Methodist College Student Handbook 2026-2027

Methodist College
7600 N. Academic Drive
Peoria, IL 61615
Phone: 309-672-5513
http://www.methodistcol.edu

Accredited by:
The Higher Learning Commission 230
South LaSalle Street, Suite 7500
Chicago, IL 60604-1411
Phone: 800-621-7440 / 312-263-0456
http://www.hlcomission.org/

The Baccalaureate degree in Nursing Program and
Master's degree in Nursing Program at Methodist College are accredited by:
The Commission on Collegiate Nursing Education
655 K Street NW Suite 750 Washington, DC 20001
Phone: 202-463-6930
Fax: 202-785-8320
www.aacn.nche.edu/ccne-accreditation

The Bachelor of Social Work is accredited by:
The Council on Social Work Education 1701 Duke Street, Suite 200 Alexandria, VA 22314
Phone: 703-683-8080
Fax: 703-683-8099 www.cswe.org

Methodist College is approved by the state of Illinois to administer the Basic Nurse Assistant Training Program and Nurse Aide Competency Exam.
Illinois Department of Public Health Education and Training Section
525 W Jefferson St., 4th Floor
Springfield, IL 62761
www.nurseaidetesting.com

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General Information

This handbook is presented as informational only and is not a contract between Methodist College and its students. The information, policies, and procedures contained in this handbook are subject to change at any time with or without notice. The electronic version of this handbook on the Methodist College website is the most current.

All College documents contain current pertinent information. Methodist College reserves the right to make changes as necessary, including changes in requirements, programs, policies, and fees. Changes shall go into effect whenever appropriate with such notice as is reasonable under the circumstances.

The Student Responsibility Statement

As a Methodist College student, I understand that it is my responsibility to engage in professional and ethical behavior and to learn and understand the requirements necessary to complete my bachelor's degree, master's degree, and/or certificate program, including – but not limited to – course requirements, prerequisites courses, grading methods, academic and student policies, administrative procedures, payment and payment arrangements, financial aid policies, and the Methodist College catalog and Student Handbook requirements. Methodist College faculty and staff will provide appropriate assistance to help assure that I am able to complete my chosen degree program efficiently and in a timely manner. However, it is ultimately my responsibility to earn the degree.

Message from the Chancellor

Welcome Methodist College Students!

Welcome to Methodist College, where our commitment to advancing excellence in health care is woven into every aspect of our academic community. As Chancellor, I am honored to introduce you to an institution guided by the enduring values of integrity, social justice, inquiry, and human dignity—principles at the heart of our mission.

Integrity forms the cornerstone of trustworthy health care, and at Methodist College, we insist on ethical conduct in all actions. Social justice inspires us to foster equitable opportunities and address disparities within our communities. Inquiry propels us forward, inviting innovation, questions, and evidence-based solutions to today's health challenges. Above all, we uphold human dignity, ensuring that every patient, student, community member, and colleague is met with respect and compassion.

As you explore this student handbook, you are joining a vibrant network of lifelong learners and professionals devoted to these core values. Together, we will empower you to lead, adapt, and elevate care delivery.

Welcome to your journey of learning and service at Methodist College.

With gratitude,

Kayla Banks, PhD, RN, NEA-BC
Chancellor of Methodist College

Mission, Vision, Values, and Institutional Goals

Mission Statement
To educate future healthcare professionals- ready to lead, adapt, and elevate care delivery

Vision Statement
Advance healthcare through a legacy of compassionate professionals dedicated to lifelong learning and world-class care.

Values
Healthcare professionals are guided by strong core values. At Methodist College, faculty, staff, and students are dedicated to our values.

Human Dignity
Unconditional respect for the inherent worth, uniqueness, and autonomy of individuals.

Integrity
Displaying strong moral character and acting in accordance with accepted standards of behavior and an appropriate code of ethics.

Inquiry
An active process of exploration and investigation that leads to understanding and construction of knowledge throughout one's life.

Social Justice
Acting in accordance with fair treatment regardless of gender, economic status, race, religion, ethnicity, age, citizenship, disability, or sexual orientation.

Methodist College Institutional Culture Statement

Methodist College is an institution that embraces a diverse community committed to the equity of all dimensions and demographics. We strive to produce an environment of safety, comfort, respect, and civility to promote personal and professional growth, as well as cultural awareness.

Institutional Goals

The faculty and staff of Methodist College are dedicated to achieving the following goals:

- Provide rigorous academic experiential learning opportunities required of healthcare industry professionals.
- Support a positive, student-centered learning environment.
- Foster quality instruction and innovative programs.
- Offer quality student support services and programs.
- Recruit and retain a diverse qualified workforce.
- Demonstrate fiscal responsibility and accountability.
- Provide resources to support institutional mission.
- Recruit and retain a qualified, diverse student body.
- Cultivate collaborative community relationships to support the mission and vision of the college.

Carle Health Values

Methodist College is affiliated with Carle Health, and we seek to demonstrate the organization's values:

Excellence: We're committed to being the very best in all we do.
Integrity: We're grateful for the trust placed in us by those we serve, and we always strive to do the right thing.
Inclusivity: We welcome, respect and value every individual.
Compassion: We seek to understand and empathize with others.
Accountability: We take ownership of everything we do in a way people can count on.

Carle Health Commitment

Methodist College is proud to be part of Carle Health.

Carle Health is committed to being an inclusive space for our team members, patients, health plan members and communities. Building a more diverse, equitable and inclusive environment lays the foundation for trusted partnerships and the delivery of high-quality care for everyone we serve.

Federal Regulations and Compliance

Equal Opportunity/Non-Discrimination

Methodist College welcomes persons from all backgrounds and beliefs to join our college community. We seek to create and foster a sense of community that facilitates the development, both personal and professional, of all students and others who participate in our programs and activities.

Methodist College is committed to providing equal opportunities for all persons regardless of race, color, religion, sex, national origin, sexual orientation, transgender, ancestry, age, disability, marital status, military status or unfavorable discharge from military service, citizenship status, or any other status protected by law ("protected status"). This is reflected in all policies, programs, and procedures of the College.

Methodist College complies with federal, state, and local equal opportunity laws and strives to keep the workplace, and all programs and activities, free from all forms of illegal discrimination and harassment, as well as free from all forms of disrespectful conduct even where such conduct does not constitute a legal violation. (See separate policy on Sexual and Other Forms of Harassment and Grievance Procedures for more details.)

Academic Calendar

The Methodist College Academic Calendars for next two years are located on the Methodist College Website: *CLICK HERE*

Methodist College Catalog

The Methodist College Catalog is located on the Methodist College Website: *CLICK HERE*

College Information

Accreditation and Approval

Methodist College is authorized by the Illinois Board of Higher Education. The Bachelor of Science in Nursing program and Master of Science Prelicensure Program are approved by the Illinois Department of Financial and Professional Regulation which also approves the graduates of the nursing program to take the National Council Licensure Exam for Registered Nurses

(NCLEX-RN®). These entities ensure that the citizens of Illinois have access to quality higher education and that the graduates are licensed as safe to practice nursing.

Methodist College is affiliated with the Higher Learning Commission (HLC) and has maintained an accredited status since 2008. The College's baccalaureate and graduate nursing programs are accredited by the Commission on Collegiate Nursing Education (CCNE). The general purposes of accreditation are to ensure quality, provide access to federal funds, and ease transfer of credit.

The Bachelor of Social Work is accredited through the specialized accreditation offered through the Council on Social Work Education. For more information see www.cswe.org.

College Memberships

- Methodist College and its programs are members of the following organizations:
- American Association of Colleges of Nursing, Inc. (AACN)
- American Association of Collegiate Registrars and Admissions' Officers (AACRAO)
- American Council on Education (ACE)
- American Health Sciences Education Consortium (AHSEC)
- American Library Association (ALA)
- Association of American Colleges & Universities (AAC&U)
- Association of College and Research Libraries (ACRL)
- Association of Governing Boards (AGB)
- Association of University Programs in Health Administration (AUPHA)
- Consortium of Academic and Research Libraries in Illinois (CARLI)
- Consortium of Hospital-Affiliated Colleges and Universities (CHACU)
- Council of Independent Colleges (CIC)
- Council for Higher Education Accreditation (CHEA)
- Council on Social Work Education (CSWE)
- Federation of the Independent Illinois Colleges and Universities
- The Illinois Association of Colleges of Nursing (IACN)
- Illinois Library and Information Network (ILLINET)
- National Association of Independent Colleges and Universities (NAICU)
- National Association of Student Financial Aid Administrators (NASFAA)
- National Association of Student Personnel Administrators (NASPA)

- National Council for State Authorization Reciprocity Agreements (NC-SARA)
- National College Testing Association (NCLCA) (NCTA)
- National League for Nursing (NLN)
- Online Computer Library Center (OCLC)
- Private Illinois Colleges and Universities (PICU)
- Reaching Across Illinois Library Systems (RAILS)

Methodist College Resources

Methodist College Campus Locations
The campus is located at 7600 N. Academic Drive in Peoria, Illinois. The campus encompasses a total of 13 acres, which will accommodate future growth of the institution.

Methodist College Apartments
The Methodist College Apartment complex is located at 7700 N. Academic Drive, adjacent to the main campus building. The housing complex is available to Methodist College students as well as interns, residents, and college-level students from other local institutions.

Simulation Education
The College has a state-of-the art Simulation Center boasting multiple high and medium fidelity manikins, and a Clinical Practice Center that provides a practice area for students as well as other learning resources.

Campus Store
The Campus Store provides food options for students, faculty, and staff. Scrubs, apparel, and other supplies are also available.

Campus Library
The library is centrally located on campus and provides a variety of study areas, individual carrels, small tables, study rooms, group study and collaboration spaces which are in the same space as the books, periodicals, and other library materials. The library houses nearly 6,000 physical items divided into multiple collections and provides access to more than 60 electronic databases with access to thousands of e-journals and other digital resources. The library website is library.methodistcol.edu

Fitness Center and Recreation Center
All Methodist College students and employees may access the Fitness Center, which is located on the college campus and available for use during campus access hours. Outside guests are not permitted to use the Fitness Center. The Fitness Center is closed when the College is closed and may have reduced hours during scheduled breaks. The Recreation Center is across the hall from the Fitness Center and features a kitchenette and dining area, as well as games and activities for student use.

Smoke-Free Environment
Methodist College is a smoke free campus. Students and visitors who smoke on campus are subject to strong disciplinary action.

Campus Life

Residence Life
Methodist College Apartments is a student housing development offering convenient, apartment-style student housing for eligible Methodist College students, as well as students from other

colleges in the Peoria area. The College has partnered with Core 3 Property Management to offer the finest in student apartment living.

These affordable private bedroom options come fully furnished with internet access and a cable television package. The complex is in the Grand Prairie community of Peoria, which includes retail, entertainment, lodging, and food.

Each apartment has a full kitchen with a microwave, stove/oven, refrigerator, and mounted 37-inch television in the living room. A private bedroom includes a twin-sized bed, study desk, and dresser. *Apartment layout varies depending on the style or option selected.*

All floors contain a community lounge for study and social activities. The building has on campus laundry facilities. The price per unit includes rent, cable/Internet, water, and utilities. The apartments are staffed with a Resident Advisor (RA) who are responsible for facilitating a safe and secure community environment conducive to supporting the Methodist College mission.

Priority for room assignments will be based on the following factors:

- Assignments are dependent upon space availability.
- Priority is extended to current residents, then based on date of application.
- Continuing senior residents have priority over junior residents; continuing junior residents have priority over continuing sophomore residents; continuing sophomore residents have priority over continuing freshmen residents.

Residential Life Community Standards

Policies are provided to residents in the signed housing lease and in the Resident Manual. Residents should understand that violations of the housing contract or policies in the Resident Manual will result in disciplinary actions as serious as expulsion from the apartments. Additionally, a resident may also be subject to disciplinary action under the Student Code of Conduct. For more information, please contact a Resident Advisor or the Director of Operations.

Residence at Methodist College is limited to Methodist College Apartment residents with current leases and their guests, within reason. Overnight guests are permitted only with approval of apartment mates and are restricted from remaining for periods of greater than a few days.

Student Health Insurance

Methodist College does not provide any direct student health insurance to its students. We recommend that students maintain healthcare coverage to provide access to care as needs occur. Students are responsible for making the best decision regarding this coverage. Healthcare.gov is a website that provides information on attaining coverage: www.healthcare.gov.

Students who require healthcare are personally responsible for any expenses. Students in clinical programs may be exposed to infectious diseases or may experience a physical injury. In all cases, the cost of care is the responsibility of the student.

Solicitation

Organizations may promote or sell merchandise or services in the resident floors and College common areas only if approved through the Director of Operations. The request should be submitted 10 business days prior to the event. The Director of Operations, in collaboration with the Office of the Chancellor as needed, is responsible for the final decision.

Client Confidentiality

Methodist College students who engage in clinical, field placement, or practicum experiences must maintain confidentiality of their clients' private health information. Breaches of confidentiality are subject to the Code of Conduct policy. Federal regulation governs protected health information. More information about this is available in the Health Insurance Portability and Accountability Act of 1966 (HIPAA). Students are responsible for compliance with the policy stated in its entirety later in this Student Handbook. Students are also subject to the codes of ethics and professionalism pertinent to their course of study.

Student Organizations

Student Government Association (SGA)

The Methodist College Student Government Association (SGA) is a governing organization of the student body and serves to meet the needs of student constituents. Methodist College students serve as officers and representatives for their peers to enhance their experience at Methodist College, both inside and outside of the classroom.

Student Nurses' Association

Methodist College Student Nurses' Association (SNA) serves as the local chapter of the National Student Nurses' Association. There are a variety of opportunities for students to develop themselves as both leaders and future professional nurses. The SNA meets regularly throughout the academic year and invites new students to attend a meeting for an introduction to the SNA.

Honor Societies

Sigma Honor Society

Sigma International (STTI) is the only worldwide International Honor Society of Nursing. STTI promotes global health through nursing knowledge, scholarship, and a commitment to professional development. The Methodist College Phi Phi chapter is one of 486 existing STTI chapters with members in more than 90 countries.

It is both an honor and a privilege to be a member of an organization that represents excellence in nursing. Membership is by invitation and is extended to baccalaureate prepared nursing students as they near program completion based on individual achievement and leadership abilities. For more about this outstanding organization and its support of the advancement of nursing, visit the website at http://www.nursingsociety.org.

Phi Kappa Phi Honor Society

Phi Kappa Phi is a nationwide honor society with over 300 chapters in the United States and the Philippines. This honor society was founded to recognize excellence in all academic disciplines. The Society's mission is "To recognize and promote academic excellence in all fields of higher education and to engage the community of scholars in service to others." Methodist College was installed as the 353rd chapter.

Membership is by invitation and is extended to students who represent academic excellence. For more information about Phi Kappa Phi, visit www.PhiKappaPhi.org.

Student Support

Academic Advising

The mission of the advising program at Methodist College is to empower students to become self-directed learners and decision makers who will develop and implement sound educational and career plans consistent with their personal values, goals, and career aspirations in healthcare. Collaborative relationships between students, advisors and faculty mentors will assist students in the successful transition to college life and develop students' appreciation for the academic community to which they belong.

Center for Student Success

Located on the west side of the Methodist College campus in room W178, The Center for Student Success (CSS) offers free academic assistance to all enrolled students in a welcoming and supportive environment. Through professional or peer tutoring, supplemental instruction, and a multitude of online resources, the CSS provides assistance in a variety of subject areas. The mission of the CSS is to empower all students to realize their academic potential and ultimate success. Resources and additional information may be found on the Center for Student Success D2L page. Appointments are offered both virtually and in-person and can be made via email to tutor@methodistcol.edu or the Nursing Coordinator.

The CSS Writing Center can assist with spelling, grammar, APA format or citations, word choice, sentence structure, adherence to guidelines/rubrics, etc. Writing assignments may be submitted to the writing center for review via email to mcwritingcenter@methodistcol.edu.

Supplemental Instruction (SI) is offered for select courses. These interactive sessions are led by student SI leaders and are offered as an additional resource outside of class lectures.

The CSS Nursing Coordinator is located next to the CSS in room W172.

Mental Health Counseling

In an effort to promote the holistic development of the student, Methodist College recognizes that students may need counseling services to better manage personal or student-related stress. In the Office of Access, Support, and Inclusion Services (O.A.S.I.S), Methodist College employs a licensed counselor to assist students with their mental health needs. Services can be provided both in person and through secure telehealth. Email counseling@methodistcol.edu or visit OASIS W158 or call 309-671-2152.

Simulation and Clinical Practice Centers

The Methodist College Simulation Center and Clinical Practice Center (CPC) provide a safe learning environment for students of all programs to grow in skill development, critical thinking/clinical reasoning, professionalism, and communication. This is accomplished through the use of patient simulators, instructional technology, and the application of evidence-based scenarios that facilitate the transition from theory to practice. Simulation supports the development of clinical assessment and decision-making in clinical practice. Students are supervised by experienced professional staff and faculty while gaining confidence to perform all

functions of their role. Check the schedule for hours of operation and guided practice sessions. These Centers are closed on days Methodist College is closed.

Textbooks

Methodist College provides an online textbook ordering service where students can purchase required textbooks and materials. Each term's official textbook list can be found here: bncvirtual.com/methodistcollege

Book Vouchers

Book vouchers are available through bncvirtual.com, Methodist College's online bookstore, to any and all students with excess financial aid either "pending" or "paid" to their ledger. Book vouchers are available to students within a reasonable time of the semester start date. It is the choice of the student whether or not to utilize the voucher. If they choose to use a book voucher, the amount of their book purchase will be added to their ledger. The student is ultimately responsible for the purchase of their books in case of the reduction or elimination of all or a portion of their financial aid. No book vouchers will be issued to any student after the semester has begun, unless due to an error by the College.

Career Placement

To help students with career planning and preparation, Methodist College has partnered with Carle Health to assist all students with resume writing, interview preparation, and information about job opportunities and residency programs.
If you need assistance applying for jobs, building your resume, or enhancing your interviewing skills, contact:

Chelsey Getz
Transition to Practice Supervisor

chelsey.getz@carle.com

Hannah Byar
Transition to Practice Coach

hannah.byar@carle.com

Disability Services

Services, including accommodations and limited auxiliary services, are offered for students with documented disabilities. A student with a disability who believes he or she needs an accommodation should contact the ADA Coordinator/in the Office of Access, Support, and Inclusion Services (O.A.S.I.S). It is the responsibility of students with disabilities to disclose the disability, request needed accommodation, and provide appropriate documentation. Email ADArequest@methodistcol.edu, stop in OASIS W160, or visit Testing Center for more information.

Lactation Room

Methodist College strives to offer support and flexibility to nursing mothers to express their breast milk during school and work hours.

The College has designated a private and sanitary location on campus so that employees and students may express their milk during business hours. The designated lactation room is next to the East restrooms. The lactation room provides an electrical outlet, chair, table, refrigerator, and hot running water and soap in the room.

Lactating employees and students are responsible for keeping the general lactation room clean for the next user. Nursing mothers who feel they have been denied appropriate modifications are encouraged to contact the Director of Operations.

Technology on Campus

Electronic Communication Expectations

At the time that new students participate in orientation to the College, they are given an official Methodist College email address. This address is the official means of electronic communication for faculty and staff seeking to share information with students. The portal in Elements is used to communicate academic performance and financial information.

Students are responsible for the information shared with them by Methodist College staff, faculty, and administration. The College recommends students check their email daily to ensure they can receive this information in a timely manner.

System Accounts

User IDs and Passwords are required to access the College and Carle Health information system resources in order to ensure access is limited to authorized users. Users are responsible for maintaining the confidentiality of their passwords.

Computer Laboratory

There is one computer laboratory for students that is equipped with personal computers and printers. Access to the Internet, EPIC (electronic medical record system), and a variety of software including interactive computer learning programs are available. No food or drink are permitted in the computer laboratory.

Printing on Campus

Each semester, students will receive a 300-page balance to be used for printing and copying. Each student will be assigned a copier code to gain access to the copier. Once you exceed your balance of 300 pages you will no longer be able to print and copy until you add more pages to your account. You can add more pages to your account by going the Welcome Window W104. The cost for more pages is $0.10 (10 cents) per page. The minimum amount that can be added is $5.00 each time. Cash payments of up to $20.00 will be accepted. Transactions more than $20.00 require a check.

Page Balance Information

- If you purchased pages and have a balance at the end of the semester, it will carry over to the next semester.
- If you purchased pages and have a balance when you leave Methodist College, no refund will be given.
- If you have a balance from the original 300 pages, it will carry over for continuing students.
- If a continuing student has a negative balance, that balance will be subtracted from the 300 pages given to each student at the beginning of the semester.
- If you have a negative balance when you leave Methodist College, it will be added to your bill.

Computer and Internet Requirements for Students

Every program, excluding Nursing Assistant, requires students to complete work on a computer. Just like textbooks, attendance in class, and appropriate study time--a computer and reliable internet access is critical to a student's success. The College offers periodic laptop check-ups to assist students in determining if their laptop meets the minimum specifications. Please review the Student Handbook for each program for the required computer requirements.

Technical Standards for Nursing Students

Methodist College has academic as well as technical standards that must be met by students to successfully progress in and graduate from its programs. The technical standards are applied with other policies of the college, including academic policies, academic standards established by the faculty, and student conduct policies. Prospective students must demonstrate they can meet these technical standards with or without reasonable accommodation and continue to do so throughout their program.

In preparation for the practice of nursing, students will engage in theory and didactic content, supported by clinical practicum experiences and learning based skills supported by the education program they are participating in.

Key areas for technical nursing standards include having abilities and skills in the areas of:

Technical Areas	Standard	Examples of Activities
Standards of Behavior	Students must: Present a professional appearance and demeanor with a commitment and desire to become a professional, respectful nurse. Comply with the Student Code of Conduct/Handbook/Course Catalog, Nursing Handbook, and all clinical and classroom policies/procedures. Exercise sound professional judgement in an ethical manner. Utilize Emotional Intelligence skills such as empathy, compassion, integrity, accountability, interest, tolerance, and motivation in becoming an emerging healthcare professional. Accept responsibility, accountability, and ownership of one's actions.	Engage in behaviors and activities consistent with professional nurses and safe nursing practices. Demonstrate interpersonal skills for professional interactions with faculty, staff, and students by promoting a positive culture and team environment. Exhibit strong emotional skills to remain calm and maintain professional decorum during a stressful or emergency situation. Focus attention on tasks and demonstrate ability to perform multiple responsibilities concurrently. Follow all documented policies and procedures for student expectations, patient care, privacy, and record documentation. Establish rapport and maintain sensitive, interpersonal relationships with clients, individuals, families, and groups from a variety of social, cultural, diverse, and intellectual backgrounds. Follow the chain of command.

Communication	Students must: Effectively read, write, and comprehend the English language. Communicate accurately and effectively verbally and in writing. Practice active listening. Discern and interpret verbal and non-verbal communication.	Communicate to elicit, translate, and deliver information with students, faculty, staff, and clients in a respectful and logical manner. Follow approved methods of communication when interacting with students, faculty, staff, and clients.
Critical Thinking and Cognition	Students must: Demonstrate the ability to learn, seek knowledge, and adapt to classroom expectations. Demonstrate strong problem-solving skills, critical thinking, and decision-making abilities in multitude of situations.	Accurately follow classroom and clinical instructions, course syllabi, assignment rubrics, patient protocols, college and clinical policies, and action plans or programs of study. Ability to calculate, analyze, measure, prioritize, reason, and integrate knowledge to make informed judgements. Act with emotional intelligence and integrity in the classroom, during clinical experiences, and while delivering client care.

Interpreting Data and Observations	Students must: Demonstrate the ability to make, record, and act upon observations. Utilize sufficient auditory and visual abilities to observe, monitor, assess, and respond to patient health and illness. Demonstrate computational thinking.	Obtain and interpret information from assessment maneuvers such as assessing respiratory and cardiac function, blood pressure, blood glucose, neurological status, etc. Visually assess, observe, identify, and interpret clients' health status, such as nonverbal behaviors, dermatological conditions, and changes in signs and symptoms of health deterioration or improvements. Ability to hear or utilize a hearing device, that allows measurement through a stethoscope to determine specific body sounds, monitor
		equipment alarms, and to determine between telephone and alarm systems. Ability to hear patient voices or use assistive technology to hear and interpret patient speech. Use and interpret data to assess and monitor the health needs of the client.
Tactical Sense and Olfactory Perception	Students must: Possess and utilize tactile ability sufficient for physical assessment. Detect significant environmental and patient odors through the olfactory function.	Physically feel vibrations, palpitations, detect temperature changes in the client, feel for differences in surface characteristics–sizes and shapes. Ability to detect anatomical abnormalities like edema, infiltrated IV fluids, etc. Detect gas, foul discharge, fire, or various odors.

Functional Mobility	Students must be able to: • Sit for 2-3 hours • Stand /walk for 8-12 hours • Bend at the waist to touch the floor • Reach above the shoulders • Twist at the waist • Kneel or squat at the knees • Lift -10 to 75 pounds for patient care and medical equipment • Carry- up to 50 pounds of equipment or supplies • Pulling/Pushing – up to 250 pounds Manually administer CPR to resuscitate clients in emergency situations.	Perform nursing skills utilizing strength, dexterity, and mobility to move quickly and adequately in confined spaces. Render care without obstructing the position of other team members or equipment. Possess physical stamina sufficient to remain continuously on task for up to a 12- hour clinical shift while standing, sitting, moving, lifting, and bending to perform client care activities such as turning, transferring, and moving clients. Safely transfer clients in and out of bed and assist them with ambulation.
Motor Skills	Students must: Utilize gross and fine motor skills to provide safe and effective patient care.	Ability to manipulate small objects with fingers such as insulin syringe, pills, and tubbing using a pinching motion, provide suction to clients, administer medication, perform skilled procedures, and use small equipment.

Methodist College wishes to ensure that access to its facilities, programs, and services is available to all students, including students with disabilities (as defined by Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990 and the ADA Amendments Act of 2008) and all students can study and practice with or without reasonable accommodation. Methodist College provides reasonable accommodations to all students on a nondiscriminatory basis consistent with legal requirements as outlined in the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990 and the ADA Amendments Act of 2008.

A reasonable accommodation is a modification or adjustment to an instructional activity, equipment, facility, program, or service that enables a qualified student with a disability to have an equal opportunity to fulfill the requirements necessary for graduation from the program.
To be eligible for accommodations, a student must have a documented disability of (a) a physical or mental impairment that substantially limits one or more major life activities of such individual; (b) a record of such impairment; or (c) be regarded as having such a condition accommodation. This

commitment extends to Methodist College services, facilities, and privileges. Reasonable accommodations will be made for qualified students unless they impose an undue hardship on the College or fundamentally alter the academic program.

Post-Baccalaureate Options

Graduate School Information

Methodist College offers a Master of Science in Nursing which is designed for students seeking an advanced degree in nursing. Students have four program options to choose from:

- Master of Science in Nursing: Nurse Educator
- Nurse Educator Post Master's Certificate
- Pre-licensure

More information can be found in the Graduate Catalog/Handbook on the Methodist College website.

Safety and Security

Campus Safety

Methodist College strives to provide a safe and secure campus. Security at Methodist College and Carle Health are authorized to help maintain a safe Methodist College environment by protecting life and property. Security officers complete extensive training and ongoing professional development in security law and procedures and have the same arrest powers as private citizens, in accordance with Illinois law.

Any suspicious activity or serious crime should be reported immediately to Campus Security at (309) 672-4500. Employees and students will be notified through School Cast, in the event of a threat of a serious crime or if a serious crime occurs; an internal intercom system and email are also other means of communication.

Uniformed officers are available from 6:00am to 10:00pm Sunday through Saturday to respond to concerns and dispatch requests. These times may change to accommodate holidays or other events and will be communicated to the campus community as soon as possible. In addition, campus security is maintained by using security cameras to monitor entrances and parking lots. This is monitored by the Campus Security's office located in the main lobby of Methodist College. Campus Safety maintains visibility by patrolling the campus regularly. To help maintain a safe and secure campus, reasonable precautions for one's safety needs to be exercised by faculty, students, staff, and visitors.

The College keeps the public informed about crime on its campus in accordance with the requirements of the Clery Act. Campus crime stats are reported annually through the Annual Safety Report (ASR) on the website.

Emergency phones are placed throughout outside campus and parking areas.

For an emergency, call:	For a non-emergency, call:
Peoria Police Department – 911	Peoria Police Department – (309) 673-4521 or Methodist College Security – (309) 672-4500

Parking

(P) Park in visible areas. (A) Ask for an escort. (R) Remove valuables from car. (K) Keep calm and ready.	(S) Start your car after locking doors. (A) Always have your cell phone with you. (F) Find your keys before you walk. (E) Examine your surroundings and car.

Commencement

Ceremonies:
Methodist College conducts commencement ceremonies in December and May. August graduates are welcome to participate in the December ceremony.

Regalia:
College approved cap and gown commensurate with degree. Cap may be decorated, but no vulgar language or pictures will be allowed.

Attire:
Business casual must be worn. Skirts or dresses must be of conservative length, lower than midthigh; no sagging pants, no blue jeans. No T-shirts or graphic shirts. Shirts/dresses should not be low cut exposing cleavage or exposing mid-drift area.

Shoes:
Appropriate for a variety of floor surfaces, obstacles, and manipulating stairs. No flip flops, athletic footwear, or beach style sandals. (No extremely high heels due to walking across an area where there may be minor obstacles such as area carpeting, cord covers, and so forth to navigate).

Stoles & Cords:
Must be approved college cords, (honor cords, club cords, etc.) All other cords or stoles must be approved by the Office of Records and Registration prior to the ceremony.

Anyone not following the guidelines may be asked to change their clothing or not be allowed to participate in the ceremony. This is to promote an atmosphere of professionalism and for the safety of everyone. Anyone wearing stoles and cords that are not approved will be asked to remove them.

Student Bereavement Guidelines

Methodist College provides students with excused absences to make arrangements and/or attend the funeral of an immediate family member.

Definition:

For the purpose of this guidance, an immediate family member is defined as:

a. Mother (stepmother, mother-in-law, and stepmother-in-law)
b. Father (stepfather, father-in-law, and stepfather-in-law)
c. Sister (stepsister, sister-in-law, stepsister-in-law, half-sister)
d. Brother (stepbrother, brother-in-law, stepbrother-in-law, half-brother)
e. Spouse/Domestic Partner
f. Child (stepchild, child-in-law or foster child)
g. Son-in-law or Daughter-in-law
h. Grandparents (includes your and your spouse's grandparents, step grandparents, great grandparents and in-laws)
i. Grandchild (includes great grandchild and step grandchild)
j. Guardian (or legal ward)
k. Person residing with employee or employee resides with

Term of Guidelines:

Eligibility: Students enrolled at Methodist College are eligible to receive this benefit.

Qualifying Reasons: Students may be entitled to receive this benefit upon death of a family member.

Benefit:
Students receive a maximum of three (3) consecutive excused absences, not including weekends* or holidays, for the death of an immediate family member.
*Unless the student is enrolled in a weekend program (i.e. Second degree, MSNPL, etc.)

Travel Considerations:
If travel is required, students will be granted the following additional days of excused absences to account for travel considerations:

l. Verified funeral services within 150 miles of Methodist College campus - 0 business days
m. Verified funeral services between 150-300 miles from Methodist College campus - 1 business day
n. Verified funeral services over 300 miles from Methodist College campus - 2 business days
o. Verified funeral services outside the 48 contiguous United States - 3 business days

To Request Bereavement Leave:

In the event that a student experiences a death of an immediate family member or relative as defined above, the student will be excused from class for funeral leave, subsequent bereavement, and/or travel considerations. The student will provide appropriate documentation and arrange to complete missed classroom work as soon as possible according to the process outlined below.

Appropriate documentation may include an obituary or death notice.

If a student will be absent because of a death, the student is responsible for notifying the Counselor's office prior to their absence, pending the circumstance.
Student shall visit and complete the following student bereavement request form for their request to be processed. If form is not working, or student has not heard anything, please contact counselor at counseling@methodistcol.edu or 309-671-2152 or stop by the OASIS-W158

The Counselor will communicate with the individual's course instructors of record about the absence and the reason for the absence. Upon receiving proper documentation regarding the death and relationship, the Counselor will provide this documentation to each of the course instructors, if requested. The Counselor may ask for additional documentation if necessary.

Upon notification of the absence, each faculty member shall excuse the student from class according to these guidelines and provide an opportunity to complete missed exams, quizzes, and other required work. Ultimately, the student is responsible for all material covered in class and must work with each individual professor as soon as they return to complete any required work.

In the event that a death occurs to a family member or friend that is not specifically covered by the guidelines, students can communicate the circumstances to the Counselor to determine on a case-by-case basis if it is covered by these guidelines.

Students are reminded that Methodist College offers free mental health counseling services to all students. To inquire about counseling services, please email counseling@methodistcol.edu.

Student Policies

Student Bill of Rights and Responsibilities

Methodist College administration, faculty, and students support the Student Bill of Rights and Responsibilities that was initially adopted by the National Student Nurses' Association in 1975 and amended in 1999 and 2006. Any violation of this Bill may be brought to the attention of the Student Government Association, which is the liaison between the administration and students.

Students have a right to a sound education:

A. A right to and a responsibility for having a creative educational opportunity.
B. A right to and a responsibility for having the highest quality practitioner-teacher.
C. A right to and a responsibility for achieving input into curriculum planning.
D. A right to and a responsibility for achieving self-directed learning.
E. A right to and a responsibility for achieving equal participation in all areas of clinical practice.
F. A right to and a responsibility for participating in interdisciplinary activities.

Students have a right to due process:

A. A right to and a responsibility for ensuring peer review and self-evaluation through due process.

Students have the right and responsibility to organize and participate in an organization directed toward achieving professional goals:

A. A right to and a responsibility for facilitating change in health care delivery through various channels.
B. A right to and a responsibility for assembling and exploring fundamental and current professional issues and concerns.
C. A right to and a responsibility for organizing in a flexible structure to encompass and represent diversity and inclusion regarding current professional issues and concerns.
D. A right to and a responsibility for fostering better collaboration between education and practice.

Family Education Rights and Privacy Act Policy (FERPA)

The Family Educational Rights and Privacy Act (FERPA) provides students certain rights with respect to protecting the privacy of their education records. They are:

A. The right to inspect and review the student's education records within 45 business days of the day the Methodist College (the "College") receives a request for access. Students should submit to the Registrar a written request that identifies the record(s) they wish to inspect. The Registrar will plan for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar, that official shall advise the student of the correct official to whom

the request should be addressed. This right, however, may not be used to inspect and review the financial records of a student's parents or confidential letters and statements of recommendation as to which the student has waived his or her right to inspection and review and the letters and statements related to admission to the College, application for employment or receipt of an honor.

B. The right to request an amendment of the student's education record that the student believes is inaccurate, misleading, or in violation of the student's right to privacy. Students desiring an amendment to their education record should write the College official responsible for maintaining the record, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or in violation of the student's privacy. The student's right to request amendment may not be used to challenge grades.

C. The right to a hearing regarding the request for an amendment of the student's education records. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing. If, as a result of the hearing the College decides the information in the record is inaccurate, misleading or otherwise in violation of the student's privacy rights, the record will be amended accordingly. If the request for amendment is denied, the student will have the right to place a statement in the record commenting on the contested information in it or stating why the student disagrees with the decision of the College, or both. Any such statement will be maintained with the contested part of the record for as long as the record is maintained and will be disclosed whenever the College discloses the portion of the record to which the statement relates.

D. The right to prevent the College's disclosure of the student's personally identifiable information from the student's education records in most circumstances. Except to the extent that FERPA authorizes disclosure without consent, the College must obtain the written consent of a student before disclosing that student's personally identifiable information contained in the student's education records. Where required, a student's consent must specify the records to be disclosed, the purpose of the disclosure, and the party or class of parties to whom disclosure may be made. FERPA, however, permits the disclosure of the student's information without his or her consent in certain specified circumstances. Those circumstances include, but are not limited to, the following:

    a. The College may make disclosures to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor,

or collection agent) institutional services or functions that the College would otherwise use employees to perform; a person serving on the Board of Directors; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. A school official must be under the direct control of the institution with respect to the use and maintenance of information from education records.

b. The College also may make disclosures to parents in three situations. First, disclosure of a student's personally identifiable information to parents, as well as to others with a need to know, is permitted without a student's written consent in the event of a health or safety emergency. The College may disclose education records in an emergency if the College determines that there is an articulable and significant threat to the health or safety of the student or other individuals. Second, disclosure of a student's personally identifiable information is permitted to parents of the student if the student is a dependent pursuant to Section 152 of the Internal Revenue Code of 1986 and notice is given to the student that a parent has requested such information. Third, disclosure of a student's personally identifiable information to parents is permitted without the student's written consent if the student is under age 21 at the time of the disclosure and has violated a law or College rule or policy governing the consumption or possession of alcohol or a controlled substance.

c. The College also will disclose educational records to officials of another postsecondary institution where the student seeks or intends to enroll, or where the student is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer.

E. The right to opt out of the disclosure of directory information.

a. Pursuant to FERPA, the College has classified certain personally identifiable information as directory information, which may be released without the student's consent. The College defines directory information as the student's name, local and home addresses, telephone number, e-mail address, place and date of birth, dates of attendance, enrollment status, degrees and awards received, participation in organizations or activities, and previous educational institution attended. The release of this information may be in written or electronic form, including images of the student.

b. FERPA permits the College to limit the disclosure of directory information to specific parties, for specific purposes, or both. In the exercise of that authority, the College may release all directory information to members of the College family, defined as administrators, faculty, employees and directors. Other

releases will be limited to those situations in which the College, in its discretion, believes the release would recognize a student for academic or extracurricular achievement or otherwise advance the student's career interests or when the College believes the release would serve to advance the interests and image of the College. Examples of such releases would be the disclosure of directory information to prospective employers, financial aid and scholarship agencies or registry, licensure or certification services. Another example would be the release of directory information in connection with College sanctioned alumni affairs.

c. Students who wish to restrict the release of certain directory information must submit the appropriate form to the Registrar during the first ten business days of each academic term. This form can be found at the Office of Records Management and Registration. Upon receipt of such request, the Office of Records Management and Registration will designate that the student's directory information is confidential and not to be released outside the College except to individuals, institutions, agencies and organizations as otherwise authorized by FERPA. The College will honor all requests to withhold any of the categories of directory information listed above but cannot assume any responsibility to contact the student for subsequent permission to release information. Nondisclosure will be enforced until the student subsequently authorizes its release. A student may not, however, opt-out of disclosure of the student's name, institutional e-mail address, or electronic identifier in the student's classroom. Regardless of the effect on the student, the College assumes no liability for honoring the request of the student to restrict the disclosure of directory information.

F. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education 400 Maryland Avenue
SW Washington, DC 20202-59

Health Insurance Portability and Accountability Act (HIPAA)

Methodist College faculty, staff, and students adhere to all HIPAA regulations.

Authority for Use or Disclosure. A covered Entity may only use and/or disclose the Protected Health Information ("PHI") of an individual as follows: (i) when the use/disclosure is expressly allowed by HIPAA without the authorization of the individual, and is consistent with other state or federal laws, or (ii) with the written authorization of the individual.

No Authorization Required. In certain situations, HIPAA allows Covered Entities to use and disclose PHI without the authorization of the individual if such use/disclosure is not otherwise prohibited by state or federal law. However, specific rules apply to how and when these uses and disclosures can be made. The following is a list a few examples where an authorization is not required for certain uses and/or disclosures of PHI if (i) the Covered Entity otherwise complies with the specific rules regarding how and when the use or disclosure of PHI may be made, and (ii) the use/disclosure is not prohibited by state or federal law. A. To the individual.

B. For the treatment of the individual.
C. To conduct the Health Care Operations of the Covered Entity.
D. Certain unintended, incidental disclosures.
E. Certain PHI in the following examples after giving the individual the opportunity to agree or object to the disclosure, as applicable.
F. To family members, relatives, or personal friends involved in the individual care.
G. To aid in disaster relief efforts.
H. When required by law.
I. When needed for certain public health activities.
J. About victims of abuse, neglect, or domestic violence.
K. For judicial and administrative proceedings.
L. For law enforcement purposes.
M. To advert a serious threat to health or safety.
N. A Limited Data Set for Research, public health or Health Care Operations if the covered entity enters into a data use agreement with the recipient of the PHI.

Authorization Required. If the contemplated use or disclosure is not expressly authorized by HIPAA, the Covered Entity must obtain a written authorization from the individual, which meets the requirements of HIPAA or other applicable state or federal law, in order to use or disclose the PHI. The following is a non-exclusive list of uses or disclosures that require an express authorization from the individual:

A. For marketing (with certain exceptions).
B. In certain situations, for Research (with some exceptions).
C. Treatment records relating to substance abuse (with certain exceptions).
D. Treatment records relating to mental health conditions (with certain exceptions).
E. Psychotherapy Notes (with certain exceptions).
F. Records relating to a patient's HIV/AIDS status or treatment for HIV/AIDS (with certain exceptions).

Patient Rights. HIPAA also gives patients certain rights regarding their PHI. Specifically, individuals have the right to:

A. Receive a written copy of the Covered Entity's Notice of Privacy Practices.

B. Inspect and copy their medical records (except Psychotherapy Notes and certain other documents).
C. Request an amendment to their medical record if information contained in the medical record is incorrect.
D. Make a complaint to the Covered Entity if the individual believes his/her privacy rights have been violated.

A Covered Entity may not require an individual to waive any of these rights as a condition of treatment:

A. De-Identification of PHI. In lieu of complying with the restrictions on uses and disclosures of PHI imposed by HIPAA, a Covered Entity may de-identify PHI.
B. Minimum Necessary Requirement. With certain exceptions, a Covered Entity is required to take reasonable steps to only disclose the minimum amount of PHI necessary to accomplish the intended purpose.
C. Safeguards. A Covered Entity is required to put in place reasonable safeguards to prevent improper use or disclosure of PHI.
D. Privacy Officer. A Covered Entity is required to designate a Privacy Officer who is responsible for the privacy policies and procedures at the Covered Entity and a contact person or office that is responsible for receiving complaints on privacy issues.
E. Business Associates. A Covered Entity is required to have business Associate Agreements with persons or entities that perform a function on behalf of the Covered Entity involving the use or disclosure of PHI.

Training

A. Methodist College must train all the employees of its Workforce on its privacy and security policies and procedures, as necessary and appropriate for the employees to carry out their respective job functions.
B. Such training must be completed within a reasonable period after starting employment.
C. Such training must be completed annually through NetLearning throughout the term of service at Methodist College.

No Intimidation or Retaliation. A Covered Entity may not intimidate, threaten, coerce, discriminate against, or take other retaliatory action against an individual for:

A. Filing a complaint with the Secretary of Health and Human Services, its designee, or with the Covered Entity.
B. Exercising any of his/her rights under HIPAA.
C. Testifying, assisting or participating in any investigation or compliance review relating to the Covered Entity's HIPAA compliance.
D. Opposing any act or practice which is prohibited by HIPAA, if the individual has a good faith belief that the practice is unlawful, and the manner of the opposition is reasonable and does not involve a disclosure of PHI in violation of HIPAA.

Pregnancy Disclosure

A student who is, or becomes, pregnant is strongly encouraged to notify the Title IX Coordinator and her course instructors as soon as possible. By doing so, the student, instructors, and the Title IX Coordinator can collaborate and develop an appropriate plan for the continuation of the student's education considering the unique nature of the College's nursing and health sciences programs and their clinical requirements, as well as particular challenges the student may face while pregnant or when recovering from childbirth (e.g., missed classes, make-up work, etc.). However, the choice to declare a pregnancy is voluntary, and a student is not required to disclose this information to the College.

Options After Disclosure

Once a student has voluntarily decided to disclose a pregnancy to the College, the student will have several options, as described below. The Title IX Coordinator will meet with the student and instructors (as needed) to discuss the options and plan for completion.

A. **Continue in the program**
   If a student decides to continue in the program and desires to have any adjustments to her academic program due to the pregnancy, the student should discuss the requested adjustments with the course instructor and Title IX Coordinator. Such adjustments, if any, will be documented on the form in Addendum A which will be signed by both the student and the instructor. Additional requests for adjustments may be made to the instructor and/or Title IX Coordinator as needed throughout the course of the pregnancy and delivery/recovery.

B. **Request a leave of absence**
   a. A leave of absence due to pregnancy may be for various amounts of time depending on a student's particular circumstances. Such a leave may be extended if deemed medically necessary by the student's physician.
   b. Due to the structure of the College's programs, the timing and/or length of the student's leave of absence may result in the student being required to re-take or finish the course(s) in a future term.
   c. If taking a leave of absence due to a pregnancy, the Education Plan in Addendum B will be discussed with student, instructor, and Title IX Coordinator.
   d. Leaves of Absence are processed through the Office of Records Management and Registration.

C. **Withdraw from the College**
   The student may, in her sole discretion, determine that she must withdraw from the College for an indefinite period or permanently due to her pregnancy. Normal College withdrawal procedures, and readmission procedures (if applicable), apply.

A student who has questions about this policy or who is concerned about its implementation should contact the Title IX Coordinator, who is identified on the Methodist College website (www.methodistcol.edu) in the ***Quick Links*** section.

Addendum A: Continuation in Program after Disclosing Pregnancy

I. Acknowledgements

By signing this form, _____("Student") acknowledges the following:

- She has voluntarily disclosed her pregnancy to Methodist College (the "College") and intends to continue pursuing her degree in the College's program.
- She understands there are other options available, including taking a leave of absence.
- She understands there are potential risks to her and/or her fetus by continuing in the program. The College has advised Student to consult with her doctor to discuss these potential risks.
- She assumes all responsibility related to these risks and any resulting losses or costs, including medical treatment and costs thereof.

Adjustments to Program

[In this section, describe any adjustments that have been discussed and will be implemented based on the student's pregnancy. Note if there have been no adjustments implemented at the time of signature.]

A.

B.

C. The student may request additional modifications at any time by contacting the instructor and another interactive meeting will occur.

The College and Student do hereby agree to the above.

[INSERT NAME], Student	Date

[INSERT NAME], [INSERT POSITION TITLE]	Date

Addendum B: Education Plan for Pregnancy Leave

Methodist College (the "College") and _____("Student") have agreed to the following conditions related to the Student's leave of absence related to her pregnancy. Student's leave of absence is scheduled to begin on _____and she is anticipating a return to school _____. Student and the College acknowledge that Student may take a longer leave if it is deemed medically necessary by her doctor, and the parties agree to meet and discuss this Education Plan if that occurs.

I. Academics

[In this section, discuss where Student currently stands academically, what adjustments to her courses/degree track will be necessary because of the leave of absence, what classes she will be enrolled in upon return, etc.]

A.

B.

C.

II. Financial Aid/Scholarships

[In this section, discuss current financial aid/scholarship/funding situation and any implications from taking leave.]

A.

B.

C.

III. Additional Matters

[In this section, discuss any additional matters that are relevant to a particular situation. Among other things, consider including if a student must meet any specific requirements to be readmitted (e.g., Upon expiration of Student's leave of absence her readmission is guaranteed, provided she … [insert specific reasonable requirements, as appropriate]).

A. Student agrees to contact _____by _____[days/weeks/months] in advance of her return to ensure a smooth transition back to school.

B. Student will not be required to pay any application or readmission fees related to her readmission to the institution.

The College and Student do hereby agree to the above.

[INSERT NAME], Student	Date

[INSERT NAME], [INSERT POSITION TITLE]	Date

File Sharing/Transfer

All electronic files created, sent, or retrieved from or through the Carle Health System, Methodist College, or research conducted at Carle Health affiliates, or any other business use are the property of Carle Health and its affiliates. Users of the Carle Health systems should have no expectation of or right to privacy in any type of file sharing/transfer. All use of file sharing and/or transfer must comply with the Carle Health file transfer procedures and rules.

File sharing or transfer refers to movement of electronic data in a structured format (file) between two or more entities inside or outside the Carle Health network, referred to as file transfer in this policy.

All Carle Health affiliate facilities including, but not limited to, hospitals (see attached Addendum A), ambulatory surgery centers, home care programs, physician practices, all Carle
Health and affiliate departments and covered group health plans, as applicable. References to Carle Health in this policy include Carle Health, its affiliates, and all organizations more than 50 percent controlled directly or indirectly by Carle Health. This Policy also applies to all external entities for which Carle Health provides file transfer services and personally owned devices used to create, send, or retrieve Carle Health information.

This policy does not apply to routine transfer of files using the electronic mail system.

The purpose of this policy is to:

A. Protect Methodist College, its personnel, its employees, its students, and its resources from the risks associated with the use of file transfers.
B. Define appropriate rules for secure use of file transfer systems, including access and use from home or other secure external locations.
C. Describe the expectations associated with the use of file transfer systems consistent with other Methodist College policies including, but not limited to, those prohibiting harassment and discrimination.
D. Define Carle Health/Methodist College preferred tools to complete file transfers.

The definition of Cybersecurity (or Cyber Security) is the collection of tools, policies, security concepts, security safeguards, guidelines, risk management approaches, actions, training, best practices, assurance, and technologies that are used to protect networks, computers, programs and data from attack, damage, or unauthorized access.

<u>Purpose of File Transfers</u>
The Carle Health file transfer systems and all electronic messages passing through or stored within the systems are the property of Carle Health and should be used primarily as a business tool to facilitate communications and to exchange information needed in the performance of job duties. The file transfer systems are to be used for legitimate business purposes only. Personal use of Carle Health file transfer systems is prohibited. Carle Health

reserves the right to apply uniform and consistently enforced controls over its file transfer systems to the extent such controls are necessary to maintain production and discipline as permitted by law.

Approved Tools

Carle Health recognizes the need to have a consistent approved toolset to share/transfer files with third parties during normal business functions. All tools are required to comply with Policy, 1.IT.17 Encryption. Carle Health has approved the use of the following tools for file transfers/sharing.

A. Microsoft OneDrive
    a. Used for internal file transfers with other Carle Health resources only
    b. Should not be used to share outside with Carle Health
B. Teams/SharePoint
    a. Used for internal/external file sharing for specific needs
    b. Any access must be approved by internal Carle Health staff
    c. Exceptions will be allowed on a case-by-case basis with approval of the security and compliance teams
    d. All exceptions will have an end date that defines when the exception will no longer be in use (within 1 year)

Unapproved Tools

No person shall install or attempt to install peer-to-peer file- sharing software on any company- owned computer. This rule informs all Carle Health employees, clients, customers that the use or installation of peer-to-peer ("P2P") file sharing or any other file sharing/transfer software not explicitly listed above on any network connected computer is strictly prohibited.

Third-party Computers (guests on the network)

Any computer that connects to the Carle Health network must be free of file-sharing software. This rule allows the IT Department to scan computers belonging to third parties prior to allowing those computers to connect to the corporate network.

Monitoring

The IT Department will maintain controls on the corporate network to detect and block traffic from unauthorized file-sharing software.

Reporting

If you discover file sharing/transfer software on a company-owned computer, do not attempt to use it or to remove it. Users who discover unauthorized peer-to-peer file sharing software installed on a company-owned computer should immediately notify their managers or the IT Department.

Policy Violations

Violations of this Policy may result in disciplinary actions at the department level, immediate revocation of system access and/or termination of employment or business contract. Any suspected violations of this Policy should be reported to the appropriate management or affiliate compliance officer.

Copyright Policy

This policy is intended to guide the use of copyrighted materials at Methodist College in accordance with the Copyright Law of the United States (title 17, U.S. Code).

Copyright is a deliberate monopoly established by law to secure financial incentives for creators to make new works. Under the current U.S. copyright law (17 U.S. Code), any fixed work is copyrighted. This includes published and unpublished works. Copyright is automatic, it does not require registration (though registration is recommended as it provides some legal benefits). Copyright is currently granted to the creator(s) (and descendants) for life plus 70 years.

The copyright owner has exclusive rights to:

A. Make copies
B. Distribute copies
C. Publicly perform the work
D. Publicly display the work
E. Publicly perform by transmission (for audio works)

Copyrighted works can be used by gaining permission from the copyright owner or by one of the exemptions in the copyright law (§107-128).

The person using reproduction equipment is responsible for any infringement.

<u>Fair Use</u>
Copyrighted works can be used under Fair Use (17 U.S. Code § 107). Fair use is the balancing of four factors.

A. Purpose of the use (educational or commercial)
B. Nature of the work (the more creative the more protected)
C. Amount (using the "heart of the work"
D. Effect on the market (decline in profits)

This is a balancing test and not one factor is dispositive.

The more transformative the purpose in using a copyrighted work the more likely the use will be covered under Fair Use. For example, parody is well protected.
Three questions to consider in transformative fair use:

A. Will the incorporation of copyrighted material into my new work help me make my point?
B. Will the incorporation of copyrighted material help my readers/viewers get that point?
C. Have I used no more than necessary to make the point?

Classroom Use

Using copyrighted material is not infringement if the "performance or display of a work by instructors or pupils in the course of face-to-face teaching activities of a nonprofit educational institution, in a classroom or similar place devoted to instruction, unless, in the case of a motion picture or other audiovisual work, the performance, or the display of individual images, is given by means of a copy that was not lawfully made under this title, and that the person responsible for the performance knew or had reason to believe was not lawfully made" (17 U.S. Code § 110(1).

Teach Act

17 U.S. Code § 110(1) only applies to face-to-face teaching. The TEACH Act, or "Technology, Education, and Copyright Harmonization Act of 2002," amended the 17 U.S. Code § 110(2) to allow copyrighted materials to be used for online digital courses that have a closed group of registered students and the material shared is lawfully made.

DMCA

Digital Millennium Copyright Act (DMCS) of 1998 created steeper penalties for creating unlawful copies of software and other technologies. It also limited the liability of Internet Service Providers. DMCA increased copyright protection for images and other works on the Internet.

Creative Commons

Creative Commons is a copyright alternative that grants licenses for use of work. A creator can issue a Creative Commons license which prescribes how a work can be used without asking permission of the creator, Creative Commons work is indicated by "CC-BY" notification.

Public Domain

Copyright is not intended to last forever. Works in the public domain are not subject to copyright. Public domain works have expired copyrights, or the copyrights have been forfeited. Other public domain items include ideas, facts, blank forms, works created by the Federal Government, and words, names, slogans or other short phrases (can be protected by Trademark).

Before reproducing, preparing derivative works, distributing copies, publicly performing or displaying material that is protected under copyright law, determine if:

A. The work in the public domain. If yes, no permission is necessary.
B. Fair use guidelines or other exemptions apply.

If the work is not in the public domain or fair use (or other exemptions) do not apply, you must obtain permission from the copyright owner to use the work.

Additional Resources

- The Coordinator of Library Services is available for copyright consultations.
- The Office of the Chancellor provides access to an attorney.
- Framework for Analyzing Any U.S. Copyright Problem. https://lib.calpoly.edu/wp-content/uploads/2015/08/copyright_five_questions.pdf
- Fair Use Checklist https://copyright.columbia.edu/basics/fair-use/fair-use-checklist.html
- U.S. Code: Title 17 Copyrights https://www.law.cornell.edu/uscode/text/17
- Copyright Law of the United States - http://www.copyright.gov/title17/
- The Original TEACH Act Toolkit http://lib.lsu.edu/services/copyright/teach/index
- Creative Commons creativecommons.org
- Copyright Term and the Public Domain in the United States http://copyright.cornell.edu/resources/publicdomain.cfm

Student Dress Code

Students are expected to present a professional, appropriate appearance while on campus. All clothing/uniforms must be neat and clean, appropriately fitting, and meet the course specific requirements and without threat to student safety. Undergarments should not be visible. Dress requirements may vary by classroom and laboratory expectations.

Any program-specific dress code requirements will be addressed by the individual program directors and/or instructors. Students who are inappropriately dressed are subject to being asked to leave class or campus and return wearing appropriate clothing. Please see your course syllabus for further detailed information regarding dress code.

Student Name Badges

To provide a safe environment that facilitates appropriate access to Methodist College and affiliated organizational facilities as well as enhance accountability among students, Methodist College requires that all students wear their official Methodist College student name badge when attending any Methodist College-related experience. This includes lectures, labs, practical, field placements, and clinicals.

All Methodist College students will be issued a name badge during new student orientation. Name badges are to be used by the individual to whom the badge is issued.

A. All name badges must include the student's first name. At no time are students authorized to cover or alter his/her name or any other information on the name badge.
B. Nursing students in N3415 (Mental Health Nursing) and social work practicum students are issued a name badge to be used during their time on the clinical floor only. This badge does not grant students access to the Methodist College building. Students are required to always wear their Methodist College badge. The clinical floor badge must be returned to Campus Safety upon completion of the experience.
C. Name badges must be worn so that they are easily seen by others. Name badges may be attached to approved clips and/or necklace name badge holders but must be worn above the waist.

Student name badges are electronically coded to enable students' access to Methodist College building when the campus is open.

- Students are required to wear their name badge when they attend lectures, labs, and clinicals.
- Students are required to wear his/her name badge when they are using Methodist College facilities.
- Unauthorized use or alteration of the name badge can result in disciplinary action.

Name badges are the property of Methodist College and must be returned when any student leaves Methodist College following graduation, academic dismissal, or institutional withdrawal. Name badges must be returned to the Security desk.

Students who lose or damage his/her name badge must pay $10 per name badge for a replacement.

Parking Regulations

Methodist College is committed to providing a safe, accessible environment. To ensure that this remains possible all students will be charged for parking in the Methodist College parking lot. The acceptance of this permit relieves the issuer or its agent of any responsibility for damages to or loss of vehicle, its contents or accessories from any cause whatsoever.

Permit Registration: All non-resident students parking on Methodist College property must display a valid Methodist College parking permit. They may be obtained through Methodist College Security.

A. Permit charge: $30 per academic semester
B. Valid: August 1 – July 31
C. Reimbursement: Nonrefundable – no proration
D. Fee will be added to student ledger
E. Replacement fee: $10

Permit Ownership: A parking permit signifies the non-resident student has been granted the privileges of parking on Methodist College property. Ownership of the parking permits remains with Methodist College. The loss or theft of a permit should be reported to Methodist College Security. It is the student's responsibility to obtain a new parking permit if lost or misplaced. The lost tag number will be no longer in use.

Permit Display: Parking permits must be displayed, clearly visible and placed on the lower lefthand window of the vehicle.

Finding Space: It is the responsibility of the driver to find an authorized space. Lack of parking space, mechanical problems, inclement weather are not considered valid excuses for violation of
regulations.

Parking Location on Campus: The front of the building is designated for non-resident students and visitors. Employees will park on the West and East side of the building.

Regulations:

A. Unless otherwise posted, the maximum speed on college property is 10 miles per hour.
B. Driving on the grass or sidewalk is not permitted.
C. Hashed out areas are designated fire lanes, handicapped parking, security car parking or no parking zones. Hash marked areas are tow-away zones and must always be kept clear for designated or emergency vehicles.
D. Motor vehicle accidents that occur on Methodist College property contact Peoria Police and notify Methodist College Security at (309) 672 – 4500.
E. Non-resident students may park in the Methodist College parking lot. Only apartment residents may park in the apartment lots.

F. Students living in the apartments (resident students) are restricted to parking in the apartment's parking lots. They will receive their parking permit from the apartment personnel.
G. Methodist College property will not be used as a storage lot for personal vehicles which are either disabled or for sale.
H. Designated Disability Parking is available in Methodist College's parking lot and is reserved for qualified individuals clearly displaying authorized disability license plates and/or disability placard.

Carle Health Methodist Parking:

A. All students must park in the Atrium parking lot and walk to Carle Health Methodist for clinicals.
B. Parking in the deck at Methodist is not permissible and will be subject to towing by Carle Health Methodist and processed through the Student Code of Conduct.

Tickets will be issued for (not inclusive list):

A. Parking in a non-parking area.
B. Parking in a disabled parking spot without appropriate permit.
C. Missing or an expired mirror tag.
D. Parking in the employee designated area.
E. Blocking fire lanes or within 15 feet of a fire hydrant.
F. Parking along the front door entrance.
G. Non-resident students may not park in the apartment parking lot.

Parking Fines:

A. A written warning will be issued for the first offense.
All future violations will be issued a $50 fine.

Professional Behavior of Students

The Student Code of Conduct (below) utilizes the values of Methodist College (human dignity, integrity, inquiry, and social justice) to set the standards by which students will behave; the procedures to report alleged violations; the standards of due process; and the sanctions for violating the code. While effective, faculty and staff reserve filing a violation of the code of conduct for more serious breaches of student behavior such as blatant plagiarism, damaging college property, aggressive behavior towards another individual, or theft.

Student Professionalism Expectations
Student Professionalism Expectations are intended to complement the Student Code of Conduct and are guided by the values of the College as well. The Student Professionalism Expectations provides another opportunity for faculty, administrators, and staff to provide feedback and guidance to students to better hone and develop their professional skills such as proper communication and appropriate behavior with students, staff, and faculty. The Professionalism Expectations also provide a formal reporting system for less egregious breaches of student behavior that may be exhibited in more than one area of the college and might be precursors to more serious behavior.

The Student Professionalism Expectation is a communication process rather than a disciplinary tool. A significant "coachable moment" with a student to discuss inappropriate behavior or the develop a specific professional skill is what prompts the reporting process.

Code of Conduct

Policy Statement

Methodist College requires Students to act in accordance with a defined Student Code of Conduct, the tenets of which are described in this policy. When there is a report of an alleged violation of the Student Code of Conduct, Students are afforded due process as described herein. This policy applies to all student conduct, including behavior conducted online, via email (whether College Email or otherwise) or another electronic medium. Students are responsible for their conduct under this policy from the time of application for admission through the actual awarding of a degree. This policy shall apply to a Student's conduct even if the student withdraws from Methodist College while an Investigation Process is pending. Students are responsible for knowing this policy and familiarizing themselves with its contents and provisions.

Definition of Terms

A. "Adviser" means the person chosen by a Respondent to provide guidance during the investigation and resolution process. An adviser of choice may include a friend, mentor, family member, attorney, or any other individual a party chooses to advise, support, and/or consult with them throughout the resolution process. An adviser may not be another party in the matter, a participating witness or otherwise have any role in the process that would create a conflict of interest. An adviser can assist a party by taking notes, providing emotional support and reassurance, organizing documentation, or consulting directly with a party in a way that does not disrupt or delay the process. The adviser may not speak on behalf of a party or directly participate in a meeting, interview or proceeding. An adviser whose presence disrupts or interferes with the meeting or proceeding, in the sole discretion of the College official conducting the meeting or proceeding, will be required to leave and may be prohibited from participating in future meetings or proceedings under this Policy. Business Day" means any weekday (Monday through Friday) that is not a College holiday.
B. "Carle" means any hospital or clinic under the umbrella of Carle Health.
C. "Charge" means the claim or assertion that a Student has violated this Policy that has been submitted by a Complainant through the Code of Conduct Initiation Form.
D. "Cheating" means using or attempting to use unauthorized materials, information, or study aids in any academic exercise including electronically accessed information or devices. This includes the solicitation of unauthorized materials (e.g., existing tests or assignments) from Students, or other sources, as well as seeking to attain or successfully attaining assistance for the intent of using others' work as one's own. At Methodist College, test questions are considered protected and confidential unless released by the faculty member who created them to the Students.
E. "College" means Methodist College.
F. "College Premises" means buildings, grounds, websites, or computer networks owned, leased, operated, controlled, or supervised by Methodist College/Carle Health.
G. "College Sponsored Activity" means any activity on or off Methodist College Premises that is initiated, aided, authorized, or supervised by Methodist College/Carle Health.

H. “Complainant” means any person who notifies the College of a violation of the Student Code of Conduct by submitting a Code of Conduct Initiation Form as further described herein.

I. “Email” means the email system provided by Methodist College to its Students, Faculty, and Staff, for academic and administrative purposes. This is the designated primary channel for official communications within the College community, and all members are expected to use this email for all correspondence related to college activities and responsibilities. “Emailing” or “emailing” refers exclusively to Email.

J. “Evidence” means an item or information proffered to make the existence of a fact more or less probable. Evidence includes, but is not limited to, written or oral statements, documents, records, photographs, videos, voice recordings, tangible objects, and other form of information having any tendency to make the existence of any fact that is of consequence to the determination of the Charge more probable or less probable than it would be without such information.

K. “Fabricating” means falsification or invention of any information or citation in an academic exercise.

L. “Faculty” means any person hired by the College to conduct classroom or teaching activities or activities involving research, administration, or clinical responsibilities, or who is otherwise considered by the college to be a member of its faculty or administration.

M. “Harassment” means unwelcome conduct that is based on race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability, or genetic information.

N. “Investigation Process” means the process encompassing all procedures outlined in the Student Code of Conduct policy to examine and resolve a Charge. This process begins with the submission of a Code of Conduct Initiation Form.

O. “Member of the College Community” means any person who is a Student, Faculty, Staff; or any other person employed by the College or Carle Health acting in the capacity of their position.

P. “Plagiarism” means the presentation of another person's idea or product as one's own. Plagiarism includes but is not limited to the following: copying verbatim all or part of another's written work; using phrases, charts, figures, illustrations, or mathematical or scientific solutions without citing the source; paraphrasing ideas, conclusions or research without citing the source; or using all or part of a literary plot, poem, video, musical score, or other artistic product without attributing the work to its creator.

Q. “Policy” means this Student Code of Conduct Policy.

R. “Preponderance of the Evidence” means that the Charge is more likely true than not true.

S. “Respondent” means a Student who is suspected of violating the Student Code of Conduct.

T. “Staff” means any person with a direct employment relationship with Methodist College, including those who work on a part-time or adjunct basis. An individual can hold status as both a student and staff.

U. “Student Conduct Administrator” means the Methodist College employee (Staff or Faculty member) designated on a case-by-case basis to administer the adjudication process under this policy, including investigating reported misconduct, determining responsibility for misconduct, and assigning appropriate sanctions.

V. “Student” means all persons taking courses through Methodist College, either full-time or parttime, on-line or in-person, single or dual enrolled, pursuing undergraduate, graduate or

professional studies. “Student” also includes all persons who withdraw after allegedly violating this policy, persons who are not enrolled officially for a particular term but remain enrolled under the College’s continuous enrollment policy, persons who have been notified of their acceptance for admission, and persons living in Methodist College Premises regardless of course enrollment.

W. “Unauthorized Reuse of Work Product” means the submission of work for academic credit, work that was already used for a previous assignment without the express approval of the faculty member in the current course. Small parts of a project, e.g., a PowerPoint slide, would not be conduct violation under this definition.

X. “Weapon” means any object or substance designed or used to inflict a wound, cause injury, or incapacitate, including, but not limited to all firearms, pellet guns, switchblade knives, knives, chemicals, electronic devices, drugs or alcohol, chemicals such as mace products, pepper spray, or tear gas.

1 Student Code of Conduct.

The following conduct, committed or attempted, is prohibited for all Students and is subject to disciplinary sanctions:

1.1 Abuse of Computer Facilities and Resources

1.1.1 Violations include, but are not limited to, unauthorized entry, unauthorized transfer of a file, use of another individual’s identification and/or password, use of computing facilities and resources to interfere with the work of another College member, use of computing facilities and resources to send obscene messages as legally defined, use of computing facilities and resources to interfere with the normal operation of the College computing system, use of computing facilities and resources in violation of copyright laws, or any violation of College policy.

1.2 Abusive Conduct

1.2.1 Assault: Words or actions that would cause one or more individual(s) to reasonably fear for their immediate safety. Words do not constitute assault unless they are accompanied by the apparent ability to inflict immediate bodily harm.

1.2.2 Battery: The unjustified use of physical force against an individual or group.

1.2.3 Disorderly conduct: Disrupting or preventing the peaceful or orderly conduct of classes, lectures, meetings, or other College functions, or interfering with the lawful freedom of other persons, including invited speakers, to express their views, or interfering with the performance of the duties of college personnel.

1.2.4 Endangering health or safety: Taking or threatening actions that endanger the physical safety, mental health, or life of any person(s) or create reasonable fear of such action.

1.2.5 Harassment: Repeated, persistent, or pervasive actions directed towards one or more specific individual(s) with the intent or effect to harm, or alarm, including attempted or threatened

physical contact or repeated or pervasive acts that create the reasonable apprehension of unwanted physical or verbal contact as well as contact through any electronic or digital medium.

1.2.6 Hazing: Any reckless or intentional mental or physical requirement, request, or obligation placed upon any person for the purpose of admission, affiliation, initiation, or continued association with a student organization that could cause discomfort, pain, fright, disgrace, or injury; that is personally degrading; or that violates 720 ILCS 5/12C-50, regardless of the voluntary or willful participation of the so endangered or injured person.

1.2.7 Invasion of privacy: Invasion of another person's privacy, where that person has a reasonable expectation of privacy, including but not limited to the use of electronic devices to make an unauthorized audio or video recording of any person or their personal belongings without their prior knowledge, or without their effective consent, when such a recording is of information or of images taken from or of a person at a time and place where they have a reasonable expectation of privacy and where the recording is reasonably likely to cause injury or distress.

1.2.8 Sex-based misconduct: Conduct prohibited by the College's Sexual Harassment and Grievance Procedures policy. All complaints of alleged sex-based misconduct by Students will be reviewed by the Colleges Title IX Coordinator for a determination of policy applicability and jurisdiction.

1.2.9 Stalking: Engaging in a course of conduct, directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress.

For this definition:

1.2.9.1 "course of conduct" means two or more acts, including, but not limited to, acts in which the Respondent directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property;

1.2.9.2 "reasonable person" means a reasonable person under similar circumstances and with similar identities to the complainant;

1.2.9.3 "substantial emotional distress" means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

1.3 Academic Integrity Violations

1.3.1 Engaging in any form of academic dishonesty, including but not limited to, Cheating, Plagiarism, Unauthorized Reuse of Academic Work, bribery offered for grades, transcripts, or diplomas; obtaining or giving aid on an examination; having unauthorized prior knowledge of an examination; doing work for another Student, presenting another Student's work as one's own.

1.3.2 The recording or distribution of lecture content, classroom resources, or course materials without Faculty or Staff consent.

3.3.3 Any other violation of the Academic Integrity Policy.

1.4 Acts of Dishonesty

1.4.1 Furnishing false information to any College employee (including staff and faculty) or office.

1.4.2 Forgery, alteration, or misuse of any College document (e.g., student transcript), record or instrument of identification.

1.5 Alcohol and Other Drugs

1.5.1 Alcohol and Drugs: The unlawful possession, use, or distribution of alcohol or other drugs, including but not limited to, conduct prohibited by the Student Alcohol and Drug-Free policy, and the Tobacco-Free Campus policy.

1.5.2 Paraphernalia: Possession of paraphernalia used to consume illegal drugs is not permitted on College Premises. Paraphernalia includes but is not limited to roach clips, bongs, pipes, blow tubes, bowls, and any type of water pipe or object filled with water through which smoke is drawn.

1.6 Failure to Comply

1.6.1 Failure to comply with a reasonable request or directive of College officials. This includes, but is not limited to, failure to present a College identification card, failure to keep or attend a required meeting, or failure to leave any College premise when requested by a College official.

1.6.2 Failure to observe rules and regulations issued by the College.

1.6.3 Failure to complete or comply with a College-imposed sanction.

1.7 False Reports

1.7.1 Making an intentionally false report of a student violation of this or other College policy. False reporting may also violate state criminal statutes and civil defamation laws.

1.8 Fireworks/Explosives/Dangerous Chemicals

1.8.1 Unauthorized possession or use of fireworks, explosives or dangerous chemicals.

1.9 Involvement in a College Violation

1.9.1 Presence during any violation of this Policy in such a manner to condone, support, or encourage that violation.

1.10 Retaliation 1.10.1 Any actual or threatened adverse action against a person because of the person's participation in a complaint, investigation, or adjudication by the College or other relevant authority.

1.11 Theft or Unauthorized Use of Property

1.11.1 Theft: Theft, attempted theft, or possession of stolen property or services or possession of burglarious tools.

1.11.2 Unauthorized use of College property or services.

1.11.3 Climbing: Unauthorized climbing inside or outside buildings or structures on College Premises.

1.11.4 Damage or destruction of property: Actual or threatened damage or destruction, including defacing/vandalism/graffiti of College Premises or property of others, whether done intentionally or with reckless disregard.

1.11.5 Unauthorized presence or entry: Entering or being present in College buildings, rooms, or other areas without proper authorization.

1.11.6 Tampering: Tampering with College equipment, including but not limited to, any elevator, wiring, plumbing, doors, locking mechanisms, College keys, access cards, or other College equipment without authorization from a College official.

1.11.7 Misuse of fire-fighting equipment/disregard of fire alarm signals/arson: Misuse or tampering with fire-fighting equipment, disregard of a fire alarm signal or refusal to evacuate a building, tampering with detection or suppression equipment, initiating a false fire alarm or unauthorized burning of any material in any College building or on College Premises.

1.11.8 Obstruction: Blocking of the free flow of pedestrians or vehicular traffic on College premises or at College sponsored or supervised functions.

1.12 Weapons 1.12.1 Possession or carrying of any weapon, as defined in the College's Weapons Regulation, or anything used to injure or attempt to injure a person.

1.13 Violation of other College regulations, policies, or rules.
1.13.1 Any violation of any applicable College standard, regulation, policy or rule.

1.14 Violation of any federal, state, or local law.
1.14.1 Any violation of local, state, or federal law, which in the discretion of the of Student Conduct Administrator, affects a substantial College interest, including but not limited to a violation committed in the municipality where the College is located, is detrimental to the educational interests of the College, or presents a danger to the student or others. Notwithstanding the forgoing, any such violation shall be immediately reported to Student Conduct Administrator, who will inform the Chancellor. Appropriate action shall be taken.

2 Interim Measures

2.1 An interim suspension is the immediate removal of a Student from the College and may include, but is not limited to, exclusion from College Premises, exclusion from College activities (including classes and programs), and revocation of College privileges. In certain cases, an interim suspension of an individual Student may warrant administrative withdrawal from classes. Interim suspension is a temporary action that is protective in nature. It is designed to mitigate the risk to Members of the College Community by deterring future prohibited conduct, often while conduct charges are pending for reported misconduct. It is separate and distinct from the processes of investigation and adjudication undertaken pursuant to the standard of due process set forth in this Policy and other College policies and regulations, including Sexual Harassment and Grievance Procedures.

2.2 A Student suspended on an interim basis shall be given an opportunity to appear personally before or communicate in writing to the Student Conduct Administrator within five (5) Business Days from the effective date of the interim suspension to discuss the following issues only:

2.2.1 The reliability of the information concerning the Student's conduct.

2.2.2 Whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the Student at Methodist College Premises poses a substantial threat to himself or herself, to others, or to the stability and continuance of normal Methodist College Sponsored Activity.

2.3 If a Student violates the terms of an interim suspension, that Student may be subject to disciplinary action by the College, arrest, and/or criminal prosecution.

3 General Procedures

3.1 Eligibility to Report.

Any person may report an alleged violation of the Student Code of Conduct.

3.2 Mandatory Participation in the Investigation.

The Complainant is required to participate in the Investigation Process as requested by the Student Conduct Administrator or the designated investigating authority. Participation may include, but is not limited to, providing further details during interviews, clarifying information on the Code of Conduct Initiation Form, presenting evidence or witnesses that may support the Investigation Process, and appearing before an Investigation Committee. Should the Respondent choose not to participate in the procedures described in this Policy, then the College may proceed with adjudication of the Charge without the Respondent's input.

3.3 Anonymity and Confidentiality.

While each Charge shall be treated as confidential, the Complainant cannot remain anonymous to College officials and the College will not act on an anonymous allegations. The Complainant's name and copies of the Code of Conduct Initiation Form will be provided to the Respondent. Except as further described in the Confidentiality provisions herein, Members of the College Community shall keep the name of the Complainant and Respondent confidential. No party involved in any matter under this Policy shall discuss the Charge under investigation, or release any Student name or Student information to any individual outside of the Investigation Process. Notwithstanding the foregoing, any parties to the Investigation Process shall not be restricted from gathering information or discussing the allegations with others involved in the Investigation Process, including witnesses. Retaliation of any kind, is prohibited under the Policy.

3.4 Conflicts of Interest.

Due care will be taken such that no person who has a conflict of interest will be involved in the Investigation Process. If a conflict of interest is determined and that person has a role in the Investigation Process, the Student Conduct Administrator will reassign the role to another administrator. In the event the Student Conduct Administrator is implicated in the Code of Conduct Initiation Form, then the Chancellor shall resolve the conflict in the same manner.

3.5 Form of Communication.

All communications and notices required or permitted under this Policy must be sent via College Email.

4 Standard of Due Process

4.1 Code of Conduct Initiation.

To report an alleged violation of the Student Code of Conduct, the Complainant must complete a Code of Conduct Initiation Form. The completed Code of Conduct Initiation Form must be submitted directly to the Student Conduct Administrator via the online webform located in D2L. The Code of Conduct Initiation Form must be submitted within five (5) Business Days from the date of the occurrence of the alleged violation of the Student Code of Conduct or within five (5) Business Days from the date when the Complainant became aware of the same.

4.2 Complainant Notification.

Within two (2) Business Days of receipt of the Code of Conduct Initiation Form, the Student Conduct Administrator shall confirm receipt of the Code of Conduct Initiation Form by emailing the Complainant.

4.3 Respondent Notification.

Within five (5) Business Days of receipt of the Code of Conduct Initiation Form, the Student Conduct Administrator shall notify the Respondent of the Charge in writing via email using the Notification to Respondent Letter.

4.4 Content of Notice.

The Notification to Respondent Letter shall include:

4.4.1 Copies of the original Code of Conduct Initiation Form and any Evidence submitted therewith.

4.4.2 The identify of the Complainant (names other than the Complainant and Respondent may be redacted from these documents).

4.4.3 Instructions for meeting with the Student Conduct Administrator and an appropriate administrator, based on the nature of the Charge, including the date, place, and time of the interview, which shall be no later than (5) Business Days from the date of the Notification to Respondent Letter.

4.4.4 A statement that should the Respondent fail to attend the scheduled meeting, the College may proceed with adjudication of the Charge without the Respondent's input.

4.4.5 A statement where the Respondent can view a copy of this Policy and that their obligations and rights are contained herein.

4.5 Preliminary Review.

The Student Conduct Administrator shall have ten (10) Business Days from the date of Notification to Respondent Letter to adjudicate the Charge.

4.5.1 To adjudicate the Charge, the Student Conduct Administrator shall:

4.5.1.1 review the Charge

4.5.1.2 meet with the Respondent to discuss the allegations and to hear the Respondent's version of the events giving rise to the Charge no later than (5) Business Days from the date of the Notification to Respondent Letter;

4.5.1.3 in their sole discretion, meet with the Complainant, any identified witnesses, and request and examine Evidence;

4.5.1.4 dismiss the Charge, or make a determination of responsibility using the Preponderance of the Evidence standard.

4.5.2 The Student Conduct Administrator shall dismiss the Charge when:

4.5.2.1 The Complainant has failed to comply with the procedures set forth in this Policy;

4.5.2.2 The allegations set forth in the Charge, even if true do not constitute a violation of this Policy;

4.5.2.3 The Evidence does not establish, by a Preponderance of the Evidence standard, that the Respondent violated this Policy.

4.5.3 The Student Conduct Administrator shall find the Respondent "responsible" when they find, by a Preponderance of the Evidence standard, that the Responded violated this Policy.

4.6 Notification of Completed Review.

The Student Conduct Administrator shall send a Notice of Completed Review to the Email address of the Respondent no later than ten (10) Business Days from the date of Notification to Respondent Letter.

4.6.1 The Notice of Completed Review shall either dismiss the Charge or state the determination of responsibility and, if the Respondent was found responsible, the assigned sanctions as applicable.

4.6.2 If the Student Conduct Administrator dismisses the Charge or finds the Respondent not responsible and therefore that no sanctions will apply, the matter will be closed without requiring further action by the Respondent and the Notice of Completed Review shall be added to the Respondent's student file.

4.7 Respondent's Response to Notice of Completed Review.

If the Student Conduct Administrator determines that the Respondent is responsible for some or all of the allegations set forth in the Charge then the Respondent shall have five (5) Business Days from the date of the Notice of Completed Review to exercise one of the following options by signing the Respondent Response to Notice of Completed Review Form and submitting it to the Student Conduct Administrator via Email:

4.7.1 Respondent accepts responsibility and sanctions: The Respondent accepts responsibility for violating specified provisions of this Policy and agrees to complete the sanctions recommended by the Student Conduct Administrator. Respondent exercising this option will forego the opportunity

to appeal. The Notice of Completed Review and the Respondent Response to Notice of Completed Review Form shall be added to the Respondent's student files.

4.7.2 Respondent accepts responsibility, but disagrees with recommended sanctions: If the Respondent accepts responsibility for violating specified provisions of this Policy but disagrees with the sanctions recommended by the Student Conduct Administrator, the Respondent may contest the sanctions and appeal to the Chancellor, as set forth in the appeal provisions herein.

4.7.3 Respondent contests finding of responsibility: If the Respondent contests the Student Conduct Administrator finding of responsibility, then within (5) Business Days from the date of Respondent Response to Notice of Completed Review Form, the Student Conduct Administrator shall:

4.7.3.1 assign the complaint to an ad hoc Investigation Committee via the Letter to the Investigation Committee;

4.7.3.2 notify the Respondent that the Charge has been referred to an investigation committee using the Investigation Committee Notification Letter; and

4.7.3.3 provide a copy of the original Code of Conduct Initiation Form and all Evidence uncovered during the preliminary review to both the Investigation Committee and the Respondent.

4.8 Respondent's Failure to Respond.

If five (5) Business Days have passed since the date of the Notice of Completed Review and the Respondent has not responded, then the College may proceed with adjudication of the Charge without the Respondent's input.

5 Investigation Committee, Hearing, and Report

5.1 Composition.

The Investigation Committee is comprised of three (3) Faculty or Staff members selected from departments unrelated to either the Complainant or the Respondent to ensure impartiality. Members must maintain independent judgment, free from biases or conflicts of interest.

5.2 Fact Finding.

The Committee's investigative process begins with a fact-finding period initiated within five (5) Business Days of receiving the Letter to the Investigation Committee and concludes within fifteen (15) Business Days. During this period, the Committee gathers facts by accessing materials, requesting documents, calling witnesses, and conducting interviews, notifying interviewees at least three (3) Business Days in advance and specifying the date, time, and place of the interview. Interviews may be conducted either in person or via videoconference. Interviewees, other than the Complainant, may decline to interview. Both the Complainant and the Respondent are allowed to submit evidence and identify witnesses before the fact-finding period ends.

5.3 Hearing.

Following the fact-finding period, a hearing shall be scheduled where the Committee assesses the Evidence and determines the Respondent's responsibility regarding the Charge. Notifications about

the hearing are sent out five (5) Business Days in advance, and shall specify the date, time, and place of the hearing. Both the Complainant and the Respondent may be accompanied by an Adviser. Advisers may not appear in lieu of the either the Complainant or Respondent. If either the Complainant or Respondent fails to attend the scheduled hearing, the hearing will proceed in and the Respondent shall have no ability to appeal the hearing.

5.4 Hearing Procedure

5.4.1 The Committee will introduce themselves by name and role.

5.4.2 A member selected by the Committee shall describe the order of the hearing.

5.4.3 The Committee shall invite each participating Complainant (if applicable) to make an opening statement regarding the allegations. These statements should last no longer than ten minutes unless the Committee approves a greater duration. The Committee members shall then question the Complainant, after which the Respondent will have an opportunity to suggest questions to be posed to the Complainant.

5.4.4 The Committee shall invite the Respondent to make an opening statement regarding the allegations. This statement should last no longer than ten minutes unless the Committee approves a greater duration. The Committee members shall then question the Respondent, after which the Complainant will have an opportunity to suggest questions to be posed to the Respondent.

5.4.5 The Committee will invite each witness it has called into the hearing, one at a time, to answer questions from the Committee. For each witness, both the Respondent and any participating Complainants will have an opportunity to suggest questions to be posed by the Investigation Committee. The Investigation Committee will have a final opportunity to question any participating Complainants and the Respondent regarding the allegations.

5.4.6 The Investigation Committee shall invite any participating Complainant and the Respondent to make a closing statement regarding the allegations. Each statement should last no longer than ten minutes.

5.4.7 The hearing shall be concluded and the Respondent shall be advised that the Investigation Committee will make a determination as to whether the Respondent is responsible for violating the Student Code of Conduct, and recommend sanctions, with such determination and recommendation to be provided to the Student Conduct Administrator via the Investigation Committee Chair Report, within thirty (30) Business Days following receipt of the Letter to the Investigation Committee.

5.5 Investigation Committee Report

5.5.1 The Investigation Committee shall determine, by majority vote, if the Respondent is responsible for violating the Student Code of Conduct. The Committee's deliberation shall be recorded in the Investigation Deliberation Decision Rendering Minutes.

5.5.2 The Investigation Committee shall notify the Student Conduct Administrator of its determination, and any recommended sanctions by submitting the Investigation Committee Chair Report which, at a minimum, should contain the following:

5.5.2.1 The Evidence the committee uncovered and by what means.

5.5.2.2 Individuals interviewed by the committee, including the date and minutes of such interviews.

5.5.2.3 The specific violation of the Student Code of Conduct, if any.

5.5.2.4 What specific Evidence supports the violation.

5.5.2.5 What sanctions are recommended, if any.

5.5.3 The Investigation Committee Chair Report must be submitted to the Student Conduct Administrator within thirty (30) Business Days of the date of the Letter to the Investigation Committee.

5.5.4 The Student Conduct Administrator shall review the Investigation Committee Chair Report and shall determine the final sanctions, provided that the sanctions recommended by the Investigation Committee may be reduced, but not added to.

5.5.5 The Student Conduct Administrator shall notify the Respondent within five (5) Business Days of receipt of the Investigation Committee Chair Report, of the Investigation Committee's determination, the final sanctions, and the process for appeal by sending a Letter of Resolution to the Respondent's College Email address.

6 Appeal to the Chancellor

6.1 Right to Appeal.

The Respondent shall have the right to appeal the finding of responsibility in a Letter of Resolution issued by the Student Conduct Administrator, and the severity or appropriateness sanctions imposed in a Notice of Completed Review or Letter of Resolution.

6.2 Notice of Appeal.

Any appeal of sanctions must be made by the Respondent via Email using the Appeal to Chancellor Letter no later than five (5) calendar days from the date of a Notice of Completed Review containing sanctions or a Letter of Resolution. If no appeal is filed by the appeal deadline, the Chancellor shall inform the Student Conduct Administrator, who will administer the sanctions.

6.3 Chancellor Review.

The Chancellor shall review the Investigation Committee Report and may request additional Evidence if they become aware of additional documentation that was not provided or if anything in the Investigation Committee Report is unclear.

6.4 Respondent Meeting.

Within five (5) Business Days of receipt of the Appeal to Chancellor Letter, the Chancellor and the Student Conduct Administrator shall meet with the Respondent.

6.5 Chancellor Decision.

The Chancellor shall render one of the following decisions:

6.5.1 Affirm the sanction imposed by the Student Conduct Administrator.

6.5.2 Reduce, but not eliminate, the sanction imposed by the Student Conduct Administrator, if found to be grossly disproportionate to the offense.

6.5.3 Remand the case to the Investigation Committee, if procedural errors or errors in interpretation of college regulations were substantial, or if new and significant Evidence became available which could not have been discovered by a properly diligent person accused before or during the original investigation.

6.5.4 Dismiss the case.

6.6 Respondent Notification. The Chancellor will notify the Respondent in writing of the Chancellor's decision within ten (10) Business Days of receipt of the Appeal to Chancellor Letter, using the Chancellor Decision Letter. The decision of the Chancellor is final and cannot be appealed.

7 Sanctions

7.1 Overview.

Upon any final finding of responsibility of a violation of the Student Code of Conduct, one or more sanctions may be imposed for each violation. Failure to complete any assigned sanction is a separate violation of this Policy. Impairment from the voluntary use of alcohol and/or other drugs (other than as medically prescribed) shall be considered an aggravating, and not a mitigating, factor in sanctioning. All sanctions become part of a Respondent's permanent College disciplinary record. The College may withhold a degree, or any other academic achievement, otherwise earned, until the completion of the process set forth in this Policy, including appeals and the completion of any and all sanctions.

7.2 Sanctions for violations of disciplinary regulations include, but are not limited to:

7.2.1 Warning. Warning is a written notice to the Respondent to avoid a recurrence of any conduct that violates this policy and/or any College policy. Subsequent violations of this policy or any College policy may result in more severe disciplinary action.

7.2.2 Disciplinary Probation. Disciplinary probation is a specified period, a minimum of one semester, requiring the Respondent to avoid a recurrence of any conduct that violates this policy and/or any College policy that may result in additional College sanctions, including, but not limited to, suspension or expulsion. The Respondent shall not represent the College in any extracurricular activity or run for or hold office in any student group or organization for a specified period. Additional restrictions or conditions may also be imposed.

7.2.3 Educational Experiences. Educational experiences are learning opportunities, including, but not limited to, community service, drug and alcohol education, and written papers.

7.2.4 Loss of Privileges. Loss of privileges is a denial for a designated period of time of access to College services, privileges, and benefits, which may impact participating in extracurricular activities, residence in College housing, College student leadership responsibilities, leadership within student organizations, academic activities, ability to reserve space, funding, intramurals, and

study abroad. Bans, deactivations, and holds are restrictions on access to College services, activities, facilities, or registration.

7.2.5 Restitution. Restitution is monetary recompense to the College and/or a Member of the College Community or others to cover the cost of damage, injury, or loss of community or personal property as a result of a violation.

7.2.6 Deferred Suspension. Deferred suspension is a designated period during which a Respondent is given the opportunity to demonstrate the ability to abide by this policy. Subsequent violations of this policy during the term of a deferred suspension will result in suspension or expulsion.

7.2.7 Suspension. Suspension is removal of a Respondent for a defined period during which a Respondent loses all College privileges, which generally includes access to classes, facilities, programs, activities, services, property, and College Premises. Credit earned elsewhere during the period of suspension may not subsequently be transferred to the College. Permanent notification shall appear on the Respondent's transcript.

7.2.8 Expulsion. Expulsion is permanent dismissal from the University, administrative withdrawal from classes, and loss of all College privileges. The Respondent shall also be barred from College Premises. Permanent notification shall appear on the Respondent's transcript.

8 Disciplinary Records

8.1 Any final finding of responsibility of a violation of the Student Code of Conduct shall be permanently included in the Respondent's disciplinary file, unless expunged. Sanctions, except for suspension or expulsion, are not recorded on a Respondent's transcript, and are not reported to external agencies as a College disciplinary action, unless required by law or specifically authorized by the Respondent.

8.2 Disciplinary records may be expunged from the Respondent's disciplinary file by the Student Conduct Administrator for good cause, upon written petition of the accused Respondent, up to three years from the date of final written decision. Disciplinary records shall not be expunged without unusual and compelling justification. Factors to be considered in review of such petitions shall include:

8.2.1 The present demeanor of the person accused.

8.2.2 The conduct of the person accused after the violation.

8.2.3 The nature of the violation, and the severity of any resulting damage, injury, or harm.

8.3 The Student Conduct Administrator will respond, in writing, within ten (10) Business Days of the receipt of the petition. If the Student Conduct Administrator denies the petition, copies of this letter will be kept.

8.4 Expunged records shall not be destroyed but maintained in a separate file and shall not be
made available or considered for any future alleged conduct violations under this policy.

9 Confidentiality

9.1 Methodist College is committed to protecting Student privacy in accordance with applicable law, including the federal Family Educational Rights and Privacy Act ("FERPA"). Sanctions and other Student disciplinary records that identify an individual Student are part of that Student's educational record and are generally protected from release without their written authorization. While the College will keep matters confidential to the extent possible, the College may have to disclose information related to the matter, such as in the following situations:

9.1.1 to those to whom it is necessary to give fair notice of the allegations and to conduct the investigation;

9.1.2 to law enforcement consistent with state and federal law;

9.1.3 to other College officials in accordance with FERPA;

9.1.4 to third parties as permitted or compelled by law;

9.1.5 to the College Board or the College's parent company and its affiliates and subsidiaries; and

9.1.6 to College legal counsel.

10 Institutional Information

If after the Investigate Process detailed has been completed and a Student is not satisfied with the outcome, the Student may contact the Illinois Board of Higher Education, Illinois State Board of Education, Illinois Attorney General or The Higher Learning Commission to file a formal complaint using the contact information noted below:

Illinois Board of Higher Education
431 E. Adams, 2nd Floor
Springfield, IL 62701-1404
inf@ibhe.org
Institutional Complaint Hotline 217-557-7359

Illinois State Board of Education
100 N. 1st Street
Springfield, IL 62777
http://webprod1.isbe.net/contactisbe/(email)

Illinois Attorney General Consumer Fraud Bureau
500 South Second Street
Springfield, IL 62706

The Higher Learning Commission
230 South LaSalle Street, Suite 7-500
Chicago, IL 60604
inquiry@hlcommission.org
800-621-7440

Academic Dishonesty Definitions, Violations, and Consequences

Academic Integrity can be defined as an expectation of faculty, staff, students, and all members of the academic community to act with honesty, respect, fairness, trust, and responsibility. At Methodist College, we hold our students to the highest level of academic integrity. Breaches of academic integrity are known as academic dishonesty or misconduct. All evidence of academic integrity breaches will be reported to the Student Conduct Administrator and documented as a Code of Conduct. Repetitive or subsequent violations of the Student Code of Conduct may result in more severe discipline, up to and including expulsion. Methodist College reserves the right to determine the appropriate disciplinary action or sanction dependent upon the circumstances and gravity of the conduct found to have occurred.

Below are behaviors of academic dishonesty, definitions, identifying examples, and possible academic consequences for academic breaches. This is only a guide for identifying academic dishonesty and not an inclusive list of examples.

Behavior	Definition	Examples
Cheating	Using or attempting to use unauthorized materials, information, or study aids in any academic exercise including electronically accessed information or devices. This includes the solicitation of unauthorized materials from classmates, advanced students, or other sources. At Methodist College, test questions are considered protected and confidential unless released by the faculty member who created them to the students.	• Using "cheat sheets" or writing on one's person or clothing to use during an examination, test, or quiz. • Unauthorized collaboration on assignments, quizzes, or examinations. • Soliciting information from another student regarding an examination or quiz. • Glancing at another student's work and copying during an examination or quiz. • Obtaining an examination prior to the administration of the exam.
Plagiarism	The presentation of another person's idea, words, data, figures, or assertions as your own without the use of quotation marks and cite of the source.	• Submitting academic works/presentations/papers of others as your own without using quotation marks or the proper citation. • Paraphrasing or summarizing that is too close to the original wording used by the original source. • Submitting incorrect citations that are not correct or complete from the source.

Fabrication or Information Falsification	The use or creation of false information.	• Making up data, information, or citation. • Submitting academic work as fact knowing the information presented is fabricated or false.
		• Providing false information regarding the time and date an assignment was submitted. • Misrepresenting a family or personal situation to get an extension.
Academic Dishonesty Facilitation/Unauthorized Reuse of Work Product	The act of providing academic completed work for the purpose or reusing or allowing another student to reuse the work as their own.	• Unauthorized collection, distribution, solicitation, or sale of term/research papers, assignments, examination/quizzes, or other academic materials. • Helping another student obtain materials for plagiarism, cheating, or fabrication. • Discussing an examination with another student who has not taken the test without the faculty's permission. • Unauthorized reuse of projects, presentations, papers, or assignments from a previous class. • Bribery offered for grades. • Substituting for another student in any academic assignment.
Destruction or Theft of Intellectual Property	Destroying or robbing people of their academic ideas and copyrighted resources.	• Taking the work of another student without their permission. • Taking course materials from a faculty member without permission. • Hindering or defacing academic materials for the use of others including the library, computer software, or clinical materials.

Academic Consequences for Breaching Academic Integrity

Minor Breaches **Incident Filed as a Code of Conduct Violation** **Sanction(s) Assigned** **One or multiple sanctions may be applied**	**Advanced Breaches** **Code of Conduct Violation** **Sanction(s) Assigned** **One or multiple sanctions may be applied**
• Coaching on policy and standards	• Application of Academic Sanctions
• Revision of the assignment, examination/quiz, or paper for reduced points • Reduction of the course grade Failure of the assignment/examination/quiz Meeting with Administrator/Dean • Training on Academic Integrity (Required)	• Academic Probation • Academic Suspension • Failure of the course without the ability to withdraw Dismissal from Methodist College

Unprofessional Behavior Examples and Consequences

It is the student's responsibility to engage in professional and ethical behavior. **Unprofessional behavior is any verbal or written communication, body language, or action that violates another person's human dignity or professional expectation of a student.** Listed below are examples, not limited to, and possible consequences for unprofessional behavior. All evidence of unprofessional behavior incident's will be reported to the Academic Dean and documented in the student's file. **The office of the Academic Dean reserves the right to file a Code of Conduct on any unprofessional behavior reported.**

Examples of Unprofessional Behaviors, including but not limited to:

- Excessive talking or public behavior during lectures or classroom activities that disrupt/interrupt the faculty or impede the learning of others.
- Exhibiting disrespectful actions or behaviors to other students, faculty, or staff.
- Persistent tardiness or leaving early.
- Violating policies, procedures, or clinical expectations. (Examples including, but not limited to: HIPAA, Dress Code, Drug-Free, Tobacco-Free, File-Sharing, Clinical or Agency Policies/Expectations.)
- Any type of harassment or bullying towards others.
- Particularly aggressive or angry communications in the form of emails, voicemail, or in-person conversation.
- Micro-aggressions against others such as negative or hurtful comments, directed toward a specific person or group of people.
- Using offensive or abusive language.
- Demanding special attention or treatment that gives one person an advantage over another.
- Misrepresenting the facts of any interaction/allegation involving faculty, staff, students, classroom/clinical placements or in any college or Carle Health facility or experience.
- Placing blame on others instead of owning the moment.

Consequences for Unprofessional Behaviors

First Incident **Minor breaches** **Multiple sanctions can be assigned**	**Second Incident or Advanced Breaches** **Multiple Sanctions can be assigned**	**Third Incident** **Multiple Sanctions can be assigned**
• Coaching on policy and standards • Dismissed from the classroom/activity/clinical for the day with a zero	• Application of Sanctions • Probation • Suspension • Failure of the course without the ability to withdraw	• Application of Sanctions • Suspension • Dismissal from Methodist College
• Referred to the Dean of Nursing/Department Chair • • Referred to OASIS Referred for Code of • Conduct as warranted Reflection Model/Assignment on Professionalism	• Dismissal from Methodist College	

Student Grievance Policy

Policy Statement

The Methodist College Student Grievance Policy establishes procedures by which Students can report and seek redress for complaints that the Student has been treated unfairly or that rights or privileges guaranteed to that Student by the College and/or College policies, regulations, or rules have been adversely affected by Faculty or Staff.

Definition of Terms

A. "Administrator" means the Methodist College employee (Staff or Faculty member) designated on a case-by-case basis to administer the adjudication process under this Policy.

B. "Adviser" means the person chosen by a Respondent to provide guidance during the investigation and resolution process. An adviser of choice may include a friend, mentor, family member, attorney, or any other individual a party chooses to advise, support, and/or consult with them throughout the resolution process. An adviser may not be another party in the matter, a participating witness or otherwise have any role in the process that would create a conflict of interest. An adviser can assist a party by taking notes, providing emotional support and reassurance, organizing documentation, or consulting directly with a party in a way that does not disrupt or delay the process. The adviser may not speak on behalf of a party or directly participate in a meeting, interview, or proceeding. An adviser whose presence disrupts or interferes with the meeting or proceeding, in the sole discretion of the College official conducting the meeting or proceeding, will be required to leave and may be prohibited from participating in future meetings or proceedings under this Policy.

C. "Business Day" means any weekday (Monday through Friday) that is not a College holiday.

D. "Carle" means any hospital or clinic under the umbrella of Carle Health.

E. "College" means Methodist College.

F. "Complainant" means a Student who notifies the College of a Grievance by submitting a Formal Grievance Submission Form.

G. "Email" means the email system provided by Methodist College to its Students, Faculty, and Staff, for academic and administrative purposes. This is the designated primary channel for official communications within the College community, and all members are expected to use this email for all correspondence related to college activities and responsibilities. "Emailing" or "emailing" refers exclusively to Email.

H. "Faculty" means any person hired by the College to conduct classroom or teaching activities or activities involving research, administration, or clinical responsibilities, or who is otherwise considered by the College to be a member of its faculty or administration.

I. "Formal Grievance Process" means the process encompassing all procedures outlined in this Policy to examine and resolve a Student Grievance. This process begins with the submission of a Formal Grievance Submission Form.

J. "Grievance" means a complaint by a Student which alleges that the Student has been treated unfairly or that rights or privileges guaranteed to that Student by the College and/or College policies, regulations, or rules have been adversely affected by Faculty or Staff.

K. "Member of the College Community" means any person who is a Student, Faculty, Staff; or any other person employed by the College or Carle Health acting in the capacity of their position.

L. "Policy" means this Methodist College Student Grievance Policy.

M. "Respondent" means the Faculty named in the Grievance as the person or persons responsible for the act or failure to act giving rise to the Grievance.

N. "Staff" means any person with a direct employment relationship with Methodist College, including those who work on a part-time or adjunct basis. An individual can hold status as both a Student and staff.

O. "Student" means all persons taking courses through Methodist College, either full-time or part-time, on-line or in-person, single or dual enrolled, pursuing undergraduate, graduate or professional studies

Applicability

This Policy is applicable to all Students and covers a Grievance brought by a Student against Faculty or Staff. A Grievance under this Policy is a complaint by a Student which alleges that the Student has been treated unfairly or that rights or privileges guaranteed to that Student by the College and/or College policies, regulations, or rules have been adversely affected by Faculty or Staff.

This Policy does not apply to the following:

- Grievances based upon disciplinary proceedings, including but not limited to violations of the Student Code of Conduct;
- Grievances alleging discrimination or harassment on the basis of race, color, sex, age, religion, sexual orientation, national origin or ethnic origin or disability, or complaints of sexual harassment;
- Grievances about policies adopted by the College;
- Grievances, the resolution or remedy of which, would conflict with a policy approved by the College; federal, state, or local laws or regulations; or any contract to which the College is a party; • Disputes regarding grades or other academic evaluations;
- Disputes that are personal in nature.

General Procedures

Anonymity and Confidentiality. While each Grievance shall be treated as confidential, the Complainant cannot remain anonymous to College officials and the College will not act on an anonymous allegation. The Complainant's name and copies of the Formal Grievance Submission Form will be provided to the Respondent. Except as further described in the Confidentiality provisions herein, Members of the College Community shall keep the name of the Complainant and **Respondent confidential**. No party involved in any matter under this Policy shall discuss the Grievance, or release any Student name or Student information to any individual outside of the Formal Grievance Process. Notwithstanding the foregoing, any parties to the Formal Grievance Process shall not be restricted from gathering information or discussing the allegations with others involved in the Formal Grievance Process, including witnesses. Retaliation of any kind is prohibited under the Policy.

Conflicts of Interest. Due care will be taken such that no person who has a conflict of interest will be involved in the Formal Grievance Process. If a conflict of interest is determined and that person has a role in the Formal Grievance Process, the Administrator will reassign the role to another administrator. In the event the Administrator is implicated in the Formal Grievance Submission Form, then the Chancellor shall resolve the conflict in the same manner.
Form of Communication. All communications and notices required or permitted under this Policy must be sent via College Email.

Informal Resolution

Prior to filing a Grievance a Student shall meet with the Faculty or Staff who is responsible for the matter giving rise to the Grievance to discuss the issues involved and attempt to resolve the situation to the mutual satisfaction of the parties concerned. When at all possible, complaints and disputes should be settled through informal means. All parties are expected to engage in a way that upholds the human dignity of each other. If the matter is not resolved by the parties involved to their mutual satisfaction, a Grievance may be filed under the Formal Grievance Process. The O.A.S.I.S is available to assist Students in managing the communication process regarding the concern.

Formal Grievance Process

In the event a Student is unable to resolve their Grievance through informal means, the Student may file a formal written Grievance using the Formal Grievance Submission Form. The Formal Grievance Submission Form must be filed within ten (10) business days of the date the Student is advised that no further efforts will be made at the informal stage and shall be submitted to the Administrator. Complainants are not permitted to file a Grievance anonymously, and the Respondent against whom the Grievance is lodged will be notified via the Administrator Grievance Notification to Respondent Letter. In all cases, the accused party will be informed of the Grievance and will have the opportunity to respond or explain during the review process.

Initiation

Student Submission. Within ten (10) business days of the date the Student is advised that no further efforts will be made at the informal stage, the Student shall submit a Formal Grievance Submission Form to the Administrator.

Administrator Responsibilities. Within five (5) business days of receiving the Grievance via the Formal Grievance Submission Form the Administrator shall:

- Notify the Respondent against whom the Grievance is lodged via the Administrator Grievance Notification to Respondent Letter; and

- Assign the Grievance to an ad hoc Review Committee via the Administrator to Review Committee Letter.

Review Committee

Composition of Review Committee. The Committee shall be composed of three (3) Faculty or Staff members selected from departments unrelated to either the Complainant or the Respondent to ensure impartiality. Members must maintain independent judgment, free from biases or conflicts of interest.

Review. Within ten (10) business days of receiving the Administrator to Review Committee Letter the

Review Committee shall initiate a review of the Grievance based on the details set forth in the Formal Grievance Submission Form. The Review Committee shall have access to any materials that will be helpful in making a recommendation, and shall have the capacity, in its discretion, to request documents, call witnesses, and interview the Complainant and the Respondent (who is not required to respond).

Interviews. If the Review Committee concludes that an interview is necessary, the Review Committee shall send notice to the interviewee no fewer than five (5) business days prior to the interview setting forth the date, place and time of the interview. The purpose of an interview is to allow the Review Committee to hear directly from the Complainant, Respondent(s), and witnesses in order to better attempt to resolve the dispute. Attendance is restricted to the Complainant, Respondent(s), and witnesses called by the Review Committee, and if necessary, a representative from the office of Carle Health Legal.

Report and Recommendation.

Within thirty (30) days of receipt of the Administrator to Review Committee Letter, the Review Committee shall submit a report to the Administrator using the Review Committee Report to Administrator Form. The report shall include the following:

- The specific nature of the Grievance, including date, time, persons involved, and rationale for the concern;
- What resolution is desired by the complainant;
- What evidence the committee uncovered and by what means;
- Who the committee interviewed and when;
- What specific evidence exists with regard to the Grievance;
- A copy all materials collected for the investigation, all correspondence, and all notes and minutes of interviews to the Administrator using the templates drafted for this process; and
- What actions are recommended to be taken.

Administrator Review

The Administrator shall review the Review Committee Report to Administrator and as deemed necessary, may interview the Complainant and Respondent (who is not required to respond), interview witnesses, and/or meet with the Review Committee. The Administrator shall, within ten (10) business days, make a decision regarding the resolution of the Grievance. The decision will be communicated to the Complainant, with a copy to the Respondent, using the Administrator Decision Letter with Cc to the Chancellor.

Appeal of Review Committee Decision

If the Complainant is dissatisfied with the results set forth in the Administrator Decision Letter, the Complainant must submit notice of the appeal within ten (10) business days of receipt of the Administrator Decision Letter to the Chancellor via the Complainant Appeal to Chancellor Letter.

The Chancellor shall review all materials and as deemed necessary, may interview the Complainant and Respondent, interview witnesses, and/or meet with the Review Committee.

The Chancellor shall make a decision regarding the resolution of the Grievance. The decision will be communicated to the Complainant, with a copy to the Respondent, via the Chancellor Decision Letter. The decision of the Chancellor is final.

Confidentiality

Methodist College is committed to protecting Student privacy in accordance with applicable law, including the federal Family Educational Rights and Privacy Act ("FERPA"). Sanctions and other Student disciplinary records that identify an individual Student are part of that Student's educational record and are generally protected from release without their written authorization. While the College will keep matters confidential to the extent possible, the College may have to disclose information related to the matter, such as in the following situations:

- to those to whom it is necessary to give fair notice of the allegations and to conduct the investigation;
- to law enforcement consistent with state and federal law;
- to other College officials in accordance with FERPA;
- to third parties as permitted or compelled by law;
- to the College Board or the College's parent company and its affiliates and subsidiaries;
- to College legal counsel.
- The College will not restrict the ability of either party to discuss the allegations under investigation. A party may discuss the allegations under investigation and/or gather and present information. Retaliation of any kind, however, is prohibited under the Policy.

Institutional Information

If after the Formal Grievance Process has been completed and a Student is not satisfied with the outcome, the
Student may contact the Illinois Board of Higher Education, Illinois State Board of Education, Illinois Attorney General or The Higher Learning Commission to file a formal Grievance using the contact information noted below:

Illinois Board of Higher Education
431 E. Adams, 2nd Floor
Springfield, IL 62701-1404
inf@ibhe.org
Institutional Grievance Hotline 217-557-7359

Illinois State Board of Education
100 N. 1st Street
Springfield, IL 62777
http://webprod1.isbe.net/contactisbe/(email)

Illinois Attorney General Consumer Fraud Bureau
500 South Second Street
Springfield, IL 62706

The Higher Learning Commission
230 South LaSalle Street, Suite 7-500
Chicago, IL 60604
inquiry@hlcommission.org
800-621-7440

Religious Holiday Observance

PURPOSE/SCOPE

A. Methodist College shall make every effort to avoid scheduling examinations or requiring assignments/projects be turned in or completed on religious holidays.
B. Students who wish to observe their religious holidays shall notify the faculty members by the tenth day of the semester of the date when they will be absent unless the religious holiday is observed on or before the tenth day of the semester. In such cases, the students shall notify the faculty member at least five days in advance of the date when they will be absent. In cases when the exact date(s) of the religious holiday is/are not known at the start of the semester, the student should notify the faculty member as soon as the exact date is known.
C. Students should be asked to report if such situations might occur within the first four weeks of the semester. The faculty member shall make every reasonable effort to honor the request, not penalize the student for missing the class, and if an examination or assignment/project is due during the absence, give the student an exam or assignment equivalent to the one completed by those students in attendance.
D. If the student feels aggrieved, they may request remedy through the campus formal complaint process.
E. Information concerning specific religious holidays may be obtained from the Vice President of Operations & Student Services.

DEFINITIONS N/A

STATEMENT OF POLICY

Methodist College shall make every effort to avoid scheduling examinations or requiring assignments/projects be turned in or completed on religious holidays.

PROCEDURE

A. Students should not be required to supply verification of their attendance at religious services to qualify for accommodation.
B. Students may submit their request to the faculty member.
C. Any student may appeal to a faculty member's adverse decision to request based on religious beliefs, observances, and practices through the formal complaint process.
D. Although this policy was adopted to accommodate student observances of religious holidays, students must take care not to abuse the policy. It would be unreasonable, for example, for a student to request a two-week absence from classes for religious purposes.
E. Students who miss a clinical or practicum will receive an excused absence but will be

required to make up any missed clinical or practicum hours. Please refer to the clinical attendance expectations in the Methodist College Catalog.

Disability Services

Methodist College complies with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. This ensures equal opportunity for qualified individuals with disabilities as defined by the Americans with Disabilities Act of 1990 (ADA), the ADA Amendments Act of 2008 (ADAAA) and Section 504 of the Rehabilitation Act of 1973.

Students with disabilities must otherwise qualify for the program, classes and clinical in which reasonable accommodations are sought. Under Title III of the ADA, the term "disability" is defined as "with respect to an individual, a physical or mental impairment that substantially limits one or more of the major life activities of such individual; a record of such an impairment; or being regarded as having such an impairment."

Section 504 of the Rehabilitation Act of 1973 as amended states in part under section 7(20} that "no qualified individual with a disability in the United States shall be excluded from, denied the benefits of, or be subjected to discrimination under any program or activity that receives Federal financial assistance".

Reasonable accommodations will be made for qualified students with disabilities unless they impose an undue hardship on the College. Accommodation requests can be made by completing the Request for Accommodations Form which can be accessed via the Methodist College website at http://www.methodistcol.edu/disability-services.aspx. Paper copies are available from the ADA Coordinator.

If for any reason a student would like to file a complaint regarding a disability services matter, they may follow the grievance procedure which can found via the Methodist College website at http://www.methodistcol.edu/disability-services.aspx.

It is the student's responsibility to inform the college of any disability in which the student is requesting reasonable accommodations. Additional information regarding the responsibilities of the student can be found on the Methodist College website at http://www.methodistcol.edu/disability-services.aspx.

Student Disability Accommodation Protocol

Methodist College complies with the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973 (Section 504) for accommodation of students with a physical or mental impairment that substantially limits one or more major life activities.

A. All students who have completed the assessment process through the Office of Access, Support, and Inclusion Services (O.A.S.I.S) and who are documented to have a disability requiring accommodation will receive reasonable accommodations as determined through this process. Students will be afforded these accommodations consistently throughout their course of study at Methodist College. Reasonable accommodations are those that do not fundamentally alter the nature of the College's programs or impose an undue hardship on the College.
B. Examinations for students who require accommodations for testing (e.g., extended time, paper copies of tests, a distraction-reduced environment) will be administered in the Testing Center to ensure compliance with the prescribed accommodations.

C. Students who have reasonable accommodations that impact classroom (e.g., note taking) or clinical experiences (e.g., hearing) will receive reasonable accommodations as prescribed through collaboration between the student, the O.A.S.I.S, faculty member for the course(s), the Academic Dean/Department Chair, and, if necessary, the Clinical Practice Coordinator.
D. Students will not be afforded accommodations until the need for such has been verified through the documentation process under the guidance of the O.A.S.I.S.
E. If a faculty member has any questions or concerns about this policy or about the implementation of a student's disability accommodations, he/she should contact the O.A.S.I.S as soon as possible.
F. Examinations: Students with disability accommodations will test with staff from the Testing Center. Faculty members will need to consider the types of accommodations specified for their students. The following should be taken into consideration:
    a. Paper test: Requirements for a paper test can be managed by printing a copy of the examination and taking it to the Testing Center. This should be done at least one hour in advance of the scheduled testing time for the student.
    b. Extended testing time: Students may be prescribed an extended testing period as an accommodation. When the exam is to be delivered electronically, the faculty member will open the exam for the period specified in the accommodation notice.
    c. Reduced distraction environment: Students who have reduced distraction environments must be tested in a quiet environment with limited distractions.
G. Clinical Accommodations: The O.A.S.I.S will provide notification regarding clinical accommodations to the faculty of record for the course, the clinical faculty member, as well as the Director of Simulation and Clinical Practice Center. Where helpful, the faculty member(s) may seek the guidance of the O.A.S.I.S regarding implementation of the accommodations in the practice setting.
H. Classroom Accommodations: The O.A.S.I.S will provide notification regarding accommodations in the classroom to the faculty member. When helpful, the faculty member(s) may seek the guidance of the Academic Dean/Department Chair, and the O.A.S.I.S regarding implementation of the accommodations in the classroom.
I. Implementation of Accommodations:
    a. Faculty shall not deny an accommodation that has been approved by O.A.S.I.S. If there are concerns that an approved accommodation will fundamentally alter the nature of the course, faculty should contact the O.A.S.I.S immediately.
    b. Faculty shall not share information about a student's accommodations with other students. Care must be taken to avoid discussion of a student's accommodations in front of class in a way that discloses the presence of accommodations.
    c. Faculty shall not ask a student to disclose what his or her specific disability is that requires accommodation.
    d. To initiate the accommodation process
        i. The student is responsible for initiating requests for disability accommodations by contacting the O.A.S.I.S and providing necessary diagnostic information as specified by the ADA Coordinator.

ii. Should a student approach a faculty member about the possibility of disability accommodations, the faculty member will encourage the student to make the necessary contact with the O.A.S.I.S.

iii. The faculty member should not unilaterally grant a student accommodations based on a disability (e.g., give extra time on a test after the student has indicated that he/she has ADHD or "test anxiety"). Instead, the faculty member should direct the student to the O.A.S.I.S so that the student and appropriate College officials can engage in conversations to determine what, if any, reasonable accommodations are available to the student.

iv. Additionally, it is also beneficial to include a short statement in your syllabus about disability accommodations and the O.A.S.I.S and make a general announcement about this information at the beginning of each course.

e. Approved Accommodations Communicated to the Faculty Member

i. The O.A.S.I.S will provide the student with a letter outlining their approved accommodations.

ii. The student will be directed to show this document to the faculty teaching the courses in which they are enrolled that semester.

iii. The faculty member will discuss the accommodations with the student, assuring that the accommodations will be managed effectively throughout the semester.

iv. The O.A.S.I.S will also send an initial email notification to the student's faculty members that the student has been approved for accommodations, but this notification does not state what the specific accommodations are. Notification regarding specific accommodations comes from the student's official letter.

f. Faculty Member Meeting with Students

i. Faculty members will meet with each of the students in their sections who have disability accommodations to plan for the entire semester. ii. If a student has testing accommodations, a listing of all examinations with dates will be created at that time with faculty and student signatures.

g. Accommodations Implemented Consistently:

i. When the accommodation pertains to testing, the faculty member will complete the RegisterBlast Professor Submission (located D2L). The form must be completed in its entirety, as this provides the necessary information for the Testing Center to plan for testing.

ii. It is vital that the student who is tested in the Testing Center have the same experience as students in the classroom (e.g., if the students in the classroom will have open notes, this must also be allowed for the student being accommodated in the Testing Center).

iii. Note: Collaborative testing is difficult if not impossible to implement for students with disability accommodations. Therefore, faculty members must use discretion in testing strategies used for the class, assuring a parallel experience for students with accommodations.

h. Students:

i. Students need to schedule exams through RegisterBlast and to communicate the scheduled time to faculty members such that they can make proper arrangements for delivery of the examination to the Testing Center.
   ii. The examinations will preferably be administered on the same day and time as the remainder of the class but must be delivered within a five-day window surrounding the time of the examination.
   iii. The instructor may use different versions of an examination within the parameters of parallel content and difficulty (e.g., topics and Bloom's taxonomy levels should be the same).

i. Renouncing Accommodations:
   i. Students may elect to discontinue their accommodations at any time.
   ii. Typically, this will occur by the student notifying the O.A.S.I.S. However, there may be times when a student refuses an approve accommodation that a faculty member is attempting to implement.
   iii. In such situations, the faculty member should document the occurrence on the Accommodations Waiver Form and inform the student that he/she should discuss the perceived lack of need for the accommodation with the O.A.S.I.S as soon as possible.

Policy on Student Counseling Services

All currently enrolled students (both part-time and full-time) are eligible for short-term psychotherapy services, if their psychological or developmental concerns fall within the scope of services and level of care described below. Counseling will be provided by a Licensed Counselor, Social Worker, or graduate-level intern supervised by a fully licensed professional. The Student Counseling Service is a function of the Office for Access, Support, and Inclusion Services (O.A.S.I.S).

Students whose concerns require more than once a week therapy, intensive outpatient, or where the standard of care would include services of a specialist, such as nutritional counseling, a diagnosis-focused psychoeducational or group therapy, or other more intense level of care, may have needs that cannot be met by the Student Counselor. These conditions might require a medical leave for treatment via a more intensive level of care, or a referral for more intensive treatment through an off-campus team of professionals.

Treatment Guidelines

Listed below are the types of criteria to be considered when a student intake occurs. These guidelines assist the counselor in making decisions regarding whether the Student Counselor can offer appropriate services to the student.

Limitations to Treatment
Situations in which MC Student Counseling Service may refuse treatment include:

- Student is likely to require emergency intervention, crisis services, or extensive case management.
- Student is likely to need 24-hour coverage.
- Student is likely to require hospitalization during therapy.
- Student has been hospitalized for psychiatric reasons within the last three months.
- Student has chronic and/or present self-destructive behaviors that are potentially life threatening.
- Student has an alcohol or drug addiction that requires more intensive treatment than Counseling Services provides.
- Student does not appear to benefit from therapy or appears unmotivated to change.
- Student is likely to require more than 1 session per week or would not tolerate extended breaks from therapy (e.g., semester or summer break).
- Student is unable to meet the demands of active participation in therapy.
- Student requires expertise/resources unavailable from the on-site Counselor.
- Court-ordered or forensically oriented treatment (e.g., substance abuse treatment, treatment for criminal behavior such as rape or pedophilia, etc.).
- Mandated counseling services may be provided in limited circumstances if deemed appropriate by the Counselor.

Services offered but not limited to:

- Anxiety/Stress
- Test Anxiety
- Alcohol/drug use
- Depression
- Difficulty concentrating
- Grief and loss
- Homesickness

- Relationship or roommate issues
- Study Skills
- Managing workload

To schedule a counseling appointment, visit the Methodist College website or email: counseling@methodistcol.edu

SECTION 504 GRIEVANCE PROCEDURE

It is the policy of Methodist College not to discriminate based on disability. Methodist College has adopted an internal grievance procedure that provides for prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) of the U.S. Department of Health and Human Services regulations. Section 504 prohibits discrimination based on disability in any program or activity receiving Federal financial assistance. Any person who believes they have been subjected to discrimination based on disability may file a grievance under this procedure. It is against the law for Methodist College to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance.

When encountering a dispute or conflict, Disability Services recommends the following actions:

1. Start by discussing the problem with the person involved.
2. If the matter is still unresolved, communicate with the person in charge of the services or program in question (ie: the appropriate Dean or Director)
3. If no solution has been found to this point, call and make an appointment to meet with the ADA Coordinator, Gail Piscaglia, at 309-672-5510, Office W160. The ADA Coordinator (or the Director of Operations) shall investigate the complaint. This investigation may be informal, but it must be thorough, affording all interested persons an opportunity to submit evidence relevant to the complaint. The ADA Coordinator is available to assist students in managing the communication process regarding the concern. The ADA Coordinator will maintain the files and records of Methodist College relating to such grievances.
4. If unable to resolve the issue at an informal level, a formal complaint should be issued and an ADA Grievance Form completed. The Respondent against whom the complaint is lodged will be notified. An administrator will be assigned to the case within three business days of the complaint. The administrator will review the complaint and interview the complainant and respondent. Witnesses and parties involved will be interviewed. The administrator will determine the course of action and communicate the results to the complainant within 10 days.

Methodist College will make every effort to resolve conflict by informal means. Throughout any of these procedures the student may expect to be treated with respect and dignity, receive a timely response, and have the issues handled in a confidential manner. Methodist College expects the student to bring up any problems early, give clear and detailed information, and be respectful of the people who are involved.

APPEALS PROCESS

The person filing the grievance may appeal the decision of the assigned administrator by writing to the college chancellor, Dr. Kayla Banks, within 15 days of receiving the

decision. Dr. Banks shall issue a written decision in response to the appeal no later than 30 days after its filing.

The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination based on disability with the U. S. Department of Health and Human Services, Office for Civil Rights.

More information regarding taking this step can be found at the following website:
Office for Civil Rights
U.S. Department of Health and Human Services
233 N. Michigan Ave., Suite 240
Chicago, IL 60601
Customer Response Center: (800) 368-1019
Fax: (202) 619-3818
TDD: (800) 537-7697
Email: ocrmail@hhs.gov

http://www2.ed.gov/about/offices/list/ocr/complaintintro.html

Equal Opportunity and Nondiscrimination

Methodist College provides equal opportunity to all persons and does not discriminate based on race, color, religion, sex, national origin, sexual orientation, transgender, ancestry, age, disability, marital status, military status or unfavorable discharge from military service, citizenship status, or any other factors that are unlawfully discriminatory. It also complies with all applicable Federal and State laws regarding Fair Employment Practices.

Methodist College welcomes persons from all backgrounds and beliefs to join our staff and College community. We seek to create and foster a sense of community that facilitates the development, both personal and professional, of all our members, including employees and students and others who participate in our programs and activities.

Methodist College is committed to providing equal opportunities for all persons regardless of race, color, religion, sex, national origin, sexual orientation, transgender, ancestry, age, disability, marital status, military status or unfavorable discharge from military service, citizenship status, or any other status protected by law ("protected status"). This is reflected in all policies, programs and procedures. Methodist College complies with federal, state and local equal opportunity laws and strives to keep the workplace, and all programs and activities, free from all forms of illegal discrimination and harassment, as well as free from all forms of disrespectful conduct even where such conduct does not constitute a legal violation. (See separate policy on Prohibition of Sexual and Other Forms of Harassment for more details.)

As part of its commitment to equal opportunity, the College is committed to complying with the requirements of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act by providing reasonable accommodation to qualified individuals with disabilities. A disability is defined as a physical or mental impairment substantially limiting one or more major life activities and includes a record of having an impairment that was substantially limiting or being regarded as having such an impairment. Students who believe they have a disability and need an accommodation, either to complete the application process or to meet their academic requirements should contact the O.A.S.I.S; employees who believe they need an accommodation to perform their work should contact the Methodist College HR Manager. (See separate Section 504 and Americans with Disabilities Act Accommodation Policy for more details.)

Additionally, as part of its commitment to equal opportunity, the College is committed to providing reasonable accommodations to employees and students who sincerely held religious belief, practice, or observance conflicts with a work, education, or other College requirement, unless doing so would create an undue hardship on the College or would alter requirements essential to the instruction being provided or licensing being pursued. Individuals may also contact the HR Manager (309-671-3538) or the Office for Civil Rights of the U.S. Department of Education.

Discrimination Terms/Definitions:

Age Discrimination:
Methodist College will not refuse to hire or terminate any individual or otherwise discriminate against any individual because of such individual's age.

Veterans:
Methodist College will not discriminate against disabled veterans, veterans of the Vietnam era or veterans with an unfavorable military discharge.

Gender Discrimination:
Methodist College is committed to providing a positive work environment for all employees free from gender discrimination. Gender discrimination is defined as an action that results in different treatment to anyone based on gender. This applies to employment, including but not limited to hiring, training, promotion, compensation, benefits, and termination.

Handicap/Disability Discrimination:
No qualified handicapped/disabled person shall, based on handicap/disability (with reasonable accommodation) be excluded from participation in, be denied benefits of, or otherwise be subjected to discrimination under programs, activities, or employment.

National Origin Discrimination:
National origin discrimination is defined broadly as including, but not limited to, the denial of equal employment opportunity because of an individual's, or his/her ancestor's place of origin; or because an individual has the physical, cultural, or linguistic characteristics of a national origin group.

Methodist College will not discriminate in its programs, use of its facilities, or any employment practice because of the national original of an individual or group.

Racial Discrimination:
Methodist College reaffirms the principle that our employees and students have a right to be free from racist actions in the form of racial discrimination by any member of the college community or by any unfair or inappropriate treatment accorded because of one's race or ethnic background.

Racial discrimination is defined as different treatment of members or underrepresented groups as a result of race.

Religious Discrimination:
Methodist College will not discriminate in our programs, use of facilities, or any employment practices because of religion or religious practices of an individual or group. All students and employees have a right to be free from harassing or discriminatory behavior by any member of our community or by any unfair or inappropriate treatment accorded as a result of one's religion.

Sexual Orientation:
Illinois State Law prohibits discrimination against an individual because of his/her sexual orientation. The college will not seek information regarding a person's sexual orientation and shall not keep any record of such orientation.

Genetic Discrimination:
Title II of the Genetic Information Nondiscrimination Act (GINA) of 2008 protects applicants and employees from discrimination based on genetic information in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral and other aspects of employment. GINA also restricts employers' getting genetic information and strictly limits disclosure of genetic information. Genetic information includes information about family members (family medical history); and requests for or receipt of genetic services by applicant, employees, or their family members.

Anti-Harassment and Grievance Procedures

To preserve the fundamental dignity and rights of all Methodist College employees or students or those seeking such status with the College, harassment of any form, based on any protected class under the College's Equal Opportunity and Non-Discrimination Policy, is prohibited. This policy provides guidelines for the reporting of instances of such harassment, except for sexual harassment, which is covered by a separate policy statement and procedure.

Harassment and retaliation are contrary to the values of Methodist College, and it is the policy of the College to provide a workplace and learning environment free from unlawful and improper harassment by management, employees, students or any other third parties. Preventing harassment and retaliation, as well as other disrespectful conduct, is the responsibility of all members of the Methodist College community.

A. Harassment is considered a serious act of misconduct and will subject the perpetrator to corrective action, which may include without limitation mandatory counseling, or disciplinary action, which could include without limitation, suspension without pay, termination, or expulsion. Similarly, Methodist College may modify or terminate its relationships with clients and vendors when their representatives engage in harassment in violation of this policy.
B. Violations of this policy must be reported as soon as possible to designated personnel as stated in this policy. Every effort will be made to respond to reports of perceived prohibited conduct ("concerns") in an adequate, reliable, impartial and timely manner.

Prohibited Conduct

Methodist College prohibits unwelcome verbal, written, electronic, or physical conduct that denigrates or shows hostility or aversion toward staff, students, faculty members, or other individuals participating in our community because of race, color, sex, religion, age, national origin, disability, pregnancy status or any other protected status under the College's Equal Opportunity and Non-Discrimination Policy. This prohibition applies to all individuals who work for or with the College, students, and others participating in the College community, including parents, relatives, associates of a student, vendors, suppliers or other persons doing business with the College.

Examples of conduct prohibited by this policy include, but are not limited to, employment decisions made based on an employee's protected status; admission or participation decisions based on a student's protected status; verbal conduct such as racial epithets, derogatory comments, hostile or demeaning slurs or comments based on one's protected status; visual conduct such as posters, e-mail, drawings, cartoons, or postings on social media that denigrate based on a protected status; and unwanted physical conduct based on one's protected status. It is not considered harassment of any sort for members of management to enforce job performance and conduct standards in a proper and consistent manner.

Methodist College will not tolerate any act of bullying, including cyber bullying.

Retaliation

Methodist College prohibits retaliation against anyone for reporting discrimination, harassment or retaliation, assisting in making a complaint, cooperating in an investigation, or otherwise exercising their rights or responsibilities under this policy. The College also prohibits retaliation against anyone because he/she is closely associated with someone who reported, assisted, or cooperated with a discrimination, harassment or retaliation complaint or investigation.
Methodist College will take strong responsive action if retaliation occurs. Retaliation prohibited by this policy includes, but is not necessarily limited to, disparaging comments, uncivil behavior, or other negative treatment. Persons who believe they have been retaliated against in violation of this policy should make a

complaint in the manner set forth in the next section. All institutional sanctions are available for those found to have engaged in retaliatory conduct, up to and including termination or expulsion.

Reporting Concerns of Prohibited Harassment and Retaliation

Methodist College takes reports of harassment seriously. How the College responds depends upon a variety of factors, including the wishes of the victim, the facts and circumstances of the specific incident, to whom it was reported, and the College's obligations under applicable federal and state laws. Violations will be addressed according to the appropriate college policy.

Any person who has been subjected to harassment by a student should follow the appropriate policy and can seek assistance from the O.A.S.I.S or the Director of Operations.

Any student who has been subjected to harassment by a Methodist College employee should report the conduct to the employee's Dean, if the employee is faculty, or the College's Human Resources office for any other employee.

No retaliation or disciplinary action of any kind will be taken against any student for the good faith reporting of concerns about their environment. If any retaliation occurs, that is a separate wrong, and the student requested to report the retaliation to the O.A.S.I.S or the Director of Operations.

Sexual Harassment and Grievance Procedures

In order to preserve the fundamental dignity and rights of all Methodist College employees or students or those seeking such status with the College, sexual harassment is prohibited. This policy details types of sexual harassment and the procedure for grievances.

This Policy applies to Sexual Harassment that occurs within the College's Education Programs and Activities and that is committed by an administrator, faculty member, staff, student, contractor, guest, or other member of the College community.

This Policy does not apply to Sexual Harassment that occurs off-campus, in a private setting, and outside the scope of the College's Education Programs and Activities. This Policy does not apply to Sexual Harassment that occurs outside the geographic boundaries of the United States, even if the Sexual Harassment occurs in the College's Education Programs and Activities, such as a study abroad program. Sexual Harassment that occurs either off-campus, in a private setting, and outside the geographic boundaries of the United States is governed by the Student Code of Conduct if committed by a student, the Faculty Handbook if committed by a faculty member, or other College policies and standards if committed by an employee, including but not limited to the Employee-Student Relationships policy.

A. Definitions

a. Sexual Harassment" is conduct based on sex that constitutes Quid Pro Quo Sexual Harassment, Hostile Environment Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, or Stalking.

b. "Quid Pro Quo Sexual Harassment" is an employee of the College conditioning the provision of an aid, benefit, or service of the College on an individual's participation in unwelcome sexual contact.

c. "Hostile Environment Sexual Harassment" is unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person access to the College's Education Programs and Activities.

d. "Sexual Assault" includes the sex offenses of Rape, Sodomy, Sexual Assault with an Object, Fondling, Incest, and Statutory Rape

   i. "Rape" is the carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity. There is "carnal knowledge" if there is the slightest penetration of the vagina or penis by the sexual organ of the other person. Attempted Rape is included.

   ii. "Sodomy" is oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

   iii. "Sexual Assault with an Object" is using an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical

incapacity. An "object" or "instrument" is anything used by the offender other than the offender's genitalia.

iv. "Fondling" is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

v. "Incest" is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by Illinois law.

vi. "Statutory Rape" is sexual intercourse with a person who is under the statutory age of consent as defined by Illinois law.

e. "Stalking" is engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
   i. Fear for their safety or the safety of others; or
   ii. Suffer substantial emotional distress.

f. "Consent" refers to words or actions that a reasonable person in the perspective of the Respondent would understand as agreement to engage in the sexual conduct at issue. A person who is Incapacitated is not capable of giving Consent.

g. "Incapacitated" refers to the state where a person does not appreciate the nature or fact of sexual activity because of drugs or alcohol consumption, medical condition, or disability, or due to a state of unconsciousness or sleep.

h. "Retaliation" is intimidation, threats, coercion, or discrimination against any individual for the purpose of interfering with any right or privilege secured by Title IX and its implementing regulations or because an individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this Policy.

i. "Complainant" means an individual who is alleged to be the victim of conduct that could constitute Sexual Harassment.

j. "Respondent" means an individual who has been reported to be the perpetrator of conduct that could constitute Sexual Harassment.

k. "Formal Complaint" means a document filed by a Complainant or signed by the Title IX Coordinator alleging Sexual Harassment against a Respondent and requesting that the College investigate the allegation of Sexual Harassment in accordance with this Policy. At the time of filing a Formal Complaint, a Complainant must be participating in or attempting to participate in the College's Education Programs and Activities. A "document filed by a Complainant" means a document or electronic submission (such as an email) that contains the Complainant's physical or electronic signature or otherwise indicates that the Complainant is the person filing the Complaint.

l. Supportive Measures" are non-disciplinary, non-punitive individualized services offered, as appropriate, and reasonably available, and without fee or charge, that are designed to restore or preserve equal access to the College's Education Programs and Activities without unreasonably burdening another party, including measures designed to protect the safety of all parties implicated by a report or the College's education environment, or to deter Sexual Harassment. Supportive measures may include: counseling, extensions of academic or other deadlines, course-related adjustments, modifications to work or class schedules, campus escort services, changes in work or

housing locations, leaves of absence, increased security and monitoring of certain areas of campus, other changes to academic, living, dining, transportation, and working situations, honoring an order of protection or no contact order entered by a State civil or criminal court, and other similar measures. Supportive Measures may also include mutual restrictions on contact between the parties implicated by a report.

m. "Education Programs and Activities" refers to all the operations of the College, including, but not limited to, in-person and online educational instruction, employment, research activities, extracurricular activities, athletics, residence life, dining services, performances, and community engagement and outreach programs. The term applies to all activity that occurs on campus or on other property owned or occupied by the College. It also includes off-campus locations, events, or circumstances over which the College exercises substantial control over the Respondent and the context in which Sexual Harassment occurs, including Sexual Harassment occurring in any building owned or controlled by a student organization that is officially recognized by the College.

Sexual Harassment and retaliation are contrary to the values of Methodist College, and it is the policy of the College to provide a workplace and learning environment free from unlawful and improper harassment by management, employees, students or any other third parties. Preventing sexual harassment and retaliation, as well as other disrespectful conduct, is the responsibility of all members of the Methodist College community.

Sexual Harassment is considered a serious act of misconduct and will subject the perpetrator to corrective action, which may include without limitation mandatory training, or disciplinary action, which could include without limitation, suspension without pay or termination or expulsion.
Similarly, Methodist College may modify or terminate its relationships with clients and vendors when their representatives engage in harassment in violation of this policy.

Violations of this policy must be reported as soon as possible to designated personnel as stated in this policy. Every effort will be made to respond to reports of perceived prohibited conduct ("concerns") in an adequate, reliable, impartial and timely manner. If anyone feels that the College has not met its obligations under this policy, that person should contact the Title IX Coordinator.

Prohibited Conduct

In determining whether a hostile environment exists, the College will consider the totality of circumstances, including factors such as the actual impact the conduct has had on the Complainant; the nature and severity of the conduct at issue; the frequency and duration of the conduct; the relationship between the parties (including accounting for whether one individual has power or authority over the other); the respective ages of the parties; the context in which the conduct occurred; and the number of persons affected. The College will evaluate the totality of circumstances from the perspective of a reasonable person in the Complainant's position.

A. Sexual Harassment: As part of the above-stated policy, no staff, student, faculty member or other individual participating in our College community may sexually harass another individual. Any of the following conduct based on sex constitutes sexual harassment when occurring in the College's education program or activity in the United States:

a. Conditioning an educational benefit or service upon a person's participation in unwelcome sexual conduct (often called "quid pro quo" harassment)
b. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity; or
c. Sexual assault, dating violence, domestic violence, or stalking.
d. Note: Please see policy A-103 for detailed grievance procedures regarding allegations of all other forms of harassment.

B. Some Forms of Prohibited Sexual Harassment

a. Sexual violence/assault is a prohibited form of sexual harassment. Sexual violence/assault includes physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent because of his or her temporary or permanent mental or physical incapacity, because he or she is below the minimum age of consent in the applicable jurisdiction, or due to use of drugs and/or alcohol. Some examples of sexual violence/assault include rape, sexual battery, and sexual coercion.
b. The following crimes can also constitute sexual harassment when motivated by a person's sex:

i. Domestic Violence (referred to as "Domestic Battery" under Illinois criminal statutes). A person commits domestic battery if he or she knowingly without legal justification by any means: (1) causes bodily harm to any family or household member; (2) makes physical contract of an insulting or provoking nature with any family or household member. "Family or household members" include spouses, former spouses, parents, children, stepchildren, and other person related by blood or by present or prior marriage, persons who share or formerly shared a common dwelling, persons who share or allegedly share a blood relationship through a child, persons who have had a dating or engagement relationship, persons with disabilities and their persona assistants, and caregivers. *See* 720 Ill. Comp. Stat. 5/12-0.1 and 5/12-3.2. ii. Dating Violence. Dating violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. Such a relationship is characterized by the expectation of affection or sexual involvement between the parties. The existence of such a relationship shall be determined based on a consideration of the (1) length of the relationship, (2) type of relationship, and (3) frequency of interaction between the persons involved in the relationship.

ii. Stalking. Under 720 Ill. Comp. Stat. 5/12-7.3, a person commits stalking when he or she:

1. Knowingly engages in a course of conduct directed at a specific person, and he or she knows or should know that this course of conduct would cause a reasonable person to:
   a. Fear for his or her safety or the safety of a third person; or
   b. Suffer other emotional distress.
2. Knowingly and without lawful justification, on at least 2 separate occasions, follows another person or place the person under surveillance or any combination thereof: and
   a. At any time transmits a threat of immediate or future bodily harm, sexual assault, confinement or restraint and the threat is

directed towards that person or a family member of that person; or

b. Places that person in reasonable apprehension of immediate or future bodily harm, sexual assault, confinement or restraint to or of that person or a family member of that person.

3. Previously has been convicted of stalking another person and

C. Consent

knowingly and without lawful justification on one occasion:

a. Follows that same person or places that same person under surveillance; and

b. Transmits a threat of immediate or future bodily harm, sexual assault, confinement or restraint to that person or a family member of that person.

i. Domestic violence, dating violence, and stalking are violations of this policy even when such conduct is not motivated by sex.

a. Lack of consent is a critical factor in determining whether sexual violence/assault has occurred. Consent is informed, freely given, and mutually understood. Consent requires an affirmative act or statement by each participant. Consent is not passive.

i. Silence or lack of physical or verbal resistance does not imply consent.

ii. If coercion, intimidation, threats, and/or physical force are used, there is no consent.

iii. Consent cannot be inferred from a person's manner of dress.

iv. Consent to one form of sexual activity does not imply consent to other forms of sexual activity.

v. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another.

vi. Consent to past sexual activity does not constitute consent to future sexual activity.

vii. Consent can be withdrawn at any time. A person who initially consents to sexual activity is deemed not to have consented to any sexual activity that occurs after he or she withdraws consent. When consent is withdrawn, sexual activity must immediately stop.

viii. Being in a romantic relationship with someone does not imply consent to sexual activity. Even in the context of an ongoing relationship, consent must be sought and freely given for each specific sexual act.

ix. Effective consent may not exist when there is a disparity in power between the parties (e.g., faculty/student, supervisor/employee).

x. A person cannot consent to sexual activity if that person is unable to understand the nature of the activity or give knowing consent due to circumstances, including without limitation the following:

1. The individual is incapacitated due to drug or alcohol consumption, either voluntarily or involuntarily.

2. The individual is unconscious, asleep, or otherwise unaware that sexual activity is occurring.

3. The individual is below the minimum age of consent in the applicable jurisdiction (17 years in Illinois).

4. The individual has a mental disability that impairs his or her ability to provide consent.

b. If coercion*, intimidation, threats, and/or physical force are used, there is no consent; a person's lack of verbal resistance or submission resulting from the use or threat of force does not constitute consent.

i. Coercion is direct or implied threat of danger, hardship, or retribution sufficient to persuade a reasonable person to engage in sexual activity in which they otherwise would not engage or to which they otherwise would not submit. Coercion is different from seductive behavior based on the type of pressure someone uses to get another to engage in sexual activity. A person's words or conduct cannot amount to coercion unless they wrongfully impair the other's free will and ability to choose whether to engage in sexual activity. Coercion can include unreasonable and sustained pressure for sexual activity. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive; once a person has made it clear that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, you should be absolutely clear that they have changed their mind and are consenting before proceeding in sexual activity with them.

ii. If a person is mentally or physically incapacitated or impaired by alcohol or drugs such that the person cannot understand the fact, nature, or extent of the sexual situation, there is no consent. Warning signs of when a person may be incapacitated due to drug and/or alcohol use include slurred speech, falling, passing out, and vomiting.

iii. If a person is asleep or unconscious, there is no consent. iv. A person who is underage in the applicable jurisdiction cannot provide consent to sexual activity.

v. Consent to one form of sexual activity does not imply consent to other forms of sexual activity.

vi. Consent to past sexual activity does not imply consent to future sexual activity

vii. Dressing in a certain manner does not constitute consent

viii. Consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another

ix. Consent can be withdrawn. A person who initially consents to sexual activity is deemed not to have consented to any sexual activity that occurs after he or she withdraws consent.

c. Incapacitation is a state where an individual cannot make an informed and rational decision to consent to engage in sexual contact because the individual lacks conscious knowledge of the nature of the act (e.g., to understand the "who, what, where, when, why or how" of the sexual interaction) and/or is physically or mentally helpless. An individual is also considered incapacitated, and therefore unable to give consent, when asleep, unconscious, or otherwise unaware that sexual contact is occurring.

i. Incapacitation can only be found when the Respondent knew or should have known that the Complainant was incapacitated when viewed from the position of a sober, reasonable person. One's own intoxication is not an excuse for failure to recognize another person's incapacitation.

ii. Incapacitation may result from the use of alcohol and/or other drugs; however, consumption of alcohol of other drugs, inebriation, or intoxication alone are insufficient to establish incapacitation. Incapacitation is beyond mere drunkenness or intoxication. The impact of alcohol or drugs varies from person to person, and evaluating incapacitation requires an assessment of how consumption of alcohol and/or drugs impacts an individual's:

1. Decision-making ability
2. Awareness of consequences
3. Ability to make informed judgments
4. Capacity to appreciate the nature of circumstances of the act.

iii. No single factor is determinative of incapacitation. Some common signs that someone may be incapacitated include slurred speech, confusion, shaky balance, stumbling or falling, vomiting, and unconsciousness.

D. Retaliation

a. Methodist College prohibits retaliation against anyone for reporting discrimination, harassment or retaliation, assisting in making a complaint, cooperating in an investigation, or otherwise exercising their rights or responsibilities under this policy. The College also prohibits retaliation against anyone because he/she is closely associated with someone who reported, assisted, or cooperated with a discrimination, harassment or retaliation complaint or investigation.

b. Methodist College will take strong responsive action if retaliation occurs. Retaliation prohibited by this policy includes, but is not necessarily limited to, disparaging comments, uncivil behavior, or other negative treatment. The exercise of rights protected under the First Amendment does not constitute retaliation. Persons who believe they have been retaliated against in violation of this policy should make a complaint in the manner set forth in the next section. All institutional sanctions are available for those found to have engaged in retaliatory conduct, up to and including termination or expulsion.

<u>Reporting Concerns of Prohibited Harassment and Retaliation</u>

A. Methodist College takes reports of sexual misconduct seriously. How the College responds depends upon a variety of factors, including the wishes of the complainant, the facts and circumstances of the specific incident, to whom it was reported, and the College's obligations under applicable federal and state laws.

B. Reports may be made by complainants, third parties, witnesses, or bystanders, there are various reporting and confidential disclosure options available to students and employees of the College community to enable them to make informed choices about where to turn should they experience sexual misconduct. This section provides information about options for disclosure and reporting an incident.

a. Electronic Reporting

Anyone who has experienced conduct prohibited by this policy is encouraged to make a report. Those who have experienced such conduct should understand that some employees at the College, (those designated as "responsible employees" as indicated below), have an obligation to report concerns to the Title IX Coordinator

or a Deputy Coordinator. Within 12 hours of receiving an electronic report, the College will respond to the reporter through verbal, written, or electronic communication.
Methodist College Title IX Coordinator

(309) 672-5957 #W182
ReportTitleIX@methodistcol.edu

b. Anonymous and Third-Party Reporting
   i. The College encourages victims of sexual misconduct to talk to someone to ensure their health and wellbeing. The College provides anonymous reporting for victims who do not wish to be identified. Methodist College has anonymous reporting option through this link: Anonymous Reporting
   ii. Anonymous reports will be accepted by the College and supportive measures will be offered to complainants (if known), but a formal complaint cannot be submitted anonymously.
   iii. Visitors, bystanders, and third parties may make a report by contacting the Title IX Coordinator or a Deputy Title IX Coordinator.

c. Responsible Employees
   i. "Responsible employees" are those employees who are designated as "officials with authority to take corrective action". Employees who hold a title of "Dean", "Vice President", or "Chancellor" are considered responsible employees under this policy and must report conduct prohibited by this policy to the Title IX Coordinator or Deputy. All other employees who do not hold a title of "Dean", "Vice President", or "Chancellor" and who are not the Title IX Coordinator or Deputy must not report conduct prohibited by this policy unless given consent by the reporter.
   ii. Before a person reveals information that he/she may wish to keep confidential, a responsible employee should make every effort to ensure the person understands:
      1. The employee's obligation to report the names of the accused individual and person involved in the accused sexual violence as well as relevant facts regarding the accused incident (including the date, time and location) to the Title IX Coordinator or other appropriate school official
      2. The person's option to request that the school maintain his or her confidentiality, which the school (e.g., Title IX Coordinator) will consider, and
      3. The person's ability to share the information confidentially with counseling, advocacy, mental health, or sexual-assault-related services.
   iii. Responsible employees are required to report all information, including the survivor/victim's name and incident details, to the Title IX Coordinator or Deputy.

C. Content of a Report & Timing
   a. So that the College has sufficient information, a report being made for purposes of an investigation should include as much information as possible, such as: (1) the

date(s) and time(s) of the alleged conduct; (2) the names of all person(s) involved in the alleged conduct, including possible witnesses; (3) all details outlining what happened; and (4) contact information for the complainant so that the College may follow up appropriately.

b. The College encourages persons to make reports as soon as possible because late reporting may limit the College's ability to investigate and respond to the conduct complained of.

D. Information Provided to the Complainant and Respondent

A complainant who makes a claim of sexual violence/assault, domestic violence, dating violence, or stalking to the College will be given a copy of the document titled "Rights and Options After Filing a Complaint Under the College's Sexual Harassment Policy." This document provides information about this policy and the procedures used to investigate and resolve complaints of this nature, possible supportive measures that may be available, options for filing complaints with the local police, and resources that are available on campus and in the community, as well as other pertinent information. A person against whom a complaint has been filed will also be given similar information about the process and resources.

E. Conduct that Constitutes a Crime

a. Any person who wishes to make a complaint that also constitutes a crime— including sexual violence/assault, domestic violence, dating violence, or stalking— is encouraged to make a complaint to local law enforcement. If requested, the College will assist the complainant in notifying the appropriate law enforcement authorities. In the event of an emergency, please contact 911. A victim may decline to notify such authorities.

b. For more information regarding the option to pursue a criminal complaint, contact:
Peoria Police 600 SW Adams Peoria, IL 61602 (309) 673-4521

c. Whether or not criminal charges are filed, the College will initiate an investigation as provided in this Policy where appropriate. The "Requesting Confidentiality to a Non-Confidential Source" Section below includes additional information regarding requests for confidentiality or requests that no investigation be conducted. Any pending criminal investigation or criminal proceeding may have some impact on the timing of the College's investigation, but the College will commence or resume its own investigation as soon as is practicable under the circumstances. The College reserves the right to commence and/or complete its own investigation prior to the completion of any criminal investigation or criminal proceeding. The College also 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 and support the parties and the College community. The College's authority to sanction members of the College community applies only to the violation of College rules, policies and procedures.

d. Because the standards for finding a violation of criminal law are different from the standards for finding a violation of Sexual Assault, Dating Violence, Domestic

Violence, or Stalking under this Policy, criminal investigations or reports are not determinative of whether Sexual Assault, Dating Violence, Domestic Violence, or Stalking, for purposes of this Policy, has occurred. In other words, conduct may constitute Sexual Assault, Dating Violence, Domestic Violence, or Stalking under this Policy even if law enforcement agencies lack sufficient evidence of a crime and therefore decline to investigate or prosecute.

F. Amnesty
   a. The College recognizes that an individual who has engaged in behavior that may violate the College's Student Code of Conduct may be hesitant to report instances of sexual harassment, including sexual violence/assault. To encourage reporting, the College will grant immunity to any student who reports, in good faith, an alleged violation of this policy to the Title IX Coordinator or other employee. The reporting student will not receive a disciplinary sanction by the College for a conduct violation, such as under aged drinking, that is revealed in the course of such a report, unless the College determines that the violation was egregious, including without limitation, an action that places the health and safety of any other person at risk.
   b. Notwithstanding the College's commitment to amnesty in these situations, the College may require the reporting individual to attend a course or pursue other educational interventions related to alcohol and drug use. Further, this amnesty provision does not prevent action by police or other legal authorities against an individual who has illegally consumed alcohol or drugs or otherwise violated the law.

G. Special Guidance Concerning Complaints of Sexual Violence/Assault, Domestic Violence, Dating Violence, and Stalking

   If you are the victim of sexual violence/assault, domestic violence, or dating violence:
   a. Do not blame yourself. These crimes are never the victim's fault.
   b. Recommend you immediately go to the emergency room of a local hospital and contact local law enforcement, in addition to making a prompt complaint under this policy.
   c. Do everything possible to preserve evidence by making certain that the crime scene is not disturbed. Preservation of evidence may be necessary for proof of the crime or in obtaining a protection order.
   d. Should not bathe, urinate, douche, brush teeth, or drink liquids until after they are examined and, if necessary, a rape examination is completed.
   e. Clothes should not be changed.
   f. Write down as much as you can remember about the circumstances, including description of assailant. Save any electronic communications with the assailant.
   g. It is also important to take steps to preserve evidence in the form of letters, emails, text messages, social media posts, etc. These types of evidence are valuable in all situation, and they may be the only types available in instances of stalking.
   h. Contact a trusted person, such as a friend or family member for support.
   i. When necessary, seek immediate medical attention at an area hospital and take a full change of clothing, including shoes, for use after a medical examination. Medical forensic examinations are completed at no cost to the survivor.
   j. The nearest emergency department is:
      i. Carle Health Methodist: 221 NE Glen Oak, Peoria, IL (309) 672-4848

ii. Carle Health Proctor: 5409 N. Knoxville, Peoria, IL (309) 681-1000
iii. Carle Health Pekin: 600 S. 13th St., Pekin, IL (309) 347-1151
iv. OSF St. Francis: 530 NE Glen Oak, Peoria, IL (309) 655-2000

H. Confidential Reporting

a. The College recognizes that individuals who feel they have been victims of Sexual Assault, Dating Violence, Domestic Violence, or Stalking may require time and support in considering whether or how to participate in any College or law enforcement process. The College also recognizes that individuals who have been accused of Sexual Assault, Dating Violence, Domestic Violence, or Stalking may also require support. There are confidential resources on campus and in the community available to any individual who needs support or assistance.

b. On-Campus Confidential Advisors

i. Individuals wishing to obtain confidential assistance without making a report to the College may speak with one of the College's confidential advisors. Confidential advisors are available to discuss incidents or accusations of Sexual Assault, Dating Violence, Domestic Violence, or Stalking with both Complainants and Respondents in confidence, and provide emotional support in a safe and confidential space.

ii. Confidential advisors generally only report to the College that an incident is alleged to have occurred without revealing any personally identifying information.

iii. Disclosures to confidential advisors **will not** trigger the College's investigation into an incident.

iv. 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 or been accused of Sexual Assault, Dating Violence, Domestic Violence, or Stalking including:

1. Providing information regarding the individual's reporting options and possible outcomes, including making a report or a Formal Complaint under this Policy and notifying local law enforcement;
2. Providing information about available 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;
3. Providing information regarding orders of protection, no contact orders or similar lawful orders issued by the College or a criminal or civil court;
4. An explanation of the individual's right to have privileged, confidential communications with the confidential advisor consistent with applicable law;
5. Upon request and as appropriate, providing assistance in contacting campus officials, community-based sexual assault crisis centers, campus security, and/or local law enforcement; and/or

6. Upon request, aiding with securing Supportive Measures and accommodations.

c. Confidential Resources in the Community

i. The following off-campus agencies also employ individuals available to assist members of the College community with issues relating to Sexual Assault, Dating Violence, Domestic Violence, or Stalking 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.

1. National Sexual Assault Telephone Hotline: (800) 656-HOPE (4673)
2. State of Illinois Domestic Violence Hotline: (877) 863-6338
3. Center for Prevention of Abuse 720
   W. Joan Court
   Peoria, IL 61614
   (800) 559-7233; 24-hour hotline

ii. Once a complaint of sexual violence/assault, domestic violence, dating violence, or stalking is made to the College, the complainant has several options such as, but not limited to:

1. contacting parents or a relative
2. seeking legal advice
3. seeking personal counseling (always recommended)
4. pursuing legal action against the perpetrator
5. pursuing disciplinary action through the College
6. requesting that no further action be taken
7. requesting further information about the College's policy and procedures for addressing this type of conduct
8. requesting further information about available resources
9. While the College encourages all good faith reports of concerns, the College has the responsibility to balance the rights of all parties. Therefore, if the College's investigation reveals that a complaint was knowingly false, the complaint will be dismissed and the person who filed the knowingly false complaint may be subject to discipline.

I. Responsibilities of the Title IX Coordinator The Title IX Coordinator's responsibilities include overseeing all Title IX complaints and identifying and addressing any patterns or systemic problems that arise during the review of such complaints. The Title IX Coordinator also assists the College community in understanding this policy, is available to answer questions about the policy, directs individuals to available resources both off campus and in the community, and ensures appropriate training and educational programming is implemented.

J. Other Matters Related to the Investigation of a Report

a. Implementing Supportive Measures After a Report has been Filed

i. The College will provide supportive measures to the complainant party involved in the alleged incident whether or not the complainant decides to proceed with a formal complaint. Supportive measures are individualized services reasonably available that are non-punitive, non-disciplinary, and not unreasonably burdensome to the respondent party while designed to ensure

equal educational access, protect safety, and/or deter sexual harassment. This may include counseling services, deadline extensions, modifications to work or class schedules, campus escorts, change in housing assignment, increased security monitoring, or mutual restrictions on contact.

ii. Requests to change an academic, living, dining, transportation, or work situation, or for any other supportive measure (such as a no-contact order), should be made to the Title IX Coordinator. In the event such a measure is implemented, the College will maintain it as confidential to the extent that maintaining confidentiality would not impair the College's ability to provide it. The Title IX Coordinator will communicate with each party throughout the investigation to ensure supportive measures remain necessary and effective. iii. If a complainant has obtained an ex parte order of protection, full order of protection, or any other temporary restraining order or no contact order against the alleged perpetrator from a criminal, civil, or tribal court, the complainant should provide such information to the Title IX Coordinator and Methodist College Campus Safety. The College, in conjunction with Methodist Security, will take all reasonable and legal action to implement the order.

b. Investigation and Confidentiality

i. All reported concerns will be promptly and thoroughly investigated in accordance with the Grievance Procedures, and the College will take disciplinary action where appropriate. The College will make reasonable and appropriate efforts to preserve an individual's privacy and protect the confidentiality of information when investigating and resolving a complaint. While the College cannot guarantee confidentiality, the College will not
disclose the identity of the complainant or respondent, except as necessary to resolve the complaint or to implement supportive measures or when provided by State or federal law.

ii. In the event a complainant requests to remain anonymous or chooses not to file a formal complaint, the College will typically not investigate the allegation. However, the College reserves the right to initiate an investigation despite a complainant's request for confidentiality in limited circumstances involving serious or repeated conduct or where the alleged perpetrator may pose a continuing threat to the College community.

iii. Note that certain types of sexual misconduct are considered crimes for which the College must disclose crime statistics in its Annual Security Report that is provided to the campus community and available to the public. These disclosures will be made without including personally identifying information.

K. Resolution

If a reported Concern is found to be substantiated, the College will take appropriate corrective and remedial action to prevent the recurrence of the conduct and correct its discriminatory effects. Students and employees found to be in violation of this policy will be subject to discipline up to and including mandatory training, written reprimand, probation, suspension, demotion, termination, or expulsion. Affiliates and program participants may be removed from College programs and/or prevented from returning to

campus. Remedial steps may also include counseling, academic, living, dining, transportation, or work accommodations, separation of the parties, and training for the respondent and other persons.

Grievance Procedure

These procedures apply to concerns raised by any member of the College community as well as others that participate in the College's programs and activities, including third-party visitors on campus.

A. Identifying the Investigator(s)

Once a formal complaint has been reported to the Title IX Coordinator, an investigation will be commenced. The Title IX Coordinator, or designee(s) appointed by the Title IX Coordinator, will lead the investigation and may consult with appropriate College officials and/or legal counsel as appropriate. If the Concern is with respect to conduct of the Chancellor of Methodist College, the investigation shall be coordinated and resolved by the Chair of the Board of Directors.

B. Preliminary Matters Regarding the Investigation

a. After receiving a report under "Reporting Sexual Harassment," the Title IX Coordinator will conduct a preliminary assessment to determine:

i. Whether the conduct, as reported, falls or could fall within the scope of this Policy (see "Scope"); and ii. Whether the conduct, as reported, constitutes or could constitute Sexual Harassment.

b. The complainant must be participating in or attempting to participate in the education program or activity of Methodist College at the time the complaint is filed.

c. All formal complaints will be investigated in an adequate, reliable, impartial and timely manner by the appropriate Methodist College official. The goal is to have the investigation completed within sixty (60) calendar days. However, if the nature of the investigation requires a longer period, the complainant and the respondent will be given periodic updates concerning the status of the investigation. Parties will have equal rights during the investigation. Any real or perceived conflicts of interest between investigators or the decision-maker(s) and the parties should be disclosed. If an involved College official determines that he or she cannot apply the Grievance Procedures fairly and impartially because of the identity of a complainant, respondent, or witness, or due to any other conflict of interest, another appropriate individual will be designated to administer the procedures.

d. The investigation will utilize the preponderance of the evidence standard; that is, whether it is more likely than not that the alleged conduct occurred.

e. Both parties will have the opportunity to have an advisor accompany him or her at all stages of the process. If either party does not supply their own advisor one will be supplied free of charge by Methodist College. The advisor will not take an active role in any interviews or meetings but will conduct the cross-examination on behalf of the complainant or respondent during the live hearing. The advisor must agree to maintain the confidentiality of the process. An advisor may be removed if he or she becomes disruptive, harasses or intimidates others involved in the process, or does not abide by the limitations discussed in the previous sentence. Additionally, the College is not required to allow a particular advisor to be involved in the process if it would cause

undue delay of any meeting with the investigator. An advisor will be asked to sign an affirmation that he or she understands his or her role in the process.

f. Some conduct covered by this policy may also constitute criminal conduct, and the complainant is encouraged, but not required, to file a report with the appropriate law enforcement authorities. If requested, the College will assist the complainant in doing so. The pendency of a criminal investigation, however, does not relieve the College of its responsibilities under the law. Therefore, to the extent doing so does not interfere with any criminal investigation, the College will proceed with its own investigation and resolution of complaint.

g. A case will be dismissed if
    i. the conduct does not meet the definition of sexual harassment as defined in this policy
    ii. the conduct did not occur in the College's education program or activity,
    iii. the conduct did not occur in the United States, or
    iv. the respondent is no longer employed and/or enrolled at Methodist College. Such a dismissal does not preclude action under another provision such as the student code of conduct and does not eliminate the complainant's right to supportive measures.

C. Interim Removal

a. At any time after receiving a report of Sexual Harassment, the Title IX Coordinator may remove a student Respondent from one or more of the College's Education Programs and Activities on a temporary basis if an individualized safety and risk analysis determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of Sexual Harassment justifies removal. In the event the Title IX Coordinator imposes an interim removal, the Title IX Coordinator must offer to meet with the Respondent within twenty- four hours and provide the Respondent an opportunity to challenge the interim removal.

b. In the case of a Respondent who is a non-student employee (administrator, faculty, or staff), and in its discretion, the College may place the Respondent on administrative leave at any time after receiving a report of Sexual Harassment, including during the pendency of the investigation and adjudication process (see "Investigation" and "Adjudication").

c. For all other Respondents, including independent contractors and guests, the College retains broad discretion to prohibit such persons from entering onto its campus and other properties at any time, and for any reason, whether after receiving a report of Sexual Harassment or otherwise.

D. Informal Resolution

a. Informal means of resolution, such as mediation, may be used in lieu of the formal investigation procedure described below. The following standards apply to any informal resolution method that is utilized:

b. The informal process can only be used with both parties' voluntary cooperation after receiving a full disclosure of the allegations and their options for formal resolution, and with appropriate involvement by the institution (e.g., the Title IX Coordinator).

c. The complainant will not be required to "work out" the problem directly with the respondent.

d. Either party may terminate the informal process at any time prior to agreeing to a resolution and elevate the complaint to or continue with the formal investigation procedures described below.
e. With the agreement of the parties involved and the College, a complaint may be informally resolved at any stage of these procedures.
f. If informal resolution is reached, it will be documented in writing and signed by both parties. Because informal resolution is a voluntary and mutually agreeable process, a resolution reached via informal means cannot be appealed.
g. Informal resolution is not an option to resolve allegations against an employee.

E. Initial Evaluation of the Complaint and Notification to the Parties
a. When a report is made, the Title IX Coordinator (or designee) will meet with the complainant and evaluate whether the report falls within the scope of this policy. If it does not fall under the policy, the complainant will be so informed. In such situations, other college procedures may be applicable to the conduct complained of.
b. If it is determined that the complaint is covered by the policy supportive measures will be immediately offered to the complainant. Prior to the commencement of the investigation, a prompt written notice will be provided to the respondent and complainant of the allegations constituting a potential violation of the policy, including identities of the parties involved, the specific section of the policy allegedly violated, the precise conduct constituting the potential violation, and the date(s) and location(s) of the alleged incident.
c. In addition, the complainant and the respondent shall (i) receive notice of the individual(s) with authority to make a finding or impose a sanction at the conclusion of the investigation, (ii) can request a substitution if the participation of an individual with authority to make a finding or impose a sanction poses a conflict of interest, and (iii) receive notice of their right to an advisor of their choice. If either party does not have an advisor Methodist College will supply an advisor at no charge.
d. Respondents are presumed not responsible under this policy until the conclusion of the grievance process.

F. Formal Investigation
a. After the written notice has been sent to both parties, the investigator will commence an investigation of a complaint as soon as practicable, but not later than seven (7) calendar days after the complaint is made. The purpose of the investigation is to gather information and collect evidence to be presented at the hearing. In certain narrow circumstances, the investigator may commence an investigation even if the complainant requests that the matter not be pursued. In such a circumstance, the investigator will take all reasonable steps to investigate and respond to the matter in a manner that is informed by the complainant's articulated concerns.
b. During the investigation, the complainant will have the opportunity to describe his or her allegations and present supporting witnesses or other evidence. The respondent will have the opportunity to respond to the allegations and present supporting witnesses or other evidence. During the investigation, the investigator will provide an equal opportunity for the parties to be interviewed, to present witnesses (including fact and expert witnesses), and to present other inculpatory and exculpatory evidence. Notwithstanding the foregoing, the investigator retains discretion to limit the number of witness interviews the investigator conducts if the investigator finds that testimony would be unreasonably cumulative, if the witnesses are offered solely as character

references and do not have information relevant to the allegations at issue, or if the witnesses are offered to render testimony that is categorically inadmissible, such as testimony concerning sexual history of the Complainant, as specified in "Sexual History." The investigator will not restrict the ability of the parties to gather and present relevant evidence on their own. Throughout the investigation, the parties will receive written notice in advance of any meetings so that they have sufficient time to prepare for meaningful participation. The investigator will review the statements and evidence presented and may, depending on the circumstances, interview others with relevant knowledge, review documentary materials, and take any other appropriate action to gather and consider information relevant to the complaint. All parties and witnesses involved in the investigation are expected to cooperate and provide complete and truthful information.

c. At the conclusion of the evidence-gathering phase of the investigation, but prior to the completion of the investigation report, the Investigating Officer will transmit to each party and their advisor, in either electronic or hard copy form, all evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Complaint, including evidence the College may choose not to rely on at any hearing and inculpatory or exculpatory evidence whether obtained from a party or some other source. Thereafter, the parties will have ten (10) business days in which to submit to the investigator a written response, which the investigator will consider prior to completing the investigation report.
d. The parties and their advisors are permitted to review the evidence solely for the purposes of this grievance process and may not duplicate or disseminate the evidence to the public.
e. The preliminary written report will be updated with the parties' comments, if any, and will then be provided back to the parties at least ten (10) business days prior to the date of the hearing.

G. Consolidation of Formal Complaints

The College may consolidate Formal Complaints as to allegations of Sexual Harassment against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one party against the other party, where the allegations of Sexual Harassment arise out of the same facts or circumstances. Where the investigation and adjudication process involve more than one Complainant or more than one Respondent, references in this Policy to the singular "party," "Complainant," or "Respondent" include the plural, as applicable. A Formal Complaint of Retaliation may be consolidated with a Formal Complaint of Sexual Harassment.

H. Hearing

a. Both parties and all witnesses will be given written notice of the date and time of the hearing at least ten (10) business days in advance.
b. During the hearing each party's advisor will ask questions and cross-examine the witnesses and other parties. Individuals will be present using remote video technology so as to not be physically present in the same room.
c. The Decision-maker(s) will determine if each question is relevant before the party gives their answer. If the question is deemed irrelevant the decision-maker(s) will supply the rationale.

d. If a party or witness does not submit to cross-examination at the live hearing, the decision-maker(s) must not rely on any statement of that party or witness in reaching a determination regarding responsibility.
e. The hearing is not a formal judicial proceeding and strict rules of evidence do not apply. The hearing officer will have discretion to modify the Hearing Procedures, when good cause exists to do so.
f. Once the hearing has concluded, the decision-maker(s) will draft a written report, which will include information regarding appeal rights, regarding responsibility with the findings of fact, conclusions about whether the alleged conduct occurred, rationale for the result as to each allegation, any disciplinary sanctions imposed on the respondent and whether remedies will be provided to the complainant. If the decision- maker(s) determines that a policy violation occurred, it, in consultation with other College officials as needed, shall set forth in the report those steps necessary to maintain an environment free from discrimination and harassment and to protect the safety and well-being of the complainant and other members of the College community. Such actions will also include reasonable steps to correct the effects of such conduct on the complainant and others and to prevent the recurrence of discrimination, harassment, and retaliation. Examples of such action include: no- contact orders, classroom reassignment, the provision of counseling or other support services, training, and discipline for the perpetrator, including up to termination, expulsion, or other appropriate institutional sanctions.
g. Methodist College will simultaneously send the written determination to the complainant and the respondent including appeal rights within seven (7) calendar days of the hearing's conclusion.
h. The decision shall be the final resolution of the matter subject only to the right of appeal set forth below.

<u>Appeals from Decisions on Concerns</u>

A. Basis for Appeal
   a. Either the complainant or the respondent may appeal decisions on concerns, including corrective action if any.
   b. Grounds for appeal are as follows:
      i. A procedural error occurred that affected the outcome of the matter.
      ii. New information exists that would substantially change the outcome of the finding.
      iii. Title IX personnel had a conflict of interest or bias that affected the outcome of the matter.
      iv. The sanction is disproportionate with the violation.
B. Where and When to Bring an Appeal of a Concern
   a. The complainant or respondent may appeal a decision, including corrective action if any, to the Chancellor of the College, or Chancellor's designee, within, ten (10) business days of receiving notification of the prior decision, absent extenuating circumstances. The decision of the Chancellor of the College is final.
   b. In cases of resolution of a Concern against the Chancellor, complainant or respondent may seek reconsideration of the Chair of the Board's decision and the Chair may

designate an individual or individuals to recommend a decision on reconsideration. The decision of the Chair's designee(s) on reconsideration is final.

c. Appeals must be in writing and contain the following information:
   i. Name, college address and e-mail address of complainant.
   ii. Name, college address and e-mail address of respondent.
   iii. A statement of all decisions, including corrective action if any, at all levels in the process.
   iv. A detailed statement of the basis for the appeal including the specific facts and circumstances in support of the appeal.
   v. Requested action, if any.

d. When a party files an appeal, the non-appealing party will be notified in writing that an appeal has been filed.

C. Review of the Appeal

a. The College official (i.e., Chancellor or her/his designee) acting on the appeal may take any and all actions which in his/her discretion she/he determines are in the interest of a fair and just decision, including upholding, reversing, or modifying any decision or corrective action. The complainant or respondent may request a meeting with the College official. However, the decision to grant a meeting is at the discretion of the College official. If one party is allowed to meet with the College official, the other party will be granted a similar opportunity.

b. The College official will make her/his decision and notify the complainant, respondent, underlying decision maker and others on a need-to-know basis in writing within seven (7) business days of receiving the appeal, including a notification of any changes made to the previous decision. If a decision within that time frame is not practicable under the circumstances, both complainant and respondent will be given periodic status reports until the decision on the appeal is rendered.

D. General Matters

a. These procedures will be implemented by officials who receive a minimum of 8-10 hours of training on an annual basis on the issues related to discrimination, harassment, sexual violence/assault, domestic violence, dating violence, and stalking and on how to investigative methods that protect the safety of victims and

   promotes accountability. The College shall have a sufficient number of individuals trained to resolve reports of concerns so that (i) a substitution can occur in the case of conflict or recusal and (ii) an individual or individuals with no prior involvement with the initial determination or finding may hear any appeal brought by a party.

b. As necessary and when applicable, the College will contact and cooperate with law enforcement in situations involving sexual violence/assault, dating violence, domestic violence, and stalking.

c. Employees also are free to file a charge of discrimination regarding harassment with either the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC). A charge must be filed with the IDHR within 180 days of the unlawful harassment. A charge must be filed with the EEOC within 300 days of the unlawful harassment. In either case, the deadline for filing such a Charge runs from the last date of unlawful harassment. Complaints also may be made to the Office of Civil Rights in the U.S. Department of Education.

d. IDHR offices are in Springfield and Chicago and EEOC offices are in Chicago. Please see appropriate postings or contact Human Resources if additional assistance is needed in contacting either.
e. Because the College recognizes that the prevention of Sexual Harassment, including Sexual Assault, Domestic Violence, Dating Violence, and Stalking, is important, it offers educational programming to a variety of groups such as: campus personnel; incoming students and new employees participating in orientation; and members of student organizations. Among other elements, such training will cover relevant definitions, procedures, and sanctions; will provide safe and positive options for bystander intervention; and will provide risk reduction information, including recognizing warning signs of abusive behavior and how to avoid potential attacks. The College's educational programming will comply with the Illinois Preventing Sexual Violence in Higher Education Act and any other applicable federal or state law. To learn more about education resources, please contact the Title IX Coordinator.
f. The College will retain those records specified in 34 C.F.R. § 106.45(b)(10) for a period of seven years after which point in time they may be destroyed, or continue to be retained, in the College's sole discretion. The records specified in 34 C.F.R. § 106.45(b)(10) will be made available for inspection, and/or published, to the extent required by 34 C.F.R. § 106.45(b)(10) and consistent with any other applicable federal or state law, including FERPA.
g. Words used in this Policy will have those meanings defined herein and if not defined herein will be construed according to their plain and ordinary meaning.
h. The College retains discretion to interpret and apply this Policy in a manner that is not clearly unreasonable, even if the College's interpretation or application differs from the interpretation of the parties.
i. Equal Employment Opportunity Commission 500
West Madison Street, Suite 2800 Chicago, IL
60661
(312) 353-2713 * (800) 669-4000 * (800) 669-
6820TDD ii. Illinois Department of Human Rights 222
South College - Room 101 A Springfield,
IL 62704
(217) 785-5100 * (217) 785-5125 TDD
iii. Illinois Human Rights Commission
(217) 785-4350 Springfield*
(312) 814-6269
(217) 557-1500 TDD Springfield*
(312) 263-1579 TDD Chicago
iv. Office of Civil Rights
U.S. Department of Education 400
Maryland Ave., S.W.
Washington, D.C. 20202-1100
(800) 421-3481 * (877) 521-2172 TDD

**This policy will be distributed widely within Methodist College. This policy can be found on the intranet for the benefit of its employees, students, clients and vendors. Methodist College will

include this policy in its employee and student handbooks. This policy does not create any contract rights.

Reporting Options:
Title IX Coordinator
ReportTitleIX@methodistcol.edu
(309) 672-5957

Center for Prevention of Abuse
720 W. Joan Court
Peoria, IL 61614
(800) 559-7233 – 24-hour hotline

Other Resources:
Crisis and/or Suicide Hotline (855) 837-4673
A trained helper is available 24 hours a day/7 days a week

Emergency Response Service (309) 671-8084
Trained helpers can transport a person who is actively suicidal

DHS Family Community Resource Center in Peoria County
211 Fulton Street, #300
Peoria, IL 61602
(309) 671-8100
TDD (866) 451-
5763

Prairie State Legal Services (309) 674-9831

Human Service Center Mental Health
600 Fayette Street
PO Box 1346 Peoria, IL 61603
(309) 671-8000
(309) 671-8084; after hours crisis

For emergency services, dial 911. Reports can be made to the following campus or local law enforcement agencies. You have the right to request assistance in notifying law enforcement authorities or requesting an order of protection, no contact order, restraining order, or other similar lawful orders issued by a criminal.

Campus Security	Law Enforcement	Hospital Resources List
Methodist College	600 SW Adams	Carle Health Methodist
7600 N. Academic Drive		221 NE Glen Oak
Peoria, IL 61615	Peoria, IL 61602	Peoria, IL 61636

(309) 672-4500

(309) 673-4521

(309) 672-4848

Carle Health Proctor
5409 N. Knoxville
Peoria, IL 61614
(309) 691-1000

OSF St. Francis
530 NE Glen
Oak Peoria, IL
61637

Campus Violence Prevention Plan

The safety and security of the Methodist College campus and community are very important. Our students, employees, and visitors must be able to pursue their education, work, and other activities in a safe, non-threatening environment. To educate and empower all members of the College community, resources and procedures are in place to prevent, deter, and respond to concerns regarding acts of violence. Safety and prevention of violence is everyone's responsibility.

Violence is not tolerated. Methodist College is committed to a safe and secure environment for all employees, students, and visitors. Conduct that threatens the health or safety of any person or creates a reasonable fear that such a result will occur, including but not limited to: acts of violence, threats of violence, possession of weapon(s) on College-controlled property without proper written authorization, threatening behavior, and/or reckless disregard for the health or safety of any person are not acceptable conduct at Methodist College and will not be tolerated. Violation of this policy and/or the Code of Student Conduct will result in disciplinary action up to and including termination of employment and/or dismissal from the College.

The entire College community shares the responsibility for a safe and secure campus. Knowledge of violent acts or threats planned or carried out are to be reported to Chief of Campus Safety who will filter to appropriate departments as necessary. All non-emergencies should be reported to Campus Safety at (309) 672-4500. All emergencies should report to Campus Safety as well as calling 911.

Methodist College is a secured, locked campus with entry through card swipe doors. To keep the campus safe and secure, doors are not to be held open for unknown individuals. All visitors to Methodist College are to check in at the security window upon entering the college. Students, faculty and staff are to only use their personal ID card to enter the building. All card holders should swipe their badge upon entering the college even if a door is open as this allows for enhanced safety measures in the event of an emergency.

Violent behavior by anyone is not tolerated:

A. On College property;
B. At college-sponsored events;
C. Fulfilling duties of a college student off-campus (such as work in the clinical setting);
D. Engaging in any action having direct impact on the College community.

Violence is the use of physical force or activity that causes harm, damage, or abuse of an individual or property. This includes physical force and/or activity which causes mental anguish.

A threat is any statement or action, expressed or implied, that could cause a reasonable person to fear for the safety of him/herself, that of another person, and/or College property. Examples of threats include but are not limited to words or actions which intimidate; harassment; stalking or following someone with the intent to harass, intimidate, harm, or cause other malicious activity; and the use of communication mediums to threaten such as telephone, fax, electronic or conventional mail.

Weapons are not permitted on College-controlled property except for purposes of law enforcement and as specially authorized for the purposes of instruction, research, or service and as approved writing by the Chancellor. Prohibited weapons include but are not limited to any:

A. firearm, firearm ammunition, BB gun, pellet gun, paintball gun, tear gas gun, taser, or other dangerous or deadly device of similar type
B. knife with a blade of at least 3 inches in length (except an ordinary eating utensil), dagger, dirk, switchblade knife, stiletto, ax, hatchet, or other deadly or dangerous weapon or instrument of similar type
C. bludgeon, blackjack, slingshot, sandbag, sand club, metal knuckles, billy club, throwing star, nunchaku, or other dangerous or deadly weapon of similar type
D. bomb, bombshell, grenade, firework, bottle or other container containing an explosive, toxic, or noxious substance, unless under academic/classroom supervision, (other than an object containing a nonlethal noxious liquid, gas, or substance designed solely for personal defense possessed by a person 18 years of age or older)
E. souvenir weapon or other weapon that has been rendered permanently inoperative; and any weapons outlined in the Illinois Compiled Statutes on Armed Violence (720 ILCS 5/33A- 1, *et seq.*)

Students, faculty, staff, and visitors should address emergencies by calling 911 and Methodist College Campus Safety at (309) 672-4500.

The College has adopted procedures for responding to and addressing conduct that violates this policy and urges all students, employees and visitors to be alert to the possibility of violence on campus. As part of the College community, all students, employees, and visitors are responsible for reporting violence they experience or witness. As part of the College's Violence Prevention Policy, the College has adopted the following procedures and resources that students, employees, and visitors may use to prevent and address acts of violence, threats, and intimidation.

A. Stop Immediate Threat or Harm – Report It
B. You should call 911 for emergencies. Please do not ignore or disregard violence or threats against you or others – the College needs your assistance to make our campus safe.
C. If you are experiencing or observing an immediate threatening or violent situation, you are responsible for alerting local enforcement as soon as you are able. Delaying your report may unnecessarily allow the behavior to continue, harm your own well-being, or jeopardize the investigation due to the passage of time, fading memories, or departure of witnesses.

As a member of the College community, you are also encouraged to report other behavior that is unusual or threatening even if you do not perceive the risk as immediately dangerous or imminent. To report other concerns that may not pose immediate threats, call Methodist College Safety at (309) 672-4500 or complete non-emergency form.

If you have concerns over the conduct of a student, employee or visitor on campus, contact one:

A. Campus Safety for immediate and general concerns
B. The HR Manager for concerns related to employees

C. The Director of Operations for concerns related to students
D. In all cases, be sure to communicate that you feel the behavior involves violence or a violation of the College Violence Policy. Safety concerns should be reported verbally in emergent cases where time is of the essence. Less urgent concerns should be communicated via email or a formal written letter.
E. If a director/dean receives a complaint that the College Violence Policy has been violated, the director/dean is responsible for informing the College Chancellor. The director/dean should also coordinate with Methodist College Human Resources or the Dean of Student Experience as appropriate to make sure the complaint is addressed. If disciplinary action against the accused is required, such action shall be taken in accordance with the applicable contract, policy, or handbook for that person's classification.

Do not ignore a potentially violent situation. On the other hand, do not unnecessarily put yourself at risk of danger – call 911.

After a violent situation occurs, the affected employees, students, or families may often face difficulties in resolving their feelings and concerns. As situations are assessed, the Critical Incident Response Team can facilitate group discussions or debriefing sessions as needed for the affected area to provide some understanding of and closure to the situation. The affected students may access the Methodist College student counselor and the affected employees may access the Employee Assistance Program.

If you have an order of protection or restraining order that covers you while you are on campus, you should provide a copy of the order to the Campus Safety and Human Resources Department

In some cases, it may be reasonable for the College to take interim measures or impose restrictions on contact with persons who may be subject to a threat of violence. In addition, the College may also revoke permission of persons violating this policy from remaining on campus.

Methodist College, as part of its annual communication on safety, will inform individuals of this plan and its related procedures and resources. The plan will be made available online and as part of the Annual Campus Crime and Security Report (www.methodistcol.edu). Notifications of the plan and testing will occur annually.

The College prohibits retaliation against persons who in good faith report violations of policy or cooperate in an investigation. The College also prohibits the filing of knowingly false or misleading reports and providing knowingly false or misleading information in an investigation. Discipline or other action can result from either of these acts of violation of policy.

Resources are available at:

A. **College Campus Safety:** (309) 672-4500
B. **Emergency Management Plan:** The purpose of the Methodist College Emergency Management Plan is to define the program to respond effectively to events that pose an immediate danger to the health and safety of students, staff, faculty, and visitors. The Emergency Plans consists of several procedures designed to respond to those situations most likely to disrupt the normal operations of the campus-sponsored activities and return

them to a normal status. Each response is designed to assure availability of resources for the continuation of student learning and collegiate business care during an emergency.

a. Scope: The Emergency Management Program is designed to assure appropriate, effective response to a variety of emergency situations that could affect the safety of students, Methodist patients, staff, faculty and visitors, or the environment of the College or within Carle Health or adversely impact the hospital's ability to provide healthcare services to the community. The program is also designed to assure compliance with applicable codes and regulations. For further scope information, see the Methodist College Response Guide via the college website.
b. Emergency Notification System: Campus Safety, the Chancellor, Executive Leadership Team or the Director of Operations will activate overhead paging in the event of an impending emergency. Campus Safety or designee will activate the School Cast system notifying the Methodist College community of the emergency.
c. Sexual Assault Prevention and Survivor Services: Methodist College is committed to maintaining an environment conducive to the continued intellectual and social development of its students. A campus community of mutual respect and concern is established through the active efforts of all its members. Methodist College maintains a proactive stance in the prevention of sexual assault/abuse and imposes strict sanctions against those found responsible for committing such acts. Sexual assault/abuse will not be tolerated. Victims of sexual assault/abuse will be provided the active support and intervention needed to support their continued progress on academic and career goals. Victims of sexual assault should contact the Title IX Coordinator. Information is available on the website.

The College is committed to:

A. Providing educational programs which promote awareness of sexual assault/abuse and target prevention of such acts.
B. Informing students of available services both within the College and surrounding community and facilitating their decision-making in regard to recovery needs.
C. Encouraging and assisting in the reporting of sexual assault/abuse to the appropriate law enforcement authority.
D. Upon request, reviewing available options for modifying academic environments and implementing modifications if such modifications are reasonably available.
E. Ensuring the confidentiality of an individual's status as a survivor of sexual assault/abuse.

The Critical Incident Response Team is made up of the Chancellor, Leadership Team, and Chief of Campus Safety. Methodist College has a values-based commitment to creating an optimal learning environment for all Methodist College students as well as a safe working environment for all employees. These values include providing a supportive environment of a small- college experience.

The Critical incident Response Team serves as a coordinating entity in responding to critical incidents affecting students, employees, and guests. The Team assists local emergency agencies with their response to critical incidents affecting students, employees and guests. The team assists in the restoration of operations of the college following a critical incident.

A critical incident is an adverse event that causes or has the potential to cause harm to an individual student, group of students, or the College and requires immediate response from Campus Safety. The following are incidents to which they will respond:

A. Death of a student (on campus)
B. Fire/explosion or significant damage to property affecting students
C. Communicable disease
D. Life threatening injury or illness of a student (on campus)
E. Missing person (student)
F. Sexual assault (student)
G. Natural disaster affecting students
H. Methodist College recognizes that the above list may not cover all situations that warrant intervention.

The O.A.S.I.S is the primary resource for the students at Methodist College.

A. Counseling: Offering individual, group, and couples counseling to currently enrolled students at the College. Violence prevention aspects of this work include assessments of risk of self-harm (suicide) as well as harm to others.
B. Outreach: Several aspects include programming and outreach to address concerns of violence prevention.

The following Federal and State laws provide regulatory compliance regarding issues of campus safety and violence at public institutions of higher education:

A. The Federal Student Right to Know and Campus Security Act (Clery)
B. Federal Safety and Drug Free Schools and Communities Act
C. Federal Drug Free Workplace Act of 1988
D. Higher Education Act of 1998 Higher Education Opportunity Act 2008
E. Uniform Crime Reporting (Both State and Federal)
F. Federal and State Alcohol, Drug and Weapon Laws
G. Illinois Campus Security Act Illinois Campus Security Enhancement Act 2008
H. Illinois Victims of Trafficking and Violence Prevention Act of 2000 (Sex Offender)
I. Illinois Education Sexual Assault Awareness Act
J. Illinois Mental Health and Developmental Disabilities and Confidentiality Act

Cyberbullying

The use against any person of any mental, physical, written, or verbal abuse that threatens, or is perceived as threatening or endangers health, safety, and wellness, or promotes hatred or prejudice towards others is prohibited.

Violations will be addressed according to the student handbook, employee handbook, and current policy. Student violations will be addressed through the student conduct policy. Any employee or student violating the college harassment or other forms of harassment policy will be addressed through Title IX. All cyber-bullying reports will be viewed seriously, and consequences confirmed acts will be dealt with according to Conduct Policy.

Missing Residential Student Notification

Methodist College complies with the Higher Education Act of 2008, as amended on October 29th, 2009, to enact proper notification processes if a residential student is suspected to be missing.

A residential student will be considered missing if a roommate, classmate, faculty member, staff member, friend, family member or other campus person has not seen or heard from the person in a reasonable amount of time. **In general, a reasonable amount of time is 24 hours or more** but may vary with the time of day and information available regarding the missing person daily schedule, habits, and reliability. Individuals will also be considered missing immediately if their absence has occurred under circumstances that are suspicious or cause concerns for their safety, such as if a student has expressed suicidal thoughts or may be in a life-threatening situation.

Designation of Emergency Contact Information

*Students aged 18 and above and emancipated minors**

Students will be given an opportunity to designate an individual to be contacted by the college after the time that a student is suspected to be missing. The name of this contact person will be confidential and may be different than the designated emergency contact. The designation will remain in effect until changed or revoked by the student.

*Emancipated minors are those students under the age of 18 who have been legally granted adult status.

Students under the age of 18 and not emancipated

If a residential student under the age of 18 is suspected to be missing, the college is required by Federal Law to notify a custodial parent or guardian no more than 24 hours after the student is determined to be missing.

Missing Residential Student Procedure

A. Any individual at Methodist College who has information that a residential student may be a missing person must notify Methodist Campus Safety immediately at 309-672-4500
B. Campus Safety will begin an immediate investigation and gather all essential information about the missing student from the reporting person, the student's acquaintances, and from the college and official college employee's information sources. Such information will include, but not be limited to, the following:
    a. Physical description of the missing person, including the clothes that were last worn
    b. Student's cell phone number (if known)
    c. Where the student might be, who the student might be with, vehicle description
    d. Information about the physical and emotional well-being of the student
    e. A class schedule, when last attended class
C. Appropriate employees including the Chancellor's Office; the Vice President of Operations and Student Services; the Chief of Campus Safety; the Executive Assistant to the Chancellor/Board Communications Coordinator; and others deemed appropriate will be notified to aid in the search and location of the student.

D. The Chief of Campus Safety, or designee, will attempt to contact the student. Contact with the student will be attempted using the following means:
   a. Calling the student's cell phone
   b. E-mailing the student
   c. Entering the student's residence hall room
   d. Contacting the student's emergency contact
   e. Talking to roommates, friends, faculty and staff E. A person shall be determined to be missing if:
   a. Search efforts are unsuccessful in locating the student in a reasonable amount of time, OR
   b. It is apparent immediately that the student is a missing person (e.g., witnessed abduction); OR
   c. It has been determined that the student has been missing for more than 24 hours

F. No later than 24 hours after determining the student to be missing, Campus Safety will notify other law enforcement agencies to report the student as a missing person.

G. No later than 24 hours after determining that a student is missing, the Chief of Campus Safety or his/her designee will notify the confidential contact previously identified by the student (for students 18 and over) or the custodial parent/guardian (for students under the age of 18 and advise that the student is believed to be missing.

<u>College Closure Due to Inclement Weather</u>

Methodist College will remain open during inclement weather unless conditions are such that most students, faculty, and staff are likely to be unable to traverse city streets and other thoroughfares leading to the campus, or unless a power/fuel curtailment to the College causes a critical shortage of energy. Methodist College encourages all faculty, staff, and students to use good judgment and exercise caution when deciding whether to travel on hazardous roadways in inclement weather.

There are three categories for weather conditions:

A. <u>Category I: Inclement Roads with Passable Roadways Surrounding the College</u> When roads are expected to be passable in the area surrounding the College, the College will remain open for normal operating hours, during which time all students, faculty, and staff are expected to be present to perform their normal work assignments. Roadways are not cleared in a consistent manner and weather is variable regarding icing and snowfall. Therefore, any person who believes his/her well-being would be placed in jeopardy by driving from their location is encouraged to exercise good judgement.

B. <u>Category II: Early Closure or Delayed Opening</u>
   If road conditions early in the day are hazardous but are expected to improve by late morning, campus opening may be delayed. Conversely, if road conditions are expected to deteriorate in the evening, the campus may be closed early in accordance with conditions and predictions.

C. <u>Category III: Campus Closure</u>
   If roads in the area surrounding the College are not passable, the college will be closed. In this event, all on-campus classes will be cancelled, and all offices will be closed.

The official decision to close will be made by the Chancellor in consultation with the Methodist College Chief of Campus Safety. The Chancellor will immediately notify the Dean of Academic Affairs when a decision is made to close the campus or delay opening. The Dean of Academic Affairs will notify the news media, including WEEK (NBC) WMBD (CBS), WHOI (ABC) and 1470 WMBD radio, as well as post the announcement on Methodist College social media. The Chief of Campus Safety will send out the announcement through School Cast and through the **pia_mc_everyone@methodistcol.edu** email address.

If the College plans to close offices and suspend classes, all area television and radio stations will be notified the previous evening or no later than 6:00 a.m. of the day in question. The exact period of closing or delay in opening will be specified. The College will be open for business as usual if
Methodist College is not on the news media's list of schools and businesses to be closed. The College will post decisions regarding the closing or delayed opening on the website at www.methodistcol.edu.

The Chief of Campus Safety will activate School Cast to notify all students, faculty, and staff of the campus closure or delayed opening.

Tornado Warning

Methodist College has a planned procedure to follow in the event of a tornado watch/warning to aid in the protection of employees, students, guests, and property.

Tornado Watch
When conditions are favorable for severe weather to develop, a severe thunderstorm or tornado watch is issued by the National Weather Service in Lincoln, Illinois. Local radio and/or television stations will issue the watch notification for specific central Illinois counties. The internal notification of a watch should be implemented when Peoria County and/or any surrounding counties are designated as “watch areas”.

If a tornado watch is issued the following procedures will be followed for the Methodist College building and Prairie Sky Apartments:

A. Listen to local radio and TV stations for further updates if available
B. Be alert to changing weather conditions
C. Stay alert for additional announcements

Tornado Warning
A tornado warning is announced by the National Weather Service when a tornado has been sighted or indicated by weather radar for Peoria County and/or any surrounding counties. Tornadoes travel at the average of 30 miles per hour and usually move from southwest to northeast counties, but their direction of travel can be erratic and may change suddenly. Most tornadoes occur during the mid-afternoon or early evening (3:00 pm – 7:00 pm) but can originate at any time with little warning from the Peoria Weather Bureau. If a tornado warning is announced, students and staff

should be prepared to take appropriate steps listed below. Tornado Warning Announcement Determination: A tornado warning will be announced to designated Methodist College employees and residents of the college when the City of Peoria Emergency Civil Defense Sirens are activated, or a tornado warning is issued for county of Peoria and the tornado is within a ten (10) mile radius of the City of Peoria and moving in the direction of Methodist College.

If a tornado warning is issued the following procedures will be followed:

A. Campus Safety will monitor weather alerts by radio and alerts received on weather apps on their cellular phone and will make an announcement on the college P.A. system for everyone to go to the tornado refuge areas.
B. Campus Safety will also issue a message on School Cast to all employees and students advising them of the tornado warning for the campus.
C. Methodist College Chancellor, Leadership Team, or the Director of Operations may also announce a tornado warning over the P.A. system.
D. Relocation: Tornado warnings will only be announced within Methodist College when there is a real, direct risk of the potential for loss of life, property, or damage to the building and individuals located on campus. Therefore, it is imperative that all efforts be made to relocate.
    a. In the Methodist College Building:
        i. Close all doors of rooms with exterior exposed windows. ii. Employees/students should quickly move to the designated tornado refuge areas.
        iii. Employees/students should encourage all visitors to move to a safe area and direct them to the tornado refuge areas.
    b. In the Prairie Sky Apartments:
        i. All occupants are to go to the first-floor commons until Campus Safety have given the “all clear”.
        ii. If the RAs are present, they will assist in getting all occupants to the appropriate areas.

All Clear: Methodist College employees and students should continue to monitor the weather conditions in the tornado refuge areas until the “all clear” given. Once the threat or warning has been deemed expired by the National Weather Service, Campus Safety will issue an all-clear announcement.

Student Alcohol and Drug-Free Policy

Methodist College is committed to zero tolerance towards substance abuse. Substance abuse includes illegal or controlled substances, alcohol, prescription drugs and over-the-counter medications.

Methodist College is committed to assist in the prevention, identification and resolution of drug and alcohol related problems. As part of our commitment to a drug-free environment, students will be tested in the following circumstances:

A. After admission to Methodist College
B. When substance use is suspected

Methodist College has a zero-tolerance policy regarding substance abuse. Immediate dismissal will result if any student violates the Drug-Free Policy.

It is the responsibility of each student to report to Methodist College and perform assignments in a safe and appropriate manner. Students performing in an unsafe manner, and/or whose behaviors are suspect, may be subject to an assessment by a health care provider. For purposes of the policy, an assessment may include but not be limited to a drug or alcohol screen, medical or mental assessment, and/or rehabilitation.

Actions and/or patterns of a behavior that may warrant an assessment include without limitation:

A. Sudden changes in work performance
B. Violation of safety policies
C. Repeatedly not following work direction
D. Disorientation
E. Personality changes
F. Behavior problems
G. Drowsiness
H. Slurred speech
I. Staggered gait
J. Glassy eyes
K. Unsafe practices
L. Smell of alcohol
M. Smell of marijuana
N. Frequent absences

Any faculty or staff member who identifies behavior similar or consistent with the examples given above has the responsibility to confront the student with their suspicions. If there is a suspected violation of the drug-free policy, the faculty or staff member will notify the Director of Operations, if it occurs in the residence halls or in relation to student activities, or the appropriate academic Dean or Chair, if it occurs in a classroom, clinical or lab.

When notified of suspicion of a drug-free policy violation, the notified Dean or Chair shall investigate and determine if further evaluation is warranted. If warranted, the dean will

coordinate with Campus Safety to arrange to transport the student to a Methodist Medical Center of Illinois (MMCI) Emergency Department (Methodist, Proctor or Pekin) if the student is on one of the
MMCI or college campuses. If the student is at another clinical site, the Dean will coordinate with the appropriate clinical supervisor to arrange transportation to one of the MMCI Emergency departments.

The Emergency Department will conduct an assessment for substance abuse and may refer the student to his/her primary health care provider for further evaluation. The student is responsible for payment of any cost incurred.

Failure to participate in an assessment at the request of Methodist College faculty or staff may result in dismissal from the college.

If the substance abuse assessment returns a positive result, the student shall be processed for suspension under the Student Code of Conduct.

Students who are dismissed are not eligible for readmission to the program for a minimum of one year. For readmission, students must comply with all provisions of the readmission policy in force at the time readmission is requested

The Drug-Free Policy applies to students anytime they are attending classes or utilizing facilities at Methodist College (i.e., Computer Lab use, Library, Simulation Center, Clinical Practice Center), MMCI or other clinical sites; or when participating in Methodist College sponsored activities.

Students attending College classes, clinical activities or other activities as described in the paragraph above shall not report under the influence of alcohol as alcohol is medically considered a drug.

Students who are using prescription medications, as prescribed by a licensed health care provider or over-the-counter medication, as directed on the packaging, for the medical conditions for which they are intended will not be in violation of this policy.

However, students who are using such substances in an abusive manner will be subject to this policy. Regardless, each student is requested to advise his/her instructor or clinical supervisors when he or she recognizes that the use of a non-prescription drug or a prescription drug may affect his or her ability to fulfill student responsibilities. The instructor or clinical supervisor shall decide whether the student can participate in the activity.

To follow the Drug Free Schools and Communities Act (DFCSA), this policy will be sent to all students annually.

The abuse of alcohol and drugs can have a dramatic impact on professional, academic, and family life. The college, therefore, encourages members of the community who may be having trouble with drugs or alcohol to seek help:

A. Students: Counseling Services at counseling @methodistcol.edu
B. Community agency:
    a. Illinois Institute for Addiction and Recovery Proctor Hospital
       (309) 691-1055 or (800) 522-3784
    b. Biennial Review

This policy will be updated and distributed to the students each year via NetLearning. All new students will sign the student responsibility statement stating that they are responsible for the information in the Student Handbook which is linked on the form before they attend their scheduled orientation session.

Nicotine-Free Environment

Methodist College is committed to the promotion of health through the treatment and prevention of disease, and for providing a safe and healthy environment for all constituents. Consistent with this commitment, Methodist College recognizes the adverse health effects of tobacco products and second-hand tobacco smoke. For these reasons, the use of tobacco products in any form (i.e., cigarettes, chewing tobacco, snuff, pipes, electronic cigarettes or other related electronic devices, etc.) is prohibited by Methodist College property. This includes land, buildings, parking lots, leased spaces; Methodist College-owned vehicles, and privately owned vehicles on Methodist College property.

All constituents are expected to be good neighbors to those property owners adjacent to us. Do not trespass on their property or loiter on the sidewalks near their homes or businesses.

This policy applies to all students as well as staff, faculty, and visitors. Employees who violate this policy will be subject to corrective action up to and including termination. Students who violate this policy will go through the Student Code of Conduct.