

Adler University Student Handbook 2016 – 2017

Provided by the Office of Student Affairs

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WELCOME TO ADLER UNIVERSITY!

The ***Adler University Student Handbook*** and the ***Adler University Catalog*** provide students with important information and serve as references to guide students through the policies and procedures of Adler University. The most current version of these documents can be found online in the Adler Connect Portal. The ***Adler University Student Handbook*** is supplemented by other handbooks and documents covering topics such as practicum, the doctoral internship, the doctoral dissertation, the masters' thesis, and qualifying examinations. Students are encouraged to view these essential documents on the Adler Connect Portal.

This ***Adler University Student Handbook*** is meant as a guide only and does not serve as a contract between Adler University and its students. Adler University reserves the right to change the policies and procedures outlined in this handbook and to change the schedules, fees, and regulations affecting students. Students are responsible for familiarizing themselves with all policies and procedures set forth in this handbook, and with any updates posted on the Adler Connect Portal.

SECTION I: FEDERAL OR NATIONAL POLICIES

ORGANIZATION AND GOVERNANCE

Adler University is a private, independent, nonprofit institution of higher education. The University is incorporated in and operates under the provisions of the State of Illinois General Not-For-Profit Corporation Act and is declared a 501(c)(3) tax-exempt organization by the U.S. Department of the Treasury. The University is extra-provincially registered under the laws of British Columbia as Adler University.

RIGHTS RESERVED

The catalog and its contents are not to be construed as a binding contract between Adler University and the student. The catalog presents the offerings and requirements in effect at the time of publication. Adler University may amend, without prior notice, the policies or procedures as stated in this catalog, Adler University handbooks, and other documents. These changes include, but are not limited to, changes in admission or academic requirements, rules, policies and procedures, tuition, fees, curricula, courses, course content, and graduation requirements. Changes to Adler University's policies, procedures, and requirements affect all students who have not yet graduated. Clarification of matters contained in this catalog or institutional handbooks can be obtained from the directors of the appropriate administrative or academic departments and offices. The University, while always working to communicate changes that affect its learning community, may make such changes as necessary and with or without advance notice. Degree and course offerings and requirements are continually under examination, and revisions are expected.

Adler University reserves the right to refuse to admit or readmit any applicant. Adler University reserves the right to dismiss any student at any time who fails to give satisfactory evidence of academic or clinical ability, earnestness of purpose, acceptable student conduct, or active cooperation in all requirements for acceptable program completion.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, sets forth requirements regarding the privacy of student records and affords students certain rights with respect to their education records. Although FERPA contains exceptions for the release of "directory information" without a student's prior written consent, students have the right to request that even such directory information be withheld from disclosure to third parties. Applicants who are not admitted to the University or who do not matriculate following admission have no right of access to their submitted education records.

Education records include any information or documentation that is recorded in any way, including records produced by handwriting, computer, email, audio, and video, among others. Educational records contain information directly related to a student, and are maintained by Adler University or any party acting on its behalf. Adler University does not maintain education records in one central office. Education records are maintained in the Office of the Registrar and in the respective academic program and department offices. Other education records are maintained in Financial Aid (financial aid information), Student Accounts (financial account payment information), Student Affairs, the Office of Community Engagement, the Training Department, and other offices. Questions regarding individual student records should be directed to the appropriate department.

Adler does not release copies of students' transcripts from other institutions. Students are encouraged to contact their previous institutions for copies of their transcripts.

FERPA provides students the following rights:

- To inspect and review educational records by submitting a written request to the Office of the Registrar. Requests can take up to 45 days. Students should submit to the Office of the Registrar, Dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements 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 University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- To request the amendment of the student's educational records that the student believes are inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate. The student should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the University decides not to amend the record as requested by the student, the University 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.
- To consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent, such as directory information. One exception, which permits disclosure without consent, is disclosure to university officials with legitimate educational interests. A university official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff), or a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent). A university official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- Students who believe their privacy has been violated have the right to file a written grievance with the Office of the Registrar by following the procedures of the Grievance Appeal Policy posted online at adler.edu.
- Students are informed of their rights under FERPA each October by the Office of the Registrar. The annual FERPA notice is located on the Office of the Registrar page on Adler Connect. For the annual notice please go to <https://connect.adler.edu/studentservices/registrar>.

Given the restrictions of FERPA, Adler University faculty and staff and any entity acting on behalf of Adler University should assume that all students must provide written consent that follows the format specified in FERPA before any education records may be released to anyone other than the student. Information cannot be released to any third party, including a student's parents, relatives, and friends. Particularly sensitive information includes a student's Social Security number, race or ethnicity, gender, nationality, academic performance, disciplinary records, and grades.

Directory Information

Certain information classified by Adler University as “directory information” may be disclosed to the public at the discretion of the appropriate Adler University representative without obtaining the student’s permission. The items classified as directory information include:

- student’s full name
- local and permanent addresses
- local and permanent phone numbers
- Adler University email address
- date and place of birth
- major and minor field(s) of study, including the college, division, department, or program in which the student is enrolled
- dates of attendance and graduation, and degrees received
- previous colleges/universities attended
- degrees earned at previous colleges/universities

Adler University reserves the right to ask for additional information, such as a written release from a student, before releasing directory information.

Students may restrict the release of any item of information considered directory information by submitting a written request via their Adler University email account to their campus’s Office of the Registrar. The decision to restrict directory information will apply to all requests for directory information from within and outside Adler University, including prospective employers. These restrictions will remain in effect until the Office of the Registrar is informed in writing to remove the restrictions.

Commencement/Graduation Activities

The Degree Completion and Graduation Application signals that a student is nearing completion of their degree program. By signing the Degree Completion and Graduation Application, the student is giving permission to the University to print the following information in any Adler University graduation program and/or announce this information at any Adler University commencement ceremony: the student’s name, the Adler degree, and the student’s major.

If a restriction on directory information request was previously submitted, the student’s signature and/or submission of the Degree Completion and Graduation Application temporarily releases (for graduation ceremony/program purposes only) the directory information restrictions enacted by the student so that the information can be published in any Adler University graduation program and/or announced at any Adler University commencement ceremony. In addition, the student’s signature permits Adler University to release the student’s name and address to the external photography vendor with whom Adler contracts, and to have the vendor place graduation photographs of the student on its website. The recording of the graduation ceremony could also appear on the Adler University website and/or social media sites including but not limited to YouTube, Twitter, and Facebook.

If there are questions about how the information will be used for graduation or commencement purposes, please speak with the Office of the Registrar before signing and submitting the Degree Completion and Graduation Application.

Deceased Student Records

Adler University does not permit the release of education record information of a deceased student unless required by law and/or authorized by the executor of the deceased student's estate, or parents, or next of kin, if an executor has not been appointed. Inquiries regarding this policy should be made to the Office of the Registrar.

Mailing Lists

Adler University does not release the names, addresses, phone numbers, or email addresses of its current or former students as mailing lists unless required to by law (i.e., the Solomon Amendment).

Additional Questions

The Office of the Registrar is the compliance office for FERPA at Adler University. If there are additional questions, please contact your campus office of the Registrar.

PERSONAL INFORMATION PROTECTION ACT (PIPA)—VANCOUVER CAMPUS

British Columbia's Personal Information Protection Act (PIPA) sets out the rules for how private sector and nonprofit organizations, such as Adler University, may collect, use, or disclose information about its students.

Adler University collects relevant personal information about its students and has processes in place to protect the privacy of these records. Student records will not be disclosed to a third party unless the student has given written consent or the request qualifies as a legal exception. To release their information to a third party, students must complete and submit the FERPA – PIPA document release form online at adler.edu.

Students have access to their academic file through the Office of the Registrar. Students who wish to see the contents of their academic file should submit a written request to the Office of the Registrar. The Office of the Registrar can take up to 30 days to respond to a student request. Students can submit correspondence to be filed in their academic file to the Office of the Registrar.

Students who believe that their privacy rights have been violated have the right to file a written complaint to the University Commissioner. The designated University commissioner is the Vancouver Campus Dean. The commissioner can conduct an investigation and will respond to the complaint in writing. For questions about confidentiality of records and privacy of students, please contact the Dean of the Vancouver Campus at 604.482.5510. If the concern is not resolved with the University Commissioner, students can contact the Office of the Information and Privacy Commissioner for British Columbia at info@oipc.bc.ca.

STUDENTS WITH DISABILITIES

It is the policy of Adler University to offer reasonable accommodations to students with qualified disabilities, in accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 and the B.C. Human Rights Code. If a student with a disability wishes to receive accommodations in order to participate in the courses, programs, or activities offered by the University, the student may request accommodations by contacting the associate vice president of student affairs. The use of these services is voluntary and confidential. Students must request accommodation prior to the implementation of needed accommodation. Accommodations cannot be applied retroactively.

Any student with an appropriately documented disability, including psychological, medical, physical, visual, hearing, and learning disabilities (including ADHD/ADD), is eligible for reasonable accommodations. Faculty should direct all students with inquiries or concerns regarding disabilities or accommodations to the Office of Student Affairs, which will work directly with the student to develop a reasonable accommodation plan. The Office of Student Affairs will also work with any faculty regarding the provision of reasonable accommodations to students with documented disabilities. Students seeking accommodations on the Vancouver Campus should contact the Manager of Student and Alumni Services.

DIVERSITY

Celebrating the richness of human diversity is at the heart of Adler University's commitment to social responsibility and is reflected in the content of our curricula and makeup of our community. Apparent differences in race, ethnicity, language, religion, values, beliefs, abilities, class, sexuality, gender, and age are woven into the fabric of excellence at Adler University. At every level of our organization, we invite and embrace diversity of faculty, staff, students, sponsors, trustees, vendors, and our wide range of business partners.

The curricula for all programs provide the opportunity for students to acquire knowledge, skills, and values related to individual and group diversity. Field placements for clinical training are available in areas where the clientele is partly or primarily from traditionally underserved communities.

Recruitment and retention of a diverse student body is important to prepare students to enter a world in which the understanding of individual and cultural diversity is essential for peace and progress. Student organizations provide support and fellowship for members of diverse and marginalized groups. Our commitment to honoring diversity is not only a concept, it is practiced.

ACTIVE MILITARY DUTY

Adler University will promptly readmit a service member returning from active duty, with the same academic status and enrollment status, to the same program to which he or she was last admitted. (If that exact program is no longer offered, the student will be admitted to the program that is most similar to the former program, unless the student requests or agrees to admission to a different program.) The student will be readmitted with the same number of credit hours completed previously (unless the student is readmitted to a different program to which the completed credit hours or clock hours are not transferable).

A student going on a military leave must give advance electronic or written notice of service to the University, and to be readmitted, a student must provide proper documentation as listed in 34 CFR 668.18(g). For the Active Duty Military readmission policy to apply, the cumulative length of the absence and of all previous absences from Adler by reason of service cannot exceed five years. A student must apply for readmission not later than three years after the completion of the period of service (unless a student is hospitalized and recovering from injuries suffered during service). Adler is not required to readmit a student, after undertaking reasonable efforts, if it determines that the student is not prepared to resume the program at the point where he or she left off.

When a student is readmitted to the same program, for the first academic year in which he or she returns, the student is assessed the tuition and fee charges that he or she was or would have been assessed for the academic year during which he or she left the University. However, if his/her veterans' education benefits or other service

member education benefits will pay the higher tuition and fee charges that other students in the program are paying for the year, Adler will assess those fees as well.

POLITICAL ACTIVITY- 501(C)(3) POLICY

General Policy

Adler University's status as a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code prohibits it from participating or intervening in any political campaign on behalf of (or in opposition to) any candidate for public office. Political intervention includes not only making financial contributions but also the publication or distribution of written or oral statements on behalf of or in opposition to a particular candidate.

Despite this policy faculty, staff and students are free to express their individual and collective political views, provided they understand and make clear that they are not speaking for or in the name of Adler University. Faculty and staff may take part in partisan political activities freely on their own time, but they must not do so at the expense of their regular responsibilities to the University and its students.

Policy for University Events

The University's name, or those of a University campus, or department may not be used on any documents to endorse or oppose any candidate for elective public office. This prohibition applies to any University entities supported in whole or part by University funds, such as registered student organizations.

Political forums, candidate speeches, and debates are allowed provided no candidate either directly or indirectly receives an endorsement, preference, or support from Adler. The following guidelines apply:

1. The agenda for the forum or debate should address a wide range of issues and be of significant interest to members of the Adler community.
2. A non-partisan individual should serve as moderator and ensure that all ground rules are followed.
3. The moderator should state, at the beginning and conclusion of the program, that the views expressed by the participants are their own and not those of the university, and that sponsorship of the forum is not intended as an endorsement of any particular candidate.
4. Participants should be allotted equal time in which to present their views and ideas. Selection criteria for participation must be non-partisan.
5. For a primary election, all candidates for nomination by the party being represented at the forum should be invited to participate.
6. Where a general election is the underlying contest for a forum or debate, a non-partisan candidate debate is permissible provided that at least two candidates are invited to participate, and the forum or debate does not promote or advance one candidate over another. Criteria for determining participation must be non-partisan.
7. Forums or debates limited to mainstream parties are permissible.
8. At the beginning of each political forum, candidate speech or debate, a representative of the sponsoring group or organization should deliver the following disclaimer: "This event is sponsored by _____. The use of Adler University facilities for this event does not constitute an endorsement by the University. Adler University does not endorse or oppose any candidate or organization in connection with this or any other political campaign or election."
9. Politicians and individuals associated with political causes may speak and participate in events if their participation is not political (such as a graduation speaker).
10. Voter education and registration activities are permissible so long as such activities are focused on increasing public understanding of the electoral process or encouraging participation in that process.

11. University events organized around political issues instead of political candidates may be allowed provided that Adler has a longstanding involvement with the issue and the event isn't timed to coincide with an election.

Policy for Student Organizations

Unlike Adler, recognized student organizations may use University facilities to host, sponsor and publicize an event on behalf of a single candidate provided organizations follow Adler procedure for reserving space and hosting an event.

Whenever a student organization hosts, sponsors, or publicizes an event on behalf of a political campaign or a political party, the sponsoring student organization must deliver a disclaimer explaining that the use of University facilities or resources for this event does not constitute an endorsement by the University, the views of those invited to speak on campus are the views of the speaker and not of the University, and that the University does not endorse or oppose any candidate or organization in connection with this or any other political campaign or election.

However, no student organization or individual may:

1. Use the name or seal of the University or any of its campuses on letters or other written materials intended for support of a political campaign on behalf of or in opposition to any candidate for public office, including the solicitation of funds for such purpose or activities.
2. Use University resources, for political campaigns or solicitation of endorsement of, or opposition to, candidates for public office.
3. Use University property for the placement of signs (including flyers, banners, posters, stickers, and chalking) of endorsement of, or opposition to, candidates for public office.
4. Host a campaign rally at University facilities.

Participation

As noted above, these policies are not intended to infringe in any way your individual right to support a particular candidate or participate in a political campaign. You remain entirely free to become involved in the election process as you choose, so long as you do so in a way that does not — either overtly or impliedly — involve Adler University.

TITLE IX OF THE HIGHER EDUCATION AMENDMENTS—CHICAGO AND ONLINE CAMPUSES

POLICY

It is the policy of Adler University that no person shall be the object of discrimination or harassment on the basis of race, color, creed, ancestry, ethnicity, religion, sex, gender, sexual orientation, national origin, age, marital status, parental status, family relationship status, physical or mental disability, pregnancy, childbirth, conditions related to pregnancy or childbirth, genetic information, citizenship status, military or veteran status—including unfavorable military discharge, record of arrest not leading to conviction, status as a victim of domestic violence, or other status protected by local, state, or federal law in its employment or its educational settings. The University is committed to maintaining an environment that is free of discrimination and harassment. In keeping with this commitment, we will not tolerate harassment of University employees, students, or others on site by anyone, including any supervisor, coworker, vendor, client, or student of the University or any third party. Adler University reserves the right to take actions that are consistent with its policies and procedures to deal with individuals found to have engaged in harassment, discrimination, and/or retaliation in violation of this policy.

PROHIBITED DISCRIMINATION

Examples of discrimination in violation of this policy include treating an employee, student, or other member of the University community differently in the terms and conditions of his or her employment or education, or making decisions about a person's employment, compensation, or education based upon a person's race, marital status, parental status, family relationship status, physical or mental disability, military status, or other protected status.

PROHIBITED HARASSMENT

Examples of harassment in violation of this policy include any behavior (verbal, written or physical) that has the intent, purpose, or can reasonably be expected to have the effect of abusing, intimidating, victimizing or demeaning a person based on any protected status identified by this policy or by law so as to interfere with the person's academic or professional performance or advancement, or which creates a hostile educational, working, or living environment for any person based on any protected status identified in this policy or law. Harassment includes (but is not limited to) name-calling, letters, jokes, e-mail, cartoons, graffiti, pictures, posters, gestures, ethnic slurs, racial epithets, and other conduct aimed at a particular individual or group of individuals.

SEXUAL HARASSMENT AND SEXUAL VIOLENCE POLICY

Adlerian psychology emphasizes the human need and ability to create positive social change and impact, and holds equality, civil rights, mutual respect, and the advancement of democracy as core values. The Adler University commitment to social justice embraces diverse perspectives and works to build and maintain bridges across social, economic, cultural, racial and political systems and empowers others to identify and address shared problems, foster the development of social equality, justice and respect through compassionate action throughout the Online community.

To this end, Adler University is committed to maintaining a diverse, respectful and safe campus environment where all members of the University community can work and learn together in an atmosphere free of discrimination, harassment, retaliation, sexual assault, sexual violence, sexual exploitation, and/or intimidation. In accordance with applicable federal, state, and local law, and University Policy, the University prohibits sexual harassment, sexual violence, sexual exploitation, and retaliation. As used in this Policy, "sexual violence" includes sexual assault, domestic violence, dating violence, and stalking.

Accordingly, the University will:

- Require reporting of violations of this Policy before they become severe or pervasive;
- Identify persons to whom violations of this Policy may be reported;
- Prohibit retaliation against individuals who make and/or report violations of this Policy;
- Ensure confidentiality to the extent possible consistent with the need to address and resolve alleged violations appropriately;
- Assure all members of the University community that each complaint will receive an adequate, reliable, and impartial investigation;
- Provide for appropriate remediation when applicable, and/or corrective action/discipline up to and including student dismissal and/or termination of employment.

This Policy applies to all Adler University employees, students, independent contractors, vendors, clients, job applicants, volunteers and/or participants in any University program or activity, guests and/or visitors, and any

other third party who conducts business with or supervises an Adler University employee and/or student. The University will investigate, remediate, and adjudicate any alleged suspected violations of this Policy that may occur in the context of an education program or activity, or that otherwise impact the University's work or learning environment, regardless of whether the alleged conduct occurred on campus or off campus. Although conduct prohibited by this Policy may also be prohibited by law, the University's policy, definition, and burden of proof may differ from Illinois criminal or civil law.

In addition, some misconduct can violate this Policy or other University policies without constituting a violation of law. A Complainant may seek resolution through the University's complaint process under this Policy, may pursue criminal action, may choose one but not the other, or may choose both. Neither law enforcement's determination whether or not to prosecute a Respondent, nor the outcome of any criminal prosecution, are determinative of whether sexual misconduct under this Policy has occurred. Proceedings under this Policy may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus. This Policy supplements the University's Employment Criteria and Equal Employment Opportunity Policy and Anti-Harassment Policy, which prohibits discrimination based on age, religion, race, color, gender, gender identity, sexual orientation, national origin, ancestry, marital status, physical or mental disability, military status (including unfavorable discharge from the military), and any other category protected by federal, state, or local law. For more information about the conduct prohibited by the Anti-Harassment Policy, please see the Student Handbook on the Student Affairs page on Adler Connect (<https://connect.adler.edu/studentservices/studentaffairs>) for the student policy. For the employee policy, please see the Adler Employee Handbook on the Human Resources page on Adler Connect (<https://connect.adler.edu/campuslife/hr/Pages/default.aspx>).

A. Applicable Federal Law

This Policy supplements the general policy statement set forth above and addresses the requirements of Title IX of the Education Amendments of 1972 ("Title IX"). Title IX is a federal law that prohibits sex discrimination in federally funded education programs and activities. Title IX states as follows:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Discrimination on the basis of sex (i.e., sex discrimination) includes sexual harassment and sexual misconduct. Sexual misconduct, in turn, includes sexual assault and sexual violence. In addition, the Violence Against Women Reauthorization Act of 2013 requires colleges and universities to have particular policy statements and offer educational programming regarding domestic violence, dating violence, sexual assault, and stalking. Other federal, state, and local laws may also apply to conduct prohibited by this Policy.

B. Title IX Coordinator

Members of the University community may obtain information about resources relating to sexual harassment and sexual violence from the University's Title IX Coordinator. The Title IX Coordinator is responsible for implementing and monitoring Title IX Compliance on behalf of the University. This includes coordination of training, education, communications, and administration of the complaint and grievance procedures for the handling of suspected or alleged violations of this Policy.

The University's Title IX Coordinator is:

Susan Yasecko
 Associate Vice President of Human Resources
 Adler University
 17 North Dearborn Street
 Chicago, IL 60602
 Office location: 16-204
 Phone: 312.662.4415
 Email: syasecko@adler.edu

C. Options for Immediate Assistance Following an Incident of Sexual Violence

As explained in Sections I and K of this Policy, victims of sexual violence have multiple options for reporting sexual violence, as well as options for confidential support and other assistance. In the event that you have experienced an act of sexual violence and need emergency assistance, please immediately get to a place of safety. Emergency assistance can be obtained from the local police by dialing 911, or from local hospitals.

Downtown Chicago hospitals include:

- Northwestern Memorial Hospital (Emergency Department)
 250 E. Erie St, Chicago, IL 60611
 312.926.5188
- Rush University Medical Center (Department of Emergency Medicine)
 1653 W. Congress Parkway, Chicago, IL 60612
 312.942.5000
 888.352.RUSH (7874)

Going to an Illinois hospital for medical care after an incident of sexual violence does not obligate an individual to file a report with the University or the police.

- The Sexual Assault Survivors Emergency Treatment Act (SASETA) covers emergency room costs, including any medications received.
- If you so choose, the hospital can collect evidence using the Illinois State Police Evidence Collection Kit. Physical evidence can play an important role in the investigation or prosecution of criminal conduct or in obtaining an order of protection.

To maximize evidence collection:

- Do not shower or change clothes. Try not to urinate if possible.
- If oral contact took place, do not smoke, eat, drink, or brush teeth.
- If leaving from home, take extra clothes/shoes.

If an individual is uncertain regarding how to respond or wishes to be accompanied to seek medical care or to report to the police, he or she may call one of the advocates or resources listed in Section K of this Policy.

D. Definitions

1. Sexual Harassment

- a) Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature when:

- Submission to such conduct is explicitly or implicitly made a term or condition of academic participation or activity, educational advancement, or employment;
 - Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions that affect the individual;
 - Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance or limiting participation in University programs or activities;
 - The intent or effect of such conduct is to create an intimidating, hostile, or offensive academic or work environment.
- b) Whether conduct is sexual harassment does not depend on biological gender or gender identification of either the victim or the harasser. Sexual harassment also includes sexual violence, which consists of physical sexual acts (including, for example, sexual assault) that are perpetrated against a person's will or without a person's consent, or when a person is incapable of giving consent due to his or her age, family relation to the other person, the ingestion of drugs or alcohol, or the person's intellectual disability or other disability.
- c) Sexual harassment may occur in hierarchical relationships between peers or between individuals of the same sex or opposite sex. To determine whether the reported conduct constitutes sexual harassment, consideration shall be given to the record of the conduct as a whole and to the totality of the circumstances, including the context in which the conduct occurred.
- d) Depending on the particular circumstances, sexual harassment may include, but is not limited to, the following:
- Actual or attempted rape, sexual assault, sexual battery, or molestation, without consent or against another's will, whether achieved through force, threat, or intimidation or advantage gained by the aggrieved party's mental or physical incapacity or impairment.
 - Nonconsensual or forcible sexual touching.
 - Offering or implying an employment-related reward (such as a promotion, raise, or different work assignment) or an education-related reward (such as a better grade, a letter of recommendation, favorable treatment in the classroom, assistance in obtaining employment, grants or fellowships, or admission to any education program or activity) in exchange for sexual favors or submission to sexual conduct.
 - Threatening or taking a negative employment action (such as termination or demotion), and/or negative educational action (such as giving an unfair grade, withholding a letter of recommendation, or withholding assistance with any educational activity), or intentionally making the individual's job or academic work more difficult because submission to sexual conduct is rejected.
 - Unwelcome sexual advances, repeated propositions or requests for a sexual relationship to an individual who has previously indicated that such conduct is not wanted, unwelcome physical conduct of a sexual nature, or sexual gestures, noises, remarks, jokes, questions, images, online postings, graffiti, or comments about a person's sexuality that are so severe, persistent, or pervasive that they would reasonably be perceived as creating a hostile and/or abusive work or educational environment. A single incident involving severe misconduct may rise to the level of harassment.

- Speculation and discussion about an individual's sexual relations and/or orientation, where such speculation and discussion is so severe, persistent, or pervasive that it would reasonably be perceived as creating a hostile and/or abusive work or educational environment.

2. Hostile Environment Caused by Sexual Harassment

A "hostile environment" exists when sexual harassment is sufficiently serious to deny or limit the individual's ability to participate in or benefit from the University's programs or activities. A hostile environment can be created by anyone involved in the University's programs or activities (e.g., administrators, faculty members, students, and campus visitors). In order to create a hostile environment, the conduct must be unwelcome to the individual who was harassed, and a reasonable person in the individual's position would have perceived the conduct as undesirable or offensive. To make the ultimate determination of whether a hostile environment exists, the University considers a variety of factors related to the severity, persistence, or pervasiveness of the sex-based harassment, including: (1) the type, frequency, and duration of the conduct; (2) the identity and relationships of persons involved; (3) the number of individuals involved; (4) the location of the conduct and the context in which it occurred; and, (5) the degree to which the conduct affected one or more person's education or employment. In some circumstances a single instance of sexual assault may be sufficient to create a hostile environment.

3. Sexual Assault

"Sexual assault" is actual or attempted sexual contact with another person without that person's consent. Sexual assault includes physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. This includes rape, sexual assault, battery, and sexual coercion. Sexual assault may involve individuals who are known to one another or have an intimate and/or sexual relationship, or may involve individuals not known to one another. Examples include, but are not limited to:

- Having or attempting to have sexual intercourse with another individual without consent. Sexual intercourse includes vaginal or anal penetration, however slight, with a body part or object, or oral copulation by mouth-to-genital contact.
- Having or attempting to have sexual contact with another individual without consent. Sexual contact includes kissing, touching the intimate parts of another, causing the other to touch one's intimate parts, or disrobing of another without permission. Intimate parts may include the breasts, genitals, buttocks, mouth, or any other part of the body that is touched in a sexual manner.

4. Sexual Exploitation

"Sexual exploitation" occurs when a person takes nonconsensual or abusive sexual advantage of another for anyone's advantage or benefit other than the person being exploited, and that behavior does not otherwise constitute one of the preceding sexual misconduct offenses. Examples of behavior that could rise to the level of sexual exploitation include:

- Prostituting another person;
- Nonconsensual visual (e.g., video, photograph) or audio-recording of sexual activity;
- Nonconsensual distribution of photos, other images, or information of an individual's sexual activity, intimate body parts, or nakedness, with the intent to or having the effect of embarrassing an individual who is the subject of such images or information;
- Exceeding the boundaries of consent;

- Engaging in nonconsensual voyeurism;
- Knowingly transmitting an STI, such as HIV, to another without disclosing your STI status;
- Exposing one's genitals in nonconsensual circumstances, or inducing another to expose his or her genitals;
- Possessing, distributing, viewing, or forcing others to view illegal pornography.

5. Domestic Violence

"Domestic violence" includes felony or misdemeanor crimes of violence committed by:

- a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common,
- a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,
- a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or
- any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

6. 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. The existence of such a relationship shall be determined based on a consideration of the following factors:

- The length of the relationship.
- The type of relationship.
- The frequency of interaction between the persons involved in the relationship.

7. Stalking

"Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- fear for his or her safety or the safety of others; or
- suffer substantial emotional distress.

E. Retaliation

This Policy prohibits retaliation against or intimidation of any person who reports a violation of this Policy, assists someone with a report, or participates in any manner in an investigation or resolution of a sexual harassment or sexual violence report. The University recognizes that retaliation can take many forms, may be committed by an individual or a group against an individual or a group, and that a Respondent, Complainant, or third party can be the subject of retaliation. The University will take immediate and responsive action to any report of retaliation and may pursue disciplinary action as appropriate.

F. Consent

"Consent" must be knowing, voluntary, and mutual, and can be withdrawn at any time. There is no consent when there is force, expressed or implied, or when coercion, intimidation, threats, or duress are used. Silence or absence of resistance does not imply consent. Past consent to sexual activity with another person does not imply ongoing future consent with that person or consent to sexual activity with another person. If a person is mentally or physically incapacitated or impaired so that such person cannot understand the fact, nature, or

extent of the sexual situation, there is no consent; this includes impairment or incapacitation due to alcohol or drug consumption, or being asleep or unconscious.

G. Consensual Relationships

Relationships that are welcomed by both parties may not entail sexual harassment. Whether a relationship is in fact welcomed will be gauged according to the circumstances. Special risks are involved when one party, whether a faculty member, staff member, or student, is in a position to evaluate or exercise authority over the other. It is inappropriate for a faculty member, clinical supervisor, and/or teaching assistant to have a sexual relationship with a student who is currently in his/her course or is subject to his/her supervision or evaluation. It is similarly inappropriate for someone who has control over the educational success/scholarship status of a student and/or in a supervisory position to have a sexual relationship with an individual in a subordinate position.

Therefore, persons with direct supervisory or evaluative responsibilities who contemplate beginning or are involved in a sexual, romantic, or dating relationship, or who were recently involved in such a relationship, are required to promptly report the circumstances to his/her immediate supervisor, who will arrange for other appropriate supervision/ evaluation of the student/employee and take other actions as needed to address the potential conflict. Failure to fully comply with these requirements, or to comply in a timely manner, is a violation of this Policy, and the person in authority could be subject to disciplinary action, up to and including dismissal from employment by the University.

Even when both parties previously consented to a sexual relationship, a charge of sexual harassment may be based on subsequent unwelcome conduct. Members of the University community are cautioned that consensual relationships can entail abuse of authority, conflict of interest, or other adverse consequences that may be addressed through other pertinent policies and practices.

H. Reporting Violations of this Policy

1. Law Enforcement Reporting

Incidents involving sexual violence may be criminal in nature. Therefore, any member of the University community who is subjected to sexual violence on University property, at a University sponsored activity/program/event, or at a practicum site, is encouraged to dial 911 to contact the local law enforcement agency with jurisdiction. If a member of the University community wishes to file a criminal report, assistance can be obtained from the University. Victims of sexual violence may also decline to notify local law enforcement if they so choose. A victim who contacts the University for assistance may be accompanied by a University employee when making a report to law enforcement.

2. Campus Reporting

It is strongly encouraged that complaints be filed as soon as possible following the alleged incident(s), although the University will still investigate and address any alleged violation, regardless of when it is reported. The ability to investigate a complaint may be limited if the complaint is not made within a reasonable time period after the alleged incident(s). Any member of the University community may report conduct that may constitute a violation of this Policy to any supervisor, manager, or the University's Title IX Coordinator:

Susan Yasecko
Associate Vice President, Human Resources
Adler University
17 North Dearborn Street

Chicago, IL 60602
 Office location: 16-204
 Phone: 312.662.4415
 Email: syasecko@adler.edu

If filing the complaint with the University's Title IX Coordinator creates a conflict of interest, the complaint can be filed with the Associate Vice President, Student Affairs, who will report the complaint to the Vice President, Administration/ Leadership Team to determine if a conflict exists and to determine the need for an external investigator.

All reports of sexual violence directed to any employee of Adler University other than those designated as Confidential Resources under this Policy must be forwarded to the Title IX Coordinator immediately. Once the Title IX Coordinator receives the complaint, the Title IX Coordinator will contact the Complainant as soon as practical, and in any event within five (5) business days of the receipt of the complaint.

3. Amnesty Policy to Encourage Reporting

The University encourages the reporting of violations of this Policy, and recognizes that an individual who has been drinking or using drugs at the time of an incident of sexual misconduct may be hesitant to make a report because of potential disciplinary consequences. An individual who reports sexual misconduct will not be subject to disciplinary action by the University for personal consumption of alcohol or drugs at or near the time of the incident, provided that any such violations did not/do not endanger the health or well-being of any other individual. The University may, however, initiate an education discussion or pursue other education remedies regarding alcohol or other drugs.

4. Confidential Resources

All employees of the University are "responsible employees" under this Policy and are mandated to report any violations of this Policy. The University has also designated the members of its Board of Trustees as "responsible employees" who are mandated to report violations of this Policy. Any student and/or employee who needs assistance but does not wish to report to the University is encouraged to contact the resources listed in "Other Assistance for Victims of Sexual Violence" in Section K.

I. Requesting Accommodations and Protective Measures

A person who has experienced an incident of sexual violence or other conduct prohibited by this Policy may contact the Title IX Coordinator or the Associate Vice President of Student Affairs (contact information below) to obtain any appropriate interim measures or remedies to address his or her safety and well-being.

Susan Yasecko
 Associate VP, Human Resources
 Adler University
 17 N. Dearborn Street
 Chicago, IL 60602
 Office location: 16-204
 Phone: 312.662.4415
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Greg MacVarish
 Associate VP, Student Affairs
 Adler University
 17 N. Dearborn Street
 Chicago, IL 60602
 Office location: 15-227
 Phone: 312.662.4141
 Email: gmacvarish@adler.edu

Such remedies may include counseling services, no contact orders, provision of escorts, and residence modifications, along with academic and campus work accommodations. In addition, the University may, at its discretion, impose an interim suspension or leave of absence in cases where the University believes there is risk of harm to others. Any such interim steps will be taken in a manner that minimizes the burden on the Complainant to the extent possible.

J. Confidentiality

All Adler University employees and all members of the University's Board of Trustees are considered to be "responsible employees" and are required by this Policy to promptly report to the Title IX Coordinator if they become aware of any alleged incident of sexual assault, domestic violence, dating violence, or stalking.

In matters involving incidents of sexual assault, domestic violence, dating violence, or stalking, requests for confidentiality will be respected to the extent allowable under federal and state law, and information pertaining to such incidents will be treated with sensitivity and disseminated with care when it is necessary to do so for purposes of conducting an investigation or taking appropriate corrective action. However, the University reserves the right (as permitted or required by applicable law) to issue timely warnings and make other announcements to the University community when the University determines that there is a serious or continuing threat to members of the University community or that there is another significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees on the University's campus. Timely warnings do not include victim names or other identifying information about victims.

Under federal law, the University must report the occurrence of certain designated crimes that occur on campus or in certain other designated areas, including forcible and non-forcible sex offenses as defined by the federal government, in an annual security report that is submitted to the U.S. Department of Education. This annual security report does not include names or other personally identifiable information.

Upon request by the individual reporting the incident, the University may allow the report to be made anonymously or in confidence. The Title IX Coordinator will make a determination that balances the request for anonymity/confidentiality with its obligation to provide a safe and nondiscriminatory environment for all University members.

A request for complete confidentiality may limit the University's ability to investigate or to take disciplinary action.

Any manager, supervisor, or designated "responsible" employee who knew about an incident of sexual violence and took no action to report the prohibited act to the Title IX Coordinator may be subject to disciplinary action.

K. Other Assistance for Victims of Sexual Violence

Members of the University community may obtain information about resources relating to sexual violence from the University's Title IX Coordinator.

The University will provide victims of sexual violence with written notice about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, and other services, as well as options and available assistance for changing working situations, if requested, if reasonably available and regardless of whether reports are made to a University employee or local law enforcement.

Assistance and information relating to incidents involving sexual violence may also be obtained from these organizations not affiliated with the University:

- Employees eligible for benefits may contact the University's Employee Assistance Program (EAP) for immediate 24-hour confidential counseling assistance at 800.272.7255 or online at guidanceresources.com. Use Company Web ID: COM589.
- National Sexual Assault Hotline
800.656.HOPE
rainn.org/get-help/national-sexual-assault-hotline
- National Domestic Violence Hotline
800.799.7233
thehotline.org/blog/get-help-today/
- Chicago Rape Crisis Hotline
Rape Victim Advocates (RVA)
888.293.2080 (Chicago metropolitan area only)
rapevictimadvocates.org/
- Chicago Lakeshore Hospital Respond Hotline
Staffed by licensed clinicians who are LGBTQ competent
800.888.0560
- Center on Halsted LGBTQ Violence Resource Line
This is NOT a 24-hour hotline. Services are available from 9 a.m. to 5 p.m.
773.871.CARE (2273)
Violence-resource@centeronhalsted.org
- Chicagoland LGBTQ Services Directory
A comprehensive list of all services provided for the LGBTQ community, including advocacy, legal assistance, and health and mental health services
chicagolgbtservices.org/
- Chicago Domestic Violence Help Line
877.863.6338
- Crime Victims Assistance Line
800.228.3368
illinoisattorneygeneral.gov/victims/index.html

L. Investigation and Grievance Procedures

The University will promptly, thoroughly, and equitably investigate and resolve all alleged violations of this Policy.

1. Consultation and Interim Measures

Upon learning of an alleged violation of this Policy, the Title IX Coordinator or his/her designee will contact the Complainant for an initial meeting. During the consultation, the person alleging sexual harassment will be provided with a copy of this Policy, have an opportunity to ask questions and obtain information about reporting incidents, obtain interim relief, request disciplinary action, and obtain counseling, health and mental health assistance, and other services on campus and/or in the community. The Complainant will also be provided with written notice of his or her rights and options.

As noted above, the Title IX Coordinator will work with all parties involved in an alleged incident to undertake any appropriate interim measures to protect the safety of the campus community and will seek to provide remedies for the parties that address their safety and well-being. Such remedies may include counseling services, no contact orders, provision of escorts, and residence modifications, along with academic and campus work accommodations. In addition, the University may, at its discretion, impose an interim suspension or leave of absence in cases where the University believes there is risk of harm to others. Any such interim steps will be taken in a manner that minimizes the burden on the Complainant to the extent possible. All parties will be informed that the University prohibits any retaliation against parties involved in reporting or witnessing allegations of sexual violence or other violations and that retaliation is grounds for disciplinary action.

2. Investigation/Administrative Review

The Title IX Coordinator will designate a trained individual to investigate and, if necessary, provide a recommended resolution to the alleged violation. All persons investigating alleged violations of this Policy receive annual training on issues related to domestic violence, dating violence, sexual assault, and stalking, and on how to conduct an investigation that protects the safety of victims and promotes accountability. Any member of the University community who believes they have been sexually harassed may also skip the consultation and file a complaint against their alleged harasser by filing a complaint with the Title IX Coordinator. If filing the complaint with the Title IX Coordinator creates a conflict of interest, the complaint can be filed with the Associate Vice President, Student Affairs, who will report the complaint to the Vice President, Administration/Leadership Team to determine if a conflict exists and to determine the need for an external investigator.

To file a complaint, the Complainant will be asked to provide a signed statement containing a factual account of the alleged harassment. If the Complainant declines to provide a signed statement, a written summary of the Complainant's oral allegations may be prepared. After the complaint is filed, the Respondent will be provided a written summary of the material allegations.

The allegations will receive a prompt, thorough, reliable, and impartial investigation, typically within 30 days, and an effort will be made to fairly resolve the complaint. If extenuating circumstances require the process to extend beyond that time frame, the University will determine, in its discretion, if such circumstances exist and will notify the Complainant and Respondent of the reason for the extension.

A typical investigation may include interviewing the Complainant(s) and Respondent(s), interviewing other relevant witnesses, if any, and reviewing relevant documents, such as police reports or student and/or personnel files. In cases involving alleged sexual assault, domestic violence, dating violence, and stalking, both the Complainant and Respondent may bring an adviser of their choice to any investigatory and/or disciplinary meetings or proceedings. The adviser plays a support role only and may not participate in the proceedings except to consult privately with the party he or she accompanies.

Both the Respondent and Complainant will be provided with similar and timely opportunities to identify witnesses and provide evidence relevant to the complaint. The University will provide the parties with periodic updates as it deems appropriate regarding the status of the process.

At the conclusion of the investigation, the investigator will prepare a report summarizing the investigation, his or her factual findings, and the finding of whether a violation of this Policy occurred. If a violation occurred, the investigator will submit the report to the Vice President, Administration (students) or the Vice President, Finance and IT (employees), who will determine appropriate sanctions. The standard for determining whether or not a violation occurred is the “preponderance of the evidence” standard, i.e., whether it is more likely than not a violation occurred.

Both the Complainant and the Respondent will receive concurrent written notice of the outcome. In cases involving allegations of sexual assault, domestic violence, dating violence, or stalking, the notice will include the finding of whether or not a violation occurred, all sanctions imposed, and the rationale for the result and the sanctions.

3. Appeal Procedure

In cases involving allegations of sexual assault, domestic violence, dating violence, or stalking, both the Complainant and the Respondent have the right to submit an appeal. In cases that do not involve sexual assault, domestic violence, dating violence, or stalking, only the Respondent may appeal.

A party who wishes to appeal part or all of the outcome of the University’s investigation must submit a written appeal to the President of the University within ten (10) days of being notified of the outcome of the investigation. Appeals of either the decision or the sanctions may be filed on grounds of new, relevant, substantive information not available at the time of the hearing, alleged bias of the investigator or the Vice President, Administration (students) or Vice President, Finance and IT (employees), for significant and material procedural error, or a sanction that was excessively harsh or excessively lenient.

In cases involving allegations of sexual assault, domestic violence, dating violence, or stalking, the party who did not initiate the appeal will be provided with a copy of the written appeal and shall have ten (10) days to submit a rewritten response, if he or she so chooses. The President will review the investigator’s report, the outcome letters to the parties, and both parties’ written submissions, as well as any other information he/she deems relevant.

The President may affirm the outcome or sanctions, modify either or both, impose new sanctions and/or remedies, or may return the matter for further investigation. The President will issue a determination within fourteen (14) days after receiving both parties’ submissions, unless the President determines in his/her discretion that more time is required. Both parties will be notified concurrently in writing of the outcome of the appeal, including any changes to the determination of whether a violation occurred, the sanctions, or both. The decision of the President is final.

4. Sanctions/Corrective Actions and Remedial Measures

The recommendations and outcomes for corrective actions and/or sanctions are:

- Corrective actions—training, guidance, adjustment of supervisory or evaluative responsibilities, and measures to protect the health and safety.

- Sanctions—written reprimand, disciplinary probation, suspension, student dismissal, and/or termination of employment. The University reserves the right to pursue all legal options related to a violation of the Policy.

The University will also take remedial measures to prevent the recurrence of any violations of the Policy and to correct the discriminatory effects on the Complainant (and others, if appropriate). Such measures can include, but are not limited to, counseling services, no contact orders, provision of escorts, and residence modifications, along with academic and campus work accommodations, training, or other appropriate steps.

The University reserves the right to impose interim action(s) at any time, if doing so reasonably appears to protect a member of the University community. The University also reserves the right to extend the time frames in this Policy due to the complexity of the facts, the availability of witnesses, and other factors. In cases where the investigator is unable to complete his/her work within the time frames as stated in this Policy and believes substantial additional time will be required, both parties will be notified that further time is required. In no event will the Complainant in matters involving an alleged violation of the Policy that involves sex discrimination, sexual harassment, or other sexual misconduct be required to abide by a nondisclosure agreement that would prevent disclosure of the outcome. In instances where the University is unable to take disciplinary or other corrective action in response to a violation of this Policy because a Complainant insists on confidentiality or for some other reason, the University will nonetheless pursue other steps to limit the effects of the conduct at issue and prevent its recurrence.

M. False Claims/Allegations

A person who knowingly makes false allegations of sexual harassment, or who knowingly provides false information in a sexual harassment investigation or proceeding, may be subject to disciplinary action, up to and including termination of employment and/or student dismissal.

N. Records Maintenance

The University will maintain documentation and records regarding alleged violations of the Policy and their resolution in a manner that protects the confidentiality of the parties involved, complies with the Family Educational Rights and Privacy Act (FERPA), and, to the extent possible, excludes personally identifiable information of victims of domestic violence, dating violence, and stalking.

Any audio recording and evidence presented will be maintained by the Title IX Coordinator. If a student has been found responsible for violating the Policy, this finding remains a part of that student's conduct record.

O. Dissemination of the Policy, Educational Programs and Employee Training

As part of the University's commitment to providing a working and learning environment free from sexual harassment and sexual violence, this Policy will be disseminated to the University community through publications, websites, new employee orientation, student orientation, and other channels of communication. Information concerning training and educational programming in compliance with the Violence Against Women Act (VAWA) can be found by viewing the Campus Security and Crime Prevention Information report on the Facilities page on Adler Connect:

<https://connect.adler.edu/campuslife/facilities/Pages/default.aspx>.

The University has appointed individuals to oversee compliance with applicable federal, state, and local laws, including Title IX, as well as this Policy. The Title IX Coordinator will oversee dissemination of this Policy and any procedures to the University community.

The University will inform students, faculty, and staff about sexual harassment and the problems it causes. All members of the University community will be advised of their rights and responsibilities under this Policy and any related procedures. Preventative educational materials will be available to all members of the University community to promote compliance with this Policy. Annual employee training will be conducted on issues relating to sexual harassment and how to conduct investigations and hearings that protect the safety of victims and promote accountability. For more information regarding educational programs, employee training, and other efforts, please see the Campus Security and Crime Prevention Information report, which is located on the Facilities page on Adler Connect (<https://connect.adler.edu/campuslife/facilities/Pages/default.aspx>).

P. Academic Freedom

Nothing in this Policy limits academic freedom, as noted in the Faculty Handbook, Section IV: Faculty Rights, Duties and Responsibilities, which is essential to fulfilling the mission of the University. This Policy shall not be interpreted to abridge academic freedom.

All faculty members should be aware that they are “responsible employees” under this Policy and are required to report any known or suspected incidents of sexual violence to the Title IX Coordinator, even if such knowledge arises from class discussion, advising, or another academic context. Accordingly, in an academic setting, expression that is reasonably designed or reasonably intended to contribute to academic inquiry, education, or debate on issues of public concern shall not be construed as sexual harassment. Consistent with these academic freedom principles, no provision of this Policy shall be interpreted to prohibit conduct that is legitimately related to the course content, teaching methods, scholarship, or public commentary of an individual faculty member or the educational, political, artistic, or literary expression of students in classrooms and public forums.

Academic freedom and freedom of expression will be strongly considered in investigating complaints and reports of discrimination or harassment, but academic freedom and freedom of expression will not excuse behavior that constitutes a violation of the law or this Policy.

SECTION II: GENERAL INSTITUTIONAL POLICIES

ACCEPTABLE USE OF ELECTRONIC MAIL, THE INTERNET AND OTHER TECHNOLOGY

This policy outlines the acceptable use of the electronic communication tools owned, paid for, and/or operated by Adler.

Recent advances in electronic communications and information technologies present valuable opportunities for Adler. These technologies, when properly used, support our activities and enable us to better serve our students, staff, clients, and customers through closer and timelier communications and nearly instantaneous access to vast stores of information. In recognition of these benefits, Adler has made a substantial investment in its electronic communications and information systems. While Adler encourages the use of its systems, such use carries with it important responsibilities. The careless or inappropriate use of these systems can have dramatic consequences, harming Adler, the individual users of Adler's systems and others. This policy is intended to minimize the likelihood of such harm by educating users of Adler's electronic communication tools as to proper and improper usage of such tools and by setting forth the conditions that apply whenever Adler's electronic communication tools are being used.

This policy addresses the appropriate use of Adler's electronic "communication tools". These tools include, but are not limited to the following:

- Telephones, pagers, cellular phones and voicemail facilities;
- E-mail systems;
- Fax machines, modems and servers;
- Handheld devices, laptop and desktop computers;
- Software licensed to Adler; and
- All internal and external computer and communications networks (such as Internet browsers, commercial on-line services, e-mail systems) accessible directly or indirectly from Adler's computer network.

Conditions of Access

Access to Adler's communication tools is provided in conjunction with Adler's business and the job responsibilities of everyone working on behalf of Adler. All use of Adler's communication tools is subject to this policy and to other Adler policies and procedures that may be implicated by such use. Adler's communication tools also may be made available to individuals who are not employees of Adler (e.g., students, customers, temporary employees, vendors and subcontractors). Such individuals' use of Adler's communication tools is also governed by this policy.

Communication tools and the data created, entered, received, stored, or transmitted by Adler's communication tools, including electronic files and messages, are Adler property and are subject to inspection by the University at all times. E-mail messages and other electronic files belong to Adler. Use of Adler's communication tools is a privilege that may be revoked at any time. Anyone who uses or is granted access to such tools must comply with the provisions of this policy.

Acceptable Use

Adler's communication tools may be used to communicate internally with employees of Adler or externally with consultants, suppliers, vendors and other business relations and acquaintances. Adler provides electronic communication tools to facilitate business communications, enhance productivity and improve service. The Internet may be used for appropriate business uses such as: research, updates of business information or news, or for specifically approved projects.

As with the telephone, there may be occasion to use these facilities for appropriate personal purposes. Occasional, limited appropriate personal use of Adler's communication tools is permitted so long as it does not interfere with the performance of an employee's job and/or the transaction of Adler University business, consume significant resources or excessive time, give rise to more than nominal additional costs or interfere with the activities of other employees of Adler.

You have no expectation of privacy in connection with your use of Adler's electronic communication tools. By using these tools, you consent to monitoring of your use. All communications transmitted, received and/or stored using any of Adler's electronic communication tools are subject to being accessed and reviewed by Adler, regardless of the business or personal nature of the communication. Users should not assume that any such communications are private.

Unacceptable Use

Notwithstanding the limited personal use noted above, to further the goals of limiting liability and curbing unlawful or inappropriate behavior, the following uses of Adler's electronic communication tools are inappropriate in any context:

- Users should not monopolize Adler's electronic communication tools to the exclusion of others. Accordingly, activities such as sending mass e-mails or e-mails with large attachments that are not business-related, sending chain e-mails, spending excessive amounts of time on the Internet, engaging in online chat groups, printing multiple copies of documents or otherwise creating unnecessary network traffic are not allowed.
- Because audio, video and picture files require significant storage space, files of this sort should not be downloaded unless they are business-related.
- Users should not install any software products on or modify the operating characteristics of any computer system owned or operated by Adler without permission of the network administrator.
- In addition to the other restrictions and conditions discussed in this policy, Adler's communication tools shall not be used:
 - To engage in activities for personal financial gain (e.g., day trading, gambling);
 - To solicit others for activities or causes unrelated to the Adler's business;
 - To disseminate or publish any defamatory, discriminatory or obscene material;
 - To infringe, attempt to infringe or aid in any way in the infringement or attempted infringement on another person's or entity's intellectual property rights (e.g., copyrights);
 - To violate, attempt to violate or aid in any way in the violation or attempted violation of any applicable telecommunications license or any laws that govern transborder data flow (e.g., laws dealing with data collection, protection, privacy, confidentiality and security);
 - To violate, attempt to violate or aid in any way in the violation or attempted violation of any other law.

Adler shall not be responsible for any losses or damages resulting from or relating to any use of Adler's communication tools.

Unacceptable Content

Material that is or could reasonably be construed as harassing, offensive, embarrassing, sexually explicit, racially demeaning, profane, abusive, threatening, intimidating, pornographic, obscene, defamatory or otherwise unlawful or inappropriate may not be sent or received by, viewed or displayed on, copied to, stored in, accessed from or downloaded to Adler's communication tools. Users encountering or receiving this kind of material should not forward the material and should immediately bring the material to the attention of a supervisor. In addition, any user who believes Adler's communication tools are being used in a manner which violates either this policy or Adler's policies prohibiting harassment should immediately report the matter pursuant to the requirements below and pursuant to Adler's anti-harassment policy. It is the responsibility of all users of Adler's communication tools to see that these tools are used in an appropriate manner at all times.

Examples of unacceptable content include, but are not limited to:

- Sexual, racial, ethnic or religious slurs, drawings, cartoons or jokes
- Pornographic or sexually explicit language or material
- Unwelcome propositions, requests for dates or love letters
- Any message that could reasonably be construed as harassment or disparagement of others based on sex, race, age, national origin, religion, disability, sexual orientation, or other status protected by law
- Any other material which is inappropriate for a business environment

Even personal e-mail, Internet visits, and voicemail messages may be accessed by Adler's management without notice. To ensure the lawful use of Adler's communication tools under this policy, Adler reserves the right to inspect the content of all information and messages generated by or contained in any of its communication tools. Users should not assume that any such usage or communications are private.

Transmitting Confidential Information

In recognition of the significant responsibility of protecting confidential or sensitive information, Adler's communication tools, especially its e-mail system, should not be used to transmit confidential communications.

Keep in mind that deleting e-mail does not necessarily remove the e-mail from the system. There is also a possibility that, when documents are transmitted electronically, earlier drafts of the documents thought to have been deleted may be retrieved. Accordingly, extreme care must be taken when using e-mail to transmit confidential or sensitive communications, even internally.

All users are required to use good business judgment to safeguard Adler University information and to protect against inadvertent disclosure of confidential or sensitive information in situations where there is a need to communicate such information electronically. Failure to exercise an appropriate level of care when transmitting confidential information electronically is a violation of this policy and may result in discipline up to and including discharge.

Etiquette and the University Representation

E-mail and voicemail messages reflect Adler's image. Such messages, therefore, should always be composed in a professional manner that is no different than the manner used to compose letters or memoranda on Adler

letterhead. Inappropriate use of Adler's facilities may damage the Adler's reputation and could give rise to Adler and individual liabilities. Accordingly, every effort must be made to be professional in all usage of Adler's communication tools. In addition, employees using Adler's electronic communication tools should be aware that materials created and stored on the Adler's network systems may constitute public records subject to disclosure under the Illinois Freedom of Information Act.

Limits of Privacy

Because communication tools are provided for Adler's business purposes, employees using Adler's communication tools have no expectation that any information transmitted over Adler's facilities or stored in Adler's computers, even deleted information, is or will remain private. These systems are owned and/or controlled by Adler and are accessible at all times by Adler without notice for maintenance, upgrades or any other business or lawful purposes. Use of passwords to gain access to the computer system or to secure particular files or messages does not imply that users have an expectation of privacy in any material created or received on the computer system. Adler has Online passwords that permit it to access all material stored on the system, regardless of whether such material has been password-protected by the user. To protect the integrity and security of the computer system, though, employees should not share passwords with other individuals.

Adler permits limited personal use of its communication tools as set forth herein with the express understanding that it reserves the right to review employee use of and to inspect all material created by or stored on these communication tools. It is essential that Adler be able to ensure that its communication tools, which are provided primarily for Adler's business purposes, are being used in a proper manner consistent with this policy. For this reason, Adler reserves the right to monitor, search, retrieve and/or read any and all aspects of its electronic communication and network systems. Use of Adler's communication tools constitutes each employee's permission for Adler to monitor communications and to access files that are made on or with these communication tools.

Viruses

Viruses can cause substantial damage to electronic communications and information systems. Each user is responsible for taking responsible precautions to ensure he or she does not introduce viruses into Adler's network. To that end, all material received on floppy disk or other magnetic or optical medium and all material downloaded from the Internet or from computers or networks that do not belong to Adler must be scanned for viruses and other destructive programs before being placed onto Adler's network. Users should understand also that their home computers and laptops may contain viruses and that all disks transferred from these computers to Adler's network must be scanned for viruses.

Regulation and Enforcement

Misuse of any of Adler's communication tools or violations of this policy may result in disciplinary action, including suspension of privileges to users, or termination of employment. Criminal or civil action may result in appropriate instances. If an individual believes that he or she has been harassed or discriminated against in violation of this policy, the individual should follow the complaint procedure outlined in Adler's EEO and Anti-Harassment Policy. Any questions regarding use of Adler's communication tools should be directed to HR.

ALCOHOL AND OTHER SUBSTANCES

Tobacco, Drug and Alcohol Abuse Prevention Program

Smoke Free Environment

Adler University campuses are smoke-free. In addition, smoking is not permitted within fifteen feet of any entrances. If a local law ordinance provides greater protection for the rights of non-smokers, it will apply.

Alcohol Policy

Alcohol beverages may be served to and consumed by persons of legal drinking age on university premises or practicum and internship sites in conjunction with a specifically authorized function. Individuals consuming alcohol and other legal drugs should do so in a responsible manner. Members of Recognized Student Organizations should see the RSO Handbook for further restrictions.

Drug Free Environment

In compliance with the Drug Free Schools and Communities Act (DFSCA), Adler University explicitly prohibits the unlawful possession, use, or distribution of illicit drugs by students or employees on University premises or as part of any of its activities. Controlled substances are subjects of federal and state laws. Information coming to the attention of the University involving the sale, exchange, or transfer of drugs from one person to another may be communicated to public officials for the purpose of prosecution.

Legal Penalties

Students who violate the Alcohol and Drug policy are subject both to Adler's sanctions and to criminal sanctions provided by federal, state and local law.

Federal Law: Under the revised federal sentencing guidelines, federal courts can sentence simple-possession first offenders to one year in prison and a \$100,000 fine. Penalties for subsequent convictions are significantly greater. A sentence of life imprisonment can result from a conviction for possession of a controlled substance that results in death or bodily injury. The most current information can be found on the website of the [U.S. Drug Enforcement Administration](#).

Illinois Law: Possession and delivery of illicit drugs are prohibited in Illinois. Penalties vary with the amount of the drug confiscated; the type of drug found; the number of previous offenses by the individual; and whether the individual intended to manufacture, sell, or use the drug. A first-time conviction of possession of a controlled substance can result in a one- to three-year prison sentence, plus a fine of up to \$15,000. More severe penalties may be imposed for conviction of class 2, 3, or 4 felonies involving manufacture or delivery to a minor. Further information on Illinois penalties and sanctions can be found [here](#).

Health Risks Associated with Use of Illicit Drugs, the Misuse of Legal Drugs, and Alcohol Abuse

There are health risks associated with the use of illicit drugs and abuse of legal drugs and alcohol including impaired functioning of the following major organs: liver, kidneys, brain, and other aspects of the central nervous system including impaired immune functioning and impaired lung and pulmonary functioning. The effects are both immediate and long-term. Immediate effects include impaired judgment, impaired attention span, and impaired gross and fine motor control. Long-term effects include the risk of premature death. The

use of needles to inject drugs into the blood stream engenders the risk of contracting HIV or hepatitis. These health risks may affect one's daily life activities, as well as familial, social, and working relationships.

Drug and alcohol abuse causes physical and emotional dependence, in which users may develop a craving for a particular substance. Thus, their bodies may respond to the presence of such substances in ways that lead to increased drug and alcohol use. Certain drugs, such as opiates, barbiturates, alcohol and nicotine create physical dependence. With prolonged use, these drugs become part of the body chemistry. When a regular user stops taking the drug, the body experiences the physiological trauma known as withdrawal. Psychological dependence occurs when taking drugs becomes the center of the user's life. Drugs have an effect on the mind and body for weeks or even months after drug use has stopped. Drugs and alcohol can interfere with memory, sensation, and perception. They distort experiences and cause loss of self-control that can lead users to harm others as well as themselves.

Counseling, Treatment, or Rehabilitation Programs

Any student who fails to abide by the terms of the Tobacco, Drug, and Alcohol Prevention Program may be required to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health officials, law enforcement, or other appropriate agency. Specific programs of counseling or rehabilitation are available within the greater Chicagoland area. If you need assistance finding a program please contact the Office of Student Affairs.

Sanctions

Adler University will impose sanctions against individuals who are determined to have violated the Tobacco, Drug, and Alcohol Prevention Program policies. Sanctions for students who use, possess, sell, or distribute illegal drugs or who violate the University's Alcohol Policy include, but are not limited to the following: warnings; disciplinary probation; and in appropriate cases, suspension or expulsion from the University. Students will also be held responsible for any damages that result from their misconduct or violation of these policies.

This information is provided as a general summary of the major laws on alcohol and illicit drugs. Laws frequently change and applications of law to specific situations require legal counsel.

CHILDREN ON CAMPUS

Adler does not permit employees or students to bring children under the age of 18 to the office or classroom. Children are allowed to visit the campus only in exceptional circumstances and they must be supervised at all times. Any child who comes to campus must be registered with security upon arrival.

CIVIL AND CRIMINAL LAW

Any student who violates any state, federal or municipal law may be subject to referral to the Student Comprehensive Evaluation Committee for said offense(s) up to and including administrative withdrawal or dismissal. The adjudication of such violations may proceed regardless and/or independently of any action taken by state, federal or municipal agencies. For students on the Online Campus, an immediate referral to the Executive Dean may occur and could result in dismissal.

COPYRIGHT POLICY

It is the policy of Adler University to comply with federal copyright law and all related law codified at 17 U.S.C. §101 et seq. All faculty, staff, and students must adhere to University copyright policy and are expected to seek consultation and advice from the Library when using the copyrighted works of others in the course of instruction.

Adler University is committed to fostering an environment that provides for the fair use of copyrighted works to achieve the goals of teaching, service, and research while remaining in compliance with applicable laws. Adler University users of copyrighted works are accorded the rights and privileges pursuant to 17 U.S.C. §§107 (Fair Use), 108 (Reproduction by Libraries and Archives), 109 (First Sale Doctrine and Transfers), 110 (Teaching Exception), and other statutory exemptions and limitations to the exclusive rights granted to the owner of a copyright protected work.

It is the policy of Adler University to inform and educate faculty, students and staff regarding federal copyright law, the rights of copyright owners, the legal obligation of the University to comply with applicable law, and the rights of the University community to use copyrighted works.

Under Adler University Copyright Policy, faculty, staff, and students retain all rights in copyrightable materials they create, except when special circumstances or contractual arrangements prevail, including:

- Work which is “work for hire” under copyright law, or for which the author was commissioned in writing by the university to develop the materials as part of the author’s regularly compensated duties;
- Conditions restricting copyright privileges are contained in grant or contract funding.

CRIMINAL ACTIVITY WHILE IN ATTENDANCE

Students who engage in criminal activity are subject to disciplinary action up to and including dismissal from the program. The student has the obligation to report to the Vice President of Academic Affairs and the Associate Vice President of Student Affairs any criminal charges or convictions that may impact his/her ability to remain enrolled at the university. Students on the Vancouver Campus should contact the Director of Admissions and Student Services. Students on the Online Campus should contact the Executive Dean. Failure to disclose such information within 15 calendar days of the occurrence or event, or the submission of false or incomplete information at any time, including during the application process, may result in disciplinary action up to and including dismissal from the program.

DISORDERLY, VIOLENT, INTIMIDATING, OR DANGEROUS BEHAVIOR TO SELF OR OTHERS

Adler University is committed to providing a safe learning and working environment for the entire community. Members of the Adler community, including the University’s students, faculty, staff, guests, affiliates, and visitors have the right to be free from all forms of violence. In that regard, all employees, independent contractors, vendors, and students are expected to conduct themselves in a manner that does not infringe upon the rights of others.

Adler will not tolerate violence, threats, harassment, intimidation, or other such disruptive behavior perpetrated by any employee, independent contractor, vendor, or student on our campuses, or at any off-campus locations or programs affiliated with or related to the University in any way.

Employees, independent contractors, vendors, and/or students are not to engage by any means in behavior that threatens, harms, or causes anyone, including themselves, to be placed in harm’s way, or to exhibit behavior that

is illegal, destructive, lewd, indecent, or obscene. This policy applies to in-person interactions, as well as online behavior, including social media and other internet-based communication tools that may affect community safety or the overall quality of the educational experience. Such behaviors include, but are not limited to, the following examples and are applicable for all individuals regardless of campus:

1. Intentionally inflicting bodily harm upon any person;
2. Taking any action for the purpose of inflicting physical harm upon any person;
3. Taking reckless action that results in physical harm to any person;
4. Threatening by any means of transmission the use of force to physically harm or injure any person.
5. Disrupting the educational environment, impeding classes, causing significant emotional harm, and/or endangering the safety, health, or life of any person on campus through actions or words.
6. Obstructing fire escape routes, such as hallways or stairwells.
7. Damaging or defacing University property or the property of students or University faculty, staff, guests, affiliates, or visitors;
8. Brandishing a weapon or firearm;
9. Stalking;
10. Attempting or committing nonconsensual sexual contact;
11. Articulated plans to bring weapons to the classroom or workplace or to use a weapon to harm a person, group of people, or the community;
12. Statements indicating approval of the use of violence to resolve a problem;
13. Intimidation, harassment, hazing, or bullying;
14. Committing acts of an indecent or lewd nature;
15. Retaliating against any individual who, in good faith, reports or otherwise opposes a violation of this policy—or who participates in an investigation of alleged violations of this policy;
16. Aiding or abetting others in any of the above actions; and
17. Enlisting, coercing, or otherwise persuading others to do any of the above actions.

Any employee, independent contractor, vendor, and/or student who is aware of an emergency or has an immediate safety concern should not hesitate to call 911 and go to a safe location. If you are concerned about another person's behavior, and it is not an emergency, please contact the Office of the Associate Vice President of Student Affairs (for matters involving students) or the Associate Vice President Human Resources (for matters involving employee/independent contractors) to report the matter promptly. Preventing violence at the University depends on members of the community identifying and communicating behaviors of concern.

Violation of this policy is considered to be serious misconduct that can lead to disciplinary and other action up to and including termination in the case of employees, and academic expulsion in the case of students. Additionally, when appropriate, Adler University may pursue civil or criminal prosecutions against employees, independent contractors, vendors and/or students who violate this policy.

All other questions regarding this policy should be directed to the Office of the Associate Vice President of Student Affairs (students) or the Associate Vice President Human Resources (employee/independent contractors).

DOGS ON CAMPUS

The presence of service dogs on campus is permitted for the sole purpose of providing equity of access and mobility to people with disabilities. No animals are allowed on campus building premises with the exception of service dogs.

Any person seeking approval to be accompanied by a guide or service dog should register with the Office of Student Affairs (OSA). Students on the Vancouver campus should contact the Manager of Student and Alumni Services. Anyone who brings a service dog onto campus must ensure that the dog is under control and supervision at all times. The behavior of any dog, including any mess or damage caused by the dog, is the responsibility of the owner. The Office of Student Affairs can be contacted at studentaffairs@adler.edu.

Students may be subject to different policies and procedures for service dogs at their training and community service partner sites. Students are encouraged to work directly with the sites prior to starting to ensure the best possible experience.

FALSE INFORMATION

Students are not to provide false information in any form to University officials. Students are not to knowingly misuse, misrepresent or falsify any University record, I.D. card, form, computer resource, or procedure. Students are not to take any actions (verbal, written, or behavioral) based on known incorrect information, with direct intent to be hurtful or harmful to the University.

GENERAL STUDENT GRIEVANCE AND APPEAL PROCEDURE

Adler University has adopted this general student appeal procedure to resolve concerns that students may have about the implementation of Adler University policies and procedures. The primary objective of this student appeal procedure is to ensure that student concerns are dealt with promptly and resolutions reached in a reasonable manner. This general student appeal procedure will be followed except in cases where there is a specific appeal procedure governing a specific policy.

Before pursuing this general student appeal procedure, the student must make every reasonable effort to resolve issues with faculty, staff, or administrators. Therefore, problems or complaints must first be discussed with the individuals involved. Faculty, staff and administrators should respond promptly to answer questions and/or to resolve problems or complaints brought to their attention by students.

Informal Procedure

The initial step of the student appeal procedure is for the student to try to obtain resolution or redress through discussions with the person(s) involved. These discussions should be held as soon as possible. Students are strongly encouraged to seek support and assistance from their advisor as well as the Office of Student Affairs.

If the student feels that a satisfactory solution has not been provided, the student should further discuss the matter with his/her faculty advisor for assistance on other options. If the matter is still not resolved, the student should proceed to the formal appeal procedure.

Basis for Formal Appeal

A student has the right to appeal issues of academic status, disciplinary action, or dismissal if the student believes:

1. There is procedural error identified that indicates a substantial breach of institutional processes or procedures.
2. There is new information of a substantive nature that was not available at the time the decision was made. New information may require documentation.
3. The initial decision is biased or in violation of stated student rights.

The University reserves the right to temporarily restrict students who have been referred for a comprehensive evaluation process from attending classes, training, or university-sponsored activities, events or programs while under review. This restriction may apply throughout related appeal processes.

Formal Appeal Procedures

Students who wish to appeal for reasons stated above must present an appeal, in writing, within 10 business days of the initial decision date. The appeal should be directed to the Vice President of Administration and the Vice President of Academic Affairs. Students must submit an appeal clearly stating the grounds for the appeal and any supporting statement or documentation. The Vice President will decide if a meeting with the student is necessary. The Vice President will render a written decision to the student within 10 business days of receipt of the appeal letter. The University reserves the right to extend the decision date depending on the circumstances in order to conduct a full review. This extension will not exceed 30 business days. The Vice President of Administration can, at his/her discretion, convene an appeal review committee to review any appeal. All decisions on appeals are final.

GUEST VISITATION AND RESPONSIBILITY

During regular business hours, all guests must sign in at the main reception area on the 15th floor where they will be issued a guest badge. Students are expected to remain with their guests at all times while on campus.

Students are generally not permitted bring guests to campus outside of building elevator hours (after 6pm during the week and all day on weekends). Special exceptions may be made if a student wants to give a tour to an out-of-town family member or friend. In such cases, the guest must be pre-approved and registered with Adler Facilities and Security by emailing facilities@adler.edu 48 hours in advance. The guest is not approved until the student receives a confirmation email.

Students must meet their approved guests in the first floor lobby and check in with the first floor security guard. The building guard will call the 15th floor security desk to confirm the guest is approved. Once confirmed, the guest will sign in and student and guest will be permitted access to the elevator. At the 15th floor, the student and guest should check-in with the Adler security guard who will issue a guest badge.

MISSING PERSONS REPORTING

The report of a missing person is a serious matter. Anyone with information concerning a missing person should notify the Office of Student Affairs immediately. If it is determined by the Office of Student Affairs that the person has been missing for more than 24 hours, Adler University will (1) attempt to contact the student using any confidential contact information that the student has provided to Adler University; (2) notify the Chicago Police Department; (3) contact any person the student has identified to the Registrar as an emergency contact; and (4) notify others at the University, as appropriate, about the student's disappearance. Students on the Vancouver campus should report missing persons to the Registrar/Manager of Campus Operations.

Students are required to update personal and emergency contact information with the Registrar.

NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY AND PROCEDURES

Policy

It is the policy of Adler University that no person shall be the object of discrimination or harassment on the basis of race, color, ethnicity, religion, sex, gender, sexual orientation, national origin, age, marital status, parental status, family relationship status, physical or mental disability, military status, or other status protected by local, state, or federal law in its employment or its educational settings. The University is committed to maintaining an environment that is free of discrimination and harassment. In keeping with this commitment, we will not tolerate harassment of University employees, students, or others on site by anyone, including any supervisor, coworker, vendor, client, or student of the University or any third party. Adler University reserves the right to take actions that are consistent with its policies and procedures to deal with individuals found to have engaged in harassment, discrimination, and/or retaliation in violation of this policy.

Prohibited Discrimination

Examples of discrimination in violation of this policy include treating an employee, student, or other member of the University community differently in the terms and conditions of his or her employment or education, or making decisions about a person's employment, compensation, or education based upon a person's race, marital status, parental status, family relationship status, physical or mental disability, military status, or other protected status.

Sexual Harassment and Sexual Violence Policy

Please see the complete Title IX policy in Section I of this handbook for complete information.

PHOTOGRAPHY RELEASE

Adler University has the irrevocable and unrestricted right and permission to take, use, reuse, publish, and republish photographic portraits or pictures of all members of the Adler University community. Anyone who registers at, visits, or is employed by Adler University authorizes the use and reproduction by the University, or anyone authorized by the University, of any photographs taken while at Adler University, without compensation.

All negatives and positives, photographic prints, and digital photo files shall be Adler University property, solely and completely. Photographs will be used by Adler University for publications and University purposes only. All members of Adler University waive their right to inspect or approve the products and materials. Any member of the University who does not wish to have his or her photograph published should declare this in writing to the Office of Student Affairs. Vancouver campus students should contact the Director of Admissions and Student Services.

REASONABLE DIRECTIVES FROM A UNIVERSITY OFFICIAL OR OFFICE

Students are not to disregard the reasonable directives, either verbal or written, issued by a University official or office, or obstruct an official in the carrying out of his or her assigned duties or responsibilities. Failure to follow reasonable directives may result in the referral to the student's Faculty Advisor, Student Development Committee, the Student Comprehensive Evaluation Committee or the Executive Dean of their campus.

SOLICITATION

In the interest of maintaining a productive and non-coercive educational and work environment, Adler University does not permit unauthorized persons to promote or sell merchandise or services door-to-door on campus or on campus floors, nor to solicit, distribute information to, or recruit its students or university personnel for any purpose whatsoever. Any group or individual not affiliated with Adler University who wishes to distribute literature or printed materials of any kind, to sell or solicit others to purchase memberships, merchandise or services, or to recruit on campus must be specifically authorized to do so by the Office of Student Affairs. Adler University does not allow credit card companies access to campus under any circumstances.

A “solicitation waiver request” can be obtained through the Office of Student Affairs for the purposes of applying for a table from which to solicit. There is a \$50.00 fee for reserving a table, which must be paid by check or cash prior to arrival on campus; if approved, the solicitation waiver request must be displayed at all times. This approval grants the solicitor the ability to sit at a table with two chairs for the approved time. Under no circumstances is the solicitor allowed to leave the table with the intent to approach students. Solicitation waiver requests for the Vancouver campus will be issued by the Registrar/Manager of Campus Operations.

No solicitation shall interfere or conflict with the mission of Adler University or its occupants. Adler University reserves the right to cancel any event for violations to guidelines.

STUDENT COMPLAINT POLICY AND LOG

An informal or verbal complaint should first be directed to the department head for the area in which the complaint is made. If the informal complaint is not resolved satisfactorily, the student may decide to submit a formal complaint through the Office of Student Affairs. Students on the Vancouver campus should submit their formal complaint through the Manager of Student and Alumni Services.

Student Complaint Process

1. The Student completes the Student Complaint Form (available on Adler Connect) and submits to the Office of Student Affairs at studentaffairs@adler.edu.
2. The Office of Student Affairs will respond in writing to acknowledge that they have received the complaint and will direct it to the institutional officer responsible for the area in which the complaint is made.
3. The institutional officer has 30 days to respond to the complaint and will inform the student and the Office of Student Affairs of the decision.
4. If the complaint is not resolved to the student’s satisfaction, the student can follow the General Student Grievance and Appeal Procedure described below.

The Office of Student Affairs will maintain a log entry on a student complaint which includes:

- The date the complaint was submitted
- The nature of the complaint
- The steps taken to resolve the complaint
- The final decision regarding the complaint, including referral to outside agencies, and date of decision
- Any other external actions initiated by the student to resolve the complaint, if known by Adler University (e.g., lawsuit or EEOC investigation)

The information in the log of student complaints, which is maintained by the Office of Student Affairs, is confidential. It may be made available for outside review by the Department of Education, the Higher Learning

Commission, and other organizations as required by law. However, steps will be taken to insure the anonymity of any student who files a complaint.

The purpose of an outside review can include but is not limited to:

- Establishing that Adler University processes complaints in a timely manner,
- Demonstrating fairness and attention to student concerns, and
- Identifying any pattern in the complaints that suggests problems with institutional quality.

Other Adler University policies outline processes for formally resolving issues. These include the ***General Student Grievance and Appeal Procedure, Satisfactory Academic Progress, Student Comportment and Comprehensive Evaluation, and the Annual Student Review Process***, all available online at <http://www.adler.edu/page/campuses/chicago/student-resources/policies-forms>. Please note that these processes are **not** regarded as complaints that are to be included in the log of student complaints.

STUDENT RIGHTS AND RESPONSIBILITIES

Student Rights

Within any community of over 1000 students, faculty, and staff it is important that expectations and responsibilities are communicated. This handbook is designed to provide clarification on what it means to be a student at Adler University. The rights identified below are steeped in our values which include social interest, pluralism, and courage.

Students have the right to express their own ideas, beliefs, and associations. Students can ask questions and appropriately express their opinions without affecting their academic evaluations, as long as such expressions do not interfere with the normal operations of classes or infringe on the rights of other students. Professional comportment is expected in all aspects of student experience. Respect for others is fundamental and is expected at all times regardless of the issue or the location, including cyberspace.

Students have the right to join associations and are free to promote their common interests. This includes the right to become affiliated with any recognized student organization without discrimination or prejudice regarding race, color, ethnicity, religion, national origin, age, disability, marital status, parental status, family relationship status, sexual orientation, sex, gender, gender identity, or other status protected by local, state or federal law in its education settings.

Students have the right to participate in student governance through the Adler Student Government. ASG strives to enhance the university community and the overall student experience. Student engagement and involvement are vital to establishing a thriving academic community. Students are encouraged to actively engage ASG for creating a strong student community that values and appreciates all perspectives. In addition, ASG is a vital conduit in communicating student concerns and issues to the administration.

Students have the right to advising that balances individual student responsibility and accountability with support from the university in understanding degree and program requirements. The advising process should extend well beyond administrative tasks to include the development of an active professional mentoring relationship. This mentoring relationship will be built upon students' openness to engage in active communication with faculty that will enrich their development as students and as professionals.

Statement of Student Responsibilities

Adler University expects students to:

1. Adhere to all applicable University policies and procedures.
2. Uphold University rules applicable to conduct both in on-campus and off-campus settings, including clinical, field, internship, in-service and other activities.
3. Abide by all local, state, and federal laws.
4. Maintain academic honesty and integrity.
5. Comply with all ethical and professional standards applicable to their program of study.
6. Contribute actively to the process of learning, including complying with attendance or participation requirements, completing assignments, and preparing for class.
7. Conduct themselves in an ethical, professional, and civil manner.
8. Demonstrate respect for the rights of others.
9. Regularly monitor their student accounts.

UNAUTHORIZED ENTRY TO UNIVERSITY FACILITIES

Forcible or unauthorized entry into any building, facility, room, office, or container (file cabinet, desk drawer, etc.) at the university is prohibited.

WEAPONS

The presence of weapons on campus poses an unacceptable risk to the health and safety of all members and guests of Adler University community. The storage, possession, or use of firearms, fireworks, explosives, or weapons of any kind, including replicas or facsimiles, anywhere on campus is prohibited. This prohibition applies to all students, employees, independent contractors, and visitors, including those who have a valid permit to carry a concealed weapon. Propellant sprays used for personal protection and self-defense purposes are allowed. Students who are deputized law enforcement officers and are legally qualified to carry firearms may do so while on-campus as long as they are carrying all necessary identification to do so. However, all weapons must be concealed. Absent law enforcement status, no concealed weapons are permitted on campus pursuant to 430ILCS, effective January 1, 2014.

Under 720 Illinois Compiled Statutes 5/21-6, a weapon is defined as "a handgun, sawed-off shotgun, sawed-off rifle, any other firearm small enough to be concealed upon the person, semiautomatic firearm, or machine gun...any other rifle, shotgun, spring gun, other firearm, stun gun or taser as defined in paragraph (a) of Section 24-1 of this Code, knife with a blade of at least 3 inches in length, dagger, dirk, switchblade knife, stiletto, ax, hatchet, or other deadly or dangerous weapon or instrument of like character...a bludgeon, black-jack, slingshot, sand-bag, sand-club, metal knuckles, billy or other dangerous weapon of like character."

SECTION III: ACADEMIC POLICIES

ACADEMIC HONESTY POLICY

Adler University seeks to establish a climate of honesty and integrity. Any work submitted by a student must represent original work produced by that student. Any source used by a student *must* be documented through required scholarly references and citations, and the extent to which any sources have been used must be expressly stated in the work. The University further considers resubmission of work done partially or entirely by another, as well as resubmission of substantial or entire portions of one's own work done in a previous course or for a different professor, to be academic dishonesty. It is the student's responsibility to seek clarification from the course instructor about what assistance may be used to complete an assignment, examination, or project and what sources may be used. Students found guilty of academic dishonesty or plagiarism shall be subject to disciplinary action, up to and including dismissal from the University.

Academic misconduct generally includes plagiarism and research misconduct—but academic misconduct is more broadly defined to refer to any action that involves illicit, unauthorized, fraudulent, or inappropriate behaviors designed to provide an undue advantage or otherwise aid in whole or part with the completion of required work at the Adler University. Students who commit academic misconduct, including plagiarism or research misconduct, are subject to a failing grade for the assignment and course and, potentially, immediate dismissal from their program and Adler University.

For the purposes of this policy, **plagiarism** is the submission, in whole or part, of unoriginal material, represented as original and as the work product of the individual student. Definitions are provided below for the following four types of plagiarism. These definitions are arranged by general level of severity, with auto-plagiarism generally being the least severe form of plagiarism, and fraudulent plagiarism typically being the most severe. That said, all occurrences of plagiarism, whether inadvertent or intentional, will be evaluated on a case-by-case basis, and students should be advised that the potential for sanctions up to and including immediate dismissal from Adler University exists for each type of plagiarism.

- **Auto-Plagiarism**

Resubmission of work done for one course, assignment, or task for another. This form of plagiarism does not typically involve the submission of the work of others, but, instead, consists of representing as new work what has been previously submitted.

- **Indirect Plagiarism**

Minimally rephrasing, paraphrasing or revising the work of others without proper citation or credit.

- **Direct Plagiarism**

Substantial utilization of the published or unpublished work of others without permission, citation, or credit—also known as “*cut and paste*” or “*patch writing*.”

- **Fraudulent Plagiarism**

Purchasing or otherwise acquiring a work in its entirety and submitting it as one's own is considered the most extreme and egregious form of plagiarism.

Additionally, definitions are provided below for five categories of **research misconduct**, which involves the misrepresentation of data or material in research. These definitions are also arranged by general level of severity, with misrepresentation of effort or contribution generally being the simplest form of research misconduct, and data fabrication or falsification typically being the most severe. That said, all occurrences of research misconduct, whether inadvertent or intentional, will be evaluated on a case-by-case basis, and

students should be advised that the potential for sanctions up to and including immediate dismissal from Adler University exists even for a first offense of research misconduct.

- **Misrepresentation of how much effort was expended, or the extent of original contribution made to a research project** in which multiple contributors took part.
- **Withholding data or materials** involves the refusal to make available for inspection, raw data and sources for student research.
- **Data manipulation** involves the suppression or changing of study data to facilitate a desired outcome.
- **Data fabrication** involves the intentional production of false or invented study or research data and representing such data as genuine.
- **Data falsification** involves the intentional alteration of study or research data and representing such data as genuine.

Academic misconduct allegations will result in referral to the appropriate Student Development Committee. Depending on the severity of the academic misconduct at issue, the level of training, and circumstances associated with the misconduct, consequences will range from failure on specific assignments, or required supplemental education, to dismissal from the student's program and Adler University. Students should be advised that violations can be intentional or inadvertent, and ignorance of this policy or of any restrictions in place in a particular situation regarding the means by which any assignment, examination, or project can be completed, will be no defense to an allegation of academic misconduct. For that reason, it is imperative that students promptly raise any questions or doubts regarding permitted methods or assistance to the appropriate instructor or advisor.

ACADEMIC STATUS—CHICAGO AND VANCOUVER CAMPUSES

Academic Good Standing

To remain in Academic Good Standing, a student must

1. Maintain consistent enrollment
2. Take a course load that ensures steady movement toward degree completion within the maximum time limits outlined in the Catalog
3. Meet all academic, comportment, and professional standards as well as applicable program requirements
4. Maintain a minimum cumulative grade point average of 3.0 on a 4.0 scale

Note: The Department of Education additionally requires that students keep their accounts current, and successfully complete ("B" grade or better) 70% of attempted coursework in each term, in order to be eligible for federal student financial aid.

Students in the Doctor of Psychology in Clinical Psychology (PsyD) program, please see the PsyD Program Policies Handbook for additional details on Academic Statuses, SDC referrals, and SCEC referrals.

Academic Alert

Students with a minimum cumulative GPA of 3.0 who earn a B- grade for the first time will be placed on *Academic Alert* status for the following semester.

Academic Warning

Students will be placed on *Academic Warning* when they meet any of the following conditions:

1. Earn a first grade of C with a minimum cumulative GPA of 3.0

2. Earn a second B- with a minimum cumulative GPA of 3.0
This status will be in effect for one semester subsequent to the receipt of the second low grade.

Academic Probation

Students will be placed on *Academic Probation* the first time they meet any of the following conditions:

1. Earn a second grade of C
2. Earn a single D, F, WF or NC grade without a prior history of low grades (B- or C)
3. Earn three (3) or more grades of B-
4. Fall below a minimum cumulative GPA of 3.0 on a 4.0 scale.

Students on Academic Probation shall have a maximum of two (2) consecutive semesters following the status change in which to address the issue that generated probationary status.

Academic Dismissal

Students may be subject to *Academic Dismissal* when they meet any of the following conditions:

1. Earn two (2) or more grades of D, F, WF or NC
2. Earn a third grade of C
3. Fail to maintain a minimum cumulative GPA of 3.0 on a 4.0 scale for two (2) semesters
4. Fail to comply with any prior academic remediation plan.

The transcript of a student who has been dismissed will carry the notation “Academic Dismissal.” Students who have been dismissed are ineligible to re-apply to the University.

ACADEMIC STATUS—ONLINE CAMPUS

To remain in academic good standing, a student must:

1. Maintain consistent enrollment
2. Take a course load that ensures steady movement toward degree completion within the maximum limits outlined in the catalog
3. Meet all academic standards and requirements, student responsibilities, and applicable program requirements
4. Maintain a minimum cumulative grade point average of 3.0 on a 4.0 scale
5. Complete each course with no less than a C grade for letter-grade courses or a CR grade for credit/no-credit courses

Academic Probation

Students will be placed on academic probation the first time they meet either of the following conditions:

1. Fall below a 3.0 cumulative GPA.
2. Receive a grade below C in a required letter-grade course or a grade of NC for a credit/no-credit course; students may retake up to nine credits within any degree program course sequence with any course being repeated only once.

Students on academic probation must meet all aspects of satisfactory academic progress within three consecutive course module periods.

Dismissal

Students may be subject to dismissal when they fail to meet the Statement of Student Responsibilities outlined in the catalog or any other policies applicable to students as identified in the Student Handbook.

Students may be subject to dismissal if they meet the following conditions:

- Student is on probation and does not return to academic good standing within the maximum probationary period.
- Student fails to comply with an academic remediation plan.
- Student earns two or more grades of D, F, or NC.
- Student fails to maintain minimum cumulative GPA standards.
- Conditional Admit Student earns one grade of C, D, F, or NC

Dismissal means a complete and permanent separation from the University. Students who are dismissed from the University are not eligible for readmission. The transcript of a student who has been dismissed will carry the notation of "Dismissal."

ADMINISTRATIVE WITHDRAWAL

Once enrolled, students are expected to maintain good academic standing, meet all student responsibilities, maintain satisfactory progress, and register each term until completing the program in which they have been admitted. Students who fail to register for each consecutive term may be administratively withdrawn from the University. The University also retains the right to administratively withdraw students whose accounts are past due and to charge all associated fees.

Administrative Withdrawal will be noted on the transcripts of students who have been administratively withdrawn. Students who have been administratively withdrawn and wish to be reconsidered for matriculation must submit a new application for admission no sooner than one year after their administrative withdrawal and, if admitted, must meet the program requirements and policies in effect at the time of the new admission. Students readmitted to the University may be eligible to receive up to 24 credits for coursework completed either at Adler University or another institution. Students who wish to appeal the decision of administrative withdrawal can follow the procedures of the Student Grievance and Appeal Policy posted online at adler.edu.

In the event a student is administratively withdrawn from the University, the Office of Financial Aid is required by federal law to recalculate a student's eligibility for financial aid awards.

A calculation is used to determine the amount of "earned" and "unearned" aid based on the effective date of the administrative withdrawal. If a student completes 60 percent or less of credits taken during a term, the Office of Financial Aid determines the amount of "earned" aid based on the proportion of credits successfully completed within the term. If a student successfully completes more than 60 percent of the credits taken in a term, s/he is considered to have earned 100 percent of the awards disbursed for the term.

"Unearned" awards must be returned to the lender. The student is responsible for repaying the University for any balances owed as a result of the return of financial aid funds.

ANNUAL STUDENT REVIEW PROCESS

Core Faculty in the Department of Clinical Psychology (PsyD Program) review students annually. The areas of review include academic performance, training, and professional comportment. Students receive written feedback from the Department, noting any needs for improvement, which are addressed with the academic advisor.

ATTENDANCE POLICY

Chicago Campus

Students are responsible for maintaining regular and punctual attendance for each class session. Students who expect to miss or arrive late for class should notify the instructor in advance. Students who miss more than two unexcused class sessions, or an accumulation of 5 hours of class time due to late arrival or tardiness, may receive a grade of “F” (Fail) and may be required to repeat the course. Students whose absence or tardiness affects the quality of their work or the work of the class may be given a lower grade at the discretion of the faculty instructor.

In those instances in which a class is offered on a weekend intensive format (that is, three or fewer class meetings in a semester), missing one class may result in a grade of “F” (Fail). Due to the unique structure of the practicum seminar courses, students who miss more than one class session in a semester may receive a grade of “NC” (No Credit) and may be referred to the appropriate Student Development Committee for review.

Vancouver Campus

Students are responsible for regular and punctual attendance during each class session. Students who expect to miss or arrive late for a class must notify the instructor in advance. Students whose absence or tardiness affects the quality of their work or the work of the class may be given a lower grade. Students who miss more than two classes in a semester, for courses that meet once/week over a 14-week semester, will receive a grade of “F” (Fail). For courses that meet on a weekend intensive format, which involves three or fewer class meetings in a semester, missing one class will result in a grade of “F” (Fail). For courses that meet once every other week (e.g., 7 full-day class meetings) over a 14-week semester, students who miss more than one class in a semester will receive a grade of “F” (Fail). Due to the unique structure of the practicum seminar courses, students who miss more than one class session in a semester will receive a grade of “No Credit” or “NC” and be referred to the Training Committee for review.

Students who miss more than 6 hours of classroom instruction in the summer semester, for courses that meet once/week over a 12-week semester, will receive a grade of “F” (Fail). For courses that meet on a weekend intensive format, which involves three or fewer class meetings in a semester, missing one class will result in a grade of “F” (Fail). For courses that meet once every other week (e.g., 6 full-day class meetings over a 12-week semester), students who miss more than 6 hours of classroom instruction in a semester will receive a grade of “F” (Fail). Students who receive a grade of “F” (Fail) for any course must repeat the course.

Online Campus

Students enrolled in online programs for which campus attendance is not required must fulfill the following attendance requirements:

- Students must log on to the course within the first seven days of class (the first seven days commencing with the start date of the course).
- Every week (academic week consists of 12:00am Wednesday through 11:59pm Tuesday), students must exhibit two instances of any of the three activities listed below:
 - Student submission of an academic assignment
 - Student submission of an exam
 - Student posting in a discussion forum

If a student’s online activity indicates no attendance for 14 days from the previous date of attendance, then they may be administratively withdrawn.

Application of the Attendance Policy—Chicago and Vancouver Campuses

The above policies establish the obligations of students to adhere to class attendance standards and the rights of Instructors to give students lower or failing grades for breaches of the policy. The policy is on an honor system where students are expected to be present for all classes and will notify the instructor if absent. Faculty may use their discretion on how to track attendance and recognize the honor system.

Instructors consider extenuating circumstances and/or student accommodation needs when applying the class attendance policy and, therefore, have some discretion in providing accommodations to students whose attendance breaches the standard. Thus, instructors may develop an alternative plan for students that are unable to comply with the attendance policy, but only if the plan enables the student to meet the course exit competencies.

BASIC STUDENT-TRAINEE COMPETENCIES POLICY

Adler University expects that socially responsible practitioners will demonstrate competence within and across a number of dimensions. Faculty, training staff, supervisors, and administrators have a duty and responsibility to evaluate the competence of students across multiple aspects of performance and functioning. In consequence, ongoing evaluation addresses student progress not only in the academic arena, but also in other areas of professional development related to skills and attitudes.

Students at Adler University must demonstrate a basic set of core interpersonal, personal, and intellectual skills, as well as attitudes and values, representing the baseline competencies of socially responsible practitioners. It is expected that students will further develop these competencies as they progress through the program. These core skills and attitudes include the following:

- a) **Interpersonal skills:** The student demonstrates the ability to listen to and to be empathic with others, to form relationships, and to interact respectfully with others in spite of differing experiences, values, backgrounds, or points of view.
- b) **Expressive skills:** The student demonstrates the ability to appropriately communicate ideas and feelings in oral, non-verbal, and written forms.
- c) **Cognitive skills:** The student demonstrates appropriate problem-solving ability, critical thinking skills, organized reasoning, intellectual curiosity, and flexibility.
- d) **Affective skills:** The student demonstrates an ability to tolerate and manage internal states, uncertainty, and interpersonal conflict.
- e) **Reflective skills:** The student demonstrates the ability to examine and consider personal motives, attitudes, behaviors, and their effect on others. A reflective skill of special relevance is the ability to be open to and to integrate feedback.
- f) **Personal skills:** The student demonstrates a strong work ethic, motivation to learn, personal organization, punctuality, and appropriate self-presentation.
- g) **Attitudes:** The student demonstrates the desire to help and advocate for others, to be open to new ideas, and to act with honesty and concern for ethics.

It is the responsibility of the faculty to determine the readiness of each student to advance. The Center for Learning and Teaching is available to students who need assistance. Students may be referred to the departmental Student Development Committee for initial remediation. Ongoing concerns are addressed through the Student Comprehensive Evaluation Committee.

FULL-TIME, HALF-TIME, AND LESS-THAN-HALF-TIME STATUSES

Chicago Campus

To be considered full time, doctoral students must enroll in nine or more credit hours each term. Doctoral students enrolled in between five and eight credit hours each term are considered half time. Doctoral students registered for fewer than five credit hours are considered less than half time and are not eligible for federally funded financial aid.

Master's and certificate students must enroll in eight or more credits to be considered full time. Master's and certificate students enrolled in four to seven credits are considered half time, and those enrolled in fewer than four credits are considered less than half time and are not eligible for federally funded financial aid. Students carrying a full-time load are encouraged to limit employment to part time in order to allow adequate time for classes, practicum work, study, and other student activities.

Students registered for practicum, practicum continuation, dissertation proposal, dissertation, full-time internship, or internship continuation courses satisfy the requirement for full-time study and are eligible to receive Title IV funding and deferments.

Students who are registered for only half-time internship, dissertation proposal continuation, or doctoral dissertation continuation courses meet the requirement for half-time study and are eligible to receive Title IV funding and deferments. Students who register for oral defense only in any given term are not eligible for Title IV funding.

Online Campus

Students enrolled in an Online Campus degree program must enroll in six or more credits to be considered full time. Students enrolled in three to five credits are considered half time, and those enrolled in fewer than three credits are considered less than half time and are not eligible for federally funded financial aid.

GRADING SYSTEM

The faculty plays an integral role in effective and responsible instruction and training in providing careful, detailed, timely and thoughtful feedback and evaluation of students work. The policies pertinent to grading, as outlined in the Academic Catalog, are as follows:

Traditional letter grades are given for most of the courses offered. A limited number of courses are evaluated on a pass/no pass basis. The grading system for the Chicago Campus is as follows:

Chicago And Online Campuses			Vancouver Campus		
Grade	Description	Grade Point	Grade Point	Description	Grade
A	Excellent	4.0	A+		4.25
A-		3.75	A	Excellent	4.0
B+		3.5	A-		3.75
B	Satisfactory	3.0	B+		3.5
B-	Marginal	2.75	B	Satisfactory	3.0
C	At Risk	2.0	B-		2.75
D	Unsatisfactory	1.0	C	Marginal	2.0
F	Failure	0.0	D	Unsatisfactory	1.0
AU	Audit	N/A	F	Failure	0.0
CR	Credit	0.0	CR	Credit	0.0
NC	No Credit	0.0	NC	No Credit	0.0
I	Incomplete	N/A	I	Incomplete	N/A
IP	In Progress	N/A	IP	In Progress	N/A
TR	Transfer	N/A	NP	No Progress	N/A
W	Withdrawal	N/A	AU	Audit	N/A
WF	Withdraw Fail	N/A	W	Withdrawal	N/A
			TR	Transfer	N/A
Grade Scale					
95 – 100%	A				
90 – 94%	A-				
85 – 89%	B+				
80 – 84%	B				
77 – 79%	B-				
70 – 76%	C				
60 – 69%	D				
Below 59%	F				

Only two grades of C (for all programs except the Psy.D. in Clinical Psychology), and no grades of D, F, NC, or AU may be counted toward completion of degree requirements. PsyD student who receive a grade of C or below in a required course must retake the course and pass it with a grade of at least B. If the course is an elective, the student has the option to retake the course and achieve a grade of at least B or elect a different elective and pass it with a grade of at least B. Please see the PsyD Policies Handbook for additional details.

A maximum of six credit hours may be repeated to remediate deficient grades and qualify for graduation. Both the original course grade and the repeated course grade will be calculated in the overall GPA, and both will appear on the transcript.

In Progress

A temporary grade of IP (in progress) can be given to students who are engaged in applied field experiences (e.g., practicum, internship). The IP will be removed from the transcript when the final grade has been

posted. The maximum time frame to complete course requirements for an IP grade is the final date of the subsequent term.

Incomplete—Chicago and Vancouver Campuses

An “I” (Incomplete) grade will be granted only in exceptional situations when requirements for a course cannot be completed in the time allowed. An Incomplete grade is allowed only with the written consent of the instructor and indicates that the student has presented a satisfactory reason for receiving an incomplete grade. Students must request an incomplete grade prior to the due date of the final requirement of the class in question.

For an Incomplete grade to be granted, students must file a completed Incomplete Grade Agreement form with the instructor. The form states specifically what the student must do to satisfy the course requirements, including the instructor’s grading criteria and the agreed upon completion date. The maximum time limit for finishing incomplete work is the end of the following term. The student and instructor must sign the agreement. The instructor must submit the form to the Registrar’s Office.

Receipt of one or more “I” (incomplete) grade may preclude students from enrolling in subsequent terms; may render the student ineligible for federal student aid; and may result in the student being referred to the Student Development Committee (SDC).

If the course work is not successfully completed within the time limit established by the instructor (less than one term, or within one term following the course), the “Incomplete” grade will be changed to an “F” (Fail) or “NC” (No Credit).

Incomplete—Online Campus

An I (incomplete) grade will be granted only in exceptional situations when requirements for a course cannot be completed in the time allowed. An incomplete grade is allowed only with the written consent of the instructor and indicates that the student has presented a satisfactory reason for receiving an incomplete grade. Students must request an incomplete grade prior to the final date of the class.

For an incomplete grade to be granted, students must submit an Incomplete Grade Agreement form to the instructor no later than 48 hours prior to the end of the course, or the student will receive the earned grade. The form must state specifically what the student must do to satisfy the course requirements, including the instructor’s grading criteria and the agreed-upon completion date. This form must be completed and submitted to the Office of the Registrar within 48 hours of the end date of the course. Faculty must submit the completed form to the Office of the Registrar.

A corresponding grade change form must be submitted to the Office of the Registrar by the end of the add/drop period of the next eight-week course period. If the form is not submitted by the deadline, the grade will be converted to an F. Incomplete grades can impact financial aid eligibility.

Credit/No Credit

A grade of “CR” (Credit) is assigned upon satisfactory completion of undergraduate prerequisite classes, professional development seminar, practicum seminars, practicum/internship requirements, qualifying examinations, Master’s Thesis, and the Doctoral Dissertation. A grade of “NC” (No Credit) is assigned upon unsatisfactory performance in practicum or a course offered on a credit/no credit basis. Grades of “CR” are not

used in calculating the grade point average; however, grades of "NC" are used in calculating the grade point average and are considered failing grades for the purposes of academic satisfactory progress.

Audit

Students registered to audit a course will receive, upon successful completion of the course, a designation of "AU" on their transcripts which signifies neither credit nor a grade. Students cannot change an audited course to the credit option after the add/drop period ends. Please see the academic calendar for dates. Audited courses do not count towards graduation requirements and are not eligible for financial aid. Once an audited course is completed, it cannot be changed to credit at a later time.

Late Work

Late work is not accepted without prior approval from the instructor. In the event that late work is accepted, a grade penalty may apply.

Transfer

A grade of TR is awarded for transfer credit from external institutions. Please see the Transfer Credit policy for details regarding course transferability. Transfer credit grades are not used to calculate a student's cumulative grade point average. The TR grade is not utilized to calculate a student's academic standing or credit attempted.

Withdraw

A "W" indicates the student officially withdrew from a course with written permission of the student's Program Chair, Program Director, or Advisor through the allowed withdrawal period. Please see the academic calendar for dates. The grade "W" is not counted in a student's earned credit hours, nor calculated in the student's grade point average. A "W" grade impacts a student's time to completion for their degree program.

Withdraw Fail

A grade of "WF" indicates withdrawal from a class without proper authorization and is also assigned for withdrawal after the approval deadline (see the academic calendar for dates), or when a student ceases attending. A course with "WF" is counted as attempted credit hours in the computation of academic standing and is calculated as "F" in the student's grade point average.

GRADE APPEAL POLICY***Grade Appeal Criteria***

A student may appeal a final course grade only for one or more of the following reasons:

- A. The faculty member violated a specific University rule or policy pertaining to grading, including refusal to discuss a grade with the student;
- B. The faculty member did not provide stated grading criteria and a grading scale, did not follow the stated criteria or grading scale, or applied either of them inconsistently;
- C. A clerical or administrative error was made in the process of recording or reporting the grade, and the faculty member has not corrected it;
- D. The faculty member did not report any grade for the individual student;
- E. The grade reflects discriminatory, biased, abusive, exploitive, or otherwise improper conduct toward the individual student.

Appeal Process

For the purpose of this procedure, “days” means academic/business days, not calendar days. Dates when classes are not in session will not count toward the timeline. “Term” means fall, spring, or summer academic terms.

First Level: Appeal to the Faculty Member

A student who wishes to appeal a grade for any of the criteria (A. through E., above) must first notify the instructor of record by email that he or she wishes to appeal, and discuss the reason(s) for questioning the final grade.

The deadline for a student to take the complaint to the faculty member is close of business on the 10th business day of the semester following the final grade being appealed.

A student having a verbal discussion of an appeal related to A. through E. above must follow up with an email to the instructor summarizing the basis of the appeal.

In most cases, the discussion between the student and the instructor should suffice to resolve the issue.

The instructor must respond in writing to the student, copying the Department Chair or Program Director, within 5 business days of the student’s email concerning the disputed grade.

Second Level: Appeal to the Department Chair/Program Director

If the student’s concerns remain unresolved after discussion with the instructor, or if the instructor does not respond, the student may submit a written Grade Appeal Form according to the following process. The Grade Appeal Form must be submitted within 10 business days of the response from the instructor.

A. Completion of the Grade Appeal Form, to include:

- 1) the criterion for the appeal (see A. through E of the Grade Appeal Criteria above),
- 2) the grounds for challenging the original grade,
- 3) a description of the remedy sought, and,
- 4) full documentation of the informal efforts to resolve the matter taken to date.

B. Submission of the completed Grade Appeal Form to the

- 1) Chair or Program Director responsible for the degree program, and
- 2) Instructor of record.

C. Departmental Review (within 20 business days of Grade Appeal Form submission)

Upon receiving a Grade Appeal Form, the Department Chair or Program Director will review the appeal documents, including the instructor’s response to the student, within the department or program.

The Chair or Program Director will determine the outcome of the appeal and communicate it to the student and the instructor. The departmental review process, terminating with notification

from the Chair or Program Director, is to be completed within 20 business days of Grade Appeal Form submission.

Departmental review may be governed to an extent by accreditation requirements applicable to the program.

Third Level: Appeal to Academic Affairs Grade Appeal Committee (within 10 business days of departmental determination)

If the departmental review process does not result in resolution of the student's concerns, the student has 10 business days after receiving the determination to direct the Grade Appeal Form and all associated communications to the Grade Appeal Committee, a standing committee that provides a higher level of appeal beyond the department. The Grade Appeal Committee will deliver a decision within 20 business days of Grade Appeal Form and documentation submission to them. The decision of the Grade Appeal Committee is final.

Commonly Cited Exception

If the instructor of record is also serving as Chair or Program Director, the student, after an unsuccessful attempt at resolution with the faculty member, may direct the Grade Appeal Form to the Grade Appeal Committee.

Grade Appeals—Online Campus

A student may appeal a final course grade for the following reasons:

- Breach of written policy or procedure
- Bias
- Clerical or administrative error

Appeal Process

First Level: A student who wishes to appeal a grade for any of the criteria above must first appeal to the instructor. To do so, the student must email the instructor of record via their Adler email account, stating that he/ she wishes to appeal and explaining the reason(s) for questioning the final grade.

The deadline for a student to take the complaint to the faculty member and Student Services advisor is the fifth calendar day of the next eight-week course period. A decision by the course instructor will be communicated to the student within 10 days of the date the appeal was received.

Second Level: A student may appeal the instructor-level appeal decision by submitting a written request to the corresponding program director. The director will review the appeal and respond to the student within 10 days. This decision is final.

LEAVE OF ABSENCE—CHICAGO AND VANCOUVER CAMPUSES

Students may take a leave of absence (LOA) due to illness or other extenuating circumstances by completing a Leave of Absence form, including necessary signatures, and submitting it to the Office of the Registrar. An LOA may be taken for up to three terms (one calendar year). The LOA form is located on the Registrar page on Adler Connect. Incomplete forms, including forms with missing signatures, will not be accepted by the Office of the Registrar.

If a student has accepted a practicum or internship prior to requesting a leave, or is completing a practicum/internship at the time of the request, the student must contact the director of training or community engagement prior to submission of the form to their faculty advisor. The LOA will be noted on the student's transcript for each term until the student returns to the University. Time approved for an LOA does not impact the maximum time allowed for degree completion.

LOA refers to the specific time period during a program when a student is not in active attendance. Students are strongly encouraged to check their Adler e-mail account during their LOA. Students on an LOA are considered to have withdrawn for financial aid purposes, and their student loans will come due after any applicable grace period.

Students who do not return from an LOA by the agreed-upon term may be administratively withdrawn from the University. In order to be readmitted, administratively withdrawn students must submit a new application for admission no sooner than one year after the date upon which they were dismissed and, if admitted, must follow the program requirements in effect at the time of the new admission.

If a student decides to take a LOA before the term starts or during the add/drop period, they are required to log onto Student Planner or WebAdvisor drop all of their courses. Failure to do so will result in the student being charged the drop fee and/or tuition in accordance with the University's tuition refund policy.

LEAVE OF ABSENCE—ONLINE CAMPUS

Students may take a leave of absence (LOA) by completing a Leave of Absence form, including necessary signatures, and submitting it to their Student Success Coach. An LOA may be taken for no more than two consecutive full course periods, with a total not to exceed four full course periods. The LOA will be noted on the student's transcript for each course period. Time approved for an LOA does not change or lengthen the maximum time allowed for degree completion.

LOA refers to the specific time period during a program when a student is not in active attendance. Students on an LOA are considered to have withdrawn for financial aid purposes, and their student loans will come due after any applicable grace period.

Students who do not return from an LOA by the agreed-upon term may be administratively withdrawn from the University.

PROFESSIONAL COMMUNICATION SKILLS

Excellent communication skills are a necessity for today's practitioners and are foundational to their professional success. In order to ensure that Adler University students will be ready to become tomorrow's leaders, written and oral communications are evaluated throughout students' educational and training experiences, from admission to graduation. Adler University offers all students opportunities to develop their communication skills through academic coursework and support services.

While students are held to the highest communication standards in the classroom and professional training contexts, they are also encouraged to consider appropriate methods of communication in other contexts, specifically e-mail, text messages, and social networking. In a technologically connected world, students must understand that virtual personas are rarely private. Information sent or posted electronically may reach

potential or current employers, clients, classmates, colleagues, or teachers, causing serious and irreparable harm to an individual's personal or professional reputation. While all members of the Adler University community are entitled to their own opinions and have the right of free speech, they are urged to use electronic communication platforms thoughtfully and with caution so as not to harm the University's or their own standing.

SATISFACTORY ACADEMIC PROGRESS—CHICAGO AND VANCOUVER CAMPUSES

To maintain satisfactory progress, students must remain consistently registered until completion of all degree requirements, and take a course load that ensures steady movement toward degree completion within the maximum time limits for the program. Students who fail to register each term may be administratively withdrawn from the University, and Administrative Withdrawal will be indicated on the transcript.

Masters students should complete a minimum of twelve (12) credit hours every twelve months (12) and must satisfactorily complete all of the requirements for graduation within five (5) years of the date of first registration following admission to the program. For degree programs with more than 60 total credits, students may need to take up to 14 credits every twelve months in order to complete their degree requirements within five years.

Doctoral students should complete at least eighteen (18) credit hours every twelve months and must satisfactorily complete all requirements for graduation within seven (7) years of the date of first registration following admission to the program. Students enrolled in dissertation or internship are considered to be maintaining minimum credit requirements for satisfactory academic progress.

SATISFACTORY ACADEMIC PROGRESS—ONLINE CAMPUS

Grade Point Average (Overall GPA)

In order for students to maintain satisfactory academic progress, they must maintain a minimum cumulative grade point average (GPA) of 3.0 on a 4.0 scale. Students who fall below a 3.0 cumulative GPA may be administratively withdrawn or dismissed.

Cumulative Progress for Completion of The Degree

Students are required to make steady progress toward degree completion by successfully completing at least 70 percent of all attempted credit hours. For example, if a student has attempted 30 credit hours total, then he or she would be expected to complete at least 21 of these credit hours in order to comply with the minimum quantitative standards. (Note: all transfer credits figure into the attempted credit hours calculation.) Students who do not successfully complete at least 70 percent of all credit hours attempted are subject to being placed on academic probation or being dismissed from the University.

Maximum Time Frame Measurement (Time to Completion)

Students must complete their degree requirements within 150 percent of the total credit hours necessary to complete the program. For a 36 credit hour program, the student may take up to 54 credit hours to successfully complete the degree requirements. Students who fail to maintain successful progress toward time to completion may be administratively withdrawn.

Master's students must satisfactorily complete all of the requirements for degree completion within five years of the date of their first term of registration following admission to the program.

STUDENT REFERRAL POLICY—CHICAGO CAMPUS

Adler University requires all students to uphold the highest standards of academic, personal, and professional conduct. The Student Referral Policy applies to all academic and professional training-related conduct, including online, on-campus, and at the training sites. The University reserves the right to exercise jurisdiction over events or actions occurring off campus or in virtual communities, where Adler University's community interest is affected. This policy is designed to contribute to the personal as well as professional growth of the students and to ensure the welfare of the University and its related communities.

When students breach one or more of the Student Responsibilities, any member of the Adler community may alert the appropriate Student Development Committee by submitting a Student Incident Referral Form (available online).

Referrals will be directed to the Student Development Committee, which will determine the level of severity of the concern in accordance with the criteria, and direct the referral to the student's Faculty Advisor, to review by the Student Development Committee, or to the Student Comprehensive Evaluation Committee.

Student Development Committee (SDC)

The SDC is a standing committee within each academic department that monitors students' Academic Status and compliance with Student Responsibilities. The primary function of the Committee is to provide early and structured assistance to students in successfully completing their program.

The Registrar forwards to the appropriate departmental Student Development Committee at the beginning of each term a list of students who have fallen below Academic Good Standing. When students breach one or more of the Student Responsibilities, any member of the Adler community may alert the appropriate Student Development Committee by submitting a Student Incident Referral Form (available online).

The Student Development Committee reviews the grade reports and incident forms, determines the level of severity of the concern, and directs the student to take remedial action. Depending upon the seriousness of the concern, the student will be referred to the Faculty Advisor, to meet with the Student Development Committee, or to the Student Comprehensive Evaluation Committee.

Student Comprehensive Evaluation Committee (SCEC)

Serious or repeated breaches of Academic Good Standing or of the Student Responsibilities policy will be addressed through the Student Comprehensive Evaluation Committee (SCEC). The Committee will evaluate the referral, provide a plan for remediation if appropriate, and deliver a decision on the outcome. This decision may include dismissal or administrative withdrawal.

Appeals

Students may appeal the referral outcomes by following the Student Grievance and Appeal Policy posted earlier in this handbook.

WITHDRAWAL IN GOOD STANDING—CHICAGO AND VANCOUVER CAMPUSES

Students may withdraw from Adler University in good standing by completing the "Student Withdrawal Form" and submitting it to the Registrar's Office. To withdraw in good standing, students must be in Academic Good standing at the time of withdrawal, have completed all requirements for courses and clinical work for which

they are registered, and may not be subject to pending disciplinary or academic inquiries. Withdrawal is noted on the transcript.

If a student decides to withdraw from the University before the term starts or during the add/drop period, they are required to log onto Student Planner or WebAdvisor and drop all of their courses. Failure to do so will result in the student being charged the drop fee and/or tuition in accordance with the University's tuition refund policy.

Former students who wish to return to the University after withdrawing in good standing must submit a new application for admission and, if admitted, must follow the policies, procedures, and program requirements in effect at the time of the new admission. Students readmitted to the University may be eligible to receive up to 24 credits for coursework completed either at Adler University or another institution

WITHDRAWAL IN GOOD STANDING—ONLINE CAMPUS

Students may withdraw from Adler University in good standing by completing the Student Withdrawal Form and submitting it to their Student Success Coach. To withdraw in good standing, students must be in academic good standing at the time of withdrawal, have completed all requirements for courses for which they are registered, and may not be subject to pending disciplinary or academic inquiry. "Withdrawal" is noted on the transcript.

Former students who wish to return to the University after withdrawing in good standing must submit a new application for admission and, if admitted, must follow the policies, procedures, and program requirements in effect at the time of the new admission.

SECTION IV: CAMPUS SECURITY INFORMATION

CAMPUS SAFETY

Adler University's annual crime statistics are traditionally low. Students are encouraged to report any and all crime or suspicious persons immediately to Adler personnel. Students who violate local, state, provincial, and/or federal laws will be subject to criminal prosecution and will face disciplinary action at Adler University which may result in their dismissal.

Adler University complies with its reporting obligations pursuant to the Clery Act. Information regarding Clery Act reports and reporting can be obtained from the Registrar's Office. Anyone seeking information about registered sex offenders enrolled or employed at Adler University contact the Associate Vice President of Human Resources.

Adler University complies with the requirements of the Drug Free Schools and Communities Act. The University shall review this policy on a biennial basis to determine its effectiveness and to ensure that the standards of conduct and judicial sanctions have been consistently enforced.

The unlawful possession, use, distribution, sale or manufacture of controlled substances is prohibited on any premises owned or controlled by Adler University. Under no circumstance will the University tolerate unlawful possession, use, distribution, sale or manufacture of controlled substances or the unlawful use of alcohol on campus or at University-sponsored activities.

The use of drugs and alcohol can have a substantial and detrimental effect on health. These effects can be permanent and can lead to severe physical and psychological impairment, disability and premature death. Any student who has a drug or alcohol related problem may call upon the University for assistance. The Associate Vice President of Student Affairs can provide a confidential referral to a drug or alcohol treatment program.

Use of illicit drugs by any person is illegal and under both the state and federal statutes. Use of alcohol by persons under 21 years of age is illegal under state law. Penalties of conviction under state and federal law include incarceration and fines. Property used in connection with illegal drugs may be confiscated. Federal student loans and grants may be denied to those convicted for a violation of a criminal drug statute.

EMERGENCY PROCEDURES AND NOTIFICATION

While the University strives to provide a safe and secure environment, safety is enhanced when students and employees take precautions such as:

- Never leaving valuables (wallets, purses, books, computers, etc.) unattended
- Traveling with a friend or companion rather than walking alone, especially at night
- Avoiding parking or walking in secluded or dimly lit areas

Students, faculty, and staff are encouraged to report all crimes or suspicious persons immediately. Please report all non-emergency incidents to the Facilities Director at x4411 or the Adler Security Guard at x4455. ***In case of an emergency, the Chicago Police Department and Chicago Fire Department can be reached by dialing 911 from any phone.***

EMERGENCY CONTACTS

Police	911
Fire Department	911
Paramedics	911
Bomb and Arson Hotline	773/533-FIRE
Office of the Building	312/781-2410
Security – 1 N. Dearborn	312/781-2557
Facilities Director	312/662-4411
Adler Security, 15 th floor	312/662-4455
Adler Security, 1 st floor entrance	x4643
Building Address	17 N. Dearborn, Chicago IL 60602

ACTIVE SHOOTER RESPONSE

Response to an active shooter or violent person is one of the most dynamic situations that anyone will ever face. Prior to the arrival of police personnel, best responses to an active shooter will be dictated by the specific circumstances of the encounter, keeping in mind there could be more than one active shooter involved in the same situation. Anyone who is in an active shooter situation should try to remain as calm as possible and use these suggested actions to help plan a strategy for survival. The entire area is still a crime scene and should be left undisturbed if possible.

If active shooter person comes into classroom or office:

- Flee or Shelter in Place - the decision to flee or seek shelter inside the room can only be made by you and is dependent upon the circumstances.
- Try to remain calm; it will aid you in decision making.
- Call 911 if possible, and alert police to the active shooter's location.
- If you can't speak, leave the line open so the dispatcher can hear what is taking place. Usually the location of a caller can be determined without speaking.
- After all options have been exhausted, you may be faced with the decision to overpower the active shooter with force by whatever means necessary.
- If sheltered, always wait for "All Clear" signal from recognized authority and follow directions of uniformed police.

If active shooter is inside the building:

- Shelter in Place - secure the room you are in by locking or barricading the door using available material.
- If you cannot secure the room, determine if there is a nearby location that you are able to reach safely and then secure; if you can, safely exit the building.
- Call 911 if possible, and alert police to the active shooter's location.
- DO NOT PULL FIRE ALARM.
- If sheltered, always wait for "All Clear" signal from recognized authority and follow directions of uniformed police.

If caught outside in the open:

- Hide behind something and wait for emergency personnel.
- If not in immediate danger, flee the area but do not run in a straight line.

- Call 911 when safely away.
- If you cannot hide or flee, lie on the floor; be still, be quiet, and wait for help.
- After all other options have been exhausted, you may be faced with the decision to overpower the active shooter with force by whatever means necessary.
- If sheltered or lying still, always wait for “All Clear” signal from recognized authority and follow directions of uniformed police.

When Police Arrive:

- Wait for “All Clear” signal from recognized authority and follow directions of uniformed police.
- Put your hands in the air to show you are not a threat.
- If you know where the active shooter is located, tell the officers.
- Do not try to move any injured people; leave them where they are and notify authorities of their location.
- Do as the officers tell you.

BUILDING EVACUATION INFORMATION

If an emergency occurs that threatens the safety of the building occupants and an evacuation is ordered, the primary goal is to help the individuals in danger evacuate safely and quickly. The following evacuation procedures will be followed.

- Building Management will sound the alarm on university floors
- Occupants will be instructed via the building emergency speaker system to proceed to an exit
- Adler’s Life Safety Team will help coordinate the evacuation
- All occupants should walk down the right side of the stairwell in a single file line
- The Life Safety Team will check all offices/areas and place a Post-it note on the door once a room is confirmed to be empty
- Those exiting the building must listen to and follow all directions from Fire Department personnel
- Depending on the situation, Adler University’s Mass Notification System may also be used to notify of an emergency and/or evacuation

General Evacuation Guidelines and Best Practices

- DO NOT USE THE ELEVATORS.
- DO NOT BRING FOOD OR DRINK IN ANY STAIRWELL.
- DO NOT BREAK WINDOWS.
- DO NOT GO TO THE ROOF. Never go to the roof of any building during an emergency. The door will most likely be locked and emergency personnel cannot quickly get to the roof to rescue individuals.
- STAY TO THE RIGHT WITHIN STAIRWELLS to allow emergency personnel to pass.
- GO DOWN within the stairwell, not up to higher floor (unless directed).

CRIME

Security matters such as burglary, vandalism, graffiti, unwanted solicitors, suspicious or intoxicated persons and suspicious activities should be reported to the Security Desk at 312/781-2557, the Adler Security Guard at x4455 and the Facilities Director at x4411. **If the situation is an emergency, immediately call 911.**

Crime Prevention Tips:

- Be aware of your surroundings.
- If you see a suspicious person on your floor, immediately contact security at x4455.
- Lock up all personal valuables, even if you'll "be right back."
- Lock your desk drawers, file cabinets and other storage spaces at the end of the day and take your keys with you.
- After hours and on weekends, be sure to check in and out at the Security Desk.

FIRE SAFETY

If you smell smoke or see fire:

- **Call 911.** Calmly relate the nature of the emergency as you observe it. Answer all questions. Do not hang up until instructed to do so by 911 Operator.
- If time permits, call One North Dearborn Security Desk at 312-781-2557. Inform the security officer of the situation and that you have called 911.
- Notify Adler Security Guard at Extension 4455 who will then alert the Life Safety Team
- Close all doors leading to the fire as quickly as possible. This will help confine the fire until the fire department arrives.
- Life Safety Team will begin to lead everyone on your floor to the stairwells – **DO NOT USE THE ELEVATORS!** Members of the Life Safety Team might utilize whistles or other mobile communication devices to assist in alerting others of danger. However, if you do not have a whistle, do not be shy – shout as loudly as you can to alert others.
- Be familiar with the location of ALL stairwells so that if one is blocked, you know where the nearest alternative is located. **There are four stairwells in this building.**
- You will be instructed, via the building emergency speaker system, to proceed to a specific floor and to exit the stairwell onto that floor. The Chicago Fire Department recommends evacuating 2 floors above and 5 floors below the fire/emergency floor in all high rise office buildings. Exiting the stairwells is done to allow emergency personnel to use the stairs without interference.
- Remain in the designated area until further instructions are issued

If your clothes are on fire, immediately:

- STOP wherever you are
- DROP to the floor that is unobstructed
- ROLL repeatedly to extinguish the flames

If you are in a smoke filled area:

- Kneel on the floor
- Take short breaths through the nose
- Stay low (air is clearer near the floor)
- Crawl to the nearest exit
- Feel all doors before opening
- If the doors are hot **DO NOT OPEN**
- If doors are cool, open door slowly and stay behind the door.
- If heat or pressure comes through the door, close the door immediately and tightly.

MEDICAL EMERGENCIES

In the event of an injury or accident in the building:

- Evaluate the situation as quickly as possible using all available information. Ask yourself:
 - Is the situation serious?
 - What kind of accident/illness is it?
 - Is the person coherent?
 - Is the person intoxicated?
 - Is the person complaining of chest pains?
 - How many people are injured?
- If the patient is seriously hurt or too sick to assume responsibility for him- or herself:
 - Call 911 for assistance.
- Try to ensure that someone stays with the patient while you telephone for help.
- Do not hang up until the dispatcher has all the information he or she needs.
- Arrange to have someone meet the paramedics at the assigned entrance and direct them to the patient.
- Calmly reassure the ill or injured person that help is on the way.
- Notify Security immediately at x4455.
- Do not attempt to move the ill or injured person or assist them without proper training.
- If the patient is coherent, let him or her decide what to do:
 - Rest for a short period
 - Call a taxi cab and go home

REPORTING CONCERNING BEHAVIOR

On college campuses, behaviors of concern sometimes have gone unreported until a tragedy occurs, and then people come forward with bits of information that in retrospect may have signaled a larger issue. This information when viewed collectively may be helpful in preventing tragic events and initiating assistance to an individual. Adler University is committed to a proactive approach and relies on all community members for help. Anyone observing concerning behavior in another should report it as follows:

- Students should report information to the Associate Vice President of Student Affairs.
- Employees should report information to the Associate Vice President of Human Resources.

SEVERE WEATHER

When a severe weather watch is issued by the weather service, the Office of the Building will monitor storm conditions in preparation for a potential emergency. If conditions escalate to a warning, the building staff will initiate emergency procedures.

Preparation for severe weather:

- Close all windows, blinds and curtains.
- Move loose items away from the windows to reduce flying debris if the window should break.

Severe Weather Evacuation

- Security or the Office of the Building will contact the suite leader to give instructions for evacuation.

- The suite leader will then mobilize the searchers and stairwell monitors and evacuate all employees into the corridors and stairwells. Evacuation into these areas will help prevent injuries from flying glass and debris.
- Doors between outer offices and inner spaces should be closed.
- Turn off and unplug all computers, telecommunications equipment, office equipment and appliances to protect them from power surges.
- Never use the elevators during a weather emergency. If the power goes out, you will be trapped.
- During the evacuation, building security will tour each floor to help supervise and check on tenant needs.
- Stay in your place of shelter until notified it is safe to leave.

UNIVERSITY CLOSING NOTIFICATIONS

In the event of an unexpected university closing, students will receive a text and email through the University's emergency mass notification system. Adler University is also registered with the WGN Emergency Closing Center, a service provided by Tribune Industries. Through this service, Adler University campus closings or late starts will be broadcasted on the WGN television and radio listings of school closings within the Chicagoland area. This service is available 24/7 and accessible online.