy, an adverse employment action shall be defined as actions including: discharge, demotion, suspension, being threatened or harassed, or in any other manner discriminated against with respect to compensation, terms, conditions or privileges of employment. Other adverse actions include: dismissing, suspending or disciplining a student or changing or lowering a grade or evaluation of a student or negatively affecting the student’s academic career; terminating or threatening to terminate a customer or vendor relationship; and unlawfully discriminating against an alumnus or volunteer. This policy does not prohibit an employment action or any other action that would have been taken regardless of disclosure of information.

Process for Adjudication of Complaints Stemming from Disclosure
A. A Board member, employee, volunteer, student, vendor, alumnus or applicant must file a complaint with the intake officer or his/her alternate within ninety (90) days from the effective date of the adverse employment action or from the date on which the employee, volunteer, student, vendor, alumnus or applicant should reasonably have had knowledge of the adverse action.

B. Complaints shall be filed in writing and shall include:

   1. Name and address of the complainant;
   2. Name and title of individual(s) against whom the complaint is made;
   3. The specific type(s) of adverse action(s) taken;
   4. The specific date(s) on which the adverse action(s) were taken;
   5. A clear and concise statement of the facts that form the basis of the complaint;
   6. A clear and concise statement of the complainant’s explanation of how his or her previous disclosure of misconduct is related to the adverse employment or other action; and
   7. A clear and concise statement of the remedy sought by the complainant.
C. Within sixty (60) calendar days of receipt of the complaint, the intake officer or his/her alternate shall consider the written complaint, shall conduct or have conducted an investigation which, in his or her judgment, is consistent with the circumstances of the complaint and disclosure, and shall provide the complainant with a determination regarding the complaint.

D. The determination shall be in writing and shall include the findings of fact, the conclusions of the investigation, and, if applicable, a specific and timely remedy consistent with the findings. The decision of the intake officer or his/her alternate shall be final.
POLICIES AND PROCEDURES - academic
Requirements for the Bachelor’s Degree

Requirements for the Bachelor’s Degree
In order to receive the Bachelor of Arts degree, students are expected to complete 32 credits, fulfill the general education requirements, attain at least a 2.00 overall Lake Forest College grade point average (without rounding up), and complete the requirements of a major. Normally, a student is expected to fulfill graduation requirements within four years. Students, including transfer students, must fulfill these requirements.

Course Credits

Definition of a Lake Forest Credit
Lake Forest credit is earned, recorded, and tallied by courses rather than by semester credit hours. For the purposes of definition and transfer of credit, a Lake Forest course is valued at four semester credit hours or six quarter credits. A Lake Forest semester lasts 15 weeks (14 weeks of classes plus a 5-day final exam period). The Lake Forest calendar also includes three four-week summer sessions. Regardless of the term, each regular Lake Forest course (1.0 Lake Forest credit) includes at a minimum the equivalent of forty-two 50 minute instructional hours per term. Students are expected to devote a minimum of three hours of out-of-class work for each hour in class. Courses that include additional class meeting times, laboratories, or discussion sessions may require proportionately less out-of-class work. Semester-length Lake Forest courses carrying 1.0 course credits should require students to devote a minimum of 12 hours of total work per week (in-class time plus out-of-class work). Full-credit courses taught during shorter periods of time (e.g., during summer session) should require an equivalent amount of work as a semester-length course. Courses offered for fractional course credit (e.g., 0.5 or 0.25 course credits) should require an appropriate proportion of the total workload of a full credit semester-length course.

Internships
For each credit, approximately 150 hours of on-the-job experience is required. Students are also required to complete a substantial paper, a project, or a study on issues related to the internship as well as a reflective paper on the internship. The number of hours of on-the-job experience may be proportionately reduced if the internship involves significantly more written or creative work, as required by the Internship Supervisor.

Students interested in completing a for-credit internship should review the policies and steps outlined at lakeforest.edu/careers and in the Internship Request for Approval forms. Students who are on academic or disciplinary probation are not permitted to participate in for-credit internships. Additionally, students that have displayed a pattern of behavior, or had at least one serious conduct violation, may need to discuss their eligibility directly with the Dean of Students.

Sexual discrimination, including sexual harassment and/or other sexual misconduct during an internship, at an employer site or during the recruitment process will not be tolerated. Students are encouraged to report sexual discrimination directly to the College’s Title IX Coordinator, Julie Heuberger Yura, Rosemary House, 847-735-6009; yura@lakeforest.edu. All employees of the Career Advancement Center are obligated to report to the Title IX Coordinator information they receive regarding allegations of sexual discrimination. For more information regarding the College’s sexual discrimination and misconduct policies and procedures please visit, lakeforest.edu/sexualmisconduct/.

Practica
A minimum of 40 hours of work is required for 0.25 Lake Forest credit.
Independent Studies
Independent Studies do not have established meeting dates/times. The learning objectives and academic requirements for these courses are determined by the faculty member and the student, with the expectation that the total work completed will approximate that required for a regular Lake Forest course receiving 1.0 Lake Forest credits (as defined above).

Course Load
A normal course load for a degree-seeking student is four course credits per semester (the equivalent of 16 semester credits), but a student may choose to take any load between three (the equivalent of 12 semester credits) and four and one-half course credits (the equivalent of 18 semester credits) to be granted full-time status. Students also may be non-degree-seeking students or attend the College part-time, with commensurate charges. Courses in education that are required for certification but not credited toward a degree, private music lessons or music ensembles may be added to the normal course load. Consult with the Registrar for complete information regarding credit for these courses.

For the purposes of federal financial aid, full-time status is defined as 3 or more Lake Forest credits (the equivalent of 12 or more semester credits); three quarter time is defined as between 2.1 and 2.99 Lake Forest credits; half-time is 2.0 Lake Forest credits and less than half-time status is fewer than 2.0 Lake Forest credits.

An overload is any course load in excess of 4.5 course credits in a given semester. With the permission of the advisor, a student may register for an overload if the total is not greater than five course credits in any semester. (See “Tuition and Expenses” for course overload fee.) A student has full-time status if he or she is registered for at least three course credits (the equivalent of 12 semester hours) per semester. Students must register for a full course load for the entire year, unless they are seniors needing less than a full course load to graduate on time.

Credit Distribution
Exceptions to the following rules may be granted only by the Academic Appeals Board.

Of the 32 credits required for graduation, the following rules apply:

- At least 8 but no more than 15 must be taken in the student’s major field. More than the minimum of 8 may be required.
- A student may not take more than 15 credits, including internships, in any single discipline.
- No more than 16 transfer credits (60 semester hours) may be counted toward Lake Forest College degree requirements.

Twelve of the last 16 credits earned must be Lake Forest College credits. The last 4 credits are required to be Lake Forest College credits. A student may petition the Academic Appeals Board for an exception to either of these rules. Students interested in studying off campus in their last semester should consult with the Assistant Dean of Faculty for Off-Campus Programs.

Academic Standing and Progress
Students with fewer than seven completed Lake Forest credits are classified as first-year students. Those with at least seven Lake Forest credits are classified as sophomores, those with at least 15 Lake Forest credits as juniors, and those with at least 24 Lake Forest credits as seniors. Normally, a student is expected to fulfill graduation requirements within four years.
POLICIES AND PROCEDURES - academic

Financial Aid and Satisfactory Academic Progress

Financial Aid and Satisfactory Academic Progress
A student receiving federal financial aid funds is subject to achieving and maintaining a minimum standard of progress toward their degree. Federal regulations require that the student complete at least 67% of the classes they attempt, and achieve a minimum 2.00 GPA while doing so. The Financial Aid Office must check this progress every semester. A student not meeting this standard will be given one semester of “warning” status by the Financial Aid Office to meet this progress. If after this semester of “warning” they still do not meet the standard, their financial aid will be “suspended.”

If extenuating circumstances have made it difficult to meet satisfactory progress, the student can appeal their “Financial Aid Suspension.” The appeal must include an academic plan (approved by the advisor) on how the student plans to meet this standard within a reasonable time-frame. Students who appeal and are granted an extension of the aid, will be placed on Financial Aid Probation, on a semester-by-semester basis.

Credit from Outside the College

Transfer Credit
The College is most likely to recognize a course taken at another accredited institution if Lake Forest offers a comparable course. Courses at other accredited institutions that are in the liberal arts tradition, but do not have comparable counterparts at Lake Forest, may also be granted credit. Lake Forest students are required to receive prior approval from the College before taking coursework at other colleges (see below under “Lake Forest Students and Credit for Summer Work at another Institution.”).

You may transfer a maximum of two years of college coursework (up to a maximum of 16 Lake Forest course credits) to Lake Forest College. All transferable coursework up to the maximum, completed with a C- or better, will be accepted toward fulfillment of the bachelor of arts degree. No courses with D grades may be transferred to the College. Plus and minus grades with the exception of grades of A+ earned at another institution will be recorded on the Lake Forest College transcript, but are not counted in the Lake Forest GPA.

If you are a recipient of an associate of arts (AA) degree in an applicable liberal-arts field from an accredited community college, you may be granted full junior standing (16 Lake Forest College credits). All coursework completed in the AA degree must be applicable towards a Lake Forest degree and have received a grade of C- or better to be transferable.

How Credits Transfer
The Office of the Registrar makes the official evaluation of transfer credit upon acceptance to the College and receipt of a student’s enrollment deposit. Once the Registrar has determined how many transfer courses can be counted toward the Lake Forest College degree, you will be assigned class standing as follows: at least 15 Lake Forest credits equates to junior standing, at least 7 Lake Forest credits to sophomore standing, and fewer than 7 credits to first year standing.

Lake Forest College weighs its own courses at four (4) semester hours.

Starting with the 2016-17 academic year and thereafter: Each 15 semester hours of transferrable credit will be considered equivalent to 4 course credits at Lake Forest, with each 3 semester credit hour course transferring as 0.8 Lake Forest course credits.

Lake Forest Students and Credit for Summer Work at another Institution
Enrolled students who plan to attend a summer session at a college in the United States other than Lake Forest must obtain prior approval for the proposed program of study. Forms for this purpose may be obtained from the Registrar’s Office or are available on My.LakeForest. Transfer credits may be not be accepted for students who fail to obtain approval. Upon approval of coursework, credits earned by a student at another college will be converted into Lake
Grades and Academic Records

Forest College course credits and will be included in the student’s total credits toward graduation, but the grades will not be used to calculate the grade point average. Refer to Transfer Credits (above) for specifics on how transfer credits are converted into Lake Forest College course credits.

An official transcript from the issuing institution must be given to the Registrar’s Office before any academic work done elsewhere may be accepted for Lake Forest College credit. The Registrar evaluates transcripts and awards transfer course credit; students may appeal decisions to the Academic Appeals Board.

Credit by Examination

Students may apply to pass a regular course by special examination without prior enrollment. Students will be charged for course credits they earn by examination. Consent of the instructor and approval of the Dean of the Faculty are required. Where appropriate, the instructor may set requirements in addition to the examination itself. For credit to be awarded, a grade of C– or better must be earned on the examination, but the student’s transcript will show only a CR (Credit). Special examinations are not allowed for courses that are usually part of pre-college curricula (for example, elementary languages or elementary mathematics) and are not normally allowed in courses previously audited or in which a student was enrolled.

Advanced Placement

Students who have successfully completed Advanced Placement (AP) courses and the appropriate Advanced Placement examinations provided by the College Entrance Examination Board may apply for College credit for this work. Only AP credits receiving a score of 4 or 5 will be accepted for Lake Forest College credit, except by departmental approval. Each department determines the specific amount of credit to be awarded, as well as the comparability to Lake Forest College courses. Credit will not be granted for both Advanced Placement and International Baccalaureate program examinations in the same department.

International Baccalaureate

Students who have successfully completed International Baccalaureate courses and taken the higher-level examinations provided by the International Baccalaureate Program may apply for college credit for this work. Grades of 4, 5, 6, or 7 on the higher-level examinations entitle students to at least one course credit; grades of 1, 2, or 3 are not granted credit. Each department will determine the specific amount of credit to be awarded. Credit will not be granted for both Advanced Placement and International Baccalaureate program examinations in the same department.

Grades and Academic Records

Basis of Academic Evaluation

Students shall be evaluated by their instructors solely on the basis of their academic performance, not on their opinions or conduct in matters unrelated to academic standards.

Grades

The College employs an A, B, C, D, F grading system. Faculty may append a plus or minus to all grades A through D, with the exception that there is no grade of A+. The grade of A is awarded for work of outstanding quality. The grade of B indicates good work, C satisfactory work, D marginal work, and F failure. A department may require a minimum grade in courses prerequisite to more advanced work.
Grades and Academic Records

Credit-D-Fail Option
Students may choose the option of receiving a notation of CR (Credit) to indicate a grade of C– or better in any course they take. Under this option, grades of D (no plus or minus), F, W, and WF are recorded on the transcript as usual. Application for this option, or for changing back to regular letter grades, must be made before the last day of the ninth week of classes in a 15-week course or the deadline for withdrawing from classes with an automatic W for other types of courses. Approval of the student’s advisor is required. No more than eight credits with grades of CR based on this policy may appear on a student’s transcript at any one time. Students may choose to change a grade of CR on their transcript back to a regular letter grade at any time before the final degree audit for graduation by submitting the appropriate form; under no circumstances may letter grades be subsequently changed to CR grades.

Grade Point Averages
The grade point average (GPA) attained for each semester of a student’s work, as well as the student’s cumulative grade point average, is recorded on the student’s official academic record at the end of each semester. It is weighted according to course credit. Grade point averages are computed on the following basis:

<table>
<thead>
<tr>
<th>Grade</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
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<tr>
<td>C</td>
<td>2.00</td>
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<tr>
<td>C-</td>
<td>1.67</td>
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<tr>
<td>D+</td>
<td>1.33</td>
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<tr>
<td>D</td>
<td>1.00</td>
</tr>
<tr>
<td>D-</td>
<td>0.67</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Grades of CR, SCR, I, X, MW, W, J, and RS will not be included. A grade of WF is computed as a failing grade (0.00).

The Lake Forest GPA includes grades earned in Lake Forest College courses and for all Lake Forest off-campus programs led by Lake Forest faculty.

Incompletes
Instructors are authorized to give incomplete grades and may record a grade of I (Incomplete) for a student who is prevented by illness or other reason beyond the control of the student from completing the requirements of a course. The student must complete the appropriate assignments and deliver them to the instructor no later than two weeks after the close of the residence halls for both the fall and spring semesters, respectively. Instructors are required to submit the revised grade to the Registrar within three business days after the expiration of the incomplete. Extensions of the deadlines are possible only with special permission from the Dean of Students. If the Registrar does not receive a revised grade by the appropriate deadline, a grade of F will be recorded in place of the I. This policy applies only to undergraduate work.

Grades of X
A grade of X may be assigned at the initiative of an instructor when a student who has been doing at least passing work in a course unexpectedly fails a final assignment. With the instructor’s authorization, the student has the same amount of time to redo the assignment, or its equivalent, as is available for an incomplete, but in no case may the final revised grade be higher than a D+.
Grades of PR
A grade of PR (Progress) is used at the end of the first term of a two-term senior thesis or other independent study project if the student is making satisfactory progress. A final letter grade for both semesters will be entered when the project is completed at the end of the next term. Satisfactory progress is defined as a minimum of a C– grade for the work thus far completed. Accordingly, if a student receives a final grade of D or F in the thesis or other project, the PR grade as replaced cannot be lower than a C–. This policy applies only to undergraduate work.

Grades of RS
The RS grade, introduced in the fall of 1997, indicates that the requirements have been satisfied in a course without credit.

Student Teaching Credit (SCR)
The student teaching clinical experience is graded on a basis of SCR (Student Teaching Credit) to indicate a grade of B– or better needed for passing the student teaching course. Under this system, grades of F, W, and WF are recorded on the transcript as usual. This grade is only available to students accepted into the teacher certification program and enrolled in elementary or secondary student teaching.

Repeated Courses
Any course taken at Lake Forest College, except a First-year Studies course, in which a student received a grade of C– or lower may be repeated once with replacement of the earlier grade, as long as the repeated course has the same course number as the course whose grade it replaces, and is not repeatable for credit under its catalogue description (as are certain topics courses, etc.). This replacement is for the purposes of calculating GPA only: all grades received appear on the Lake Forest College transcript. This policy includes courses from which a student has withdrawn with a WF. A student may only take one First-year studies course during her or his time at Lake Forest College.

A course may be repeated with replacement of the earlier grade only once. After that, the grades in any further repetition of the course will stand and be counted into the student’s GPA along with the grade for the second time he or she took the course.

Over the course of his or her Lake Forest College career, a student may repeat no more than two courses for replacement of a grade. Should a student repeat more than two courses over her or his time at the College, the grades earned for the first two of these repeated courses will replace the grades of the previously taken courses of the same number; the grades for any courses beyond that will be included in the student’s GPA like any other course.

Semester Grades and Academic Early Alerts
Final grades are posted on My.LakeForest.edu.

Faculty submit Academic Early Alerts for students, in courses where the student’s performance is at that point a cause for concern, on the designated page of my.lakeforest by the first day of the fifth week of both Fall and Spring semesters. The text of the Academic Early Alerts will then be sent simultaneously to students and their advisors.

The following students who receive Academic Early Alerts must submit a plan of action to the Assistant Dean of Faculty for Learning Support:

- First-year students (unless they have already earned more than 6.0 credits) or students in their second year who are still at first-year class standing.
POLICIES AND PROCEDURES - academic

Grades and Academic Records

- First-semester transfer students
- Students on Academic Probation

These students must respond within one week after the notice is sent, indicating the changes the student will make to improve her or his course performance. Copies of this plan will be sent to the student’s advisor.

Transcripts of Academic Work

The Registrar’s Office maintains a permanent, official academic record of registered courses for each student, which includes grades, credits, and other pertinent information. Students may request certified copies of their College transcript records. Official transcripts are released only upon written authorization of individual students or alumni. Forms for transcript requests are available on My.LakeForest. The first requested copy is free of charge. The charge for additional transcripts is $7. Currently enrolled seniors may order up to 20 official transcripts for graduate/professional school applications at a reduced rate of $5 each. Students must clear financial obligations with the Business Office before transcripts will be released. A period of a week should be allowed for filling a transcript request.

The Dean’s List

The Dean’s List recognizes students who have achieved distinguished academic records. It is compiled at the end of each academic year. Only Lake Forest College course credits are counted. To be selected for this honor, a student must have received during the year at least six graded course credits, and must have received no more than two credits on the Credit-D-Fail option, and must have attained a GPA during the year of at least 3.60 (without rounding up). Repeated courses will be considered in this calculation as long as they have been repeated during the academic year for which the student earned Dean’s list status, and follow the policy regarding repetition of courses (“Repeated Courses”).

In order to reward outstanding academic performance and to provide adequate challenge to the brightest students, those who gain Dean’s List distinction are permitted to take a fifth course without additional charge during one semester of the academic year following that distinction. This policy does not apply to applied music lessons, courses offered through off campus programs, and Summer Session courses.

Academic Probation, Suspension, and Dismissal

The academic record of every student is reviewed by the Academic Appeals Board of the faculty, the Dean of the Faculty, and the Dean of Students at the end of each term. As a result of such reviews, students may be placed on academic probation by the Dean of Students or the Academic Appeals Board as a warning that they are in danger of academic suspension. Students are placed on academic probation whenever their cumulative GPA falls below 2.0. Students on academic probation are assigned to work with Academic Support specialists to improve their academic performance. No student on academic probation may be enrolled as less than a full-time student, unless special permission has been given by the Dean of Students.

First time first year students who have achieved less than a 1.00 GPA in their first semester at the College will have their academic record reviewed by the Dean of Students, in consultation with others, including; the Dean of Faculty, Academic Advisor, Learning Support Specialists, etc. After the review is complete, a decision may be made to not suspend the student, but to instead place the student on academic probation. Students who are assigned this status are required to meet with the Dean of Students before the start of their second semester to create a “Plan for Success”, which will outline a set of expectations designed to keep the student accountable, and create a blueprint for improved academic success.

Students who have completed their second semester and beyond are suspended when their GPA in any term is less than 1.0, even if they have not previously been on academic probation.
In addition, students on academic probation are suspended when their GPA for any probationary term is less than 2.0. No student may remain on academic probation for more than two consecutive semesters without being suspended. All students who are suspended have the right to appeal. Appeals are considered on a case-by-case basis. A student who is suspended for academic reasons is not eligible to apply for readmission for at least six months. A student may be readmitted only once; a second suspension for academic reasons is known officially as an Academic Dismissal and becomes a permanent separation from the College for academic reasons. Suspension or dismissal from the College may also be mandated under conditions set forth under the conduct process. Probation, academic suspension or dismissal, and readmission are noted on the student’s official academic record and appear on transcripts sent outside the College. Parents or guardians are notified when a dependent student is placed on probation, suspension, or dismissal. Only in unusual circumstances can exceptions to the rules concerning probation, suspension, and dismissal be considered by the Academic Appeals Board.

**Course Procedures**

**Registration in Courses**
Enrolled students are allowed to pre-register each spring for the next academic year. Students who have pre-registered by the end of spring term will be given first priority in courses for the coming year. First-year students have an opportunity to register for fall semester during the summer preceding their entrance to the College. The spring registration plans are formally completed during designated registration periods in the fall. Prior to the spring semester, additional days are scheduled for confirming or changing registration plans for that semester.

**Course Changes and Withdrawals**
During a designated registration period, a student must make any changes in registration using the online registration system provided on My.LakeForest and have those changes approved by an advisor, also on My.LakeForest. If this procedure is not followed when a student wishes to drop one course in favor of another, a failing grade of F will be recorded for the course in which the student is officially registered, and the student will not receive credit for the other course.

Because the full-time course load is defined as 3 to 4.5 course credits per semester, a full-time student is permitted to reduce his or her registration to fewer than 3 course credits during a semester-in-progress only with prior written approval of his or her faculty advisor and the Dean of Students.

The following rules apply to such course withdrawals: Within the first 2 weeks of a 15-week course, a course withdrawal is regarded simply as a permissible change of registration. Only the courses in which the student remains registered will appear on the transcript.

In a 15-week course, the last day for approved withdrawal from a course with an automatic W will be the last day of the ninth week of classes (unless a Medical Withdrawal has been authorized—see below).

After the end of the ninth week in a 15-week course, withdrawal results in either a W or a WF, depending upon the instructor’s evaluation of the student’s progress in the course in question at the time of the withdrawal. A student may not withdraw from a course after the last day of classes (that is, during the reading or examination periods or thereafter).

If a student ceases to attend class and fails to withdraw officially from that course (including physical education) in which the student is officially registered, it will result in the recording of a failing grade for that course.
Administrative Withdrawal
A student may be administratively withdrawn from all coursework by the Dean of Students if the student is not fulfilling his or her academic obligations (e.g., not attending classes or completing academic work) and he or she has ignored all institutional efforts toward resolution. A student who is withdrawn by the Dean of Students for this reason will receive a “WA” on the transcript for that course. WA indicates that the student was involuntarily withdrawn from the course due to abandonment of academic responsibilities.

Before an Administrative Withdrawal is mandated in either situation, the Dean of Students or designee will encourage the student to take a voluntary withdrawal from the courses.

Medical Withdrawal from Courses
Students who believe that medical circumstances make it necessary for them to withdraw from a course after the first 2 weeks of the semester may apply in writing to the Dean of Students for a Medical Withdrawal. An application must be accompanied by a signed statement from the student’s attending health care professional. This procedure assumes that the student wishes to remain enrolled in school. (For information regarding medical withdrawal from the College, refer to the section Withdrawal from and Readmission to the College, later in this document)

After application has been made, the Dean of Students will review the case and determine whether the student may receive a grade of MW for the course instead of W or WF. A medical withdrawal may result in the need for the student to take an overload or summer school courses in order to graduate on schedule. The financial consequences of medical withdrawals from courses are the same as those for standard withdrawals from courses. (See “Refunds” below.)

Reduction of Load to Fewer than 3 Courses
Full-time students will not normally be permitted to reduce their course load to fewer than 3 course credits in any semester. A reduction in course load may affect their eligibility for financial aid and their participation in organized sports. Resident students must seek permission from the Director of Residence Life to remain in student housing when reducing their load to part-time.

Exceptions
An exception to the usual policies concerning course withdrawals may occur when a student has been brought before the Academic Honesty Judicial Board. The student is permitted to withdraw, through the last day of class, from a course in which a charge of violating the academic honesty policy has occurred. But if the Board determines that a violation has occurred in that course, any penalty imposed will take precedence over the course withdrawal.

- When a student is penalized with failure of the project, assignment, or paper, the faculty member will record the zero in determining a final course grade. A student withdrawing from a course with a passing course grade (as determined by the faculty member) will earn a W, while a student withdrawing from a course with a failing course grade will earn an F, regardless of when in the semester the withdrawal may have taken place.
- When a student is penalized with failure of the course, the recorded grade will be F, rather than WF, regardless of when in the semester the withdrawal may have taken place.

Refunds or Withdrawal from Courses
Any combination of courses ranging from 3 to 4.5 credits is regarded as a full load and regular full-time tuition applies. There are no refunds for course load changes within this range of credits. Students registering for fewer than 3 credits per term with the permission of the Dean of Students will be charged at a per-course rate. (See the “Refund Policy” section on the College’s Website for more detail.)
POLICIES AND PROCEDURES - academic

Student Academic Appeals

Attendance
Classroom activities are an integral and important part of the learning experience. Therefore, it is expected that students will attend class meetings. Each member of the faculty has the prerogative of establishing specific attendance policies that in his or her opinion are best suited to the course. Faculty members are required to publicize such policies to the class in writing at the beginning of the course.

Students who miss class meetings because of participation in a “College-approved event” – so designated by the Dean of the Faculty – are officially excused but will be expected to make up any work missed and will be allowed to do so in a manner approved by the faculty member whose class was missed. If, in the judgment of the instructor, making up the work missed is not feasible, the student may not be penalized for the absence from the class.

In cases when students miss a class for any reason other than to participate in an event previously designated by the Dean of the Faculty as “College-approved,” only the individual professor may “excuse” the absence. If a professor has deemed a student absence is “excusable,” the Dean of Students’ office will document the absence for the professor if necessary. In cases in which the absence is related to a disability, the student is responsible for documenting the disability with the Assistant Dean of Faculty for Learning Support and requesting a reasonable accommodation (See: Services for Students with Disabilities).

Auditing of Courses
Students who wish to acquaint themselves with a subject without receiving credit may audit a course with the permission of the instructor. Auditors are not subject to the requirements of the course, but they are expected to participate seriously. There is no audit fee for full-time students; part-time students are charged a minimum amount per course. Examination for course credit is not permitted in an audited course.

Final Examinations
By faculty regulation, no test may be given prior to its originally designated time. Only the Dean of the Faculty may grant exception to this rule and only at the request of the faculty member.

A term paper may be assigned in lieu of a final examination in a course, but in such cases students are entitled to have until the end of the scheduled examination time for a course to submit their term papers. If not returned immediately to students, examination papers, particularly final examination papers and term papers, are to be kept by faculty members for at least one term before being destroyed, so as to be available for review by students. Papers from the spring term are to be kept through the fall term.

Student Academic Appeals
Lake Forest College has established procedures that individual students may use when they wish to make an academic appeal or when they believe that a grade has been assigned by an instructor in a prejudiced or capricious manner.

Academic Appeals Board
The Academic Appeals Board is a part of the College’s governance system. It considers and acts on cases of academic probation, suspension, or dismissal; on cases in which students appeal the interpretation of faculty rules by a dean; and on cases in which faculty rules are unclear. The Board and the Dean of Students meet at the end of each semester to review the academic records of all students and to take such action as is necessary in cases involving academic probation, suspension, and dismissal. Throughout the academic year, the Board considers appeals involving the academic policies of the College and their interpretation. In extraordinary cases, the Board grants exceptions to faculty rules, but only by a unanimous vote of all three voting members of the Board. Students who wish to appeal an academic decision by a dean or who believe that they deserve an exemption from an academic policy may present a written appeal to the Board.
appeal to the Board. The appeal must clearly describe the decision being appealed or the policy from which the student wishes to be exempted and must state the substantive reasons for the appeal. Each appeal must also have attached a detailed statement from the advisor regarding the appeal. Additional information may be appended to the written appeal if desired. Each appeal must be signed and include the student’s mailing address. Appeals may be submitted to the Dean of Students or the chairperson of the Board by email. To request credit for off-campus study, a student must see the Director of Off-Campus Programs.

Protection against Improper Academic Evaluation

Students are responsible for maintaining standards of academic performance established by their professors, but they will have protection against prejudiced or capricious academic evaluation. Students will be informed at the beginning of the course of the evaluative criteria to be used for that course. When a student believes his or her grade in a course has been prejudiced or capricious and has been unable to resolve the matter through interaction with the faculty member involved, the student may call the matter to the attention of the departmental chairperson. Students must contact the chairperson within two calendar weeks following the beginning of classes in the term following the alleged injustice. After the student has submitted a letter specifying the details of the alleged injustice, the chairperson will appoint a committee of the instructor’s colleagues to meet with the student and the instructor and hear evidence concerning the alleged injustice. Whenever possible, the committee will consist of three members of the instructor’s department. When the department is too small to permit this procedure, the committee may be composed of two colleagues instead of three. When the departmental chairperson is the instructor accused of the alleged injustice, the student may contact the faculty member of highest rank within the department other than the chairperson, who will appoint a review committee. Any student requesting a review is responsible for presenting for review all tests, papers, etc., that enter into a grade and that have been returned to the student. All tests, papers, etc., that enter into a grade and have not been returned to students will be kept on file by instructors for at least one semester following the end of a course. After hearing all available evidence in a particular case, the members of the review committee meet with the instructor (the student not being present) and state their opinions concerning the matter. If there is unanimous agreement among the committee members that a grade should be changed, the instructor is obligated to change the grade accordingly. In the absence of such unanimous agreement, the grade decision rests solely with the instructor. (This policy was approved by the faculty on April 4, 1967, with editorial revisions in July 1977 and June 1993.)

Academic Honesty

Lake Forest College is committed to the highest standards of academic honesty. These standards reflect the core values of our institution and, thus, are reflected in our mission statement. The standards include integrity, respect, conscientiousness, self-discipline, and civility. Such standards are central to the process of intellectual inquiry, the development of individual character, and the maintenance of a civilized community. The integrity of academic life depends on cooperation among students, faculty, and administrators.

Examples of Academic Dishonesty include, but are not limited to:

- Procuring in an unauthorized manner the questions or answers of any examination or employing unauthorized aids while taking an examination.
- Representing any work product as one’s own that was done in whole or in part by another person or in collaboration with another person without attribution or proper citation.
- Engaging in any form of conduct or action that violates the letter or spirit of the College’s Academic Honesty Policy, including but not limited to: copying, closely paraphrasing, or using another work without explicit acknowledgement of author and source.
- Submitting the same paper for credit in more than one course without the written consent of all instructors involved.
- Falsifying data, citations, or other information for academic work of any sort.
- Misrepresenting work done, including submitting a report on a performance or exhibit one did not attend.
- Aiding another scholar in the violation of the Academic Honesty Policy.
Responsibilities of Students
Every student is to uphold the ideals of academic honesty and integrity. Other responsibilities of students include:

1. Students are expected to know Lake Forest College’s Academic Honesty Policy. Ignorance of the policy shall not be considered an excuse or a mitigating factor in Academic Honesty Judicial Board proceedings.
2. Students should consult faculty or staff members when they are unsure whether their actions would constitute a violation of Academic Honesty Policy.
3. In addition to the standards regarding academic honesty given in the Student Handbook, students are to heed all expectations regarding academic honesty as stated by their course instructors.
4. Students are expected to know what constitutes plagiarism. A handout explaining plagiarism is available at the Writing Center, the Learning and Teaching Center, and the reference desk of the library.
5. Student members of the Academic Honesty Judicial Board shall maintain the confidentiality of students accused of violating Academic Honesty Policy.

Responsibilities of Faculty
Every faculty member is to uphold the ideals of academic honesty and integrity. Other responsibilities of faculty include:

1. Every faculty member is to be acquainted with Lake Forest College’s Academic Honesty Policy as outlined in the student and faculty handbooks.
2. Faculty is to maintain the confidentiality of students accused of violating Academic Honesty Policy, consistent with College policy and applicable governmental regulations.
3. Faculty and staff are to exercise caution in the preparation, duplication, and security of examinations.
4. No test may be given prior to its originally designated time. However, faculty may arrange for students with documented disabilities to begin an exam early if the student a) qualifies for extended time on exams and uses proctoring services, and b) has provided the faculty member with an accommodation letter that includes test accommodations as approved accommodations, and c) has a subsequent class or exam that would begin during the usual extended time. In such cases, students may be required to remain with the proctor until the beginning of the scheduled exam for the class. As an alternative, the faculty member may choose to offer an exam at a later time. The Dean of the Faculty may grant other exceptions to this rule at the request of the faculty member.
5. Faculty is to take reasonable steps consistent with the physical conditions of the classroom to reduce the possibility of cheating on examinations.
6. Classroom tests are to be proctored with diligence.
7. An instructor who returns a final examination to students is to send a copy of the examination to the library, which will retain it for three years and make it accessible to students.

Academic Honesty Judicial Board
Composition: The Academic Honesty Judicial Board (AHJB) is composed of a Chair and a pool of 6-8 faculty members and at least 8 students. The Chair is a faculty member selected cooperatively by the Dean of the Faculty and the Dean of Students. The pool of faculty members is appointed by the Faculty Personnel and Policies Committee. The faculty members should represent diverse divisions. The student members are selected using the following process:

- The Dean of Students solicits nominations from students, faculty and staff during the Spring term of each academic year (to serve during the subsequent academic year). Nominations must include a brief description of the nominee’s qualifications, and be submitted to the Dean of Students by the last day of classes of the Spring term.
- Nominations are vetted by the Dean of Student’s’ office. Nominees may not have violated the College’s Academic Honesty Policy nor been found responsible for any student conduct policy violation. The Dean of Students may make exceptions in special cases.
POLICIES AND PROCEDURES - academic

Academic Honesty

- Nominees whose applications pass the vetting process are invited to submit a statement indicating their interest and qualifications.
- The Dean of Students and the Dean of the Faculty review applications and determine which students will join the AHJB beginning in the Fall of the next academic year. There is no maximum size to the pool – all students deemed qualified may be included. The Dean of the Faculty informs students of their addition to the AHJB over the summer.

**Procedures**

A faculty member may bring a charge of academic dishonesty against a student if, in his or her judgment, the student has violated the Academic Honesty Policy. The faculty member shall inform the student of the allegation in writing along with a recommended sanction. Faculty are encouraged to consult with the AHJB Chair regarding appropriate sanctions. The faculty member must allow an accused student up to five business days to consider the allegation and submit a statement admitting or denying the allegation, and agreeing or disagreeing with the recommended sanction.

If the faculty member is unable to contact the student despite making a good faith effort to do so, he or she should submit a formal charge and any other appropriate documentation to the AHJB Chair. In this case, the Chair informs the student of the formal charge and instructs the student how to proceed.

If an accused student admits to violating the Academic Honesty Policy and agrees with the faculty member’s recommended sanction:

- The faculty member and student submit their respective statements to the AHJB Chair.
- For a first offense, the AHJB simply records the violation and sanction, notifying all appropriate parties (see “sanctions” below).
- For second and subsequent offenses, the AHJB meets to determine the sanction. The faculty member and student are invited to address the AHJB before sanctioning.

If an accused student denies violating the Academic Honesty Policy or disagrees with the faculty member’s recommended sanction, the AHJB hears the case according to the following procedure:

- The faculty member and student each submit a statement and evidence to the AHJB Chair.
- The Chair sets a date for the hearing, normally within one week of receiving the student’s statement, and notifies the student by email and by registered campus mail or registered U.S. mail. The hearing date may be postponed at the discretion of the Chair. The Chair, upon consultation with the faculty member and the student, may summon a reasonable number of relevant witnesses to the hearing.
- Any party may consult with the Chair at any time.
- The student has the right to be assisted at the hearing by an advisor drawn from within the campus community.
- The hearing consists of the Chair (who does not vote) and of a jury of 3 faculty members and 4 student members from the AHJB. A finding of responsibility requires 4 votes out of the 7 voting members.
- In the event that the AHJB members agree on the finding of responsibility but are divided on the issue of an appropriate sanction, the AHJB first votes on the most severe of the contemplated sanctions, proceeding through lesser sanctions until a sanction receives at least 4 votes.
- Evidence must pertain to the charge as determined by the Chair.
- The Chair notifies the student and faculty member of the AHJB’s decisions by registered campus mail or registered U.S. mail.
- When a case arises between semesters or during Summer Session, the AHJB ordinarily defers consideration until the following semester. However, the student involved may elect to have his or her case determined by an ad hoc AHJB convened by the Dean of the Faculty and drawn, insofar as possible, from the regular AHJB, consisting of 3 voting faculty members, 4 students, and a non-voting faculty Chair.
POLICIES AND PROCEDURES - academic

Off-Campus Programs

The judicial process outlined above is intended to provide accused students an opportunity to respond to allegations of academic dishonesty, thereby enabling the AHJB to make an informed decision about responsibility and impose appropriate sanctions. However, if a student fails to respond within five days to the attempt to solicit a plea or schedule a hearing, the AHJB Chair will note that the student has failed to respond and will schedule a hearing. The AHJB Chair will inform the student (by College e-mail) of the date, time, and place of the hearing at least 48 hours prior to the scheduled hearing. If the student does not enter a plea prior to the hearing, a plea of "not responsible" will be entered on the student's behalf. If a student fails to attend a scheduled hearing, the Chair may proceed with the hearing without the student and a decision will be rendered based upon available information.

Sanctions

The faculty member, Dean of the Faculty, Dean of Students, Chair of AHJB, and the faculty advisor are notified of any sanctions assessed for Academic Honesty Policy violations. Furthermore, the Registrar is notified of any course failures. Suspensions or dismissals from the College are recorded on students' transcripts and in their permanent files.

- For first offenses, the expected minimum sanction is zero points awarded for the project, examination, or assignment. The maximum sanction is failure of the course. The sanction should also include one or more educational components, such as informational sessions with library or Ethics Center staff, or repetition of the assignment for no credit.
- For second offenses, the expected minimum sanction is zero points awarded for the project, examination, or assignment, an educational component, and suspension from the College for the following semester. If the AHJB recommends suspension from the College, this recommendation is submitted to the President by the Chair along with a recommendation regarding whether the College should accept courses taken at another institution while the student serves his or her suspension. The President then notifies the student and AHJB Chair of his or her decision by registered campus mail or registered U.S. mail.
- For third offenses, the expected minimum sanction is zero points awarded for the project, examination, or assignment and dismissal from the College. The Chair informs the President of the AHJB’s recommendation. The President then notifies the student and AHJB Chair of his or her decision by registered campus mail or registered U.S. mail.

Withdrawals

See the section titled “Exceptions” under Course Procedures regarding withdrawals from courses in which charges of academic dishonesty have been brought.

Appeals

A student may ask the Dean of the Faculty to consider an appeal on procedural grounds only.

Student Evaluations

When a faculty member has brought a charge of academic dishonesty against a student, a note indicating that such a charge was made will be included with the student evaluations for that course.

Off-Campus Programs

Lake Forest College offers many options for off-campus experiences both in the United States and abroad. These experiences may include both work internships and study programs. Permission to participate in off-campus programs for which credit is granted must be requested, supported, and approved by the appropriate College personnel.

Information regarding individual programs in all disciplines and all countries may be found on our website at www.lakeforest.edu/offcampus. Deadlines apply. For questions about selecting a program, requirements, procedures,
application forms, deadlines, and financial aid, please consult the College web page and contact the Director of Off-Campus Programs, (ext. 5231).

GPA
A minimum 2.5 cumulative GPA is required for the College to consider a student eligible to participate in an off-campus program and earn credit. Certain programs may require a higher GPA. A student may begin the application process with a lower GPA but must attain minimum by time of entry into the program.

Appeals and requests for exceptions must be submitted in a timely manner to the Academic Appeals Board and accompanied by a statement of support from the student’s academic advisor and the Director of Off-Campus Programs. The Academic Appeals Board can only decide if a student is eligible to study off-campus with a lower GPA; it cannot accept or deny students’ applications to specific programs.

Procedures and Initial Documents
The application process to study off-campus and earn credit comprises 2 stages: Stage 1 verifies eligibility to study off-campus, and Stage 2 includes selection of and application to a particular program. ALL students applying to participate in ANY off-campus semester program must complete this process. To begin, students should meet with the Director of Off-Campus Programs office before proceeding with applications to particular programs. All forms are online and can be found in My.LakeForest.

NOTE: Students who are on academic or disciplinary probation usually are not permitted to participate for credit in an off-campus study program. In addition, students who do not complete all required forms for off-campus study—including Stage 1 eligibility and Stage 2 documents—may NOT study off-campus on Lake Forest College Approved Program Leave and should not assume transferability of credit from another program.

Stage 1 requirements include a basic application form, an unofficial transcript, financial aid information, and approval from the Dean of Students. Students will be notified of their eligibility status after all Stage 1 documents have been received.

Stage 2 documents include a petition to the College, short essays, an official transcript, the application to the host program and, in most cases, letters of recommendation. All forms, or links to host program forms, can be found online in My.LakeForest.

If a student would like to apply to a program not found on our list of affiliated programs, that student would need to complete additional documentation in Stage 2. Students may apply for an outside program if they have a compelling academic reason. An outside program must be fundamentally different than those offered by our current portfolio, and meet the following criteria:

- Strong academic justification for choosing an outside program versus an existing Lake Forest-approved program
- Academic rigor and quality of the program
- Appropriateness of the student’s plan to his/her overall academic plan/major
- Strength of student’s preparation at Lake Forest College
- Level of cultural immersion or integration in the host country
- Immersion in the host language, if the host country is outside of United Kingdom, Ireland, New Zealand, Australia and Canada
- Quality of the match between the student’s goals and opportunities that the outside program offers
- Strength of the program’s capability to address standards of health, safety, and logistics

Should any aspect of the students’ application or status change after the application deadlines, the application will be further reviewed by Off-Campus Programs, the Dean of Students, and other appropriate personnel to ensure the
POLICIES AND PROCEDURES - academic

Off-Campus Programs

student is still eligible to participate in an off-campus program. Reasons for such a review may include, but are not limited to, the following:

- Taking a leave of absence after initial approval of application
- Dropping below the minimum GPA required for the program, or required by Lake Forest
- Falling below the minimum required credits to stay on track for graduation
- Change of major
- Having a semester GPA below 2.0 in the term prior to going off-campus
- Going on disciplinary or academic probation

The Dean of Student Affairs and the Student Center for Health and Wellness will conduct a final review of students in the weeks prior to a student departing for an off-campus program.

Program Acceptance and Further Requirements

Students will be notified of their acceptance into a program as follows:

- Lake Forest College programs: by the appropriate program committee
- ACM programs: by the ACM Chicago office
- Other programs: by the program sponsor

A student who is accepted and chooses to participate in an off-campus semester program must complete further requirements. These include, but may not be limited to, completing a waiver and medical release, submitting course lists for approval, attending a pre-departure session, and completing other activities upon return to campus.

Deadlines

The deadline to submit Stage 1 documents is mid-November of the year prior to participation, for both fall and spring off-campus semesters. The deadline to submit Stage 2 documents is early February of the academic year prior to participation, for both fall and spring off-campus semesters. Some programs may have an earlier deadline; students are required to meet all deadlines of their intended program. Should a student miss the initial deadlines, they may discuss with the Director of Off-Campus Programs the possibility of doing a Lake Forest College faculty-led program or an ISEP Exchange program. The availability of these options is not guaranteed.

Credit

Students will earn Lake Forest credit for all programs included on the College’s approved list of affiliated off-campus study programs.

For Lake Forest program courses taught by Lake Forest faculty, the grades will appear on the transcript and count toward the GPA. These courses include College faculty-taught courses in the Loop and the Lake Forest College Border Studies program. Students may opt to take these courses as Credit/D/Fail.

For all other courses/programs on the approved list of affiliated off-campus study programs, the course titles and grades will appear on the transcript, and be considered Lake Forest credit. However, the grades will not count toward the GPA except for Dean’s List and honors calculations. Students may not opt to take these courses as Credit/D/Fail through the College, but may elect to do so if allowed by their host program.

Participants in any other programs, including summer programs, will earn transfer credit for courses completed with grades of C- or better. All programs must be approved by the College before transfer credit can be earned; certain programs may have been pre-approved for transfer credit and students can consult with Ashley Sinclair, Director of Off-Campus Programs, for details. Course titles and grades earned for transfer credit will appear on the College transcript,
but those grades will not be calculated in the GPA except for honors calculations. Transfer credit is not eligible for Dean’s List calculations.

**Portability of Financial Aid**

All Lake Forest financial aid—grants, scholarships, loans—will be transferable to the approved list of affiliated off-campus study programs (listed on the Programs We Offer webpage on the Off-Campus Programs site).

While in most cases federal and state aid may apply, the College is not able to transfer Federal Work Study to off-campus programs. In addition, if a student receives a scholarship from an outside source, the student must consult with the program sponsor to determine transferability.

Financial aid is not applicable to an outside program, unless the Off-Campus Programs Committee would consider adding the program to the Affiliated Program List. Otherwise, if a student is approved to participate in an outside program as a one-time opportunity, the student’s financial aid will not apply to the program and the student would receive transfer credit for courses taken.

There is no college aid for off-campus programs during the summer.

Students who do not meet the campus deadlines may be allowed to participate in an off-campus program but will not be eligible for portability of financial aid except for Lake Forest programs or ISEP Exchange programs for which the deadline has been waived and/or extended.

Students who earn credit from an approved off-campus program and whose financial aid has been applied to that program may not drop—in whole or in part—any such credit without also fully reimbursing the College for all aid transferred to that program.

For questions about individual aid packages and situations, students may contact the Financial Aid Office for more information.

**Leave of Absence**

Students who do not complete all required forms for off-campus study—including Stage 1 eligibility and Stage 2 documents—may NOT study abroad on Lake Forest College Approved Program Leave and should not assume transferability of credit from another program.

**Refunds**

Rules governing refunds are discussed in the College Catalog in the section Undergraduate Tuition and Expenses. All academic and conduct standings of the student remain in effect upon the student’s return.

Each program has its own withdrawal/refund process. Please contact Off-Campus Programs for more information.

**Registration and Transfer Credit**

Students will be allowed to pre-register for courses during the intended first semester of return but are subject to the same dates and financial obligations in place for all students. Registration procedures are discussed under Course Procedures above.
POLICIES AND PROCEDURES - academic

Withdrawal from and Readmission to the College

Students may take coursework at another school during a Leave of Absence but will only be guaranteed Lake Forest College transfer credit if the courses are approved by their advisor and the Registrar’s Office.

Room Selection
A student may participate in Room Selection for the following year if he or she is on a Leave of Absence during the Spring semester.

Withdrawal from and Readmission to the College

A student who wishes to withdraw from the College is expected to complete the following procedure:

1. Pick up and complete the paperwork at the Dean of Students’ office and follow the steps outlined in the paperwork.
2. Remove all personal belongings from campus within 24 hours after the effective date of the Withdrawal unless an extension has been granted by the Dean of Students.

Failure in courses will be recorded on the academic record of a student who does not properly follow these procedures. The actual date of withdrawal is usually, but not always, the last date that the student has attended classes. Academic or disciplinary suspension or dismissal takes precedence over voluntary withdrawal or Leave of Absence in determining a student’s status and official reason for leaving the College. Rules governing refunds to students who withdraw are discussed in the College Catalog. When withdrawing from the College, a student will receive a “W” for all courses he/she is passing at the time of the withdrawal. Students who are failing a course at the time of withdrawal from the College will receive a grade of “WF” in that course.

A student may be administratively withdrawn from the College by the Dean of Students if the student is not fulfilling his or her academic obligations (e.g., not attending classes or completing academic work) and he or she has ignored all institutional efforts toward resolution. A student who is withdrawn by the Dean of Students for this reason will receive a WA on the transcript for that semester’s courses. WA indicates that the student was involuntarily withdrawn from the College due to abandonment of academic responsibilities.

Before an Administrative Withdrawal is mandated in either situation, the Dean of Students or designee will encourage the student to take a voluntary withdrawal from all courses.

In the case of Administrative Withdrawal, normal withdrawal policies will apply. In extraordinary circumstances, the Dean of Students may agree to a different refund than would automatically apply, in which case the student must submit a letter of appeal.

Students who wish to return to the College after a Withdrawal from the College or an Administrative Withdrawal from the College must apply for readmission. Readmissions are handled through the Admissions Office, which must receive all application materials at least four weeks prior to the start of classes.

Medical Withdrawal from the College

Students may request permission from the Dean of Students to withdraw from the College for documented medical reasons. The notation MW (medical withdrawal) is to be allowed only where the Dean of Students judges that serious illness, for which the student is placed under the care of an off-campus physician or other appropriate off-campus health care professional, requires the student to leave the College for proper treatment and convalescence. The financial consequences of medical withdrawal are the same as those for withdrawal from the College. See the College Catalog for further details.
A student who, for medical reasons, must withdraw from the College must submit a letter to the Dean of Students. The letter should explain the reason for the withdrawal and the approximate date of return, if applicable. The request for a Medical Withdrawal must be accompanied by documentation from a medical professional that details, from a medical perspective, the reason for the withdrawal and the approximate date of return, if applicable. All medical documentation is confidential and is kept in a secure file in the Dean of Students’ office.

In rare instances the professionals at Lake Forest College may determine that a student should not continue the academic program at the College but should withdraw due to psychological instability. In these instances the policies regarding medical withdrawal will apply.

Students who wish to return to the College after a medical withdrawal must apply for readmission when they are well enough to resume their studies. Readmissions are handled through the Admissions Office, which must receive all application materials at least four weeks prior to the start of classes. In addition, the Dean of Students must receive a letter of support for the students’ return from an off-campus physician.

The medical documentation should answer the following questions:

1. Is the student able to return to campus and manage his or her condition independently?
2. Is he or she able to live independently in a residence hall?
3. What recommendations can be offered with respect to issues such as course load, residence hall assignment, and continued treatment, in order to support the student’s successful return to his or her academic program?

Readmission to the College
Students seeking readmission must formally reapply through the Admissions Office, indicating the semester for which they hope to return and describing their anticipated activities while away from campus. In cases of suspension for academic reasons, students are not eligible for readmission for at least six calendar months. In cases of suspension for disciplinary reasons, eligibility for readmission is stated at the time of suspension. Readmission is possible only once.

Graduation and Commencement
Students who complete degree requirements during the Spring semester, as well as those who have completed their requirements during the previous summer and fall terms, are encouraged to participate in the Commencement ceremony. Others will be allowed to participate only if they have obtained written approval of a proposed Summer Session program at Lake Forest College that will make it possible for them to satisfy their degree requirements by the following August 31.

Graduation with Honors
Graduation with Honors at Lake Forest College may be achieved in two categories: the grade point average (GPA) and the student’s major field.

General Honors
General honors at graduation consist of summa cum laude for GPAs from 3.9 to 4.0, magna cum laude for GPAs from 3.7 up to 3.9, and cum laude for GPAs from 3.4 up to 3.7. In order to achieve honors in one of these categories, a student must have an academic record that satisfies all of the following requirements:

- At least 14 Lake Forest College courses taken with the full range of the letter grades (A, B, C, D, F, but not CR).
- A Lake Forest GPA equal to or greater than the minimum listed above for the pertinent category.
A total GPA, including Lake Forest College courses, Affiliated Off Campus Study courses and transfer courses, that also equals or exceeds the above minimum for the given category.

GPAs are not rounded up; for example, a 3.898 is not in the summa cum laude category. The calculation of a GPA includes plus and minus grades. Repeated courses will be considered in this calculation as long as they follow the policies regarding repetition of courses and have been completed prior to graduation from the College (see "Repeated Courses"). Grades of all transfer courses acceptable by Lake Forest College for transfer credit will be used in GPA computations. A maximum of two transfer credit grades—for courses that have been repeated—can be forgiven. Such forgiveness applies only to courses taken prior to the student’s matriculation at Lake Forest College. Forgiveness of transfer credit grades counts toward the maximum of two total forgiven grades before graduation (i.e. students can have two transfer credit grades forgiven after repeating, two Lake Forest College credit grades forgiven after repeating, or one from each category). The transfer GPA is combined with the Lake Forest GPA as a weighted average. Transfer grades from colleges or universities with different grading systems are dealt with case by case by the Dean of the Faculty in consultation with the Registrar; where necessary, they will be brought to the Academic Appeals Board.

**Honors in the Major**

Honors at graduation in the student’s major are based on a clear demonstration of superior mastery of the subject and on the ability to successfully complete a senior thesis. To receive honors in the major, a student must have attained a 3.5 GPA in all courses taken in the major at Lake Forest College, including the final semester. A minimum of six courses must have been taken in the major at the College. A student must be evaluated as having successfully completed a senior thesis. In exceptional circumstances when a senior thesis seems inappropriate, a well-documented senior research project or imaginative creative project brought to fruition in the senior year may be substituted for the senior thesis. The request for such a substitution must be initiated by the project director and requires the unanimous approval of the members of the department(s) involved. As with other theses, the final project will be reviewed by a thesis examining committee consisting of three faculty, at least one from outside the department. Please note that completing a senior seminar will not result in honors in the major.

**Distinction in Senior Thesis**

If a student’s senior thesis is judged by an examining committee to be an outstanding and original piece of research, Distinction in Senior Thesis is awarded at graduation regardless of whether the student is graduating with honors in his or her major field of study. In exceptional circumstances, a well-documented senior research project or imaginative creative project may substitute for the senior thesis provided members of the departments involved give their unanimous approval. As with other theses, the final project will be reviewed by a thesis examining committee consisting of three faculty, at least one from outside the department.

**Phi Beta Kappa**

Phi Beta Kappa, the national honorary scholastic society founded in 1776, is open to undergraduates with outstanding academic records. Although sheltered by the College, the chapter is an organization independent of the College and of its curriculum, and thus determines its own standards for admission, standards consistent with those of the United Chapters of Phi Beta Kappa. Evaluation of candidates for election includes an examination of their GPA, an appraisal of their coursework, and recognition of recommendations from their professors. Phi Beta Kappa emphasizes excellence in scholarly achievement and the pursuit of broad cultural interests. See below for admissions criteria.
Honorary Societies

Alpha Kappa Delta (Sociology)
AKD stands for Alpha Kappa Delta, a non-secret democratic, international society of scholars dedicated to ideal or Athropon Katamanthainein Diakonesin or “to investigate humanity for the purpose of service”. AKD seeks to acknowledge and promote excellence in scholarship in the study of sociology, the research of social problems, and such other social and intellectual activities as will lead to improvements in the human condition.

Alpha Psi Omega (Theatre)
Alpha Psi Omega is a national theatre honor society dedicated to the promotion and recognition of excellence in college theater. Lake Forest College’s Nu Sigma chapter was established in 1954 and for more than 50 years has served to honor scholastically outstanding students who have attained at least a 3.2 GPA overall and who have shown superior accomplishment in dramatic arts at Lake Forest College by participation in at least five productions. Membership is determined by the current student membership with the advisement of the faculty sponsors. An initiation ceremony is traditionally performed each spring.

Beta Beta Beta (Tri-Beta) (Biology)
Beta Beta Beta, whose Lake Forest College chapter dates back to 1935, functions as an honor society for students of the biological sciences. Its activities are designed to stimulate interest, scholarly attainment, and investigation in the biological sciences, as well as to promote the dissemination of information and new interpretations among students of the life sciences. To become an active member of Tri-Beta, a student must be a biology major and have earned grades of B or A in at least three biology courses counting toward the major (one of which must be above the introductory level), must have completed the equivalent of at least three terms of study at Lake Forest College, and must have an overall 3.0 GPA in the major. Associate membership is open to any student with an interest in the life sciences who has earned a grade of B or A in two biology courses counting toward the major and has an overall GPA of 2.67. Members are elected each term, and officers are elected from among the active members at the last meeting of each school year.

Kappa Delta Pi (Education)
Kappa Delta Pi is an international honor society organized to promote excellence in education. It recognizes education majors who exhibit the ideals of scholarship, high personal standards, and promise in teaching, and who make contributions to education. The Tau Psi chapter was chartered at Lake Forest College in 1994, replacing Kappa Phi Kappa, a local honor society. During the Spring semester of each year, students who have been admitted to the Department of Education and have successfully completed fieldwork, as well as two other courses in education with a B (3.0) or better, and who have attained a 3.2 GPA overall are invited to join Kappa Delta Pi.

Lambda Pi Eta (Communication)
Lambda Pi Eta is the national honors society for undergraduate study on communication. It is an affiliate of the National Communication Association. The Tau Chi chapter at Lake Forest College was founded in 2005.

Lambda Alpha (Anthropology)
Lambda Alpha is the international honors society for students of anthropology. The name, Lambda Alpha, comes from the initial letters of the Greek words logos anthropou, meaning the “study of man”. The society was originally founded with the purpose of encouraging scholarship and research in anthropology.
POLICIES AND PROCEDURES - academic

Honorary Societies and Awards

**Nu Rho Psi (Neuroscience)**
Nu Rho Psi is the National Honor Society in Neuroscience, founded in 2006 by the Faculty for Undergraduate Neuroscience.

The purpose of Nu Rho Psi is to:
- encourage professional interest and excellence in scholarship, particularly in neuroscience;
- award recognition to students who have achieved such excellence in scholarship;
- advance the discipline of neuroscience; encourage intellectual and social interaction between students, faculty, and professionals in neuroscience and related fields;
- promote career development in neuroscience and related fields;
- increase public awareness of neuroscience and its benefits for the individual and society; and
- encourage service to the community.

**Omicron Delta Epsilon (Economics)**
Omicron Delta Epsilon, the international economics honorary society, is dedicated to the encouragement of excellence in economics. It encourages devotion on the part of its members as economists to the advancement of their science and to the scholarly effort to make freedom from want and deprivation a reality for all humankind. The Rho chapter of Omicron Delta Epsilon was established at Lake Forest College in 1985. During the Spring term of each year, students who have compiled a 3.0 GPA overall and a 3.0 GPA for at least 12 credits in economics (three Lake Forest College courses), and who have expressed a genuine interest in economics will be invited to join Omicron Delta Epsilon.

**Phi Beta Kappa**
Phi Beta Kappa is an academic honorary society dedicated to the recognition of superior academic achievement in the liberal arts and sciences. The Lake Forest College chapter ( Theta of Illinois), one of 262 in the nation, was founded in 1962. To have a Phi Beta Kappa chapter approved by the national organization is a high honor for a college. In order to win a chapter, the college or university must meet Phi Beta Kappa standards in providing a solid and high-quality liberal arts program. Both faculty and students are members of Phi Beta Kappa. It is the faculty membership that each year elects student members on the basis of outstanding academic achievement. Ordinarily these are graduating seniors, but it is possible, in the case of extraordinary achievement, to be elected in the junior year. This is a rare and special honor. New Phi Beta Kappa members are initiated in a special ceremony that takes place in the spring. The criteria for election include sustained academic excellence as reflected in a strong academic record. Weight is given to the breadth of the program pursued by students, as shown by the number and variety of courses taken outside the major. Weight is also given to balance and proportion in the student’s degree program as a whole. (Professional education and business courses and internships are not counted.) Finally, a student elected to Phi Beta Kappa is expected to have demonstrated at least a minimal knowledge of mathematics and a foreign language appropriate for a liberal arts education.

**Phi Sigma Iota (Foreign Languages)**
Phi Sigma Iota is the foreign language national honor society. Its purpose is to cultivate interest and encourage excellence in the field of foreign languages. The organization offers its members and the College community at large an opportunity to come into contact with different aspects of foreign language and culture. Candidates for membership must have reached the 300 course level in a foreign language at Lake Forest College or equivalent courses at another institution. They must also have a 3.00 GPA in a foreign language, as well as an overall 3.00 GPA.

**Phi Sigma Tau (Philosophy)**
Phi Sigma Tau is the national honor society in philosophy and is dedicated to honoring academic excellence and philosophical interest and to stimulating philosophical discussions on the local and national levels. Philosophical exchanges are promoted through the activities of the local chapters and through publication of *Dialogue*, the journal of
the national organization. Lake Forest College’s chapter was established in 1981. The chapter has sponsored panel discussions and colloquia by Lake Forest College students and by faculty members from Lake Forest College and from outside institutions. Membership is awarded to outstanding students and faculty with interests in philosophy. Students can become eligible after three semesters of coursework, which must include 3 courses in philosophy.

**Pi Sigma Alpha (Political Science)**
Pi Sigma Alpha is the national political science honorary society. The Lake Forest College chapter was founded in 1971. Its purpose is to stimulate productive scholarship and interest in the subject of politics and government by honoring superior students in this field. To become members, students must be either juniors or seniors; must have taken four politics courses above the 100 level (at least two of those at Lake Forest College and at least one at the 300 or 400 level); must have a B+ (3.33) average in political science courses above the 100 level; and must have an overall B (3.0) GPA in all courses.

**Psi Chi (Psychology)**
Psi Chi is the national honorary society for psychology majors who have been recognized for their academic excellence. The Lake Forest College chapter was founded in 1960. Its purpose is to organize social and intellectual activities for psychology majors. In the spring of each year, the present members review a list of psychology majors who have at least a 3.5 average in psychology courses and a 3.0 overall GPA. Students who qualify are invited to join Psi Chi.

**Sigma Tau Delta (English)**
Sigma Tau Delta is the English honor society for students at four-year colleges and universities. It is dedicated to fostering literacy and all aspects of the discipline of English.

**Theta Alpha Kappa (Religious Studies)**
Theta Alpha Kappa is the only national honor society dedicated to recognizing academic excellence in baccalaureate and post-baccalaureate students and in scholars in the fields of Religious Studies and Theology.

**Student Honors and Awards**
The College community honors and rewards the outstanding achievements of its students and faculty by acclaiming them in public and by awarding them significant prizes at the Student Leadership Awards Ceremony in April and the Senior Honors Convocation in May and the Matriculation Ceremony in August. In keeping with the dignity and College-wide importance of its convocations, only the most outstanding achievements are to be honored in this way. Prizes are awarded to the best students who have proven themselves genuinely outstanding by absolute rather than relative standards. Each prize is to be a distinguished and valuable reward commensurate with the occasion and with the prizewinner’s achievement. Such distinction and value are embodied particularly in the prizes endowed and donated by friends and alumni of the College to perpetuate their ties to the academic community. These awards, presented at the Honors Convocations and Leadership Awards Ceremony, collectively express and celebrate not only intellectual and personal excellence, but also the special, enduring relationship between present and past generations of Lake Forest College. Outstanding students in academic areas for which there are no endowed or donated prizes are honored out of the College’s own prize fund for graduating seniors. Awards and prizes other than those referred to below are presented at departmental gatherings or at chapter meetings of the respective honor societies.

**General Awards**

**The Alpha Sigma Kappa Class of 1938 Memorial Prize**
This prize was established in 1993 by members of the Class of 1938 who were members of the Alpha Sigma Kappa fraternity. The prize is given to a senior student who has sustained a 3.4 cumulative GPA, has participated in at least two
Policies and procedures

Student Honors and Awards

Co-curricular activities on campus, and has exhibited a strong commitment to community service while a student at Lake Forest College for at least the last two years. The recipient of the prize is chosen by the Dean of Students and two faculty members. The prize is presented at the Student Leadership Awards Ceremony.

The Bird Award for Intellectual Contributions to the Campus Community

The Bird Award recognizes an individual from the Lake Forest College community—faculty, staff, student, or friend—who brings to the campus a special measure of intellectual fervor and commitment. Such a contribution, demonstrated outside the classroom, may be evidenced either within or outside of campus organizations. The recipient is to be an individual who by action or words challenges the minds of others and who serves as a model for those who study or work at the College. The recipient is chosen by a committee composed of the President, the Provost and Dean of the Faculty, the Dean of Students, the Chair of the Trustee Committee on Student Affairs, and the current recipient of the award. The Bird Award, established by an anonymous donor in 1992, honors Elizabeth Bird Parks, Lake Forest College 1932, and her father, Harry Lewis Bird, Lake Forest College 1894. The Bird Award is presented at the Fall Matriculation Ceremony.

The Peter C. Clute Award for Outstanding Character

The Peter C. Clute Award for Outstanding Character was established to honor the memory of Peter C. Clute, class of 1973, whose “boundless energy and infectious and unceasing enthusiasm brought great happiness to all who knew him.” The fund was established through the generosity of Peter’s friends and classmates. The recipient of the award, selected by Lake Forest College Student Affairs staff in consultation with the Student Government Executive Board, “shall be that Lake Forest College student whose uniquely positive attitude and whose joy in living inspires and enhances the lives of those around him or her.” The award is presented at the Student Leadership Awards Ceremony. The recipient will be invited to speak at the ceremony.

The Elizabeth W. Fischer Prize

The Elizabeth W. Fischer Prize was established in honor of Elizabeth W. Fischer, advisor to the Class of 1998 and Dean of the College from 1994–2002. The recipient must have attended Lake Forest College for four years, must have attained a minimum GPA of 3.0, and must have excelled in academics and co-curricular activities. He or she may not be a member of Senior 25. Graduating seniors are nominated by the Lake Forest College community. The recipient is selected by a committee composed of the Dean of Students, the Director of the Gates Center, two members of the Senior 25, and a faculty member selected by the Dean of Students. Members of the selection committee forfeit their eligibility to receive this prize. The Dean of Students will present the award, at Senior Honors Convocation, if a member of the Class of 1998 is not available.

The Jacob Wardwell Edwards Prize

The prize was established by friends and relatives in memory of Mr. Edwards, former Director of Admissions. The prize is given annually to the rising sophomore who is judged to have demonstrated the most outstanding qualities of leadership during his or her first year at the College. The recipient is selected by a committee composed of the Dean of Students, the Director of Admissions, and the President of Student Government. The award is announced and presented at the Spring Leadership Awards Ceremony.

Grace Elizabeth Groner Foundation Awards

The Community Service Award is given to a student who is selected by members of the Grace Elizabeth Groner Foundation as the senior recipient who earned distinction while volunteering at a community organization.
POLICIES AND PROCEDURES - academic  

Student Honors and Awards

The National Service Award is given to a student who is selected by members of the Grace Elizabeth Groner Foundation as the senior recipient who earned distinction while volunteering on behalf of citizens across the nation.

The International Service Award is given to a student who is selected by members of the Grace Elizabeth Groner Foundation as the senior recipient who earned distinction while volunteering to serve people around the world.

The Scott Fossel Prize
The Scott Fossel Prize was established in 1993 to recognize a rising sophomore and a rising junior who exhibit positive leadership attributes in scholarly and/or co-curricular activities as Mr. Fossel, Lake Forest College 1975, demonstrated as a student. The recipients are chosen by a committee of representatives of the faculty, administration, and the Dean of Students, appointed by the Provost and Dean of the Faculty. The Scott Fossel Prizes are awarded at the Fall Matriculation Ceremony.

The Emma O. Haas Memorial Awards for Merit in Scholarship
The late Judge John F. Haas, a graduate in the Class of 1900, established these annual awards in memory of his mother. A cash prize is awarded to a senior-class student outstanding in scholarship as selected by the Dean of the Faculty. This award is announced and presented the day of the annual Senior Honors Convocation. A cash prize is also awarded to a sophomore-class student and to a junior-class student at the Fall Matriculation Ceremony.

The All-College Writing Contest Award
The All-College Writing Contest Award was created to encourage interest and excellence in scholarly writing by all undergraduate students enrolled at the College. The contest is juried by faculty members from a variety of disciplines. The award is presented at the appropriate Honors Convocation.

The First Year Writing Contest Award
The First Year Writing Contest Award was created to encourage interest and excellence in scholarly writing. The contest is juried by faculty members and selected students. The award is presented at the Fall Matriculation Ceremony.

The Anita Chen Li, ’51, International Student Prize
The Anita Chen Li, ’51, International Student Prize is awarded to an international student who has distinguished himself or herself academically and has demonstrated distinguished service to the College community. The recipient is selected by the Associate Vice President for Financial Aid. The prize was established through an endowment created by Anita Chen Li, Class of 1951, and is presented at the Spring Leadership Awards Ceremony.

The McPherson Prizes for Excellence in Scholarship
Each year several prizes given for excellence in scholarship are named after the Reverend Simon J. McPherson. A sum of $3,000 was contributed in 1899 by his friends to establish prizes in English, philosophy, French, Spanish, and dramatics. The winners are chosen by the department heads and are announced at the Senior Honors Convocation.

The Edward H. Oppenheimer Memorial Prize Awards
The Edward H. Oppenheimer Memorial Prize Awards are given each year to two senior students who are judged to have contributed the most to the College community. Seniors will be invited to apply based on the following criteria: 3.00 cumulative grade point average, no major code of conduct violations, and submission of an application, resume, a rough draft of the intended speech, and completion of an interview with the selection committee. The selection committee consists of the Dean of Students, the Dean of the Faculty, Director of Athletics, Vice President for Enrollment, Vice
POLICIES AND PROCEDURES - academic

Student Honors and Awards

President for Communications and Marketing, President and Vice President of Student Government, and the Vice President for Advancement. The prize, given by James K. Oppenheimer, Class of 1965, honors his father. It is announced at the Annual Leadership Awards Ceremony and awarded at the Senior Honors Convocation.

**Phi Beta Kappa Senior Thesis Award**
This award is given in recognition of outstanding scholarship, intellectual maturity, originality, and competence in academic skills as evidenced in the senior thesis. The award is presented at the Senior Honors Convocation by the Lake Forest College Phi Beta Kappa Association.

**The Tamara Lee Wefler Award**
This award was established by the class of 1977 in memory of their classmate Tamara Lee Wefler (1955–1975). The prize is awarded annually to that senior whose independent spirit has encouraged the acceptance of a diversity of values and beliefs within the student body; whose inspiration and enthusiasm have promoted the highest standards of character and integrity in others; and whose actions have consistently demonstrated a sensitivity for and an interest in the welfare of others. This award is conferred by a committee consisting of three Student Government representatives, two Student Affairs representatives, and one faculty member to be selected by the other members of the committee. It is announced and awarded at the Student Leadership Awards Ceremony.

**The Robert Patrick Tiernan Award**
This award is granted to a graduating senior who closely resembles Mr. Tiernan’s background and who will be pursuing a law degree from the University of Michigan. The recipient will be selected by the Director of Athletics and the Director of Financial Aid. It is awarded at the Senior Honor Convocation.

**Senior 25**
Each year, Lake Forest College honors the twenty-five (25) seniors who have, as leaders among their peers, positively contributed to the quality of life in the Lake Forest College community through their service, commitment, and achievements. Students interested in being considered, must complete an application, and submit a resume and faculty/staff recommendation letters. To be selected a student must be in the spring semester of their Junior year, have a minimum 2.75 cumulative GPA, have no significant violations of the Student Code of Conduct or Academic Honesty Policies and have demonstrated on-going leadership and involvement at the College. A selection committee of faculty, staff and students select the recipients who are announced at the Student Leadership Awards Ceremony. Students who are selected for the Senior 25 Leadership Honor will be expected to participate in the planning of Senior class events and fundraising efforts for the Senior class gift.

**Senior Class Speaker**
Each year, the College will invite one member of the Senior class to speak and represent their peers at the Commencement ceremony. The process for the selection of this honor shall be managed by the Gates Center for Leadership and Personal Growth, in consultation with the Director of Special Events, the representative from the Office of Communications and Marketing, and faculty representatives. The process for application will be communicated to the Senior class each spring. The chosen member of the Senior class must be current undergraduate student at Lake Forest College and be able to easily access campus during the weeks prior to commencement.
**Departmental Awards**

**American Studies**

**The W. Gordon Milne Prize in American Studies**
This prize was established in the spring of 1990 to honor the memory of Professor Milne, who served with distinction at Lake Forest College from 1951 to 1986 as a professor and chairperson of the Department of English. Professor Milne was instrumental in developing the interdisciplinary major in American Studies. This prize is awarded at Senior Honors Convocation to a student who is judged by the members of the American Studies Committee to have done the most outstanding work in this field.

**Art**

**The Alex F. Mitchell Senior Prize in Art History**
This prize was established by Ramona Mitchell to honor the memory of her husband and colleague, Professor Alex F. Mitchell, who passed away in December 1996 after serving Lake Forest College with distinction as professor and chairperson of the Department of Art. The prize is intended for the student or students who, in the judgment of the chairperson and other members of the department, have been outstanding in art history. It is awarded at the Senior Honors Convocation.

**Athletics**

**Scholar/Athlete Award**
Lake Forest College annually recognizes student-athletes for their exceptional performance in the classroom by bestowing the Scholar/Athlete Award (previously the Letterman's Award) on the most deserving senior student-athlete. The athletic letter winner having the best scholastic record for the three terms preceding the annual Fall Honors Convocation will be the Scholar/Athlete Award winner. The senior winner is honored at the Senior Honors Convocation. There is a Scholar/Athlete Award for the three remaining classes, which are presented annually during the respective student-athletes’ awards ceremony.

**The Nicholas J. Wasylik Senior Athletic Award**
This award was created and endowed in 1983 by Seymour H. Knox IV, a Lake Forest College graduate of the Class of 1979, to honor Nicholas J. Wasylik, who served on the faculty of the College from 1958 to 1979 as Director of Athletics, coach, physical educator, and, in his earlier years, as assistant professor of Russian. The award is presented to the senior athlete who best emulates the positive, outgoing attitude, as well as the drive and determination, of Nicholas J. Wasylik. The recipient is chosen by the Director of Athletics in consultation with the members of the Athletic Department. It is awarded at the Senior Honors Convocation.

**Biology**

**David W. Towle Award for Excellence in Biological Research**
The David W. Towle Award for Excellence in Biological Research is named after a former professor of the Biology Department who transformed it into an active research department for both professors and students alike and set an example for new faculty members through national acclaim for his scholarship. It is awarded to a biology student who, in the judgment of the department faculty members, has performed outstanding research in Biological Sciences. It is awarded at the Senior Honors Convocation.
POLICIES AND PROCEDURES - academic
Student Honors and Awards

Business

The Lorraine D. and H. Randall Heath Prize in Business
The Lorraine D. and H. Randall Heath Prize in Business is given to a student who has made a positive contribution to the Business Program. The recipient has brought passion and excellence to activities at the College and is expected to represent the College well in the future. It is awarded at the Senior Honors Convocation.

Chemistry

American Institute of Chemists Award
This award, given for demonstrated leadership and character, as well as high scholastic standing and potential for advancement in the chemical profession, is presented at a departmental gathering.

Analytical Chemistry Award
This award is given by the Analytical Division of the American Chemical Society. The prize is a one-year subscription to the Journal of Analytical Chemistry and is awarded at a departmental meeting.

Dr. Aldo J. Crovetti Prize in Chemistry
Established in 2009, this prize acknowledges an outstanding graduating senior in the Chemistry Department as selected by its faculty. It is presented at Senior Honors Convocation.

The Freshman Achievement Award in Chemistry
CRC Press of Cleveland, Ohio, gives annually a copy of the Handbook of Chemistry and Physics to an outstanding student in freshman chemistry. The recipient is selected by the faculty of the Department of Chemistry and honored at a departmental gathering.

Merck Organic Chemistry Award
Merck & Company of Rahway, New Jersey, presents a copy of the Merck Index at a departmental gathering to the outstanding student in organic chemistry.

Economics

The H. Murray Herlihy Prize in Economics
This award was created and endowed in 1982, initially by a 1974 alumnus, as well as by other students, to honor Professor Herlihy, whose influence during his 25 years of service to the College, from 1957 to 1982, had touched their academic and professional careers. It is awarded to the outstanding senior economics major at the Senior Honors Convocation.

The Warren A. Peterson Memorial Award in Economics
This award was established by members of Mr. Peterson’s family. The prize is awarded annually to student(s) majoring in economics, with grades, activities, and leadership qualities as the criteria used for selection. It is awarded at the Senior Honors Convocation.
English

The Gail DeHerder Memorial Prize in Creative Writing
The Class of 1959 established a memorial fund to honor Gail DeHerder, a member of the class for three years. The income from this fund is used to provide a cash prize to be awarded each year at the Senior Honors Convocation to the senior who submits the best piece of creative writing.

German

The Wilhelm Meister Prize
This prize recognizes the achievement of the senior student who has made the greatest progress in German studies over four years at Lake Forest College. The recipient’s career exemplifies the possibilities of a German major at the College for students with little or no background in the field. It is awarded to a senior chosen by the Department of Foreign Languages and Literatures faculty and presented at a departmental meeting.

History

The Richard W. Hantke Award in History
This award is presented to a graduating senior majoring in history or in an interdisciplinary field in which the study of history is emphasized. In the opinion of the history faculty, this student must clearly merit recognition for distinguished performance in the study of history at Lake Forest College, as evidenced in classroom work, in independent study and research, and in general appreciation of the discipline of history. The award is presented at the Senior Honors Convocation.

Latin American Studies

Senior Prize in Latin American Studies
Established by the Latin American Research Institute in the spring of 1997, this prize is awarded to a senior for excellence in Latin American Studies as demonstrated by the student’s academic transcript and exemplary participation in research projects or internship programs related to Latin America. The prize is awarded at the Senior Honors Convocation.

Linguistics

Superlative Achievement in Linguistics Award
This award is presented to a student who demonstrates superlative achievement in the linguistics courses offered by the Department of Foreign Languages and Literatures. It is usually awarded to a senior chosen by the language department faculty and presented at a departmental meeting.

Mathematics

The Harold B. Curtis Prize in Mathematics
In 1967 alumni and faculty members who knew Professor Harold Bartlett Curtis during his long period of service to Lake Forest College created an endowment fund in his honor in order to establish a prize to a senior who is judged by the faculty of the Department of Mathematics as the outstanding student majoring in mathematics. The prize, which is presented at the Senior Honors Convocation, is an appropriate set of books chosen by the recipient in consultation with the Mathematics Department.
**Music**

The Lorraine D. and H. Randall Heath Prize in Music

This award is given to a student who has made a strong positive contribution to the Music Program. The recipient has demonstrated leadership in ensembles and has brought passion and excellence to his or her activities at the College. It is awarded at Senior Honors Convocation.

**Neuroscience**

The Carr Prize in Neuroscience

The Carr Prize in Neuroscience is an annual prize in honor of Thomas H. Carr, a 1970 graduate of Lake Forest College. Dr. Carr is a Professor of Psychology Emeritus at Michigan State University where he worked in the Department of Psychology’s Program in Cognition and Cognitive Neuroscience. His research focuses on perceptual recognition, attention, and the executive control of complex skills and the cognitive and neural processes that comprise skilled performances. The recipient, chosen in consultation with the Chair of the Neuroscience program and the Dean of Faculty, will be a graduating neuroscience major or minor whose intellectual excellence and potential for professional contributions is reflected by outstanding academic performance combined with the pursuit of superior undergraduate scholarship in neuroscience. The prize will be awarded at the Senior Honors Convocation.

**Philosophy**

The Fran Asher Prize for Excellence in Philosophy

This prize was established in 1988 to honor Fran Asher, a student who graduated with honors in philosophy in the Class of 1970. It is awarded to a junior majoring in philosophy who has demonstrated original and creative work in the field that suggests unusual capacity for future work in philosophy. The prize is presented annually at a departmental meeting.

**Physics**

The Harald C. Jensen Prize

This prize is awarded to the senior physics major who has written the most outstanding senior thesis describing his or her original independent research in experimental physics. The recipient is selected by the faculty of the Department of Physics and is honored at the Senior Honors Convocation. The award is named for Harald Jensen, professor of physics, who served on the faculty for 31 years.

**Politics**

The Solly A. Hartzo Award in Politics

In 1971 the Department of Politics established an endowment fund, the income from which is to be used to provide the Solly A. Hartzo award for excellence in the study of politics and government. This annual award in memory of Professor Hartzo, a member of the faculty for 35 years until his retirement in 1965, is presented at the Senior Honors Convocation to an outstanding senior student majoring in politics and selected by the faculty of that department.
Psychology

The Sterling Price Williams Prize in Psychology
This prize in psychology, given by friends in honor of Dr. Williams, professor of psychology and philosophy at Lake Forest, consists of books on the subject of psychology chosen by the recipient. The recipient is selected by the members of the faculty of the Department of Psychology as the senior psychology major who shows greatest promise in this field. It is awarded at the Senior Honors Convocation.

The David Krantz Prize in Psychology
This prize was created to honor the career of David Krantz, longtime professor of Psychology at the College. The recipient, chosen in consultation with the Dean of Faculty and the Prize Committee, embodies the intellectual curiosity of Professor Krantz and demonstrates excellence in one of his areas of special interest: history and philosophy of psychology; cross-cultural or international psychology; social psychology; or the psychology of art, beauty, and music.

The Robert B. Glassman Prize in Psychology and Neuroscience
The recipient of the Robert B. Glassman Prize in Psychology and Neuroscience, chosen in consultation with the Chair and members of the Psychology Department/Neuroscience Program, as well as the Dean of Faculty, will be a graduating senior who embodies Bob’s intellectual curiosity and interdisciplinary approach to the scientific study of the mind or brain. It is awarded at the Senior Honors Convocation.

Religion

The Scott Award in Religion
In 1957 Mildred Scott of Cleveland, Ohio, established by endowment “The Scott Award of Excellence in the Study of Religion.” The annual cash award honors her parents, Mr. and Mrs. Lyman H. Scott. It is given annually at a departmental meeting to that student, usually a junior, who, in the opinion of the faculty in the Department of Religion, has done the most outstanding coursework in the department.

The Miller Family Prize
This prize was established in 1997 to be presented to the outstanding graduating senior religion student, chosen by the chairperson of the department. The prize is awarded at the Senior Honors Convocation.

The Sciences

The Fredericka L. Stahl Memorial Awards for Excellence in Science
Judge Haas established these annual cash awards for excellence in science in memory of his wife. The recipients of the awards are determined, in consultation with the Dean of the Faculty, by a committee of faculty members and announced at the Senior Honors Convocation. The prizes are awarded to the senior class students who have the best records in the field of natural sciences. Students who major in biology, chemistry, or physics are eligible. Excellence in the natural science courses forms the primary basis for selection. Attitude, habits of work, and spirit of cooperation are all taken into consideration by the committee.
Sociology and Anthropology

The Leo F. Van Hoey Senior Prize in Sociology and Anthropology
This prize was established in 1987 in memory of Professor Van Hoey, who served as chairperson of the Department of Sociology and Anthropology for 15 years. It is presented at the Senior Honors Convocation and is awarded to a senior who is judged by the faculty of the Department of Sociology and Anthropology as the outstanding student majoring in this field.

GOVERNANCE
The Lake Forest College Governance plan was originally established in 1973. It has five objectives:
1. To provide formal ways in which student, faculty, and staff voices can be expressed and heard in matters relating to the governance of the College
2. To make the process of governance visible to all and to establish channels for substantive communication at all levels
3. To provide a structure to make matters of co-curricular activities a concern of students, faculty, and staff
4. To develop a form of governance that will not encroach on the primary functions of students, faculty, and staff
5. To establish clarity of authority, responsibility, jurisdiction, and accountability

ARTICLE I: COLLEGE POLICIES AND PERSONNEL
A. College Council
1. Purpose
   Provides a forum for the College’s constituencies to discuss and deliberate about matters of importance to the College community. Considers and makes recommendations to the President and/or other officers of the College about issues that fall within its purview and refers other matters to the appropriate organ(s) of the College.

2. Duties
   a. Participates in the development of the College’s annual operating and capital budgets, advising the President on budget priorities and later reviewing and recommending adjustments to a preliminary budget devised and presented to the Council by the administration.
      The Council shall schedule a special meeting for mid-June to advise the President on the size of the faculty, should he or she envision the necessity of decreasing the size of the faculty during the following two years. The quorum for this meeting is at least three faculty members (one from each division) and at least three other voting members. If absences are anticipated, the Faculty Personnel Policies Committee will appoint faculty replacements from the same division to meet quorum requirements; the President of Student Government will appoint a student representative; and the most recent former staff member(s) available will be designated as replacements.
   b. Serves as the organ of governance that promotes and monitors ongoing planning at the College. At the beginning of each academic year, the Council considers a proposal from the administration on institutional priorities for the year, based on the then-existing strategic plan, and recommends in writing adjustments to that proposal. After considering these recommendations and presenting a follow-up proposal to the Board of Trustees, the President disseminates to the campus community a statement on institutional planning priorities for the year.
      When the timetable for the existing strategic plan is expiring, or earlier if deemed necessary, the Council will initiate the development of a new plan, recommending to the President the appointment of a task force charged for that purpose.
   c. Considers specific problems and concerns brought to the Council, or to any of its members, by a student or faculty or staff member of the College. The Council then places a specific item on its agenda for deliberation if
GOVERNANCE

ARTICLE I: COLLEGE POLICIES AND PERSONNEL

four voting members so request, except that those matters explicitly under the purview of other organs of College Governance should be referred to those bodies for consideration by them. The Council may ask to be kept informed about the result of deliberations on issues so referred.

d. Supervises and promotes the effective operation of all organs of College Governance, acting as a court of appeals in cases in which a substantial number of students, faculty, or staff contend that an organ of College Governance (including Student Government) has exceeded, violated, or not fulfilled its role.

e. Acts on amendments to the Governance Constitution (Article VII, Part B) and forwards them to the President.

3. Composition
   a. Three faculty members: one from each of the academic divisions, nominated and elected by the faculty in rotation to serve staggered three-year terms; at least one of these members must be untenured and at least one tenured.
   b. Three students: the President of Student Government and two other students, elected by the student body to serve one-year terms.
   c. Three staff members: including at least one non-exempt employee and at least one exempt employee, all elected by the full-time staff of the College in rotation for staggered three-year terms. (Individuals who have faculty status but not faculty rank are considered “staff” for purposes of this balloting and elected service. Staff who report directly to the President are not eligible for election.)
   d. The President, who chairs the Council.
   e. Guests: through the President, the Council may invite guests to attend its meetings, to assist with the performance of the Council duties; for example, the budget, strategic planning, and other matters deemed appropriate.

4. Procedures
   a. The Council will not ordinarily meet without the President. In case of emergency, it can be called into session and will be chaired by the officer of the College designated to act for the President in his or her absence or incapacity.
   b. The President votes only in order to break a tie.

B. Faculty Personnel Policies Committee

1. Duties
   a. Advises the President in establishing policies for appointing, promoting, granting tenure, and formulating policies on fringe benefits, research grants, sabbaticals, and other faculty personnel issues.
   b. Advises the President on specific cases of promotion and tenure, through its Promotion and Tenure Subcommittee.
   c. Advises the President on faculty appointments.
   d. Meets with the two student representatives to the Academic Resources and Review and Curricular Policies committees at least twice a year and considers with them the general policy guidelines established for appointments, promotion, and tenure.
   e. Serves as an advisory committee to the President regarding candidates for faculty committees. The Committee shall, whenever possible, maintain effective continuity in committee appointments.
   f. Appoints faculty members to the College Life Committee.
   g. Recommends faculty members for election to trustee committees. In making these recommendations, the Faculty Personnel Policies Committee should choose representatives whose role in College Governance committees enables them to represent a link between on-campus governance and the appropriate committees of the Board of Trustees.
   h. Consults with the Dean on the appointment or reappointment of department chairpersons. Each such position shall be reviewed by the Committee at least every three years.
   i. Advises the President on specific applications for leaves.
GOVERNANCE
ARTICLE I: COLLEGE POLICIES AND PERSONNEL

j. Recommends faculty members for appointment to the Conduct Board.

2. Composition
   a. The Dean of the Faculty, who is also a member of the Promotion and Tenure Subcommittee.
   b. Six faculty members to be elected as follows:
      (1) Promotion and Tenure Subcommittee: three full professors with tenure (one to be elected each year), nominated and elected by the faculty at large to serve three-year terms. If the three-year term is fulfilled, the member will not be eligible for reelection to the Promotion and Tenure Subcommittee for three years. For service of less than three years, the member will be ineligible for reelection for a period equal to the time served. In no case shall two members of the same department serve on the Promotion and Tenure Subcommittee.
      (2) Should it occur that no untenured faculty member is serving on the Faculty Personnel Policies Committee or elected to it, the member elected in that year (or if two are elected, the one chosen by the smaller number) shall be disqualified and a special election held in which untenured faculty shall nominate and all voting faculty shall vote to elect a non-tenured faculty member to the Committee.
   c. All eligible members of the standing Governance committees shall be eligible for election to serve on the Promotion and Tenure Subcommittee (and thus on the Faculty Personnel Policies Committee). If elected, the person must resign from his or her former committee.
   d. Members of the Promotion and Tenure Subcommittee shall not participate in deliberations concerning promotion or tenure of faculty from their departments. The most recent available former Promotion and Tenure Subcommittee member should participate instead.
   e. The Committee shall elect its own chairperson, who must be a tenured professor not also serving on the Promotion and Tenure Subcommittee. Should it be that no tenured faculty member (other than members of the PTS) is serving, the last member elected (or if two are elected, the one chosen by the smaller number) shall be disqualified and a special election held in which only tenured members are eligible for election.

C. Enrollment Committee

1. Duties
   a. Reviews at the beginning of every semester the data on enrollment, including admissions of new students and retention of previously admitted students, and financial aid awarded to students.
   b. Solicits and evaluates ideas and concerns from the campus community regarding the recruitment and retention of an appropriate student body, including proposals from administrative offices for significant policy changes.
   c. Selects a set of ideas and concerns for study and for possible action during the current semester.
   d. Makes specific recommendations for action regarding those ideas and concerns to the appropriate administrative officers and governance committees and makes a report to the President and College Council by the last day of classes each semester.

2. Composition
   a. Three faculty members recommended by the Faculty Personnel Policies Committee, serving three years each on a staggered basis.
   b. Two students, recommended by the Executive Board of Student Government.
   c. The Dean of Students, the Director of Admissions, the Director of Institutional Research, and the Director of Financial Aid or their designees.

3. Procedures
   a. The committee will be chaired by the faculty member with the most continuous committee seniority.
   b. Preliminary data on admissions, retention, and financial aid results for the current semester will be given to the chair of the committee by the Admissions Office, Registrar's Office, Financial Aid Office, and the Dean of Students within two weeks of the beginning of the semester. Complete detailed reports must be presented
GOVERNANCE
ARTICLE I: COLLEGE POLICIES AND PERSONNEL

within one month of the start of the semester. It is expected that proposals from administrative offices for significant policy changes will normally be brought to the committee’s attention the semester prior to their planned implementation.

c. Each semester, the President shall send the committee a response each semester to the recommendations of the previous semester.

D. College Life Committee

1. Purpose
Provides a forum for the College’s constituencies to consider issues related to College life and makes recommendations to the Dean of Students.

2. Duties
   a. Considers and recommends policies and programs concerning health, food, housing, counseling services, career planning, campus activities, athletics, social and recreational activities (including those that involve the use of alcohol), and athletic and recreational facilities.
   b. Mediates and suggests courses of action when problems arise with the *Stentor* and, when necessary, makes recommendations to the President of the College before a controversy can harmfully affect the College community or the ongoing success of the publication.

3. Composition
   a. Four students: for one-year terms, three to be elected by the student body as a whole, and one to be appointed at large by the Executive Board of Student Government.
   b. The Vice President of Student Government, who will serve as chair and vote only in a tie.
   c. The Dean of Students, who will not vote.
   d. The Director of the Gates Center.
   e. One faculty member: to be appointed by the Faculty Personnel Policies Committee from among academic departments for a two-year term.
   f. Two members of the staff, appointed by the President, for staggered two-year terms. At least one of these members must be from the full-time coaching staff. (Individuals who have faculty status but not faculty rank are considered “staff” for purposes of these appointments.)

4. Procedures
All recommendations of the committee are sent to the Dean of Students, who may act on those recommendations within his or her authority and pass on any other recommendations to the President or other appropriate administrative officer or committee.

E. Environmental Issues and Concerns Advisory Committee

1. Duties
   a. Considers and recommends policies and procedures on issues relating to the College’s efforts to be an ecologically sound campus.
   b. Develops and implements educational programs and workshops for the College community, promoting awareness of the national and local issues affecting the status of the environment.
   c. Assists in identifying and correcting actions or policies that have an adverse effect on the environment.
   d. Monitors and audits the College’s recycling efforts, making recommendations for improvement where necessary.

2. Composition
   a. Two faculty representatives on the recommendation of the Faculty Personnel Policies Committee, one of whom shall be in the Science Division.
   b. A Student Affairs representative.
   c. Three students: two to be elected by the student body at large, one appointed by the Executive Board.
GOVERNANCE

ARTICLE II: ACADEMIC LIFE

d. The Director of Facilities Management.

3. Procedures
   a. The committee shall elect its own chairperson.
   b. All recommendations of the committee are sent to the President, who may act on those recommendations within his or her authority and pass on any other recommendations to other appropriate administrative offices.

F. LIT Advisory Committee

1. Duties
   Advises the Director of the Office of Library and Information Technology on issues concerning library and information technology services, policies, and procedures.

2. Composition
   a. Three faculty members, one from each division, recommended by the Faculty Personnel Policies Committee
   b. Two students, appointed by the Executive Board of Student Government
   c. Two staff, appointed by the President with input from the President’s staff
   d. The Director of Library and Information Technology
   e. The Dean of the Faculty, or his or her delegate (ex officio, nonvoting member)

ARTICLE II: ACADEMIC LIFE

A. Academic Advisory Committees to Departments and Interdisciplinary Programs

1. Duties include advising departments and major committees on:
   a. curriculum
   b. appointments
   c. department policies, procedures, and activities
   d. academic honesty

2. Composition
   Three majors, elected at a meeting of all majors, who then select their own chairperson. It is the responsibility of the Dean of the Faculty to maintain in the Dean’s Office an accurate list of the members of the committees. In the case of departments or programs not offering a major (for example, religion), three students shall be elected at a meeting of all students taking courses in these departments or participating in these programs.

3. Procedures
   a. Departments and interdisciplinary committees must meet with their Advisory Committees before making any recommendation to the Faculty Personnel Policies Committee regarding appointments and before submitting any plans for change in the curriculum to the Curricular Policies Committee.
   b. A meeting of the department or interdisciplinary committee with its Advisory Committee shall take place at least twice a year.
   c. The student chairperson or department may call a meeting.

B. Academic Resources and Review Committee

1. Purpose
   Provides a forum for considering the allocation of academic personnel resources and assessing student learning and the performance of academic units. Makes recommendations to the President, the deans, the faculty, and committees as relevant.

2. Duties
GOVERNANCE
ARTICLE II: ACADEMIC LIFE

a. Annually considers the distribution of faculty personnel resources among departments and programs within the College based on relevant data and written requests from departments and programs and consultation with the Dean of the Faculty. Makes a recommendation to the President.

b. In conjunction with the Dean of the Faculty, conducts scheduled curricular reviews of academic departments, academic programs, and academic units (e.g., Center for Chicago Programs, First-Year Studies, Learning and Teaching Center, Library and Information Technology, Internship Programs, and Writing Programs). Academic unit reviews are informed, in part, by a call for campus-wide feedback about the corresponding unit directors. Makes recommendations to the Curricular Policies Committee about curricular changes in academic departments and interdisciplinary programs.

3. Composition
   a. Four full-time faculty members: one from each of the academic divisions and one at large, nominated and elected by the faculty in rotation to serve staggered three-year terms; at least two of these faculty members must be tenured, and no two of them may be from the same academic department.
   b. Two students: for one-year terms, one elected by and from members of departmental Academic Advisory Committees and one appointed from the Student Senate by its Executive Board. Each student must have a minimum cumulative GPA of a 2.0 at the time of the election.
   c. The Dean of the Faculty.
   d. The Committee shall elect its own chairperson. The chairperson shall be a tenured faculty member.

4. Special Procedures
   Should the President recommend a reduction in faculty size that would take effect during the following two years, the Committee shall schedule a special committee meeting so that the President can meet with the AARC. This special meeting should occur after the relevant meeting of the College Council, and, if necessary, may be held after the end of the Spring semester. The quorum for this meeting is at least three faculty members (one from each division) and at least one student. If absences are anticipated, the Faculty Personnel Policies Committee will appoint faculty replacements from the same division to meet the quorum requirements, and the President of Student Government will appoint a student representative.

C. Curricular Policies Committee

1. Purpose
   Discuss and formulate curricular policies and procedures and exercise oversight of curricular changes.

2. Duties
   a. Oversees the general education requirements of the College, including their implementation and proposed changes in requirements.
   b. Reviews recommendations for curricular changes in academic departments and interdisciplinary programs.
   c. Reviews proposals for new courses.
   d. Oversees the academic calendar.
   e. Oversees academic advising.
   f. Oversees the First-Year Studies Program and the Richter Scholars Program.
   g. Establishes new policies for the Academic Appeals Board as required and clarifies the intent of academic policies and rules at the request of the Board.
   h. Establishes methods for regular student evaluation of courses.

3. Composition
   a. Three full-time faculty members: one from each of the academic divisions, nominated and elected by the faculty in rotation to serve staggered three-year terms.
   b. Two students: for one-year terms, one appointed from the Executive Board by its Student Senate, one elected by and from the members of departmental Academic Advisory Committees. Each student must have a cumulative GPA of 2.0 at the time of election.
   c. The Dean of the Faculty.
d. The Dean of Students.
e. The Committee shall elect its own chairperson, who must be a tenured faculty member. Should it be that no tenured faculty member is serving, the last member elected (or if two are elected, the one chosen by the smaller number) shall be disqualified and a special election held in which only tenured members are eligible for election.

4. Procedures
a. The Committee’s decisions about curricular policies will ordinarily take the form of recommendations to the faculty, to be considered at a faculty meeting. Decisions about minor procedural changes, guidelines for the General Education Curriculum, and specific course offerings will not be submitted to the faculty. In those matters in which the Committee has delegated to the Dean of the Faculty the exercise of discretionary authority in interpreting academic policy, he or she will inform the Committee of such exercise.
b. The Committee establishes guidelines for courses that fulfill the general education requirements, annually reviews and approves such courses for the next academic year, and monitors the functioning of the General Education Curriculum.
c. Recommendations for curricular changes by departments or interdisciplinary programs must be submitted to the Curricular Policies Committee for evaluation. Automatic approval will be granted unless two-thirds of the membership of the Committee determines that the proposed changes have important consequences for the College’s academic program, in which case the matter is placed on the Committee’s agenda for discussion and action. Curricular changes to which the Committee has given automatic approval will not be submitted to the faculty.
d. Minor calendar changes are proposed by the administration, discussed with College Council, and reviewed and approved by the Curricular Policies Committee. Major changes are also submitted by the Curricular Policies Committee for consideration at a faculty meeting.

D. Academic Appeals Board

1. Duties
a. Rules on cases in which students appeal the Dean of the Faculty’s interpretation of faculty rules or in cases in which faculty rules are unclear.
b. Considers and acts on cases and appeals of academic suspension and dismissal.
c. In extraordinary cases the Academic Appeals Board can grant exceptions to faculty rules, but only by unanimous vote of all three members. The Board must report a summary of its actions to the faculty once each term. This summary should include the rationale behind the Board’s decisions in each specific case. These decisions may be appealed to the faculty at the initiative of the student.
d. Reports in detail to the Curricular Policies Committee at least once per term.
e. It is not the responsibility of the Academic Appeals Board to reconsider the judgments of either the Academic Honesty Judicial Board or the departmental review committees constituted to hear grade appeals.

2. Composition
a. Three faculty members, appointed by the President on the recommendation of the Faculty Personnel Policies Committee. The Faculty Personnel Policies Committee also recommends which committee member shall serve as chairperson. Members are appointed to one-year terms.
b. The Dean of the Faculty and the Registrar serve as nonvoting members. The Registrar serves as secretary of the Board.
c. The Dean of Students, who shall meet with the Board when it hears or judges cases and appeals of academic suspension and dismissal.

3. Procedures
a. Students must present their appeals in writing with supporting evidence to the secretary of the Board. Students have the right to make a personal appearance before the Board. If they wish to exercise this right,
they must state this in their written appeal. The personal appearance is not for the purpose of bringing in new evidence or arguments but can be used only to clarify points made in the written appeal.

b. The Board shall give a written reply to students, informing them of the grounds for its decision.
c. The secretary of the Board shall receive appeals, distribute copies of the documents to committee members, keep all records, and handle all correspondence for the Board.

E. Assessment Committee

1. Purpose
   Provides a forum for considering the assessment of student learning at the College and makes recommendations to the Dean of the Faculty and/or other officers of the College, academic departments and programs, the faculty, and other committees as relevant.

2. Duties
   a. Establishes procedures for the assessment of student learning outcomes.
   b. Assists academic programs with the creation and implementation of assessment plans.
   c. Receives and reviews annual assessment plans for all academic programs, evaluates the effectiveness of these plans, and provides recommendations to programs for improving the assessment of student learning.
   d. Collects, maintains, and makes available to appropriate constituencies a repository of assessment reports for all academic programs.
   e. In collaboration with Academic Resources and Review Committee (ARRC), provides assistance to academic programs undergoing external review.
   f. In collaboration with the Curricular Policies Committee (CPC), ensures that appropriate plans and processes are in place for the assessment of the College’s General Education Curriculum.
   g. Conveys findings and recommendations derived from assessment activities to faculty governance committees, as appropriate.
   h. Maintains awareness of assessment best practices.
   i. Serves as a resource for departments, programs and other interested constituencies on campus and provides assistance in the ongoing development of effective assessment of student learning across campus.
   j. Reports annually to the Dean of the Faculty on the status of the assessment of student learning at the College.

3. Composition
   a. At least four full-time faculty members, one from each division and one at-large member, appointed on the recommendation of FPPC. The at-large member serves as the committee chairperson and should have prior experience with assessment.
   b. The Associate Dean of the Faculty.
   c. The Institutional Research Associate.
   d. Additional faculty or staff representatives as needed, depending on major tasks to be undertaken during the year.

4. Procedures
   a. The committee monitors the assessment of student learning outcomes for all academic programs and makes recommendations for the improvement of assessment at the College.
   b. Committee members who serve as divisional representatives act as liaisons to the departments in their division.

F. First-Year Studies Committee

1. Duties
   a. Solicits proposals for First-Year Studies courses based on enrollment projections and reviews course proposals prior to review by the CPC.
   b. Reviews curricular and procedural matters as well as content of First-Year Studies information mailed to incoming students.
GOVERNANCE

ARTICLE III: STUDENT GOVERNMENT

c. Plans professional development and support for first-year studies faculty, such as spring and fall workshops and the Advisor Handbook.
d. Determines First-Year Studies activities that will take place prior to the beginning of classes (such as summer registration), and works with the Gates Center to coordinate First-Year Studies programs (such as the Chicago Common Experience) with other Orientation Week events.
e. The Chair works with support staff on administrative tasks such as placing students in First-Year Studies classes and responding to student questions about the program.
f. The Chair oversees the budget and responds to individual faculty requests and concerns.

2. Composition
   a. At least three full-time faculty: the Associate Dean of the Faculty plus two more faculty appointed by the FPPC, selected so that each of the three academic divisions are represented.
   b. The Dean of Students or designated alternate.
   c. Two students, one sophomore and one junior, both of whom participated in FIYS seminars as first-year students, to be appointed by the Executive Board of Student Government.
   d. A representative from Library and Information Technology.

3. Procedures
   a. The committee is chaired by the Associate Dean of the Faculty.
   b. The committee meets as needed, but at least six times per year.

ARTICLE III: STUDENT GOVERNMENT

Student Government will have at least the two following governing bodies: a Student Senate and an Executive Board. Should a situation arise when the College Council determines that no student government exists, the College Council shall assume responsibility for the duties of student government until a Student Government is formed through elections.

A. Student Senate
   1. Duties
      a. The Student Senate shall have the right to veto a recommendation of the College Life Committee by a two-thirds vote. It shall further have the right to veto a decision of the Executive Board by a majority vote.
      b. The Assembly shall elect three of its members to serve on the Executive Board.
   2. Composition
      a. The delegates, elected on a representative basis from student constituents.
      b. A Student Affairs representative, who shall be an observer.

B. Executive Board
   1. Duties
      a. Administers the affairs of Student Government.
      b. Allocates the student activity funds.
      c. Recommends students to the President of the College to serve on governance and trustee committees.
      d. Makes student appointments.
      e. Reports its actions to the Student Senate.
   2. Composition
      a. The President, Vice President, Treasurer, Secretary of Student Government and the Programming Board President.
      b. Three representatives elected from the Student Senate.
      c. One student appointed by the President of Student Government as the Mohr Student Center Chair (MSC).
      d. A Student Affairs representative (ex officio).
GOVERNANCE

ARTICLE IV: COMMUNICATION

ARTICLE IV: COMMUNICATION

A. Minutes of each governance committee, with the exception of the Academic Appeals Board and the Academic Advisory Committees, are to be distributed in each case to those groups formally represented by the membership of the committee, as follows. Minutes shall be distributed to faculty and staff via electronic mail. Minutes shall be distributed to students via delivery of paper copies to the Gates Center (for posting), Student Government officers, and the Office of Residence Life (for posting). Paper copies of all minutes shall be distributed to the President, the Dean of the Faculty, the Dean of Students, the library reserve section, and the College archives, and any regularly published student newspaper, as well as to any member of the faculty or staff who indicates a strong desire to receive paper copies. Minutes for each committee shall be distributed by paper copy to its own members. It shall be the responsibility of the secretary of each committee to arrange for distribution of the minutes through the President’s office.

B. Each governance committee chairperson is responsible for:
   1. Preparing the agenda for meetings.
   2. Ensuring the prompt distribution of appropriate minutes.
   3. Calling meetings and notifying members.

C. Dissemination
   1. The Librarian shall keep complete files of all committee minutes.
   2. The Gates Center shall post the minutes and reports of all committees in Stuart Commons.
   3. The Office of the President shall maintain an up-to-date copy of the Governance system.
   4. Any communication problem within the Governance system should be brought to the attention of the College Council for resolution.
   5. The student newspaper shall announce, when requested, and, when necessary, at the expense of the College:
      a. Committee and Student Government meetings, agenda, reports, and decisions
      b. Campus events
      c. Statements by the President and other administrative officials

D. Reporting
   Additional reports from committees may be requested for the faculty and/or staff by the President of the College or for students by the President of Student Government.

E. Registration
   All student organizations that identify themselves as Lake Forest College groups must register with the Gates Center.

ARTICLE V: GENERAL PROCEDURES

A. Governance Committee Nomination and Election Details
   1. Number of votes per voter on nomination ballots:
      Voting faculty will be allowed to vote for up to 10 percent (rounded up to the nearest integer) of the total number of candidates on the nominating ballot. On nominating ballots of 30 or fewer candidates, voters will be allowed to vote for up to 3 candidates.
   2. Eligibility for service on governance committee:
      All voting faculty expected to be on campus in the year following the election are eligible for nomination and election to governance committees.
   3. Number of candidates to appear on election ballot:
      a. If one position is to be filled, the election ballot will contain the names of the three individuals receiving the highest number of votes from the nominating ballot.
      b. If more than one position is to be filled, the number of candidates to be placed on the election ballot will be equal to twice the number of positions to be filled. Voters will be allowed as many votes as there are positions to be filled.
   4. Elections to fill long- and short-term positions:
GOVERNANCE

ARTICLE V: GENERAL PROCEDURES

The individual receiving the highest number of votes will fill the long-term position. The individual receiving the second highest number of votes will fill the short-term (replacement) position.

5. Person(s) elected but unable to serve:
The runner-up will serve for one year in the event that the individual elected cannot serve. If the runner-up is subsequently elected to another committee, a new election will be held.

6. Election to the College Council, the Faculty Personnel Policies Committee, the Curricular Policies Committee, or the Academic Resources and Review Committee shall make a faculty member ineligible for election to another of these committees (except as modified by I.B.2.C.).

7. Service for faculty on half-year or calendar-year sabbaticals continues, even to elected committees, for any semester not on leave. While on leave, a faculty member serving on an elected governance committee is replaced by the person who received the second most votes.

8. Voting eligibility:
Those persons with voting privileges as defined in the Faculty Handbook are eligible to vote in Governance elections and run for Governance positions.

B. Elections

1. Procedures for Faculty Elections
   a. Promotion and Tenure Subcommittee of the Faculty Personnel Policies Committee
      No later than the second week of Spring term, the Dean of the Faculty shall circulate to the faculty a list of the faculty members eligible for election to the Promotion and Tenure Subcommittee. Nomination and election will be held by secret ballot, according to the procedures in VI.A. Each faculty member shall vote on nominating and election ballots.
   b. Academic Resources and Review Committee
      No later than the fourth week of Spring term, the Dean of the Faculty shall circulate to the faculty, by division, a list of the full-time faculty members who teach on at least a half-time basis, in the same division, and who are therefore eligible for election to the Academic Resources and Review Committee. Nomination and election will be by secret ballot and will follow the procedure in VI.A. Faculty members in each division will nominate representatives for their own division. Each faculty member shall vote for representatives for each division. Following the divisional elections, an at-large member shall be nominated and elected by secret ballot, according to the procedures in VI.A. Each member of the entire faculty shall vote on nominating and election ballots.
   c. Curricular Policies Committee
      No later than the fourth week of Spring term, the Dean of the Faculty shall circulate to the faculty, by division, a list of the full-time faculty members who teach on at least a half-time basis, in the same division, and who are therefore eligible for election to the Curricular Policies Committee. Nomination and election will be by secret ballot and will follow the procedure in VI.A. Faculty members in each division will nominate representatives for their own division. Each faculty member shall vote for representatives for each division.
   d. College Council
      No later than the sixth week of Spring term, the Dean of the Faculty shall circulate to the faculty in the division in which the three-year term vacancy occurs a list of the faculty members, in that same division, and who are therefore eligible for election to the College Council. Nominations and elections will be by secret ballot and will follow the procedures in VI.A. Representatives for each division will be nominated and elected by members of that division. Individuals who have faculty status, but not faculty rank, will not vote in these nominations and elections, but rather in the staff electoral process for College Council.
   e. The Remaining Members of the Faculty Personnel Policies Committee
      No later than the eighth week of Spring term, the Dean of the Faculty shall circulate to the eligible faculty (see I.B.2.b.(2)) a list of the faculty members eligible for election to the Faculty Personnel Policies Committee. Nomination and election will be by secret ballot and will follow the procedures in VI.A. Each member of the entire faculty shall vote on nominating and election ballots.
f. After completing three consecutive years of service on elected governance committees, a faculty member may exempt himself or herself from further such service for a period of one year.

2. Procedures for Student Elections
   a. No later than the end of the eleventh week in the Spring term, all nominations by petition for President, Vice President, Treasurer, and Secretary of Student Government must be presented to the Dean of Students, who shall then prepare the ballot. Elections for positions in Student Government must be held no later than the thirteenth week of the Spring term.
   b. No later than the fourth week in the Spring term, the Dean of the Faculty shall arrange meetings of all departments and interdisciplinary majors for the purpose of selecting the Academic Advisory Committees.
   c. All nominations by petition for the student vacancies on the College Life Committee, College Council, and Environmental Issues and Concerns Advisory Committee must be submitted to the Dean of Students no later than the ninth week of the Spring term.
   d. No later than the ninth week of the Spring term, the Dean of Students (with the assistance of the Dean of the Faculty) shall prepare the ballot and conduct an all-student election for the following positions:
      - Two students to the College Council
      - Three students to the College Life Committee
      - Two students to the Environmental Issues and Concerns Committee
   e. No later than the second week of the Fall term, the Dean of Students (with the assistance of the Dean of the Faculty) shall conduct an election among members of the Academic Advisory Committees for the following positions:
      - One student to the Academic Resources and Review Committee
      - One student to the Curricular Policies Committee
   f. No later than the second week of the Fall term, the Dean of Students (with the assistance of the officers of Student Government) shall arrange for elections to be held for delegates to the Student Senate of Student Government.
   g. No later than the eleventh week of the Spring term, the Executive Board of Student Government shall appoint from among the members of Student Senate:
      - One student to the Academic Resources and Review Committee
      - One student to the Curricular Policies Committee
      And the Executive Board shall appoint, from among the student body:
      - One student to the College Life Committee.
   h. Nomination or appointment to the College Council, Academic Resources and Review Committee, the Curricular Policies Committee, or the College Life Committee shall make a student ineligible for nomination or appointment to another of these committees.
   i. All nomination petitions must consist of at least 25 full-time student signatures.
   j. Terms of office
      1. The President, Vice President, Treasurer, and Secretary of Student Government, elected no later than the thirteenth week of the Spring term, shall take office following Commencement.
      2. The time between Student Government elections and Commencement shall serve as a transitional period, at the end of which the new Student Government officers shall assume their duties.
      3. Delegates to the Student Senate and members of College governance committees shall serve from the start of the academic year until Commencement. These students are eligible for reelection or reappointment.
      4. The President and Vice President of Student Government shall serve as ex-officio members of the College Council and College Life Committee, respectively.
      5. The Academic Advisory Committees shall serve from the time of their election in the Spring term until the following year’s election.
   k. Each student elected to service on a governance committee must have a minimum cumulative GPA of 2.0 at the time of the election.
   l. Voting eligibility
      1. Each full-time student may cast one vote for each position on the ballot.
GOVERNANCE
ARTICLE V: GENERAL PROCEDURES

2. Full-time students include last-term seniors taking the minimum courses necessary to fulfill graduation requirements.

3. For the purpose of divisional representation on committees, the departments are divided as follows (Academic Advisory Committees for interdisciplinary majors may choose which division they wish to join):

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<th>III</th>
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<tbody>
<tr>
<td>English</td>
<td>Economics, Business and Finance</td>
<td>Biology</td>
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<tr>
<td>Art</td>
<td>Education</td>
<td>Chemistry</td>
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<td>Modern Languages</td>
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<td>Music</td>
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<td>Philosophy</td>
<td>Sociology &amp; Anthropology</td>
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<td>Religion</td>
<td>Communication</td>
<td>Environmental Studies</td>
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<td>Theater</td>
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3. Procedures for Staff Elections
   College Council: On or about the summer solstice, the chief personnel officer of the College shall circulate to the full-time staff (including those staff with faculty status but not rank) a list of staff eligible for election to College Council. (See I.A.3.c.)

   a. Eligibility for service on College Council: Voting staff expected to be on campus in the academic year following the election are eligible for service.
   b. Voting eligibility: Those persons with voting privileges as defined by the Staff Handbook are eligible to vote.
   c. Number of votes per voter: Voting staff will be allowed to vote for up to five candidates among those eligible for election.
   d. Elections to fill long- and short-term positions: The individual receiving the highest number of votes will fill the long-term position. The individual receiving the second-highest number of votes will fill the short-term (replacement) position.
   e. Persons elected but unable to serve: The runner-up will serve for one year in the event that the individual elected cannot serve. A staff member on half-year leave is ineligible for service on a committee for the year of the leave. A staff member on leave during the second year of a three-year term will serve the third year of the term.
   f. Exemption from service: After completing three consecutive years of service on elected governance committees, a staff member may exempt himself or herself from further such service for a period of one year by notifying the chief personnel officer of that intent.

C. Vacancies
   1. If the College Council determines that there is a vacancy of an elected position on any committee of College Governance, it shall ensure that the vacancy is filled (within two weeks’ time) as follows:
      a. All elective faculty vacancies of College Governance Committees during the terms of office will be filled by the procedures in VI.A. (See especially VI.A.5.)
      b. Should a vacancy occur in an elected student position on a governance committee, the Executive Board of Student Government shall be responsible for appointing a replacement no later than two weeks after the vacancy occurs.
GOVERNANCE

ARTICLE VI: RATIFICATION AND AMENDMENT PROCEDURES

2. If the College Council determines that there is a vacancy of an appointed position on any committee of College Governance, it shall ask the Faculty Personnel Policies Committee or the Executive Board of Student Government to recommend respective faculty or student appointees.

3. If a change in a committee member’s status may alter the basis of representation or legitimacy of that member’s participation, the College Council shall determine what action, if any, is to be taken.

4. Subcommittees
   a. A committee may appoint a task-oriented subcommittee to study special problems and to bring information and policy options to the appointing committee.
   b. A subcommittee (except for the Promotion and Tenure Subcommittee of the Faculty Personnel Policies Committee) shall exist no longer than the time required to accomplish its task.

5. Every faculty and joint faculty-student committee elected or appointed shall serve the entire year.

6. The Dean of Students is responsible for conducting all student elections, except the elections to the Academic Advisory Committees.

7. The Dean of the Faculty is responsible for conducting all student elections to the Academic Advisory Committees.

8. The President is an ex-officio member of all committees.

ARTICLE VI: RATIFICATION AND AMENDMENT PROCEDURES

A. Ratification
   1. This College Governance plan shall go into effect upon ratification by a two-thirds vote of all faculty members and full-time students participating in separate ratification elections.
   2. Students shall vote by secret ballot during a two-day period. Balloting shall be under the supervision of the Dean of Students.
   3. The faculty shall vote according to its rules at a faculty meeting held after the close of the polls of the student election.
   4. The Dean of Students shall announce the result of the faculty and student votes simultaneously.

B. Amendments
   1. The College Council is empowered to make minor modifications in this College Governance plan by unanimous vote to assure the better implementation of the spirit of this document. In no case shall a change become effective until three weeks after public announcement of the proposed change. If, by petition, 10 percent of the students or faculty or staff maintain that the modification is not minor or not in the spirit of the document, such modification cannot go into effect.
   2. Amendments can be proposed by the College Council by a vote of no fewer than eight of its members.
   3. Amendments can also be proposed by petition signed by one-third of the students or faculty or staff. Such petitions must be submitted to the College Council, which shall initiate a ratification referendum. Amendments shall be deemed ratified if they receive the vote of two-thirds of the full-time students voting on the amendment, two-thirds of the faculty voting on the amendment, and two-thirds of the staff voting on the amendment.