

# **Student Handbook and Appendices**

**2024-2025**

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# Midwestern University Handbook

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## Absences

Unless departmental policy differs, only the Department Chair or the Program/Course Director/Dean or their designee responsible for the course or rotation can authorize an excused absence. In the event that an absence from a mandatory attendance session occurs, the student must immediately notify the Department Chair, or the Program/Course Director/Dean involved or their designee of the circumstances causing the absence.

To complete the process for an excused absence, verbal notification must be followed by a written request with sufficient documentation attesting to the reasons for the absence. The student is solely responsible for informing the Department Chair or the Program/Course Director/Dean of the circumstances resulting in the absence and for submitting a written request for an excused absence. Some of the college dean's offices use an Absence Request Form for such purposes. Excused absences can be obtained for many reasons, including religious, but the process of obtaining approval as described above must be followed and include appropriate documentation. The student should check with their Dean's/Program Director's Office for proper documentation. Please also see Religious Absences in the College Catalog under Academic Policies.

## Absences to Attend Off-Campus Conferences and Events

A policy has been established for students to be excused from classes/laboratories/rotations to attend approved off-campus functions. This policy includes a procedure for student organizations and individual students to follow.

1. Students seeking permission to attend an off-campus conference or program must be in good academic, disciplinary and professional standing.
2. Midwestern University approved student organizations must seek and be granted permission from the appropriate Academic Dean or program/division director to send student representatives to an off-campus activity. This written request (usually made by the president of the organization) must be made at least one month prior to the activity. Student organizations may offer partial reimbursements for students who travel to approved professional conferences/events within the United States. Expenses for international travel are not eligible for reimbursement by student organizations except for approved clinical rotations for course credit, University-approved research conferences (at which the student presents research done at Midwestern University), or Midwestern University approved medical missions. The process for petitioning for reimbursement and minimum/maximum awards are determined by each awarding student organization. All processes must follow the reimbursement guidelines set forth by the Business Services Office.
3. Students who desire to attend an approved off-campus activity must obtain a signature approval from the course directors/coordinators of the course(s) that they will miss through an Absence Request Form. These sign-off forms are available in the Dean's office of the appropriate college. Completed forms indicate that students are approved to attend the activity because they are performing satisfactorily in the courses to be missed and are in good academic, disciplinary and professional standing. Written requests to attend approved off-campus activities must be submitted to the appropriate Academic Dean or program/division director a minimum of one month prior to the activity. Students on rotation need to follow the guidelines for an excused absence that are outlined in their clinical education manual.
4. Students attending off-campus conferences or events must take full responsibility for making up any missed classes, laboratories, examinations, or other course assignments.

## For Non-Emergency Personal Absences

A policy has been established for students to be excused from classes/laboratories/rotations for non-emergency personal absences.

1. Students seeking permission to be absent from class for personal reasons should be in good academic, disciplinary and professional standing.
2. Students who are requesting permission to miss class for personal reasons must obtain a signature approval from the course directors/coordinators of the course(s) that they will miss through an Absence Request Form. These sign-off forms are available in the Academic Dean's office of the appropriate college. The forms must be submitted to the appropriate Academic Dean or program/division director a minimum of one month prior to the absence for their approval. Students on rotation need to follow the guidelines for an excused absence that are outlined in their clinical education manual.
3. Students with excused absences for personal reasons must take full responsibility for making up any missed classes, laboratories, examinations, or other course assignments.

## **Academic/Professional Honesty and Integrity**

Academic/professional honesty and integrity are expected of all students throughout their course of study at Midwestern University. Any violation of the Code of Rights and Responsibilities of Students of Midwestern University (see Appendix Two) is considered to be a serious academic/professional violation and may result in a reprimand, monetary fine, written warning, filing of a Student Incident Report or a Formal Written Complaint, academic and/or disciplinary warning/probation, suspension, dismissal or other penalty deemed appropriate by the student's respective Academic Dean (see Appendix One, Section Five for a listing of possible sanctions). Academic/professional misconduct constitutes a breach of academic/professional integrity that violates the academic/professional foundation of the University, contaminates the honesty of its scholarship, and compromises the integrity and wellbeing of its educational programs. The policies on students' academic and professional responsibilities are included in Appendices 1 through 4.

## **Address Information**

Each student has the responsibility to provide the University with their permanent address and telephone number, and a current/preferred address and telephone number, if the student is not residing at the permanent address while attending school. Any change of address and telephone number can be made through the student's online student portal at <http://online.midwestern.edu> under "My Tab."

## **Alcohol Policies and Procedures**

Midwestern University does not condone any form of alcohol abuse by its students. No alcohol may be manufactured, consumed, distributed, exchanged, or sold by students on Midwestern University property or in any facility affiliated with, or associated with, Midwestern University. Alcoholic beverages may be served at an on- or off-campus student organization/club, student class council, or student government association (MWU recognized student organizations) event only with the prior approval of the Dean of Students (see Alcohol Policy and Procedures for On-Campus Events below). Any student who attends class or a rotation or is on the premises of a facility affiliated with Midwestern University while under the influence of alcohol or drugs is subject to an immediate drug screen for cause, and possible disciplinary action, including suspension or dismissal.

### **Alcohol Policy and Procedures for Recognized MWU Student Organizations; On-Campus Events**

Alcohol, in moderation, is allowed at on-campus student events only with the prior written approval of the Dean of Students. Only recognized student organizations are allowed to sponsor on-campus events with alcohol. On-campus events which are open to the community are prohibited from serving alcohol. Alcohol is not permitted at any athletic event, including intramural events. The following procedures are in force to establish criteria for the responsible use of alcohol on campus and at on-campus student events, and to minimize a student organization's liability should a mishap occur during the event:

1. All student organizations (represented by their president or designee) must complete and submit the Alcohol Application Form in the Office of Student Services.
2. All forms must be filled out and returned at least 4 weeks prior to the date of the event. Failure to comply with this deadline will result in postponement of the original event date. If the event cannot be rescheduled, it will occur without alcohol.
3. All alcohol served at this event must be purchased from a licensed vendor by the student organization. Students may not bring their own personal alcoholic beverages.
4. All alcoholic beverages must be served by a designated licensed bartender from a vendor who holds insurance for the University. Intoxicated individuals will be refused service and will be subject to disciplinary action.
5. Prior to approval, the student organization president (or designee) must meet with the Assistant Director of Student Activities and/or Assistant Dean of Student Activities at least 4 weeks before the event date. During the meeting, the Student Services staff member will review the event and the organization's responsibilities including:
  - Number of people attending
  - Hours of the event (no more than 4 hours, event must end by 9:00p.m.)
  - Location (either the picnic area, Wellness/Recreation Hall, Hyde Atrium or The Commons for the Downers Grove Campus and the cafeteria, Ramada, the Cholla Multipurpose Rooms, or the Cactus Club House for the Glendale Campus. Alcohol is not permitted at any other location on either campus unless designated by the Dean of Students or the University President.
  - Amount and type of alcohol to be served (beer, wine and other approved beverages only)
  - Vendor and bartender arrangements
  - State law on alcohol consumption
  - Amount and type of food to be served
  - Amount and type of nonalcoholic beverages to be served
  - Faculty/staff advisor must be assigned and must be present for the full duration of the event
  - Limitation of service to guests and termination of alcohol service
  - Consequences for violation of policies and procedures
  - Security
  - Review of campus resources available during the event
  - Publicity
  - Guests
  - Bar location
  - Budget
6. Student Services will have discretion to approve the type of alcoholic beverages, including the amount, and service of alcoholic beverages at the event, as well as expected attendance, time, location, and management of the event.
7. Illinois and Arizona State Law prohibits individuals under the age of 21 from consuming or possessing alcohol. Students must be prepared to present identification to show proof of age to the bartender. It is the responsibility of the licensed bartender to assure that underage drinking does not occur. The student organization and its faculty advisors/sponsors for the event will be asked to end the event immediately if someone under the age of 21 is knowingly consuming alcohol. If the group does not comply, security will be asked to assist.
8. Food (not snacks) and non-alcoholic beverages such as soda, coffee, punch, etc., must be available the entire time that beer and wine are being consumed.
9. Service and consumption of alcohol are restricted to the approved area. No containers e.g., unused/partially used kegs, bottles, cans may be removed from the approved area. Unused alcohol will be dumped at the conclusion of the event. Unopened bottles of alcohol will be kept intact and returned to the place of purchase, or, with the approval of the Office of Student Services, may be saved for a later function or purchased by another student organization for use at a different function. Unopened, repurposed alcohol must be stored in a secure location on campus through the Office of Safety and Security.
10. Admission to the event is restricted to Midwestern University students, faculty, and staff. Individual students (depending on the event) may bring a guest, however, that student is responsible for the actions of their guest. The guest must be registered with security.

11. No alcoholic beverages may be brought to an on-campus student function. Any alcoholic beverages brought in from the outside will be immediately poured out by security, staff, faculty, or student leaders responsible for the event. Student organizations are responsible for their students' behavior. Violation of the alcohol policy by students bringing in additional alcohol will result in suspension of alcohol privileges for the sponsoring organization for a period of one year and students involved will be subject to disciplinary action.
12. Anyone found inducing or forcing students to drink an alcoholic beverage against their expressed desire (including "spiking" nonalcoholic beverages) or adding a controlled substance to a drink will be escorted from the student activity, will be subject to disciplinary action and will face possible legal action. Games that promote the rapid consumption of alcohol are prohibited.
13. Anyone suspected of being intoxicated shall be denied further alcohol service and escorted to their room or sent home via a designated driver or taxi/ride share service.
14. A faculty advisor or approved staff member must be present at the event for the entire time the event is occurring. This individual must be identified and give their consent prior to the event.
15. Time limits will be established for each event. Events may last no longer than 4 hours and all events must end by 9:00 p.m. Alcohol service will conclude at least 1/2 hour prior to the scheduled conclusion of the event.
16. MWU Security personnel must be present if alcohol is being served. Security personnel must remain until the close of the event, or until alcohol is no longer being consumed.
17. The presence of alcoholic beverages shall be confined to the following campus locations only: the picnic area, Wellness/Recreation Center, Hyde Atrium or The Commons on the Downers Grove Campus; and the Cafeteria, the Ramada, the Cholla Multipurpose Rooms, the Wellness/Recreation Hall or the Cactus Club House for the Glendale Campus; or an area designated by the Dean of Students or University President.
18. The Dean of Students, faculty advisor, security personnel, or any other professional staff member of the Office of Student Services may terminate the service of alcohol or the event for any reason.
19. Fees will be assessed to the sponsoring organization for damages incurred.

## Alcohol Policy and Procedures for Recognized MWU Student Organizations; Off-Campus Events

Any recognized MWU student organization (student organization/club, student class council, student government association) function that is funded, wholly or in part, through that recognized MWU student organization's funds, requires University approval through the Office of Student Services. The University will not authorize the use of any MWU student organizational (student organization/club, student class council or student government association) funds for the purchase, supply, or serving of any alcoholic beverage for off-campus events, other than the cost involved for the services of a licensed bartender. The University reserves the right to decide which off-campus events will be approved based on the circumstances of the event. A designated faculty advisor must be assigned, and that faculty advisor must be present for the duration of the event.

Recognized MWU student organizations must have administrative approval through the Office of Student Services to implement an off-campus social event. Student organizations must complete all necessary paperwork prior to event approval. In addition, all participants are required to complete the Global Release and Waiver form. Failure to complete paperwork and receive authorization could result in termination of the event as an approved event of that organization. The off-campus event may not be located at an individual's residence, but must be at a commercial establishment, which holds a valid liquor license. In addition, students must comply with all local, state and federal laws regulating consumption of liquor. No person under 21 years of age may consume alcohol. Off-campus events with alcohol may be advertised via the University e-mail system, but only with prior approval of the Office of Student Services and all e-mails must be routed through this office. The Office of Student Services reserves that right to determine which off-campus social events will be approved.

If a component of the off-campus event is on-campus and alcohol is requested, students must complete all required paperwork as stated previously for on-campus approval. Any event organized by a recognized student group or organization that violates any of the provisions of these policies will be subject to cancellation or termination.

Individual student organizations and classes may not order busses through Midwestern University when sponsoring an off-campus social event in which the primary purpose is drinking alcohol. The University Student Senate and the Student Councils/Student Government Associations/Clubs may order busses for off-campus events at which alcohol is served if the event is approved by the Academic Dean and the Dean of Students.

## Exclusions

This policy does not include attendance at professional conferences where alcohol may be served at a conference reception as part of the conference registration fee. This policy does not apply to "approved" functions that are directly sponsored and organized by the University, including its Colleges, Academic Programs, Administration, Departments, or the Alumni Associations.

## **Audiorecording/Photorecording/Videorecording/ Digital Recording**

Audiorecording (audiotaping), photorecording, videorecording (videotaping) and/or digital recording in any format, including cell phones, of lectures, lecture material, class discussions, laboratories, laboratory material, clinical settings, especially surgery and patient encounters, is prohibited without the written permission of the instructor(s), preceptor(s), faculty, or administrative personnel. All requests for such recordings (tapings) must be submitted to the instructor(s) or faculty member(s) in writing prior to the lecture, laboratory, class discussion or clinical experience. If approved, the student must be present while recording (taping), unless there are previously approved extenuating circumstances. All such recordings (tapings) are for the exclusive use of the student who has been given permission to record (tape) and cannot be distributed to other students without the written permission of the instructor. Distribution of recorded (taped) lectures or lecture materials in any format or venue without written permission will result in disciplinary action. In any event, no recording may be shared or distributed outside of the University without the written permission of the President.

Audiorecording (audiotaping), photorecording, videorecording (videotaping) and/or digital recording in any format of meetings with instructors, faculty and/or administrators is prohibited without the written permission of the instructor(s), faculty member(s) or administrators. Unauthorized recordings (tapings) are unprofessional and will result in disciplinary action under the Midwestern University Student Code of Rights and Responsibilities. In Downers Grove, students may also face prosecution under the State of Illinois Eavesdropping Laws.

## **Bicycles**

Bicycles may not be parked inside University facilities with the exception of individual residence hall rooms or apartments. Bicycles may not be stored in common areas in the residence halls or apartments. Students are encouraged to park their bicycles in the bicycle racks provided on campus. Bicycling is restricted to campus sidewalks and driveways. Students should use common sense and consideration when pedestrians and cars are present. Bicycling is also prohibited in the parking garages.

## **Bonfires (Downers Grove Campus Only)**

On the Downers Grove campus bonfires are allowed at the barbecue pit, only. Student groups wishing to hold a bonfire must seek approval and apply for a burn permit from the Village of Downers Grove through the Office of Student Activities. Children under 18 are not permitted at bonfire events. For the safety of all involved, students are asked to use discretion and common sense regarding this type of event when alcohol is being served to assure the safety of others. A Faculty advisor and MWU Security Officer are required to be present in order to host a bonfire. Approval of such events is at the discretion of the Dean of Students. The Dean of Students reserves the right to cancel a bonfire or the event for any reason.

## Bookstore

The campus bookstore is located on the upper level of The Commons on the Downers Grove Campus and in the Barrel Cactus II Building on the Glendale Campus. These bookstores are owned and operated by Matthews Bookstores. The purpose of the bookstores is to work with teaching faculty members to obtain a list of required and recommended textbooks and supplies for each class offered by the University, and to provide these items for sale in the store. The bookstores also offer a growing selection of health science reference books and equipment, a variety of school and office supplies, greeting cards, imprinted clothing and souvenir items, and a small line of food items and sundries. Their primary goal is to offer excellent customer-oriented service to all members of the Midwestern University community and to be a resource whenever possible to these individuals.

The bookstore has exclusive rights to sell books and approved merchandise to MWU students, faculty, and staff. Selling of books or merchandise that is typically sold in the MWU Bookstore by students for purposes of fundraising or other purposes is prohibited unless previously arranged with the bookstore.

## Cancellation of Classes

The University may cancel on-campus classes in the event of exceptionally inclement weather. Students on the Downers Grove Campus should tune in to one of the following stations after 7:30 am.

AM	FM	TV
WLS 890	WLS 94.7	FOX 32
WGN 720	US 99	WMAQ-TV (CH 5)
WBBM 780	B 96	Chicagoland Cable TV

The University also uses the RAVE alert system to inform students, faculty and staff of University closures and re-openings via text messages. The RAVE alert system allows the University to provide instant notification to students, faculty, and staff regarding emergency situations on campus. University closures may be the result of weather or other conditions on campus that interfere with the normal conduct of business or that present a potential threat to members of the University community. Students should follow the instructions sent via the RAVE alert. Information is also posted on the Midwestern University website and sent to MWU community members via University email.

## Career Planning and Posting Services

Midwestern University hosts an on-line job posting service on the Job Finder heading on the Midwestern University web site ([www.midwestern.edu](http://www.midwestern.edu)). MWU clinical faculty, alumni, preceptors, and other academic and corporate partners are invited to post relevant job opportunities. MWU students and alumni have exclusive password-protected access to this database to help them in their career placement efforts.

## Community Outreach

Community Outreach is a major component of the University Mission Statement and it is an expectation that all students will participate in some form of community outreach while a student at Midwestern University. All student-based community outreach projects must be pre-approved by the Office of Student Services. In addition, any community outreach activity that involves patient interactions requires that the student volunteer be compliant with all University required immunizations.



# Conduct Code

Students are expected to emulate the legal, moral, and ethical standards expected of professionals in their respective areas and display behavior that is consistent with these qualities. A Code of Responsibilities and Rights of the Students of Midwestern University has been approved. A copy of this document is included in Appendices 1,2 and 4. This code clearly states the mode of behavior that is expected of students in academic and professional settings. This code covers on-campus and off-campus activities. Students are expected to read and follow this code. Students also need to be aware that a lack of professionalism may result in possible disciplinary action, including failure, probation, suspension, or expulsion.

# Counseling

Midwestern University understands that many students have personal concerns that may affect their academic and personal lives. In most instances, the student can overcome such issues independently. In other instances, normal peer-to-peer, student-faculty, or student-administrative assistance can serve either as motivation or guidance to the student, helping to resolve their concerns. In some cases, however, the efforts of the student, faculty member, administrator, or peer cannot resolve the student's problem. A student may be advised to request a Leave-of-Absence from their Program Director/Dean until their personal issues are resolved.

Midwestern University provides individual counseling, support groups, and discussion forums for enrolled Midwestern University students at no cost through the Office of Student Services by on-campus licensed mental health professionals. Students requesting counseling undergo an intake process to identify reasons for seeking counseling services, assess safety, understand clinical needs, and develop a treatment plan to address the needs, including modality and frequency of sessions. Requests for counseling services are typically high, but we aim to schedule an initial appointment within two weeks of requests for services.

If the treatment recommendation is for weekly sessions, referrals to off-campus resources will be provided. All efforts are made to make referrals to providers on the student's health insurance network to minimize cost to the student.

Midwestern University also offers Academic Live Care, an online resource for students that is available 24/7 and is at no cost to the student. Academic Live Care allows students to obtain an appointment when the on-campus counselors are not available, or when the student is off-campus or needs assistance after regular business hours. Academic Live Care is an online telehealth program that provides 24/7 and unlimited telehealth opportunities for psychiatry, therapy, urgent care, counseling, legal services, and nutrition. To access the Academic Live Care website, go to [www.academiclivecare.com](http://www.academiclivecare.com) to register. The site requires an Access Key, which is ALC, to set up an account. When making appointments, there will be a price listed so to remove the cost, enter the Coupon Code which can be obtained from your student portal under the Icon –ALC. These visits do not get submitted to your health insurance provider and have no added costs to you (as long as the Coupon Code is entered when making an appointment) when utilizing any of the services, regardless of your insurance coverage. For Academic Live Care technical support call (866) 882-0343.

Midwestern University believes it is in the interest of the student, the student's family, and the University to provide on-campus counseling to help students deal with a variety of personal concerns. Student Counseling Services will handle such problems in the following way:

- The University recognizes that almost any human concern can be successfully treated provided it is identified in the early stages and referral is made to an appropriate modality of care.
- The purpose of this policy is to assure students that if they have personal concerns that are affecting their academic and personal lives, they can receive assistance to help resolve their problem in an effective and confidential manner. Students are assured that utilizing the Student Counseling Service will be confidential, unless otherwise regarded by law.
- Concerns will be handled in a forthright manner.

- Students who have a problem that they feel may affect academic performance are encouraged to voluntarily seek counseling and information on a confidential basis by contacting the Student Counseling Service (see contact information below).
- It is strongly encouraged that the students comply with referrals and recommendations of the Student Counseling Service.

## Procedures

To preserve confidentiality, on the Glendale campus students can make appointments directly with the Manager of Student Counseling ([studentcounseling@midwestern.edu](mailto:studentcounseling@midwestern.edu) or 623 572-3740) and on the Downers Grove campus ([ILstudentcounseling@midwestern.edu](mailto:ILstudentcounseling@midwestern.edu) or 630 515-7145). The initial contact includes the reason for seeking counseling services, student contact information, and assigning a counselor. A counselor can be reached Monday through Friday during business hours to schedule an appointment, however, accommodations in scheduling are flexible for students off-campus or on rotations.

For those students who cannot be on-campus but still reside in the state of their campus:

1. The counselor can provide assistance via the telephone or telehealth,
2. Students can access Academic Live Care or In-the-Moment 24/7 when Student Counselors are not available. Details on Academic Live Care, a 24/7 unlimited free service available to MWU students, are described above or can be found at the Academic Live Care icon on your student portal.

## Location

Student Counselors are located:

1. On the Glendale campus, the Student Counseling and Academic Support Center is located in the Barrel IV Building.
2. On the Downers Grove campus, the Student Counseling and Academic Support Center is located in the lower level of the Commons, in Suite 111.

## Mandatory Assessments

The Dean of Students and the individual Academic Deans reserve the right to require a student to undergo a medical assessment if the student's physical and/or mental status is determined by the Deans to warrant concern. Such circumstances are only enacted when it is determined that the personal well-being of the student is in question, or when the student is suspected of being a threat to their own well-being or to the well-being of others. Under such serious circumstances, the Dean of Students or the Academic Dean may place the student on a temporary suspension until it is determined by the clinical evaluator that the student is medically/psychologically able to return to the classroom/clinical setting. In this situation, Midwestern University will be responsible for all arrangements and payments of the initial clinical assessments. The Deans may also require the particular student to sign a release of information that allows a treating physician/psychologist/therapist to disclose to the Deans documentation that the student is complying with any recommendations that were set forth through the clinical assessment/evaluation of that student. In other situations that are less severe, the student may be required to sign a release of information that allows the treating physician/psychologist/therapist to disclose to the Deans only that the student is being treated by that particular clinician and is capable of remaining in/returning to the classroom/clinical setting. Knowledge of any clinical assessment will be kept strictly confidential.

## **CPR (Cardiopulmonary Resuscitation)**

All students who are directed by their curriculum to rotate through clinical/hospital sites need to be certified at performing Basic Life Support (BLS) procedures. Some students, depending on the

program/college must also be certified at performing Advanced Cardiac Life Support (ACLS) procedures. These procedures are usually licensed for two years. Individual colleges/programs typically provide opportunities for their students to obtain these certifications during their academic tenure.

## **Crime Awareness and Campus Security Act**

As required by federal law, Midwestern University must disseminate information to currently enrolled students about policies and procedures to report criminal actions on and close to campus, current policies concerning security and access to facilities on campus, information on campus law enforcement and statistics concerning incidents of local crime. This information is provided in Appendix 5. Students interested in further information should contact the Office of Safety and Security. See also the section on Security.

## **Criminal Background Checks**

Due to growing nationwide concerns regarding the suitability of today's health care providers, many hospitals, health care systems, clinics, physician offices, or pharmacies providing health care services require disclosure of an individual's criminal history. In addition, many state statutes also require disclosure of an individual's criminal history in order to apply for certain health professional certificates, registrations, and licenses. Existence of a criminal history may subject an individual to denial of an initial application for a certificate, registration, or license to practice in a clinical setting or result in the revocation or suspension of an existing certificate, registration, or license. In response to this growing trend, Midwestern University requires students to submit to criminal background checks.

It is the policy of Midwestern University that all accepted students must submit to a criminal background check prior to matriculation. In addition, students who remain enrolled must submit to a criminal background check as needed to remain eligible for continued participation and/or to participate in clinical rotations. A criminal background check may necessitate one or more of the following: 1) a standard criminal background check conducted through an approved background check agency, 2) a fingerprint background check conducted by an approved agency, in which the prints are submitted to both State Police and the FBI database and/or 3) an International Police Clearance. The procedure utilized to conduct the background check will be based upon the individual's residency status, country of origin, time in residence in the United States and specific program requirements. In accordance with the laws of the State of Illinois, CCOM students are required to undergo fingerprinting as part of the criminal background check process. Students in other programs may also be required to undergo fingerprinting. The criminal background check involves obtaining an authorization from a matriculating or current student that allows the University to obtain the student's individual criminal history. The results of the background check are reviewed by the Dean of Students to determine whether or not there is a record of criminal activity, including misdemeanor and/or felony charges and/or convictions. If there is a positive record, the Dean of Students will inform the appropriate Academic Dean so the University can make a determination whether the criminal history will negatively impact the student's admission status or ability to complete the practical training/rotation requirements of the degree program.

Criminal background checks are conducted through Student Services as part of the initial student matriculation process and on an as-needed basis thereafter while a student is actively enrolled at Midwestern University.

1. All matriculating students must complete the Criminal Background Release and Consent Form to conduct the criminal background check. All newly admitted students who have submitted a matriculation deposit are provided with access to a copy of the University Criminal Background Checks Policy and the Criminal Background Release and Consent Form. By going to the Midwestern University website (<https://www.midwestern.edu>), scrolling to the bottom of the page and selecting MWUNet, the student can complete the Consent Form, which can be found under the Student Services Tab on the student portal.

- a. Incoming osteopathic medical, dental, pharmacy, optometry, physician assistant, and veterinary medical students will complete a criminal background check through the appropriate application agency (AACOMAS, ADEA, PharmCAS, OptomCAS, CASPA, or VMCAS, respectively). The results of those background checks will be forwarded to Midwestern University.
  - b. Incoming international students must complete an International Police Clearance, either under the guidance of Midwestern University or their application agency. If the international student has also resided in the United States within the seven-year period prior to matriculation, the student must also complete a criminal background check. The International Police Clearance must be initiated by the student according to the guidelines of the country from which the Clearance is required.
  - c. Incoming students must complete the criminal background check requirement prior to matriculation. For students who are admitted close to their matriculation date, or for students whose situation may necessitate an extension, the criminal background check must be completed by the end of the first month of the first quarter of enrollment for their program. Failure to complete the background check within the stated time frame jeopardizes their continued enrollment, and the student may be required to take a mandatory leave of absence.
2. The Office of Student Services will contract with a professional service to conduct the criminal background check.
  3. The Dean of Students will review all criminal background check reports and determine whether or not a record of criminal activity exists. If a record of criminal activity exists, the Dean of Students will conduct a criminal background investigation. The investigation may include any of the following components:
    - a. Request for additional detailed information about the positive criminal background check report. This may entail one or more meetings with the student.
    - b. Collection of additional data, e.g., Federal Bureau of Investigation fingerprints and report, concerning the positive criminal background check report. Following the criminal background investigation, the Dean of Students, in consultation with the Academic Dean (or their designees), will determine whether or not the student should be disqualified from matriculation or continued enrollment. A record of criminal activity will not automatically disqualify a student from enrollment or continued enrollment. The University will consider such factors as (but not limited to) the nature of the crime, the age of the individual at the time the crime was committed, length of time since the criminal activity, any fines, sanctions or convictions, the nature of the clinical program and the relatedness of the conviction, and whether the University will be able to provide appropriate professional clinical training to the student. Students who are permitted to matriculate with a positive criminal background check may be required to sign a waiver stating their understanding of the possible negative impact of their background check on their education, postgraduate training and licensure.
  4. Failure to disclose criminal activity or material misrepresentation of information by an incoming student is deemed to be falsification of the application and may result in denial of admission, matriculation and/or dismissal from the program and University. Failure to disclose criminal activity or material misrepresentation of information by an enrolled student is deemed to be a violation of the student Code of Conduct and may result in dismissal from the program and University. Incoming and enrolled students must disclose any criminal activity, including misdemeanor or felony charges/convictions to their Academic Dean and the Dean of Students.
  5. Failure of the student to present appropriate forms to the Office of Student Services for the purpose of conducting criminal background checks when requested will bar the student from initial matriculation and/or continued enrollment.
  6. Students with a positive criminal background check are individually responsible for checking the licensing and certification requirements in any state where the student is interested in participating in a postgraduate residency training to determine whether or not their criminal background will be a barrier to participation.
  7. Students are required to disclose to the Dean of Students and appropriate Academic Dean any arrests, criminal charges, or convictions against them during their entire period of enrollment as a student at Midwestern University. Disclosure must be made immediately after the incident that resulted in charges so the University can assess the impact of the incident on the student's

academic progression. Such arrests, criminal charges, or convictions may negatively impact a student's ability to obtain and/or complete clinical rotations or preceptorships, post-graduate residency placement or licensure.

8. Midwestern University does not guarantee clinical rotations, post-graduate residency placement or licensure for students who have a positive criminal history. Clinical rotation placement, post-graduate residency placement, and licensure are governed by separate entities who use their own specific set of standards that may be different than those used by Midwestern University. In such cases, the University confidentially shares information about the student's positive criminal history with potential preceptors and practice site representatives as necessary and on a need-to-know basis. This may include releasing a copy of the original Criminal Background Check report for their review. This gives the preceptor and site representatives an opportunity to decide whether the student is acceptable to the site. For this reason, scheduling and completion of practical training/rotations and graduation may be delayed. In some instances, it will not be possible to arrange for practical training/rotations at specific sites. Under these circumstances, the college/program will work with the student to find a possible clinical rotation site that will accept a student with a positive criminal background check.
  - a. If this information is known by the University prior to the student's matriculation, the Academic Dean (or their designee) will meet with the potential student to discuss the consequences of the positive criminal background investigation on the student's ability to complete degree requirements, post-graduate residency placement and licensure so that appropriate action can be taken.
  - b. If this information is known by the University after the student's matriculation, the Academic Dean (or their designee) will meet with the student to discuss the consequences of the positive criminal background investigation on the student's ability to start/resume practical training/rotations and the student's ability to graduate, secure a post-graduate residency and obtain licensure so that appropriate action can be taken.
9. Records concerning a student's positive criminal background check are stored in a confidential file in the Student Services Office.
10. In the event that a student is assigned to a practical training/rotation site that requires a copy of the original Criminal Background Check report prior to a student's placement at the site, the student's criminal background check report and cover letter will be scanned into an encrypted password protected PDF file. The encrypted PDF file will be forwarded via email to the rotation site coordinator.

## Disability Services

It is the policy of Midwestern University to ensure that persons with disabilities are not subject to discrimination as prohibited by Section 504 of the Rehabilitation Act of 1973 ("Section 504") and Title III of the Americans with Disabilities Act of 1990("ADA"). Section 504 prohibits discrimination based on disability in any program or activity operated by Midwestern University. The ADA provides that "no individual shall be discriminated against on the basis of disability in the full and equal enjoyment of the goods, services, facilities, privileges, advantages, or accommodations" offered by Midwestern University. Midwestern University will therefore make reasonable accommodations to the physical and mental limitations of students as required by law.

## Technical Standards

All students, regardless of disability, must meet the academic and technical standards for the college and program in which the respective student is enrolled. Academic and technical standards are those set by the college and program. Students must always satisfy the applicable academic and technical standards with or without a reasonable accommodation. Individual programs at Midwestern University may include additional requirements related to clinical training. Students are encouraged to request accommodations that are reasonable in the healthcare setting.

## Definitions

- **Disability:** The term “disability” means, with respect to an individual; (a) a physical or mental impairment that substantially limits one or more major life activities of such individual; (b) a record of such an impairment; or (c) being regarded as having such an impairment. Even if a condition is an impairment, it is not automatically a disability. To rise to the level of a disability, a physical or mental impairment must substantially limit one or more major life activities.
- **Physical or Mental Impairment:** A physical or mental impairment means (a) any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more body systems, such as neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, immune, circulatory, hemic, lymphatic, skin, and endocrine; or (b) any mental or psychological disorder, such as an intellectual disability, organic brain syndrome, emotional or mental illness, and specific learning disabilities.
- **Major Life Activity:** Major life activities include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working. A major life activity also includes the operation of a major bodily function, including but not limited to, functions of the immune system, special sense organs and skin; normal cell growth; and digestive, genitourinary, bowel, bladder, neurological, brain, respiratory, circulatory, cardiovascular, endocrine, hemic, lymphatic, musculoskeletal, and reproductive functions. The operation of a major bodily function includes the operation of an individual organ within a body system.
- **Substantially Limits:** The term “substantially limits” is not meant to be a demanding standard; however, the impairment must still substantially limit the ability of an individual to perform a major life activity as compared to most people in the general population. While an impairment need not prevent, or significantly or severely restrict, the individual from performing a major life activity in order to be considered substantially limiting, not every impairment will constitute a disability within the meaning of the law. Considerations include, compared to most people in the general population, the condition under which the individual performs the major life activity, the manner in which the individual performs the major life activity, and/or the duration of time it takes the individual to perform the major life activity, or for which the individual can perform the major life activity.

## Policies for Accommodating Students with Disabilities

Midwestern University is committed to providing reasonable accommodations to students with documented disabilities. Toward this end, Midwestern University policies and procedures ensure that students with a disability will not, on the basis of that disability, be denied full and equal access to academic and co-curricular programs or activities or otherwise be subjected to discrimination under programs offered by Midwestern University.

To ensure full implementation, three important areas must be considered:

1. The right of Midwestern University to set and maintain standards for admitting and evaluating the progress of students.
2. The right of the student with a disability to be included on the basis of criteria that does not unfairly discriminate because of the disability.
3. The right of the faculty to establish and monitor standards of academic performance and to assess content domains.

## Rights and Responsibilities of Midwestern University

### Rights

- To establish and require all students to meet the technical and academic standards for admission, progression, and completion of any Midwestern University program.
- Maintain Midwestern University’s academic and technical standards.
- Request current documentation from a student completed by an appropriate professional source to verify the need for, and make recommendations concerning, reasonable accommodations.

- Engage with the student in an interactive process in an attempt to understand the limitations caused by the impairment and assess the reasonableness of available accommodations.
- Discuss a student's need for reasonable accommodations with the professional source of their documentation with the student's signed consent authorizing such discussion.
- Select among equally effective and appropriate accommodations that may be different than any or all recommended accommodations.
- Deny a request for accommodations if the documentation fails to verify the need for the requested services, or the documentation is not provided in a timely manner.
- Refuse to provide an accommodation(s) that is/are inappropriate or unreasonable including any that:
  - Pose a direct threat to the health and safety of others;
  - Constitute a substantial change or alteration to an essential element of a course or program.

## Responsibilities

- Ensure that Midwestern University courses, programs, services, job opportunities, activities, and facilities, when viewed in their entirety, are offered in the most integrated and appropriate settings possible.
- Provide information regarding policies and procedures to students with disabilities and assure its availability in accessible formats upon request.
- Evaluate students on their abilities, merit, and aptitude, not their disabilities.
- Provide to a student reasonable and appropriate accommodations following a timely request.
- Maintain appropriate confidentiality of records and communication concerning students with disabilities except where disclosure is required by law or authorized by the student.

## Rights and Responsibilities of Students

### Rights

- Have equal access to courses, programs, services, jobs, activities, and facilities available through Midwestern University.
- Receive reasonable and appropriate accommodations on a case-by-case basis.
- Have appropriate confidentiality of all information pertaining to their disability with the reasonable choice of whom to disclose their disability to except as required by law.
- Have information reasonably available in accessible formats.

### Responsibilities

- Meet Midwestern University's and individual program's qualifications and essential technical, academic, professional, and institutional standards required of any other student.
- Identify themselves with Student Services as an individual with a disability in advance of needing an accommodation.
- Provide documentation from an appropriate professional source that verifies the nature of the disability, functional limitations, and the need for specific accommodations.
- Follow specific procedures for obtaining the approval for a requested accommodation and taking the self-initiative to ensure the student is implementing the approved accommodation by working with course instructors.
- Informing Student Services—not course instructors or deans—when the student desires to remove, add, or otherwise modify any approved accommodations, which may result in student needing to submit new documentation as needed for Midwestern University to assess the request.
- Have the responsibility to advocate for their own individual needs and to seek information, counsel, and assistance as necessary, and within reason, to be effective self-advocates.

## Rights and Responsibilities of the Faculty

### Rights

- Identify and establish the abilities, skills, and knowledge that constitute the technical and academic standards for the academic programs/courses and evaluate each student's performance

against those standards. The technical and academic standards are not subject to modifications for purposes of accommodations; however, a student is entitled to reasonable accommodation that will make the student qualified to meet those standards by way of the student's own merit.

- Work with the student, when the student asks for implementation of approved accommodations, to determine the best application of the approved accommodations.

## Responsibilities

- Has the responsibility to make reasonable modifications for a student with approved accommodations for a disability with respect to the manner in which specific courses are conducted.
- Select and administer tests used to evaluate students so as to best ensure that test results accurately reflect aptitudes or competencies. Tests designed to measure specific skills related to technical and academic standards are allowable even when those skills are impacted by the disability.
- Has the responsibility to evaluate students in a nondiscriminatory manner.

## Requests for Accommodations

The following FAQ section serves as an overview for students seeking accommodations for documented qualifying disabilities.

### How do I request an accommodation and whom do I contact?

A student requesting an accommodation under the ADA for a qualifying disability must begin the interactive process by meeting in person with the Associate Dean of Students/Disability Services representative in Student Services. An appointment can be scheduled by emailing [disability\\_accommodations@midwestern.edu](mailto:disability_accommodations@midwestern.edu). Please also see the Accommodations Request Infographic for a schematic of the process.

### Do I need to have documentation prior to my meeting with Student Services?

No, but it is helpful. Students can utilize the infographic to determine the documentation required to request accommodations, but an initial meeting with Student Services is required.

### What happens after I provide documentation and discuss my request with Student Services?

Following receipt of the complete application for accommodations, the Midwestern University Disability Services Committee will consider the request at its next meeting. The student will be advised following the meeting if accommodations are approved, if additional documentation is required, or accommodations are denied. All application documentation is considered confidential.

The Associate Dean of Students/Disability Services representative will advise the student's college/program of approved accommodations. It is the responsibility of the college/program Dean's Office to inform all appropriate Course Directors and instructors each quarter of the approved accommodation(s) for student(s) in their program.

### What are my responsibilities once the College/Program has been notified of my approved accommodations?

It is the student's responsibility to notify in writing their individual Course Directors and/or clinical rotation preceptors each quarter if the student chooses to utilize their approved accommodations. Students must advise their Course Directors and/or clinical rotation preceptors of the approved accommodations in advance of receiving accommodations. Students do not need to disclose the nature of their disability in communicating with Course Directors or course instructors.



## What if my approved accommodations are somehow unsatisfactory?

If a student discovers that the approved accommodation(s) are in any way unsatisfactory, the student must discuss the issue with the Associate Dean of Students/Disability Services representative in Student Services. The student must not, under any circumstances, discuss amendments to the approved accommodations with a Course Director or others in the student program or college. Students who require additions, deletions, and/or new accommodations must meet with the Associate Dean of Students/Disability Services representative in Student Services.

## Can my Course Director or others in my college/program grant me accommodations?

No. A student's Course Director or others within the college or program cannot approve accommodations. Accommodations requests and approvals can only be made by the student through Student Services. While Course Directors may make allowances pursuant to a syllabus or course catalog, those allowances are of uniform applicability to all students, regardless of disability status, and are not accommodations and should not be construed as accommodations for a disability.

## Can accommodations be applied retroactively if I have just been diagnosed with a qualifying disability?

No. Accommodations start on the date the student is notified of approved accommodations and cannot be applied retroactively to courses, exams, assignments, or other course work that has already been completed.

## Is there an appeal process if my request for accommodations is denied?

Yes, by following the appeal process stated in Appendix 2, Section 1 of the Midwestern University Student Handbook.

## Can faculty, staff or college/program Administration access my accommodations application and detailed records?

No, not without the student's written consent.

## What about accommodations for licensing board examinations or other licensing certification examinations?

Receipt of accommodations from Midwestern University does not constitute the granting or guarantee the granting of accommodations from a licensing board or licensing certification exam administration. Students should email their request and documents to: [disability\\_accommodations@midwestern.edu](mailto:disability_accommodations@midwestern.edu) allowing at least seven business days for completion of requests.

## Application and Documentation Forms

- [Accommodation Request Infographic](#)
- [Request for Accommodations for Disability Application \(RADA\) Form](#)
- [Third-Party Form](#)

## Dress Code

Students are expected to dress in an appropriately professional manner. Some departments may establish a dress code for particular activities (e.g., scrubs for dental lab; closed-toed shoes for gross lab). The wearing of clothing having caricatures, messages, symbols, etc., that, based on societal norms, can be construed to be vulgar or offensive or to contribute to creating a hostile learning/academic environment demonstrates inappropriate professional judgment that may be subject to review and action by the Dean of Students along with the student's respective Academic Dean.

Some programs/colleges have established a dress code for particular activities (e.g., business casual; scrubs for dental lab; closed-toed shoes for gross lab).

## For the Glendale Campus:

The College of Veterinary Medicine and the Physician Assistant Program have adopted a Business Casual Dress Code for their students who are in the didactic (non-clinical) year(s). Business Casual typically means dress shirts (shirts with collars) or polo-type shirts (not T-shirts). Dress slacks (not jeans or shorts), and shoes but not necessarily ties or suits for the men, and dress shirts, appropriate blouses, or polo-type shirts, slacks, skirts and dresses, but not necessarily suits for women. Flip-flops should not be worn to class or lab. Shoes are required for all labs. Students in the Physician Assistant Program or College of Veterinary Medicine should check with their administration for details concerning what does and does not constitute Business Casual attire.

If a student is in a facility participating in patient care, no matter how briefly, they must comply with the following dress code:

- The photo identification badge must be worn so that it is visible to anyone approaching.
- Clean, professional coats or jackets that clearly identify students according to their professional program and status and that distinguish them from physicians and other health care professionals must be worn by students when with a patient, unless other dress is specified by the program/college or service (e.g., scrubs in surgery, obstetrics, or dental labs/clinics).
- Male students are encouraged to wear a tie. When they do not wear a tie, only the top button of their shirt should be open at the neck.
- T-shirts, sweatshirts, halter tops, tank and tube tops, and backless or midriff-baring tops are not allowed.
- Casual slacks, blue jeans, fatigues, white trousers, short skirts, short dresses, and shorts are not permitted.
- Dress shoes are required, except in the dental clinic/simulation lab, surgery or obstetrics, where clean athletic shoes may be allowed. Wearing of socks/stockings should be determined by the dress code of the specific facility.
- Sandals are not acceptable.
- Any visible body piercing, except ears, must be preapproved.
- Visible tattoos should be covered unless preapproved.
- Scrubs are not to be worn except when the student is on the obstetrics service, in surgical scrub, in the emergency department or in the dental clinic/simulation lab, unless otherwise indicated.
- Scrubs are not to be worn in other areas of medical centers, particularly not on the floors where there are patients or in the cafeteria (except in an emergency situation and only if the scrub suit is covered by a white coat), unless otherwise indicated.
- Hair is to be neat, clean, and properly maintained.
- Perfumes and fragrances should be in moderation. Some people are allergic to the chemicals in fragrances.

Failure to observe these dress code policies may result in the student being asked to leave the premises. Habitual violators are subject to disciplinary action. Individual sites may have dress code requirements that are more stringent than those outlined above. Students must also comply with the dress code of the facility in which they are rotating.

Students are expected to dress in a professional manner at the commencement ceremonies. No unauthorized decoration (writing or other adornment) is permitted on the graduation gown, hood, tam or mortarboard.

## Drugs and Alcohol

Midwestern University does not condone any form of drug, substance, or alcohol abuse by its students. No alcohol or illegal drugs may be manufactured, consumed, distributed, or sold by students on any Midwestern University property or in any facility affiliated with or associated with Midwestern

University. Alcoholic beverages may be served at an on-campus event only with the prior approval of the Dean of Students (see Alcohol Policy and Procedures for On-Campus Events). Any student who attends class or a rotation or is on the premises of a facility affiliated with Midwestern University while under the influence of alcohol or drugs is subject to immediate suspension and possible disciplinary actions, as well as future random drug screens at the student's expense.

## **Drug-Free Workplace and Substance Abuse Policy and Procedures**

A Drug-Free Workplace and Substance Abuse Policy and Procedure has been established for Midwestern University in order to appropriately serve the needs of faculty, staff, and students. This policy has been established to implement a drug-free workplace and academic environment consistent with federal and state law, including the terms and conditions whereby employees, students, volunteers, faculty, physicians, and other professionals may be disciplined for violation of these policies and tested for suspected use of an illegal drug or alcohol.

As part of the Drug-Free Workplace policy, entering students must electronically sign and submit a statement to the Office of Student Services indicating that they are drug-free and that they agree to abide by Midwestern University's Drug-Free Workplace and Substance Abuse Policy. The signing and submitting of this statement occurs as a part of each new student's Orientation Program the week prior to the onset of classes. In addition, the Office of Student Services emails a copy of the current Drug-Free and Substance Abuse Policy annually to all students for their review.

Midwestern University maintains a drug-free environment consistent with the principles of the Federal Drug-Free Schools and Communities Act and the Drug-Free Workplace Act. All offers of employment and enrollment of students are conditional on students abiding by Midwestern University's Drug-Free Workplace and Substance Abuse Policy.

The stated policies and procedures apply to all students at Midwestern University on campus, or at all facilities operated by the affiliated entities. The stated policies and procedures also apply to any student who is enrolled at another academic institution but rotating in a clinical service on the premises of a facility operated by MWU. The University reserves the right to evaluate any student if there is reasonable cause to suspect that they are abusing or are under the influence of alcohol or illegal drugs/substances. A student is considered under the influence when their ability to perform usual tasks is diminished or impaired due to the apparent use of an illegal drug/substance, alcohol, or a combination thereof. Any student who attends a class or a clinical rotation under the influence of alcohol or who is suspected of abusing drugs will be required to undergo an immediate drug and/or alcohol screening in accordance with this policy. While the costs of these initial drug screenings are typically the responsibility of the appropriate college or the Office of the Dean of Students, transportation to an emergency room for those students who are exhibiting signs of physical/mental impairment will be the responsibility of the student.

If a student is found to have a positive drug screen and they are taking prescription drugs, they will be asked to provide documentation to both the University and/or the Medical Review Officer in the form of either a physician's or pharmacist's name and phone number where they can be contacted for verification. If, however, the student is found to have a positive drug screen without documentation of a legitimate prescription, they will be subjected to disciplinary action, which may include immediate suspension and/or medical leave. Although extreme cases may result in expulsion, it is the intention of Midwestern University to assist students with chemical dependencies by helping the student receive the appropriate counseling and treatment for their dependency (see the following section).

### **Counseling for Chemical Dependency**

The Office of Student Services has developed procedures to assist students and ensure appropriate care for any student who is impaired due to alcohol and/or drug dependency and abuse. Students who are chemical dependent can approach key personnel on campus to get assistance with their

dependency and feel confident that the information they provide will remain confidential to only those individuals who need to be involved. Such personnel on campus may include program directors, faculty advisors, student counselors, college administrators, and the Dean of Students. The Academic Dean and Dean of Students are the primary individuals who will work with the student to ensure appropriate care. Clinical preceptors and/or Clinical Coordinators may also need to be notified, depending on circumstances. Midwestern University cannot guarantee clinical rotations for students with chemical dependency issues. All costs involved with counseling/treatment programs for chemical dependency are the responsibility of the student.

Procedures:

1. If a student that is on campus or at a rotation site displays behavior that is indicative of substance or alcohol abuse, the Office of Student Services should be contacted. The reporting faculty member, staff member or preceptor should provide written documentation of the incidents which led to the initiation of the report. Per University policy, the student may be subjected to an immediate drug screen at a facility designated by the Office of Student Services on each campus. The student must sign a waiver permitting the release of the results of any drug/alcohol screen to the University. Refusal to sign the waiver will be considered as admission of a positive test. A diluted specimen result is also considered a positive test and an immediate retest will be required.
2. If a student that is on campus or at a rotation site appears to be intoxicated or under the influence of drugs, the Office of Student Services should be contacted. The student should not be allowed to leave the premises. The Office of Student Services or the preceptor should call emergency services immediately at 911 to have the student taken to the closest emergency room. The student must sign a waiver permitting the release of the results of any drug/alcohol screen to the University. Refusal to sign the waiver will be considered as admission of a positive test.

If a student is determined to have a positive drug screen as part of the requirements for a rotation, or in response to a drug screen that was administered because of reasonable cause, as stated above and in accordance to the above stated Drug-Free Workplace and Substance Abuse Policy, the procedure will be as follows.

1. The student will be placed on leave or suspended until they have successfully completed a chemical dependency evaluation from a provider approved by the University. The University is responsible for the cost of the chemical dependency evaluation. If the student is determined to have a chemical dependency, the student must complete a chemical dependency rehabilitation program that follows the recommendations in the evaluation. The cost of such a chemical dependency program is the responsibility of the student. In order for the student to return to classes/clinical rotations, the student will be required to develop a contractual arrangement with the chemical dependency rehabilitation program that includes random drug screens, and which allows for open communication with appropriate MWU administration. The student must submit a copy of the contractual arrangement as well as a letter from the chemical dependency program stating that the student is fit to return to full-time student status. Failure to comply with the stipulations of the chemical dependency program or failure to remain drug free will result in immediate suspension and possible dismissal. The University also reserves the right to discipline the student for violations of its drug free workplace policy in accordance with the Student Handbook.
2. If it is determined that the student does not have a chemical dependency, but has violated the University's drug free policy, then the University reserves the right to randomly drug screen the student through the remainder of the student's tenure with MWU, at the student's expense, to verify that the student is abiding by University policy. The University also reserves the right to discipline the student for violations of its drug free workplace policy in accordance with the Student Handbook.

## Date Rape Drugs Zero-Tolerance Policy

The University adopts a "zero-tolerance" policy toward possession, use, distribution, or sale within the University community of date rape drugs including GHB, Rohypnol, ketamine, or any similar illegal

drugs that can be given to a student without their knowledge. This policy is in effect for all members of the campus community and extends to residence life and on-and off-campus University and student organization events.

Students who are charged with possession, use, distribution, or sale of date rape drugs are in violation of the University's "Code of Responsibilities of the Students of Midwestern University" as stated in Appendix 1 and of the University's "Bylaws and Regulations of the Code of Responsibilities and Rights of the Students of Midwestern University" stated in Appendix 2 of this handbook. Students can be disciplined under the judicial proceedings stated in Appendix 2, Section 2 of the Student Judicial System. Students may be prosecuted under Illinois or Arizona criminal statutes.

## Eating and Drinking in Classrooms

To ensure a safe, clean, and healthy environment for all students on campus, no eating, drinking, or smoking will be permitted in any classroom, laboratory, lecture hall or auditorium. Students or student groups can provide food in the classrooms or lecture halls only with prior approval from the Dean of Students, Associate Dean of Students, Assistant Dean or Assistant Director of Student Activities. Student violators will be referred to the Dean of Students for disciplinary action. Student groups who have prior approval to host events with food that take place in a classroom, atrium or lecture hall must designate a clean-up committee. Student groups and organizations will be subject to sanctions for not cleaning up following approved events.

## Email

All students are required to check their University email account daily. Official, "in writing" college and campus-wide communications are sent to students over email. Students are responsible for information that is transmitted through this electronic medium (see Computer Code of Conduct). The student University email account is the only electronic mailing address recognized by the University. The University and its employees are not responsible for forwarding email to students at personal email accounts that are not held by the University. Information included in student emails should follow the guidelines of appropriate professional conduct. (See Computer Code of Conduct and Appendix 2, Section 2, Subsections a and b under 'Grounds for Action: Academic and Professional Misconduct').

Students are not to send campus-wide emails without the prior approval of a student's respective Academic Dean or the Dean/Associate Dean of Students. Excessive emails substantially slow the system's network capabilities. Attempts at minimizing the load to the network should be practiced by all MWU students, faculty, and staff.

### **Please Note:**

Although students are required to check their University email accounts daily, and are able to use their accounts as alumni, it should be noted that a student's university email account is the property of MWU and is to be solely administered by University Information Technology Services. A student is prohibited from contracting with third party software companies that require any type of intervention on the part of other students, staff, faculty or administration when attempting to freely email that student's university email account. University Information Technology Services, through the discretion of the Deans, has the sole authority when limiting or preventing access to a student's email account.

**Failure to abide by this policy and any other computer code of conduct violation may result in disciplinary action in accordance with Appendix 2, Section 2 of this handbook.**

## Emergency Campus Phone Numbers

In the event of an emergency, use any campus telephone and call the following numbers to contact the proper authorities. Please be prepared to give appropriate information, such as type of emergency,

location, phone number, and other information requested by Security. If the emergency is of an extreme nature, call 911 immediately, and then call Campus Security so they can direct the emergency vehicle to the correct location.

<b>Downers Grove Campus</b>	
Security	7111 (Call from off campus: 630/515-7111)
Police	911
Fire	911
Student Services	630/515-6470
Resident Assistants On-Duty	630/515-7111 (Reached through Security)

<b>Glendale Campus</b>	
Security	3201 (623/572-3201)
Police	911
Fire	911
Student Services	623/572-3210
Resident Assistant On-Duty	480-258-3247

## Emergency (Personal) Message Procedure

A procedure has been designed to relay messages to students regarding personal emergencies. Students are asked to inform family members/friends that only emergency messages will be relayed to students. The caller must clearly state that an emergency exists. The caller will be asked for their name, their telephone number, relationship to the student, and the nature of the emergency. On the Downers Grove Campus, the student emergency message telephone number is 630/ 515-6470. On the Glendale Campus, the student emergency message telephone number is (623) 572-3210. These numbers are only available for use Monday-Friday, from 8 am to 4:30 pm. At all other times, please contact Security (630/515-7111 in Downers Grove, 623/572-3201 in Glendale).

Emergency calls for students on rotations at outside facilities must be directed to those facilities. Students are urged to obtain and familiarize themselves with the necessary information available at these facilities to ensure the expeditious handling of emergency calls. All affiliate institutions will make every attempt to locate a student and deliver an emergency message; however, there is no guarantee that a student can be located. Therefore, it is advisable for students to develop alternative ways of receiving emergency calls and messages.

## Extracurricular Activities

Students or student organizations wishing to host events involving extracurricular activities (speakers, mini-courses, drug fairs, noncredit courses, etc.) must have the approval of the Dean of Students and/or the Dean of the respective college initiating the event. At least 30 calendar days prior to the activity, the students or student organization must submit a request, which should include: (1) name and official title of the speaker; (2) affiliation of the speaker or the name of the organization that the speaker is representing; (3) a copy of the presentation, or at a minimum, a list of the goals and objectives of the presentation; (4) a proposed budget for the event; (5) copies of any contracts with the speaker or other vendors needed for the event. All special event requests must be fully approved by the official faculty advisor of the student organization, the Dean of Students and/or the Dean of the respective college.

Once a request has received full approval, a representative of the Office of Student Services will assist the student group to facilitate the event occurring. If the event includes members of the non-MWU community, then the Student Services representative will submit the request to University Administration for approval through the Special Event Request form.

On the day of the event, the faculty advisor of the student organization or their faculty designee must be present for the duration of the event.

## Facilities

The regular business hours for the facilities of Midwestern University are 8:00 am to 4:30 pm on the Downers Grove and Glendale Campuses. The following academic and recreational facilities have extended hours:

<b>Downers Grove Campus</b>	
Wellness/Recreation Hall	Monday-Friday 6am-9pm, Saturday & Sunday 10am-6pm
Science Hall	6:00 am to 6:00 pm, Monday–Friday
Centennial Hall	6:00 am to 6:00 pm, Monday–Friday
The Commons Student Center	24-hours Monday–Sunday
Redwood Hall	6:00 am to 6:00 pm, Monday–Friday
Littlejohn Hall: Library Hours	10:00 am to 12 midnight, Sunday 7:00 am to 12 midnight, Monday-Thursday 7:00 am to 10 pm, Friday 10:00 am to 10:00, Saturday 24-hour Study Room
Alumni Hall	6:00 am to 6:00 pm, Monday-Friday
Cardinal Hall	6:00 am to 6:00 pm, Monday-Friday
White Oak Hall	6:00 am to 6:00 pm, Monday-Friday 24-hour Study Room
Dr. Arthur Dobbelaere Support Services Hall	6:00 am to 6:00 pm, Monday-Friday

<b>Glendale Campus</b>	
Wellness/Recreation Hall	5:30am to 12:00 midnight, Monday -Sunday
*Sahuaro Hall	6:00 am–12:00 midnight, Monday-Friday 7:00 am–6:00 pm, Saturday
*Library Hours	10:00 am–12:00 midnight, Sunday 7:00 am–12:00 midnight, Monday-Thursday 7:00 am–10:00 pm, Friday 10:00 am–10:00pm, Saturday
Cholla Hall-Walgreens Lounge	24-hours/day, Monday-Friday
*Cholla Hall	6:00 am–12:00 midnight, Monday-Friday 7:00 am–6:00 pm, Saturday 7:00 am–12:00 midnight, Sunday
Ocotillo Hall	6:00 am–12:00 midnight, Monday-Friday 7:00 am–6:00 pm, Saturday 7:00 am –12:00 midnight, Sunday
Barrel Student Center	24-hours/day, Monday–Sunday
Barrel Student Center Study Room	24-hours/day, Monday-Friday

*\*Library hours during finals week are extended by one hour at the END of each day.*

*Please refer to posted hours in each building for additional information.*

## Fire Alarms

Students must evacuate any campus facility upon the sounding of a fire alarm. Please go to the nearest exit. Do not use the elevators but move to the nearest stairway to evacuate a building. Stay off of the

fire lanes and move to a safe location that is at least 100 yards from the building until it has been determined by the Fire Department or the Office of Safety and Security that it is safe to re-enter the building. Failure to evacuate during a fire alarm may result in disciplinary action.

## Firearms/Weapons

No firearms, ammunition, explosive devices, or other weapons may be carried, concealed or otherwise, by any student on institutional property. Violators of this policy are considered a threat to the academic environment of the institution and are subject to immediate suspension or dismissal from the University. The University abides by AZ/IL State Law regarding the possession of firearms.

## Fire Safety

Midwestern University rules and Downers Grove/Glendale ordinances prohibit smoking in designated areas, including classrooms, residence hall rooms, and common areas. In addition, state and city ordinances provide penalties for any purposeful damage of or destruction to property by fire.

### On-Campus Residents

- Cooking in the residence hall rooms on the Downers Grove Campus is **strictly prohibited**. Microwaves, popcorn poppers, hot plates, and other types of cooking devices are not allowed in any residence hall room. Microwaves are in the kitchens on the lower level of Redwood and in the kitchenettes, located on each floor, in Redwood. The University and the Downers Grove Fire Department reserve the right to make regular inspections of student residence hall rooms to minimize the incidence of fires. Students who are found to be in violation of this policy will face severe disciplinary action and may be subject to fines, termination of their housing contracts, suspension, and/or expulsion from the University.
- Cooking is permitted in any apartment that has kitchen facilities.
- Outdoor barbecuing is prohibited on apartment balconies/entryways. Designated areas are made available for outdoor barbecuing.

The issue of fire safety in University housing facilities is a constant concern. On-campus residents can help keep their homes and their neighbors safe from fire by following all housing regulations concerning fireworks, explosives, and the use of electrical equipment and by following general common-sense safety standards. Refer to the MWU Residence Life Handbook for detailed rules and regulations regarding on-campus residents.

## Food Service

Food service is available year-round to all students. The cafeteria service is a la carte, and the University uses a system based on MWU Munch Money. Students may add money to their Munch Money Account by going onto their portal and clicking on the "My Info" tab and then the "ID Balance" link. An advantage to using Munch Money is that students do not have to use their credit card when in the cafeteria, which can greatly slow down the checkout time when exiting the cafeteria. Additionally, Midwestern University will add 15% to the money added by students to their Munch Money account. Using the student ID and the Munch Money program allows students to simply scan their ID badge over a small electronic device at the register in the cafeteria and the amount is automatically deducted from their account. It is very fast and convenient.

## Fund Raising for Student Organizations

Only formally recognized Midwestern University student organizations and groups, including class officers and student government members are permitted to do fund raising. All fundraisers must be approved through the Office of Student Activities prior to the date of the event. Groups and



organizations are encouraged to have at least one fund raiser to raise funds for their organization before soliciting funds from the appropriate student government body or from Student Services (see Solicitation for additional information).

## **Gambling**

Arizona and Illinois law prohibits gambling in any form, the sponsoring of lotteries, and the sale of lottery tickets, with the exception of lotteries and raffles conducted in accordance with state and local law and approved through the Office of Student Activities. (see Raffles for additional information)

## **Harassment/Unlawful Discrimination**

Midwestern University believes in the dignity and worth of its students, faculty, staff (including interns, and residents) and therefore maintains a policy of nondiscrimination for all students, faculty and staff regardless of race; color; religion; creed; national origin or ancestry; ethnicity; sex (including pregnancy); gender (including gender expression, gender identity; and sexual orientation); marital status; age; disability; citizenship; past, current, or prospective service in the uniformed services; genetic information; or any other protected classes recognized by state or local laws, or any other characteristic protected under applicable federal, state, or local laws.

Any form of unlawful discrimination or harassment that has the effect of substantially interfering with the individual's performance or creates an intimidating, bullying, hostile, or offensive learning/working environment is not tolerated by the University. This policy/procedure establishes a protocol whereby those who believe they have been discriminated against or harassed may obtain redress promptly and equitably through formal and informal procedures of the University.

### **Discrimination and Harassment Policy**

This policy applies to all members of the University community, each of whom is expected to report promptly complaints about violations. Students found to be in violation of this policy shall be subject to disciplinary action, which may include, but is not limited to, disciplinary warning, disciplinary probation, suspension, or dismissal. No action shall be taken against anyone who submits a complaint that they believe to be valid, regardless of the outcome of the investigation; however, any person found to be intentionally dishonest in making the allegations or to have made them maliciously is subject to University discipline.

### **Definitions**

**Unlawful Discrimination:** Unlawful discrimination refers to unfair or unequal treatment of an individual or group based on protected status, such as race; color; religion; creed; national origin or ancestry; ethnicity; sex (including pregnancy); gender (including gender expression, gender identity; and sexual orientation); marital status; age; disability; citizenship; past, current, or prospective service in the uniformed services; genetic information; or any other protected classes recognized by state or local laws, or any other characteristic protected under applicable federal, state, or local laws.

**Harassment:** Harassment includes all unwelcome conduct (whether verbal, physical, visual or written) based on an individual's protected status, such as race; color; religion; creed; national origin or ancestry; ethnicity; sex (including pregnancy); gender (including gender expression, gender identity; and sexual orientation); marital status; age; disability; citizenship; past, current, or prospective service in the uniformed services; genetic information; or any other protected classes recognized by state or local laws, or any other characteristic protected under applicable federal, state, or local laws. Among the types of conduct prohibited by this policy are teasing, jokes, slurs, epithets, and negative stereotyping based on another person's protected status. Even where the conduct is not sufficiently severe or pervasive to rise to the level of a legal violation, MWU discourages any such conduct in the workplace and/or any of our related educational settings and reserves the right to take remedial action for all conduct it deems inappropriate.

## Complaint Process:

### Informal Complaint Resolution

Any member of the MWU community may seek advice, or information, on matters related to harassment without having to lodge a formal complaint. Students who feel they are being harassed or are uncertain as to whether what they are experiencing is harassment, are encouraged to talk to the Dean of Students.

The complaining party (the “complainant”), will be informed as to the options available under this policy, including upgrading the informal complaint to a formal written complaint (see below #2). At the complainant’s request, steps will be taken to resolve the complaint informally. The aim of the informal resolution process is to ensure that the alleged offending behavior ceases and that the matter is resolved promptly.

The name of the complainant will be held in confidence during the informal resolution process, unless and until the complainant agrees that additional people must be informed in order to facilitate a solution. The Dean of Students will have the discretion to determine when the situation warrants notification of an alleged offender (the “Respondent”). If deemed advisable, constructive, confidential informal discussion to increase awareness will be undertaken with the person alleged to have violated this harassment policy.

An informal complaint may also be elevated to a formal complaint by the Dean of Students because of the severity of the factual allegations made by the complainant or because of the frequency of allegations against the alleged respondent (see section below).

### Formal Complaint Resolution

Prior to any formal action, a formal complaint must be reduced to writing, identifying both the complainant and the respondent.

1. After a complaint has been reduced to writing, an investigation of the alleged harassment will be initiated by the Dean of Students, if possible, within 3 working days. For complaints against faculty, staff, administrators and preceptors, the Dean of Students and the Director of Human Resources will initiate a joint, formal investigation of the allegations, with the right to interview other parties in relation to the complaint in order to conduct a fair and thorough investigation.
2. The investigation will include, at a minimum, an interview with the complainant. The respondent will be interviewed if it is determined that the allegations, if true, would constitute a violation of this policy. The respondent will then be informed of the nature of the allegations, the identity of the complainant, the facts surrounding the allegations, and will be afforded a full opportunity to respond to the allegations. Any other person who may have information regarding the alleged harassment may also be interviewed.
3. Notes and documentation of all interviews relating to the investigation will be maintained. All matters related to the investigation shall remain confidential to the extent permitted by law, provided it does not interfere with MWU’s ability to investigate or take corrective action.
4. The Dean of Students will report their findings to the Academic Dean/department or division head/program director of the respondent for disposition typically within 10 working days of the receipt of the written complaint. For incidents involving faculty, staff, administrators and preceptors, the findings will be reported to the Vice-president of Human Resources, as well as the Academic Dean/department or division head/program director when applicable.
5. The report shall include the allegation, the investigative process, the persuasiveness of the evidence, and the credibility of the witnesses. The report shall arrive at one of the following three findings based upon the clear and convincing evidence standard that:
  - a. Harassment/unlawful discrimination has occurred;
  - b. Harassment/unlawful discrimination did not occur; or
  - c. There is inconclusive evidence as to whether harassment/unlawful discrimination occurred.
6. Upon review, the Academic Dean/department or division head/program director or Vice-president of Human Resources responsible for receiving the report will recommend or take appropriate disciplinary action, if applicable.

7. Notification of the findings and disposition as recommended by the Academic Dean/department or division head/program director or Vice-president of Human Resources shall be provided, confidentially, in writing, to both the complainant and the alleged respondent.
8. All complaints and associated resolutions will be kept on file in the Office of the President in accordance with HLC/NCA accreditation requirements and in the Office of the Dean of Students when complaints/resolutions involve students.

### Appeal by a Student

1. A student's request for appeal must be submitted in writing to the President within 14 calendar days of the date of notification of the findings. The President can designate the appropriate Vice President, Chief Academic Officer to review the case.
2. The appeal shall proceed according to the procedures stated in Appendix 2, Section 1 of this handbook.

### Protection Against Retaliation

MWU shall not in any way retaliate against any individual who informally or formally complains of harassment. Retaliation is a serious violation of this harassment policy. Any person found to have retaliated against another individual for reporting harassment will be subject to disciplinary action up to and including dismissal.

## Hate Crime

Arizona and Illinois law provides for criminal and civil penalties against an individual or individuals who assault, trespass upon, or cause damage to the property of, or injure physically or emotionally another person or persons because of race; color; religion; creed; national origin or ancestry; ethnicity; sex (including pregnancy); gender (including gender expression, gender identity; and sexual orientation); marital status; age; disability; citizenship; past, current, or prospective service in the uniformed services; genetic information; or any other protected classes recognized by state or local laws, or any other characteristic protected under applicable federal, state, or local laws.

## Hazing

Illinois law prohibits hazing. Although Arizona does not have a specific law pertaining to hazing, Midwestern University will not condone any form of hazing, or bullying. No organization or individual(s) may engage in any form of hazing of any student enrolled in Midwestern University. Students engaged in such activities are subject to suspension or expulsion from the University. Hazing is defined as any action taken against another individual, whether on-or off-campus, for the purpose of inflicting pain, humiliation, embarrassment, or any form of discomfort by means of horseplay, practical jokes, or trickery. Included in this are any action or actions that force students to participate in activities that are not consistent with the University's mission, rules, regulations, policies, or federal, state, and local laws.

## Identification Badges

The Office of Safety and Campus Security arranges for the issuance of photo identification badges to new students during orientation or the first week of class, typically through a student's Program or College. ID badges are necessary to gain access onto campus and into all campus buildings, for use in the library, and for identification purposes. This badge must be worn and visible while the student is in any on-campus institutional facility or is participating in a clinical rotation at another facility. Failure to provide proper student identification may result in a member of the Security staff requesting the student to leave a University facility, denying the student admission to the University, or referring the student to the Dean of Students. If a student identification badge is damaged, lost, or stolen, the student is required to inform the Office of Safety and Security and arrange for a replacement badge. A fee of \$25.00 is required to replace a lost or damaged ID badge. The replacement fee is waived if the ID badge is stolen and the student can provide a copy of the police report. Once a student has requested

a replacement ID badge and the ID is printed, the previous ID badge is permanently deactivated. For this reason, it is not possible to issue a refund once the replacement process is initiated, even if the student finds their previous ID badge before receiving a new one.

Students should not:

1. leave IDs on car dashboards due to excessive heat.
2. punch a hole in the card.
3. lend cards to anyone.

Students may put money in a declining balance account or their Munch Money account that is accessed through their ID card. Monies in the declining balance account may be used in the bookstore, cafeteria and at copy/print machines in the library and computer labs. Money may be placed on the card online at <http://online.midwestern.edu> by using a credit or debit card. Students can receive a refund of the balance of the monies that they uploaded (not including the 15% bump that Midwestern University gives to students for using Munch Money) remaining on their ID card upon graduation through the Business Office.

## Immunizations, Titters, Tuberculosis and Other Related Requirements

To complete the matriculation process, all students must submit (upload to their portal) completed medical files documenting completion of a physical exam (Student Health Status Form), immunizations (vaccines and/or titer results), flu shots, and tuberculosis screening (skin test or blood titer). Specifically, all students must submit (upload to their portal) documented laboratory proof of the absence of tuberculosis and proof of immunizations against Measles, Mumps, Rubella, Varicella (chicken pox), Tetanus/Diphtheria/Pertussis (Tdap) and Hepatitis B (note: Veterinary Medicine students do not need proof of immunity against Hepatitis B, but are required to show documented laboratory proof of rabies vaccinations or appropriate blood titer levels for rabies antibodies prior to matriculation). In addition, all students must prove the efficacy of their immunizations through blood titers if they do not have a record of vaccinations or if a particular college/program or clinical site requires blood titers which measures the level of circulating antibodies associated with these various diseases. All students must check with their individual college/program for specifics on whether blood titers or other immunization data is required for their clinical rotations. Again, depending on the college/program, students may also be required to submit to a drug screen. Lastly, all students must inform their college/program if they have a communicable disease as it may directly impact patient contact and classroom/laboratory attendance.

While enrolled, all students must update their Tetanus/Diphtheria/Pertussis (Tdap) if it expires (good for 10 years) and proof of the absence of tuberculosis (required yearly for some programs) and must receive an annual seasonal influenza vaccination. Other vaccinations may be required based on rotation site needs or other circumstances, such as pandemics.

Cost for these requirements must be paid by the student but many insurance plans cover these costs. Any reimbursement from an insurance plan is a matter between the student and their insurance carrier. Immunization clinics for some vaccinations/inoculations may be provided on both campuses to assist students with their compliance requirements. Information on immunizations, titers, and immunization clinics is provided through the Office of Student Services and/or the Midwestern University Multispecialty Clinic.

### Waiver of a University Immunization Requirement

A student can request a waiver for a University immunization requirement for documented medical or religious reasons from their respective Academic Dean/Program Director. Immunization requirements are established by affiliated clinical rotation sites as well as Midwestern University. A student submitting a waiver should be aware that failure to satisfy immunization requirements may compromise their

ability to participate at certain clinical rotations sites. Moreover, procurement of alternate clinical experiences and/or clinical rotation sites that do not require immunizations may not always be possible. A waived immunization requirement may result in slowing a student's progression through their academic program due to the lack of available training sites. Unavoidable leaves of absence may delay the waived student's anticipated graduation date. In some programs, the student may be unable to complete their respective clinical program and not graduate.

If a student's clinical training is at a Midwestern University clinic, the student with an approved immunization waiver will be required to follow the patient contact restrictions stipulated by the University Office of Risk Management and the health professional degree program.

## Record Access

Students are required to keep a copy of all health information turned into the University. A student who wishes to inspect their original health and/or immunization file can do so through their online Student Portal.

## Impairment of Life Safety Devices/Systems

A policy has been established to discourage the destruction or impairment of campus life safety systems or devices. The destruction or impairment of campus life safety systems or devices such as fire alarms, defibrillators or exit doors, is a malicious act and could be life threatening. Any student found responsible for such acts is subject to disciplinary action, fines, and/or costs to repair damaged systems or devices.

## Information Technology Services

### Acceptable Use Policy

The Information Technology Services department is responsible for all administrative and academic computer support at the University. MWU supports an environment of learning and sharing of information through the acquisition and maintenance of computers, computer systems, networks, and associated computing resources and infrastructure. University computing resources are intended to support the University's missions, administrative operations and activities, student and campus life activities, and the free exchange of ideas and information between the University and the greater community in which it operates locally, nationally, and internationally. Information Technology Services is responsible for:

1. providing administrative microcomputer hardware and software support and consulting for faculty and staff.
2. providing administrative support for the University's computer system known as CARS. This system provides the computer-based processing necessary for Admissions, Registration, Financial Aid, General Ledger, Business Office, and other major administrative processes at the University.
3. providing technical hardware and software computer support for the University Library staff and patrons.
4. designing, implementing and providing technical support and administration for the University Computer Network on site and any affiliation attached to our network.
5. assisting faculty in the delivery of computer-based instruction in the classroom.
6. providing training for faculty, staff, and students in the use of computer technology at the University.
7. providing technical support for access and use of the Internet at the University.

Campus buildings have access to the University Network. Current network services include electronic mail, internet access, shared disk space, shared printing, and access to the CARS administrative system.

Misuse of computer facilities, services, and equipment is a violation of Midwestern University rules and regulations, and students who are found to have misused the system will be subject to disciplinary

action, including fines, suspension, probation, restitution of funds, and/or expulsion, and may be in violation of Illinois or Arizona laws. Examples of such misuse include but are not limited to: unauthorized use of facilities, services, equipment, account numbers, or files; damage to facilities and equipment; engaging in potential violations, misappropriations, or infringement of intellectual property rights, altering or destruction of programs, files, or accounts; and any other similar activities.

This policy defines the boundaries of acceptable use of MWU computing and communication resources, including computers, networks, electronic mail services, electronic information sources, voice mail, telephone services, social media and other communication resources. In addition, this policy reflects the goal of MWU to foster academic freedom while respecting the principles of freedom of speech and the privacy rights of MWU administration, students, faculty, staff, and guests.

MWU's computing and communication resources are the property of MWU. They are to be used for the advancement of MWU's educational, research, service, community outreach, administrative, and business purposes. Computing and communication resources are provided for the use of faculty, staff, currently admitted or enrolled students, and other properly authorized users. When a user's affiliation with MWU ends, MWU will terminate access to computing and communications resources and accounts. MWU may, at its discretion, permit the user to have the access to accounts and e-mail forwarded or redirected for a limited period.

Users of MWU's computing and communications resources are required to comply with this policy, other applicable MWU policies and state and federal laws. When necessary, enforcement will be consistent with other MWU policies and procedures.

## Requirements and Prohibited Uses

### Requirements for the Use of MWU Computing and Communications Resources

1. Users must comply with all applicable local, state, and federal laws and regulations, and with MWU policies.
2. Users must respect academic freedom and free speech rights.
3. Users must be truthful and accurate in personal and computer identification.
4. Users must respect the rights and privacy of others, including intellectual property and personal property rights.
5. Users must not compromise the integrity of electronic networks, must avoid restricted areas, and must refrain from activities that may damage the network, or transmitted or stored data.
6. Users must maintain the security of accounts and are advised to protect and regularly change their account passwords. Individuals responsible for system administration are required to regularly change passwords to protect information and maintain security.

### Prohibited Uses of MWU Computing and Communications Resources

1. Unlawful communications, including threats of violence, obscenity, pornography, child pornography, and harassing communications, are prohibited. All violations of this nature will result in disciplinary action, up to and including dismissal.
2. Use of MWU computer resources for private business or commercial activities, fund-raising or advertising on behalf of non-MWU organizations is prohibited.
3. The unauthorized reselling of MWU computer resources is prohibited.
4. Unauthorized use of university trademarks or logos and other protected trademarks and logos is prohibited.
5. Misrepresenting or forging the identity of the sender or the source of an electronic communication is prohibited.
6. Unauthorized attempts to acquire and use of passwords of others are prohibited.
7. Unauthorized use and attempts to use the computer accounts of others are prohibited.
8. Altering the content of a message originating from another person or computer with the intent to deceive is prohibited.
9. Unauthorized modification of or deletion of another person's files, account, or news group postings is prohibited.

10. Use of MWU computer resources or electronic information without authorization or beyond one's level of authorization is prohibited.
11. Interception or attempted interception of communications by parties not authorized or intended to receive them is prohibited.
12. Intentionally or recklessly compromising the privacy or security of electronic information is prohibited.
13. Infringing upon the copyright, trademark, patent, or other intellectual property rights of others in computer programs or electronic information (including plagiarism and unauthorized use or reproduction) is prohibited. The unauthorized storing, sharing, copying or use of audio and music files, images, graphics, computer software, data sets, bibliographic records and other protected property is prohibited except as permitted by law. MWU may provide certain personally identifiable information about a network user to third parties in response to a lawfully issued subpoena or otherwise required by law.
14. Interference with or disruption of the computer or network accounts, services, or equipment of others is prohibited. The intentional propagation of computer "worms" and "viruses," the sending of electronic chain mail, and inappropriate "broadcasting" of messages to large numbers of individuals or hosts are prohibited.
15. Failure to comply with requests from appropriate MWU officials to discontinue activities that threaten the operation or integrity of computers, systems or networks, or otherwise violate this policy is prohibited.
16. Revealing passwords or otherwise permitting the use by others (by intent or negligence) of personal accounts for computer and network access without authorization is prohibited.
17. Altering or attempting to alter files or systems without authorization is prohibited.
18. Unauthorized scanning of networks for security vulnerabilities is prohibited.
19. Attempting to alter any MWU computing or networking components (including, but not limited to, bridges, routers, and hubs) without approval or beyond one's level of authorization is prohibited.
20. Wiring, including attempts to create network connections, or any extension or retransmission of any computer or network services unless approved by an authorized network administrator is prohibited.
21. Negligent or intentional conduct leading to disruption of electronic networks or information systems is prohibited.
22. Negligent or intentional conduct leading to the damage of MWU electronic information, computing/networking equipment, and resources is prohibited.
23. Making of a sub-network within the MWU network is prohibited whether it is a wired or wireless connection, without prior approval from the COO and Director of Computer Services.
24. All use of wireless access points and devices must comply with applicable laws, regulations, and University policies including FCC regulations and the university's policies.
25. Wireless network access deployment and operation should be consistent with the strategies, directions, and initiatives of the University Information Technology Services strategic plan.
26. Deployment and use of wireless network access points connected to University infrastructure services must be approved, registered, and configured by the department of Information Technology Services. Unauthorized connection via wired or wireless networking is prohibited.
27. All personal computers used by students in on-campus housing or used in public access points provided in the computer labs, common areas or library must have current anti-virus software and have the computer registered with computer services. Anti-virus software must be maintained for the entire time the computer is used on campus. Information Technology Services will provide free of charge anti-virus software to any student requesting it. All on campus housing computers are required to use the anti-virus software provided by computer services.
28. If it is found that through negligence a virus is introduced to our network, user access will be terminated and a service fee of \$25.00 will be charged for reconnection.
29. If the user's connection is terminated for violating any of the above policies a \$25.00 service fee will be charged for reconnection. All infringements need to be corrected and verified by Information Technology Services before internet service is re-connected.
30. Repeated violations of policy can result in permanent disconnection from the Midwestern network.

## Electronic Mail and Electronic Communications

### Conditions for Restriction of Access to Electronic Mail

Access to MWU email is a privilege that may be wholly or partially restricted without prior notice and without consent of the user:

1. if required by applicable law or policy;
  2. if a reasonable suspicion exists that there has been or may be a violation of law, regulation, or policy;
- or
3. if required to protect the integrity or operation of the email system or computing resources or when the resources are required for more critical tasks as determined by appropriate management authority.

Access to the email system may require approval of the appropriate MWU supervisory or management authority (e.g., department head, dean, etc.).

### Conditions for Permitting Inspection, Monitoring, or Disclosure

MWU may permit the inspection, monitoring, or disclosure of email, computer files, and network transmissions when:

1. required or permitted by law, including public records law, or by subpoena or court order,
2. MWU or its designated agent reasonably believes that a violation of law or policy has occurred, or
3. necessary to monitor and preserve the functioning and integrity of the e-mail system or related computer systems or facilities.

All computer users agree to cooperate and comply with MWU requests for access to and copies of email messages or data when access or disclosure is authorized by this policy or required or allowed by law or other applicable policies.

### MWU Responsibility to Inform of Unauthorized Access or Disclosure

If MWU believes unauthorized access to or disclosure of information has occurred or will occur, MWU will make reasonable efforts to inform the affected computer account holder, except when notification is impractical or when notification would be detrimental to an investigation of a violation of law or policy.

### Prohibition against Activities Placing Strain on Facilities

Activities that may strain the email or network facilities more than can be reasonably expected are in violation of this policy. These activities include but are not limited to sending chain letters; "spam," or the widespread dissemination of unsolicited email; and "letter bombs" to resend the same email repeatedly to one or more recipients. This shall also include streaming audio/video, as well as file sharing between local or internet-based computers.

### Confidentiality

Confidentiality of email and other network transmissions cannot be assured. Therefore, all users should exercise caution when sending personal, financial, confidential, or sensitive information by email or over the network.

Additionally, MWU may disclose aggregate, non-personally identifiable information regarding MWU network users from time to time.



# Privacy and Security

## **Routine Logging and Monitoring**

Certain central service and network activities from workstations connected to the network are routinely logged and monitored. These activities include:

1. use of passwords and accounts accessed.
2. time and duration of network activity.
3. access to Webpages.
4. access to network software.
5. volume of data storage and transfers.
6. server space used for email.

## **Detailed Session Logging**

In cases of suspected violations of MWU policies, especially unauthorized access to computing systems, the system administrator, with permission of the Executive Vice President/Chief Operating Officer, may authorize detailed session logging. This may involve a complete keystroke log of an entire session. In addition, the system administrator of the facility concerned may authorize limited searching of user files to gather evidence on a suspected violation.

## **Right to Examine Computers and Equipment**

MWU-owned computers and equipment may be examined to detect illegal software and to evaluate the security of the network.

# Violations and Enforcement

## **Reporting Violations**

Any actual or suspected violation of the rules listed above should be brought to the Director of Information Technology Services. In the case of a serious violation, a report may be made to the Executive Vice President/COO.

## **MWU Response to a Reported Violation**

Upon receiving notice of a violation, MWU may temporarily suspend a user's privileges or move or delete the allegedly offending material pending further proceedings.

A person accused of a violation will be notified of the charge and have an opportunity to respond before MWU imposes a permanent action. Appropriate disciplinary action, up to and including termination of employment or academic suspension or expulsion from MWU, will be taken when necessary. In cases where violations of state or federal law are suspected, a user may be referred to the appropriate law enforcement authorities.

In addition to sanctions available under applicable law and MWU policies, MWU may impose a temporary or permanent reduction or elimination of access privileges to computing and communication accounts, networks, MWU-administered computer rooms, and other services or facilities.

If MWU believes it necessary to preserve the integrity of facilities, user services, or data, it may temporarily suspend any account, whether or not the account user is suspected of any violation. MWU will provide appropriate notice to the account user. Servers and computers that threaten the security of University systems will be removed from the network and allowed to reconnect only with the approval of network administration.

# Insurance

## Health Insurance

The University requires that all full-time and part-time students enrolled in any University program be covered under a health insurance plan acceptable to the University. Northwestern University has made Student Medical Health Care Plans available to students. Students may choose health care insurance through Northwestern University or may choose their own plan. Evidence of acceptable non-University health insurance coverage must be provided prior to program matriculation and prior to registration for the fall quarter each succeeding year thereafter by completing an online waiver form that can be accessed through the online Northwestern web site (<http://online.northwestern.edu>). Medicaid and other state sponsored health plans provide only catastrophic coverage if the holder is residing outside of the state providing coverage. Medicaid can only be used on the Evanston campus if the student is a resident of the state of Illinois and will be undertaking their academic classes/clinical rotations in Illinois or on the Glendale campus if the student is a resident of the state of Arizona and will be undertaking their academic classes/clinical rotations in Arizona. It is further required that students who are covered by Medicaid must acquire additional temporary health insurance coverage if they participate in clinical rotations in a state different than their documented state of residence (Illinois or Arizona) so the student is covered for more than emergency/catastrophic care. Religiously affiliated health consortiums (Healthcare Sharing Ministries) are not insurance programs and are not an acceptable alternate to standard health insurance. It is the student's responsibility to immediately notify the Office of Student Services of any change in their insured status. A student's health insurance coverage may be randomly verified. Failure to maintain health insurance may result in immediate suspension. The University Student Health Care Plans are underwritten through AETNA U.S. Health Care Insurance Agency and administered by AETNA Student Health. Details of benefit plan coverage and related premium costs are available by calling the AETNA Student Health at 800/927-0783, contacting the Office of Student Services or online at <http://www.aetnastudenthealth.com>.

## One-Month Mandatory Extension Period for All Graduates

Although the University bills students for their AETNA health insurance coverage on a quarterly basis, the final quarter for a graduating student includes a mandatory additional month of coverage past a student's particular graduation date. The cost of this built-in one-month health insurance extension is included in the student's final quarter bill. The University is unable to provide additional options for extending a student's health insurance coverage past this one-month built-in extension period. Please see the Office of Student Services for further details concerning this mandatory one-month health insurance extension following graduation.

## Students on Leave of Absence

Students are eligible to remain on the AETNA insurance plan during a leave of absence. Students on a leave who wish to maintain coverage must inform the Office of Student Services and work out a payment plan with Student Accounts in the Office of Student Financial Services.

## Dental Insurance

Dental insurance is not required by the University so Aetna Student Health does not offer a dental insurance plan. However, for interested students, there is an annual dental insurance plan available through Delta Dental. Open enrollment for the Dental Insurance takes place only in the Fall Quarter. The enrollment period is from mid-August until the second week of September. Because these programs are voluntary and not required, Student Financial Services cannot cover their costs through federal loans so this would be an out of pocket expenses for the student. Please check with Student Services for details. The Northwestern University Dental Institute and Eye Institute on both campuses also provides lower cost dental services to students as well. Please check with those clinics for details.

## Disability Insurance

Students are automatically enrolled in a disability insurance plan through the Standard Insurance Company. The annual premium charge will appear on the student's bill in the first quarter of attendance (and annually thereafter) along with their tuition, fees, any applicable insurance charges, and housing charges. Coverage ends upon graduation but can be extended by contacting the insurer directly. Students on a Leave of Absence are strongly recommended to retain the disability coverage for the entirety of the Leave of Absence period. For information, contact the Office of Student Services.

## Liability (Malpractice) Insurance

Professional liability insurance during clinical education is provided by the University. The University does not, however, provide coverage for clinical rotations or other activities outside of the United States. Rotations in hospitals and/or facilities under the jurisdiction of foreign governments will not be covered under the Midwestern University student malpractice and/or comprehensive general liability insurance. Students who are interested in a rotation site in a foreign country that requires malpractice insurance must pay for their own insurance coverage.

## Worker's Compensation Insurance Coverage

Worker's Compensation Insurance coverage is designed to cover employees only. Since students are not employees of either the University or the facility at which they are on rotation for educational purposes, this insurance coverage cannot apply to them, unless otherwise required by State law. Expenses incurred due to a needle stick while on clinical rotation (see Needle Stick Policy) are not covered through Worker's Compensation and need to be submitted through the student's health insurance provider. Expenses not covered through the student's health insurance provider should be submitted to the Office of Risk Management for possible assistance. Students participating in the Federal Work Study Program are also not covered by Worker's Compensation Insurance.

# Intellectual Property Rights and File Sharing Regarding Course Materials

All course materials prepared by the faculty and staff of Midwestern University, including, but not limited to the organization of materials and information, lecture(s), laboratory and workshop notes, study guides, PowerPoint presentations, and audio/videotapes, are the intellectual property of the preparer and Midwestern University. Course materials are subject to copyright protection under applicable law. Individuals are prohibited from reproducing or sharing any course materials, either wholly or in part, without the written permission of the course director and the individual instructor.

Recording or transmitting of lectures, review sessions, workshops, and laboratory sessions by any means, including but not limited to laptops, tablets, video recorders, audio recorders, digital recorders, phones, or other devices, is prohibited unless prior written permission has been obtained from the instructor. If permitted, the recordings are for sole use of the individual student who has permission. Sharing and/or distribution of the recordings is prohibited.

Capture of images, including but not limited to images used in lecture, lab, workshop, review sessions, or PowerPoint presentations, by any means (including but not limited to video capture applications used to download content from MWU content servers, videotape, digital camera, phone camera, screen sharing, video conferencing etc.) is strictly prohibited. Transmission, reproduction, transfer, or possession of such images will result in disciplinary action.

Students are responsible for reading and understanding any additional restrictions placed on the use of materials that are listed in course syllabi.

# Library Services

Midwestern University has a campus library in Downers Grove, IL and in Glendale, AZ. The library home page is accessible from the student portal home page (see Library Resources under Resources) or at: <http://library.midwestern.edu>

## Hours of Operation

Downers Grove, IL (630) 515-6200

Monday through Thursday: 7:00 am to 12:00 midnight

Friday: 7:00 am to 10:00 pm

Saturday: 10:00 am to 10:00 pm

Sunday: 10:00 am to 12:00 midnight

Glendale, AZ (623) 572-3308

Monday through Thursday: 7:00 am to 12:00 midnight

Friday: 7:00 am to 10:00 pm

Saturday: 10:00 am to 10:00 pm

Sunday: 10:00 am to 12:00 midnight

The Library System is closed during official University holidays, which include Martin Luther King Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day and the Friday after Thanksgiving, and the President's Holiday Break which includes two weeks around the end of December and New Year's holiday.

The library may also be closed at other times during the year and may have special extended or limited hours during certain periods. For example, there are regularly extended hours during finals. These special hours will be posted in the library. Students may also call the library or check the library homepage to verify the hours of operation.

## Study Space Policies

Library space is a positive study environment where everyone is respectful of others.

1. Drinks are allowed in covered containers
2. Food – small snacks that do not make a mess and do not smell are allowed
3. Sound (noise)
  - Put cell phone on silent/vibrate. Take phone conversations out of the library
  - Group study rooms are for quiet talking only (sound carries)
  - Quiet talking is allowed around the service desks and computers
  - Silence please in the general study areas
  - Students who cannot adhere to these policies will be escorted out of the library and banned for the remainder of the day.
4. Room Reservations
  - Rooms are reserved online in the portal
  - Students can reserve up to 3 hours per day
  - Students can reserve a room up to 1 week in advance
  - Names of all students need to be included when reserving
5. See <https://library.midwestern.edu/mwuhome/visitors> for current visitor information.
6. Printing, copying, and materials checkout and return should all be completed 10 minutes prior to closing

## Checkout Policies

1. Checkout periods
  - Books – 6 weeks
  - Reserve items – 2 hours for use only in the library

- Other items – varies by type of material
  - Renewals are not allowed.
2. Overdue policy
    - 7 days overdue
      - i. 1st overdue notice with warning of \$10 late fee
    - 14 days overdue
      - i. \$10 late fee incurred
      - ii. 2nd overdue notice with warning of replacement fees
      - iii. Checkout privileges suspended for non-reserve items
    - 28 days overdue
      - i. Replacement cost, \$15 processing fee and \$10 late fee posted to student online billing system (non-refundable, return of item not accepted as substitute for payment)

## Charging Policies

Replacement costs and non-refundable processing fees will be incurred for lost and significantly overdue materials.

1. Late fee
  - \$10 incurred on the 14th day the item is overdue
  - Non-refundable, non-negotiable
2. Replacement costs for lost, damaged, overdue items
  - Actual retail cost of latest edition
  - Posted to the online billing system as incurred
  - Incurred on the 28th day the item is overdue
  - Non-refundable, non-negotiable
  - Return of the item after 28 days overdue is not accepted as substitute for payment
3. Processing fee
  - \$15 per item
  - Posted to the online billing system on the 28th day the item is overdue
  - Non-refundable, non-negotiable
  - Return of the item after 28 days overdue is not accepted as substitute for payment

## Behavior Expectations

1. Library staff and students together will help maintain a positive, respectful, and professional environment.
2. Library staff will remind students of policies and professionalism expectations at the time of infraction.
3. Failure to comply with library policies and staff warnings may result in further action, including escort out of the library, submitting an informal or formal complaint, depending on the nature of the grievance.
4. Library staff will document repetition and serious offences and report to supervisors and Deans as appropriate.

## The Collection

Subjects include clinical and biomedical sciences in all Midwestern degree and program areas. Collection depth is at the instructional support level. Books, journals and audio-visual materials are listed in the catalog as well as our online Discovery service. Most e-resources are accessible from off campus by regular campus login and password.

1. Books: primarily published in the most recent 15 years.
2. Reserve textbooks: a limited number of copies of current required and recommended textbooks on Reserve for in-library use only
3. Full text electronic books: (on and off-site access)
4. Special collections: historic osteopathic and medical titles
5. Journals: primarily electronic full text formats, some print available only on campus

6. Audio-visual materials: anatomical models, bones, video and audio formats
7. Online databases and apps: see library homepage for list.

## Technology/Computers

Desktop computers are available for individual drop-in use as well as scheduled classes. Microsoft Office production software is available as well as full-Internet access. Wireless printing is also available. Outlets are available in a variety of areas for charging. Printing is \$.07 per page using student ID cards. Check at each library for availability of specialized medical education software.

## Photocopying and Scanning

Photocopiers are available in various locations within each library. Photocopying is available for \$.07 per page using student ID cards. Scanning to email is available for free.

## Services

**Research Assistance:** Expert assistance is available from Research and Instruction Librarians days, evenings, and Sundays. You can use the library Chat feature, email [librarian@midwestern.edu](mailto:librarian@midwestern.edu), call, or stop in the library. [Library.midwestern.edu/librarians](http://Library.midwestern.edu/librarians) lists all the librarians and ways to contact them, including how to set up a research appointment.

**Educational Services:** Librarians at the Downers Grove and Glendale campuses are pleased to provide educational services to library users. Please contact them to arrange tours, research seminars, or other instruction for individuals, small, or large groups.

**Interlibrary Loan:** If a desired book, journal article, or multimedia item is not in the Midwestern collection, it is usually possible to obtain it from another library by completing an Interlibrary Loan/ Photocopy Request Form. The MWU Libraries are linked electronically to thousands of medical and other libraries nationwide.

## Lockers

The Downers Grove Campus is currently developing a procedure for locker use in Science Hall. CPDG students may request a locker in Alumni Hall at the time of orientation. CHS students may request a locker in Alumni Hall from their specific program. CCO students are assigned lockers at the beginning of the academic year. At the end of the academic year, locks will be forcibly removed, and the contents discarded. Once a new policy and procedure is finalized for all programs, the Student Handbook will be updated.

Glendale Campus lockers are available in Sahuaro Hall, Cholla Hall, Agave Hall, Glendale Hall, Cactus Wren Hall and Ocotillo Hall. Locker selections are available online through your student portal. From the Student Services tab, click on Locker Selection under General Information. Please contact Student Services if you have any questions concerning lockers.

In Glendale, locks are recommended however, locks must be removed at the end of the locker assignment (i.e., prior to clinical rotations). If locks are not removed in a timely manner (within one week after the conclusion of the locker assignment period), the student(s) assigned to the locker(s) will receive a written notice with a compliance date from the Office of Student Services. Failure to remove the lock by the date indicated in the notice from the Office of Student Services will necessitate the forcible removal of locks by Campus Security.

Midwestern University assumes neither liability nor responsibility for personal property lost or stolen from student lockers.

# Lockdown

By definition, a lockdown involves the confining of persons to a secure location following a public announcement, typically through the mass notification system, in response to a violent disturbance or threat of imminent danger. Please note: experts advise to Run, Hide, and Fight if necessary, given the circumstances. The following information pertains to a Lockdown scenario in which the option is to shelter in place should it be unwise to run or fight.

All faculty and staff are informed on how to identify the closest lockable internal room that has no windows. There may be circumstances where lecture halls or laboratories are the closest and most accessible lockable room.

Lockdown drills are necessary and must be followed as though an actual lockdown is occurring.

The University community will be notified of a lockdown situation via the emergency notification system. Immediate responses to a lockdown notification in which the option is to shelter in place are as follows:

1. 911 should be called first, followed by campus Security and personal phones need to be muted.
2. Obey a faculty or staff member in terms of being directed to a lockable room or leaving the premises.
3. If you are in a classroom, quickly check the corridors for any recognizable person and direct them into the room with you.
4. Most classrooms, offices, and conference room doors will automatically lock during a lockdown. However, if you are in a classroom, office, or conference room that has a lockable door handle, press the thumb bolt lock into the locked position.
5. Turn off the lights.
6. Go to the furthest corner of the room away from the door (and windows if present) and remain silent.
7. Do not open the door for any reason until the local authorities grant an “all clear” or unlock the door with a key.
8. Do not leave the room if you hear a fire alarm. Wait for the alarm to be verified by the emergency notification system.
9. Remain in lockdown until local authorities grant an “all clear.”

If you are unable to make it quickly enough to a lockable room, find cover as best as possible. Individuals should be aware of their surroundings and must use discretion in an emergency situation.

# Lost and Found

The Lost and Found is located in the Office of Safety and Security (lower level of the Commons for the Downers Grove Campus and Barrel Four Building for the Glendale Campus). Students and employees are encouraged to turn in items and articles found on campus to this office. The Office of Safety and Security is responsible for completing a “Found Item Receipt” form and maintaining a log (e.g., the date the item was received, a description identifying the article, and its disposition) of all items received and detail any attempt to contact the owner of the item, if known. Items turned in to Lost and Found will be held for one year and then, if unclaimed, will be donated to a charitable organization.

# Mailboxes

Mailboxes for students living in campus residences on the Downers Grove Campus are located in The Commons Lower Level and are assigned by the Supervisor of the Mailroom. Students are responsible for their mailbox key. The cost to replace a lost key is \$35.

When students become involved with clinical rotations, other professional training assignments, graduate, or leave the Downers Grove Campus for an extended period (e.g., summer vacation), they are required to complete a forwarding address form and return it to the Mailroom Supervisor; as the University will not be responsible for forwarding mail.

The MWU student mailboxes cannot be used for the purpose of solicitation by or for outside businesses, associations, or vendors. All students and student groups who wish to distribute information to the student population via the student mailboxes must have prior approval of the Office of Student Services. Mailboxes are not provided for students on the Glendale Campus, other than through the U.S. Postal Service for those students living in On-Campus Student Housing.

## **Marijuana, Medical and Recreational Use**

Medical Marijuana is permitted in both the State of Arizona and State of Illinois. While state laws permit the use of medical and recreational marijuana, federal laws prohibit marijuana use, its possession, and/or its cultivation at educational and clinical institutions that receive federal funding. The use, possession, or cultivation of marijuana is therefore not allowed in or on the premises of any Midwestern University property, including student housing; nor is it allowed at any affiliated clinical sites or University sponsored event or activity.

All students sign a Drug-Free Workplace Certification Document prior to matriculation attesting their willingness to abide by the Midwestern University Drug-Free Workplace and Substance Abuse policy. Multiple states including Arizona and Illinois allow recreational marijuana use. Although students may participate in clinical rotations in those states, regardless of state law, Midwestern University and its affiliated clinical rotation sites prohibit students from the use of drugs, including marijuana, which are illegal under the federal Controlled Substances Act (CSA) of 1970. Students testing positive for marijuana use will be subject to University disciplinary procedures irrespective of the state in which the marijuana was used and will be suspended from clinical rotations until the student tests negative for marijuana on a drug screen.

## **Missing Student Policy**

Midwestern University recognizes its responsibility to its students, particularly those students residing on campus, and, in compliance with the Missing Student Notification Policy and Procedures 20 USC 1092 C; (Section 488 of the Higher Education Opportunity Act of 2008) has formalized a Missing Student policy and procedure. It is required that all students complete the 'Emergency Notification' form that is accessible through the [online.midwestern.edu](http://online.midwestern.edu) website. The student must enter the name of a person or persons whom they would wish to have contacted if there is a concern that they are missing. The contact will be made no later than 24 hours after a student is determined to be missing. Emergency contact information is confidential, is password protected and is accessible only by qualified individuals. If the student is under the age of 18, and is not emancipated, a parent or custodial guardian will be notified that the student is missing, even if the student has not listed their parent/custodial guardian as their contact. Midwestern University will also notify the local police department and any other appropriate law enforcement agency no later than 24 hours after the student is determined to be missing.

### **Process for campus-based students:**

Campus-based students are those students whose activities are primarily based on campus.

A missing student is any student who:

1. is reported to have an unexplained absence from a mandatory class activity or examination. Course directors are required to notify the Office of Student Services and the appropriate Academic Dean immediately if a student is absent from a mandatory activity and has not



contacted the course director with a reason for the absence. Course directors must notify Student Services of any student absence from a mandatory class/rotation/event, regardless of whether or not the student is living in student housing.

2. is reported to have a prolonged unexplained absence from campus, either from academic activities or from student housing. Resident Assistants and fellow students should direct their concerns to the Manager of Campus Housing, who will contact the Office of Student Services.
3. has been reported to have been the victim of possible criminal activity.

### Procedure when a student is reported missing from campus, but not a victim of possible criminal activity:

When the Office of Student Services receives a notice that a student is missing, the following procedure will be followed:

1. The student's registered telephone number will be obtained from the CARS system and the student will be called. The student will also be sent a text message and email via University student email. If there is no response, the Office of Student Services will proceed to Step 2. The Office of Student Services will continue to call, text and email the student while the procedures outlined below are conducted.
2. It will be determined if the student lives in campus housing. If the student lives in housing, the following process will be followed:
  - a. The Office of Safety and Security (Security) will be contacted.
  - b. The Manager of Campus Housing, Dean of Students or other representative of the Office of Student Services, in company with a member of the Office of Safety and Security, will proceed to the student's on-campus housing unit to determine if the student is present. If the student fails to respond after the University representatives have identified themselves and have knocked on the door three times, the door will be opened with a master key to determine whether the student is present in the unit.
  - c. The Office of Campus Safety and Security will make a copy of the ID photo of the student available to Security.
  - d. Security will search campus locations to find the student. These locations may include the library, classrooms, student center and gymnasium. Security will use student vehicular registration to determine whether the student's car is parked on campus.
  - e. Academic Departments will be contacted to determine if the student has been attending class. The Office of the Academic Dean of the college in which the student is enrolled will be notified that the student is missing.
  - f. Building access logs will be examined to determine when the student last used their ID card to access campus grounds and to enter campus buildings.
  - g. Information Technology Services may be asked to provide records documenting student use of the University network server and student email program.
  - h. If the student is not found after implementing the procedures outlined above, the individual listed on the Emergency Contact form will be contacted. The student's College Administration will also be contacted.
3. If the Student does not live on campus, the following procedure will be followed:
  - a. The Office of Safety and Security will be contacted.
  - b. The Office of Campus Safety and Security will make a copy of the ID photo of the student available to Security.
  - c. Security will search campus locations to find the student. These locations may include the library, classrooms, student center and gymnasium. Security will use student vehicular registration to determine whether the student's car is parked on campus.
  - d. Academic Departments will be contacted to determine if the student has been attending class. The Office of the Academic Dean of the college in which the student is enrolled will be notified that the student is missing.
  - e. Building access logs will be examined to determine when the student last used their ID card to access campus grounds and to enter campus buildings.
  - f. Information Technology Services may be asked to provide records documenting student use of the University network server and student email program.

- g. If the student is not found after implementing the procedures outlined above, the individual listed on the Emergency Contact form will be contacted. The student's College Administration will also be contacted.
- 4. If the location of the student has not been determined after a 24-hour period, the University will notify local police authorities for a Welfare Check. If extenuating circumstances come to light during the investigation that raise issues of concern, local authorities may be brought before 24-hours have elapsed. The student's University Administration will also be notified.

### Process for Students on rotations:

A student on rotation is any student whose primary activities are conducted at an off-campus site.

### Definition:

A missing student is any student who:

- 1. is reported to have an unexplained absence from a rotation or other clinically based activity. Preceptors are required to notify the appropriate clinical coordinator immediately if a student is absent and has not contacted the preceptor with a reason for the absence.

### Procedure:

- 1. The clinical coordinator should contact the Office of Student Services.
- 2. When the Office of Student Services receives a notice that a student is missing, the following procedure will be followed:
  - a. The student's registered telephone number will be obtained from the CARS system and the student will be called. The student will also be sent a text message and email via University student email. If there is no response, the Office of Student Services will continue to call the student at regular intervals throughout the day.
  - b. If the student has not returned the call within a reasonable period, the individual listed on the Emergency Contact form will be contacted. The student's College Administration will also be contacted and if necessary, the police will be contacted for a Welfare Check.

## Multispecialty Clinic

The Multispecialty Clinic (MSC) offers a variety of services for the faculty, staff, and students of Midwestern University at both the Downers Grove and Glendale Campuses. The Family Medicine Clinic offers many services which include, but are not limited to immunizations, triage, basic diagnosis, osteopathic manipulation, treatment of illnesses, acute and chronic, as well as wellness visits. Additionally, the MSC on the DG campus houses the Dental Institute, the Eye Institute, and the Therapy Institute, which includes Physical Therapy, Occupational Therapy, and Speech Language Pathology. For the Glendale campus, the MSC houses Family Medicine and Podiatric Medicine. The Dental Institute, the Eye Institute, and the Therapy Institute (which houses Physical Therapy, Occupational Therapy, Speech Language Pathology and Clinical Psychology) are all separate buildings.

<b>Illinois</b>	
Multispecialty Clinic	630-743-4500
Family Medicine	630-743-4553
<b>Arizona</b>	
Multispecialty Clinic	623-537-6000
Family Medicine	623-537-6150

# Name Change

The University recognizes that permitting students to use a preferred name—the name a student wishes to be known by the University community—contributes to a diverse and inclusive environment. The University also recognizes, however, that certain circumstances require the use of a legal name for compliance purposes and to facilitate the student progressing academically and eventually obtaining employment as a licensed professional. Although these are not necessarily competing objectives, the University has created this policy to acknowledge them while striving to reduce unnecessary inconveniences.

A Preferred Name is a name a student wishes to be known by within the University community that is different than the student's legal name. The reasons for why a student may use a Preferred Name as opposed to a legal name are personal and unique to each student. Those reasons may include preferring to use a nickname or middle name instead of a legal name; choosing a name that aligns with a student's gender identity; or wanting a preemptive name change while in the process of legal divorce proceedings. Whatever the reasons, this policy allows any student to select a Preferred Name.

## 1. Legal Name Changes

When a student has legally changed their name, the student should immediately present the appropriate supporting documentation to the University's Registrar. The University will immediately adjust its records to reflect the name change. In regards to the legal usage of names, the University adjusts its records appropriately if a student legally changes their name. All permanent records that require a legal name are changed to conform to the student's new legal name. A legal name change of this kind can be made by completing the appropriate form authorizing the University to make the change. This can be initiated through the Student Portal (see section on how to make a name change below).

## 2. Preferred Name Change

### a. *Option One - Desire to Generally Use a Preferred Name*

A student may request the use of a Preferred Name, which will result in the Preferred Name being associated with the student's University-issued email address and otherwise appearing on University-issued identification badges, class lists, public directories, rosters, Canvas, Microsoft Teams, WebEx, and other places the University may designate. At all times, the student's legal name will remain the default name in the University's system and therefore may be discoverable by others. A Preferred Name change of this kind can be made by completing the appropriate form authorizing the University to make the change. This can be initiated through the Student Portal (see section on how to make a name change below).

### b. *Option Two - Desire to Use Preferred Name as the Default*

The University understands that some circumstances require changes that are more comprehensive and that prioritize keeping the legal name private. In those situations, the student may request that the University designate the Preferred Name as the default name in the University's system by completing the appropriate form authorizing the University to make such a change. Once approved and implemented, the student's legal name will be used only in connection with University business purposes and other processes that require use of a legal name, including:

- Academic Certifications
- Diplomas
- Criminal Background Checks
- Department of Public Safety
- Employment Records
- Federal Requests for Information
- Federation of State Medical Boards
- Financial Aid
- Immigration/SEVIS Forms
- Information to state licensing agencies and national board certification agencies
- Information to governmental agencies or as required in connection with legal processes
- Information for national matching programs for post-graduate residency programs
- Information for professional association memberships

- Information for internships
- National Student Clearinghouse
- Onboarding for external and international rotations (e.g., health insurance documentation, health records, training certificates)
- Security
- Student Financial Services documentation
- Transcripts

The University does not advise the 3rd option unless a compelling reason exists. Because this list is not exhaustive and other circumstances may exist that require the University to use the student's legal name for legal purposes and/or to facilitate progression through their program and eventual licensure, the University may use the student's legal name for those other purposes. To the extent the University uses the student's Preferred Name where their legal name should have been used, the University will work to remedy the situation with the student's cooperation. A Preferred Name change as the default name can be made by completing the appropriate form authorizing the University to make the change. This can be initiated through the Student Portal (see section on how to make a name change below).

## TERMS AND CONDITIONS ASSOCIATED WITH PREFERRED NAMES

Regardless of the circumstances or reasons for using it, a student's Preferred Name must reflect good judgement and must not cause a violation of the University's standards of professionalism. For example, a student must not use a preferred name with an intent to impersonate someone else, to deceive, or to defraud; and preferred names cannot be a form of hate speech or inappropriate language. The University reserves the right to not accept or remove a preferred name if it contains inappropriate, vulgar, discriminatory, or offensive language, creates confusion with another person or brand, constitutes a trademark law infringement, or if it otherwise violates the University's policies. Generally using a preferred name may appear anywhere in the University's system; however, there is no guarantee it will appear everywhere. Designating a Preferred Name as a default is highly restrictive and could impact academic and non-academic processes.

All preferred name changes must be approved by the Dean of Students. If approved, an ID badge depicting the preferred name will be printed. If the badge is printed prior to matriculation, as the student's initial badge, no charge will be incurred for the printing of the ID badge. However, if the approved Name Change badge needs to be printed after an initial ID badge has been provided, the student will be charged \$25 for the replacement badge. The ID badge with the Preferred Name will provide access into buildings and will be able to store money as any student ID badge. The University disclaims any representation that the ID badge is or will be acceptable for any purposes outside of the University.

## DESIGNATING PREFERRED NAMES AND MAKING NAME CHANGES

All name changes discussed above can be submitted through the student's portal under the My Info tab, then by clicking on My Records and lastly by clicking on Name Change Request. The cost of a replacement ID badge depicting the Preferred Name can also be paid through these same links. Once notified that the ID badge has been printed, it can be obtained from the Campus Safety and Security Office. Since students may update their preferred names at any time throughout the year, University information systems will be refreshed on a regular basis. Appropriate system fields, forms, reports, and processes that collect and/or use student information will be updated to allow the use of Preferred Names whenever possible.

# Needle Stick/Exposures or Injury on Clinical Rotation

## Procedure for Needle Stick/Exposure Incident

Students should always contact Risk Management at 623-806-7798 AZ or 630-515-6229 IL for exposures, needle sticks, or other types of injuries incurred while on clinical rotations.

Students exposed to a patient via blood or potentially infectious body fluid should:

1. Immediately cleanse the affected area in accordance with medical standards.
2. Once the patient is stable (if applicable), notify the preceptor or supervisor of the occurrence and immediately seek evaluation and treatment following established medical guidelines and the protocols of the medical facility.
3. If the facility does not provide guidelines for treatment, go promptly to an urgent care facility, medical provider's office, or emergency room. Keep copies of all documentation.
4. Fill out injury and treatment forms following the protocol of the rotational facility or physician's office where they are assigned.
5. Students who incur expenses related to treatment of an accidental needle stick should seek reimbursement first through their health insurance company. Please note that expenses incurred due to a needle stick or injury while on clinical rotation are not covered through Worker's Compensation, unless otherwise provided by law. Any expenses that are not covered through a student's own health insurance company thereafter should be referred to Risk Management for possible assistance.

Students shall within 48 hours send a copy of the injury and treatment forms to their preceptor and clinical coordinator. When making out an injury report for an exposure incident, the student and/or preceptor should give the name of the source individual and medical record number, if known or feasible. If an exposure occurs, the following information should be recorded in the student's confidential medical record:

1. Date and time of exposure.
2. Duty being performed by student.
3. Whether protective equipment (gowns, gloves, masks, protective eyewear) or engineering controls were used (i.e., recapping device or a needle disposal device or mechanical pipette).
4. Details of exposure, including amount and type of fluid or material, and severity (e.g., depth of percutaneous exposure and whether fluid was injected, extent and duration of skin or mucous membrane contact).
5. Description of source material, including HIV, HBV, HCV status if known. In the event the source individual is a dialysis patient, a current HBsAg report should be used.

## Student Consent

The consent of the student must be given, according to the directives of the rotation hospital/clinic and/or physician's office before collection of their blood and before serologic testing can be done.

## Source Individual

The source individual is defined as any individual whose blood or other potentially infectious materials may be a source of exposure to the health care worker. Illinois and Arizona state statutes generally provides that "when a health care provider or employee of a health care facility is involved in an accidental direct skin or mucous membrane contact with the blood or bodily fluids of an individual which is of a nature that may transmit HIV, written informed consent of the source individual (patient) to perform an HIV test is not required." The source individual should be identified by the student. Situations when it is not feasible to identify the source individual include incidents of needle sticks or

cuts from Sharps of unknown sources, e.g., unmarked needle or blood sample. The source individual should be tested for hepatitis B, hepatitis C, and HIV in accordance with the directives of the rotation hospital/clinic or physician's office where exposure occurred.

## **Nondiscrimination Policy**

Midwestern University maintains a policy of nondiscrimination for all students regardless of race; color; religion; creed; national origin or ancestry; ethnicity; sex (including pregnancy); gender (including gender expression, gender identity; and sexual orientation); marital status; age; disability; citizenship; past, current, or prospective service in the uniformed services; genetic information; or any other protected classes recognized by state or local laws, or any other characteristic protected under applicable federal, state, or local laws.

Any alleged violation of this policy or questions regarding this policy should be directed to the following:

Downers Grove Campus:  
Dean of Students  
The Commons  
630/515-6470

Glendale Campus:  
Dean of Students  
Barrel Student Center -III  
623/572-3210

## **Organic Solvent Policy (as it relates to laboratory sessions and organic solvents)**

Before entering the anatomy laboratory, each student signs a Global Release and Waiver at matriculation, which includes an acknowledgment that the student understands the potential risks associated with exposure to organic solvents used in the anatomy laboratory. Midwestern University has developed guidelines that pertain to students taking gross anatomy, neuroscience and other lab or research-based courses in which there is preserved laboratory material, or to students who will participate in biomedical research that involves the use of organic solvents. Midwestern University strongly recommends that pregnant students inform the Chair/Course Director of laboratory-based courses using organic solvents, such as Anatomy/Neuroscience, of their pregnancy prior to the onset of the course. In addition, pregnant students engaged in laboratory research are strongly recommended to notify their faculty research advisor prior to their participation in any research project that involves the use of organic solvents. Students who suspect that they may be pregnant are highly encouraged to inform the Chair/Course Director or faculty research advisor as soon as they suspect they may be pregnant in order to receive more information about the organic solvents used in the laboratory or laboratory-based research and review possible options to the laboratory portion of a course.

Pregnant or breast-feeding students can participate in lab-based coursework or research involving organic solvents, and they are provided the option to wear recommended personal protective equipment (PPE). Personal Protective Equipment (PPE) includes a respiratory mask with cartridges (specified for organic solvents and fit-tested), forearm protectors, and any additional or alternative PPE as recommended by the Occupational Safety and Health Officer. It is also strongly advised that the student discusses the risks during pregnancy and breastfeeding with their physician. To aid in this discussion, the University will provide the student with the Material Safety Data Sheets for the organic solvents used in the laboratory setting. Pregnant or breastfeeding students also have the option to postpone participating in the course or research project until after the delivery and/or cessation of breastfeeding. In the latter case, provisions may be made for a leave of absence or an extended course

of study depending on the Program/College and, when possible, the student's preference. Lastly, a pregnant or breastfeeding student may contact Student Services to discuss applying for and receiving accommodations.

## Orientation

New student orientation programs are planned each year by the Office of Student Services in conjunction with each college to welcome and facilitate the integration of new students into each of the colleges of the University. As part of the orientation program, students receive financial aid information, and learn about college services available on campus. Students are provided opportunities to interact socially with their peers, meet faculty, administration, and staff members, and develop a sense of belonging to the University and individual college communities. Orientation may be conducted virtually if there are circumstances that prevent in-person gatherings e.g., a pandemic.

## Pandemic-Public Health Emergency

The Centers for Disease Control and Prevention (CDC) has recommended wearing cloth face coverings in public settings when social distancing measures are difficult to maintain during public health emergencies, such as COVID-19. Northwestern University is committed to providing a safe academic environment and will follow CDC recommendations and require face coverings to be worn on the Northwestern University campuses during pandemics such as COVID-19. Under such circumstances, students will be informed through the Office of Student Services or their respective College/Program Offices about Northwestern's current status on wearing cloth face masks and other preventative measures.

**Cloth Face Covering:** A cloth that fully covers the nose and mouth, which fits snugly, but comfortably against the sides of the face, is secured with ties or ear loops and must be laundered and dried regularly, depending on the frequency of use. The cloth face covering must not contain a valve.

All students will be allowed to wear a cloth face covering that they have purchased or made if the face covering is appropriate for the Northwestern University academic environment. Any face coverings that have caricatures, messages, symbols, etc. that based on societal norms that could be construed to be vulgar or offensive or contribute to creating a hostile learning/academic environment will not be allowed. Appropriateness will be determined by the supervisor in consultation with the Office of Student Services.

Students with religious, cultural, or disability-related reasons for not using a cloth face covering or face mask must contact the Office of Student Services to work through the accommodation process.

During a pandemic such as COVID-19, all students will be required to wear a cloth face covering while on Northwestern University campuses when social distancing measures are difficult to maintain or not possible. Examples of situations when social distancing may not be possible or consistently followed include, but are not limited to:

1. When two or more persons are in a room at the same time;
2. Cafeteria ordering/food selection or checkout lines;
3. The University Testing Center and Library;
4. Lecture halls, classrooms, laboratories, workshop rooms;
5. Student 24-hour study rooms, student lounges, reception areas, computer labs;
6. Common areas, including hallways, parking structures, building entrances, lobbies, elevators, restrooms or stairwells.

## Noncompliance

1. If a student arrives on campus without an appropriate face covering, they will be provided with a disposable face mask for the day by Student Services. They will be reminded of the Face Covering Policy and asked to remember to bring their face covering in the future.

2. If a student arrives on campus with a cloth face covering that is deemed inappropriate for a graduate-level academic or clinical setting, they will be provided a disposable face mask by Student Services and reminded of the policy and the need to wear an appropriate cloth face covering.
3. Students who repeatedly forget to bring a cloth face covering will be subject to disciplinary action in accordance with the Midwestern University Student Handbook.
4. Students who repeatedly attempt to wear an inappropriate cloth face covering will be subject to disciplinary action in accordance with the Midwestern University Student Handbook.
5. Students who refuse to comply with the wearing of an appropriate cloth face covering and who have not been exempted from wearing one, will not be allowed to report to campus and will be subject to disciplinary action in accordance with the Midwestern University Student Handbook.

Students will be expected to adhere to the specific departmental policies and procedures identified when they are in specialty areas of the University, including but not limited to Midwestern University Clinics, simulation laboratories, and research areas.

The policy is effective during periods of a public health emergency as declared by the federal government and/or the State of Arizona/Illinois.

## Parking

All students enrolled at Midwestern University must register their car(s) with the Office of Safety and Security and obtain and display a parking permit sticker for each vehicle that will be driven on campus. The parking permit sticker must be placed on the inside of the windshield in the lower left-hand corner (driver's side) for automobiles. For motorcycles, please contact Security for the best location to place a parking sticker.

Whether students reside off-campus or on-campus determines where they park on campus. On the Downers Grove Campus, students who reside off-campus must park their vehicles on the upper floors of the parking structure, in the Wellness/Recreation Hall parking lot or in designated parking areas along the roadways. Residence hall occupants must park in the lots directly adjacent to the halls. Parking spaces for apartment occupants are available in the parking lot directly adjacent to the units. Housing residents are not permitted to park in areas designated for commuter students.

On the Glendale Campus, students are required to park in the Cholla and Ocotillo parking lots, or floors 2-4 of the on-campus parking Garage A, except where indicated. Please note that the ramp up to the second level in Garage A is still considered the first level. Housing residents are the only students who are allowed to park in the housing parking lots, and only those students who are registered for covered parking will be issued a numbered parking space in the covered parking area. All other vehicles inappropriately parked will be ticketed and/or towed at the owner's expense.

Illegally parked vehicles are subject to disciplinary actions ranging from warnings and monetary fines to citations issued by local police and fire departments. After receipt of a third parking ticket, driving privileges on campus may be revoked. Student parking ticket fees will be sent to Student Financial Services and added to the student's account. Outstanding parking ticket fees may negatively impact registration and/or graduation. Faculty and staff parking ticket fees are collected by the Office of Safety and Security. Parking ticket fees start at \$10.00.

Students, faculty and staff are required to observe all University motor vehicle operation and parking policies. These policies include registration of all vehicles, display of the parking permit sticker in the designated location, adherence to the posted mph speed limits and observance of stop signs. Additional information about regulations can be found on the Safety and Security webpage (<https://www.midwestern.edu/trafficandparking.html>). Vehicular registration and applications for a University parking permit can be obtained through the [www.online.midwestern.edu](http://www.online.midwestern.edu) website. Midwestern University is not responsible for damage to student, faculty or staff vehicles due to



improper parking or poor driving by others on campus grounds. In addition, sleeping in one's vehicle overnight (e.g., RV or Van) is not permitted and neither students, nor employees should be plugging their vehicles into electrical outlets associated with parking lot lighting.

Students attending educational requirements or rotations off-campus must contact the Security Office at each location for site-specific parking information and regulations. Midwestern University is not responsible for fines received as a result of vehicular moving or parking violations by Midwestern University students while on clinical assignments. All questions regarding tickets or any other issue related to this section must be addressed to the Office of Safety and Security.

## **Pet/Animal Policy**

### **Glendale**

MWU student housing on the Glendale campus does allow for animals within Units A-F, which are designated as animal-friendly apartments. The standard limit to the number of pets in an apartment is two, but flexibility is allowed through a request to and written approval by the Dean of Students and Administration. At no time are animals allowed outside of Units A-F unattended, including balconies/patios, hallways, or any common areas since those areas are not secured to an individual student's apartment. Birds shall always be maintained in appropriately constructed cages at all times. Animals going into and out of apartments must be on a leash and under the resident's control. Animals may not be taken off leash on any University grounds. Animals are not allowed in any University building other than the approved housing apartments (A-F) and are never allowed in classrooms unless the animal is designated as a Service Animal under the Americans with Disability Act and Arizona State Law and registered with the Office of Student Services.

All animals must be cared for properly and residents must abide by the Pet/Animal Policy stated in the Residence Life Handbook. In accordance with the Residence Life Handbook, residents with animals are responsible for ensuring that their animal(s) do not make loud noises, disturb, annoy, or cause any nuisance to neighbors, or other members of the campus or community. Visitors and guests are not allowed to bring any animals on or about the premises or grounds unless permission has been granted in writing in advance for a designated Service Animal. Overnight animal guests and animal-sitting is not allowed without prior approval from the Office of Residence Life.

All animals must be maintained in accordance with applicable Arizona State and Maricopa County laws. Arizona temperatures can be extremely hot, and animals cannot be maintained in automobiles, campers, pickup trucks, etc., in order to house the animal for any length of time. Dogs and cats must always wear current vaccination/identification/license tags at all times. The Housing resident is fully and solely responsible for disposal of animal waste, both inside and outside the apartment. It is the resident's responsibility to remove feces from University grounds, dispose of it in a plastic bag, and place that bag in the garbage dumpsters.

Cat owners must place soiled cat litter in tied plastics bags and dispose of bags in garbage dumpsters. If the University, in its sole discretion, determines that the presence of an animal constitutes a risk in any way, including to any person or property, or if an animal attacks, bites, or behaves in an aggressive or threatening manner, the animal is subject to immediate removal from the MWU property and the resident will be in breach of the terms and conditions of this policy as well as the Housing Pet/Animal Policy and subject to disciplinary proceedings.

Disability related needs pertaining to animals must be presented to the Disability Coordinator in the Office of Student Services. Documentation for disability services that require accommodation(s) needs to follow the guidelines outlined in the Disability Services Policy listed above (see section on Disability Services). It should be noted that any such documentation must be from a licensed clinical professional and the documentation must support the need for a Service Animal or an Emotional Support Animal. Documentation obtained from "Pay for Certificate" types of services, typically through online services, are unacceptable as they do not qualify as appropriate medical documentation.

## Downers Grove

MWU Student Housing does allow for animals in on-campus student apartments if the animal is designated as a Service Animal or an Emotional Support Animal and is registered with the Office of Student Services. The standard limit to the number of pets in an apartment is two, but flexibility is allowed through a request to and written approval by the Dean of Students and Administration. Animals going into and out of apartments must be on a leash and under the resident's control. Animals may not be taken off leash on any University grounds.

Animals are not allowed in any University building other than the approved housing apartments and are never allowed in classrooms unless the animal is designated as a Service Animal under the Americans with Disability Act and Illinois State Law and registered with the Office of Student Services. All animals must be maintained in accordance with applicable Illinois State and DuPage County laws. All animals must be cared for properly and residents must abide by the Animal Policy stated in the Residence Life Handbook. In accordance with the Residence Life Handbook, residents with animals are responsible for ensuring that their animal(s) do not make loud noises, disturb, annoy, or cause any nuisance to neighbors, or other members of the campus or community. Dogs and cats must always wear current vaccination/identification/license tags at all times. The Housing resident is fully and solely responsible for disposal of animal waste, both inside and outside the apartment. It is the resident's responsibility to remove feces from University grounds, dispose of it in a plastic bag, and place that bag in the garbage dumpsters. Cat owners must place soiled cat litter in tied plastics bags and dispose of bags in garbage dumpsters. If the University, in its sole discretion, determines that the presence of an animal constitutes a risk in any way, including to any person or property, or if an animal attacks, bites, or behaves in an aggressive or threatening manner, the animal is subject to immediate removal from the MWU property and the resident will be in breach of the terms and conditions of this policy as well as the Housing Animal Policy and subject to disciplinary proceedings.

Visitors and guests are not allowed to bring any animals on or about the premises or grounds, unless permission has been granted in writing in advance for a designated Service Animal. Overnight animal guests and animal-sitting is not allowed without prior approval from the Office of Residence Life.

Disability related needs pertaining to animals must be presented to the Disability Coordinator in the Office of Student Services. Documentation for disability services that require accommodation(s) needs to follow the guidelines outlined in the Disability Services Policy listed above (see section on Disability Services). It should be noted that any such documentation must be from a licensed clinical professional and the documentation must support the need for a Service Animal or an Emotional Support Animal. Documentation obtained from "Pay for Certificate" types of services, typically through online services, are unacceptable as they do not qualify as appropriate medical documentation.

Students found to have a pet in their residence hall room or apartment that is not a registered Service Animal or Emotional Support Animal will be subject to disciplinary proceedings, which may include, but are not limited to, verbal and/or written warning(s), removal of the pet from the unit, fines, restitution of funds in the case of damage or additional cleaning, and nullification of an on-campus housing contract.

## Phone Use in the Classroom

See Classroom/Exam Etiquette Policy in the College Catalog

## Raffles

Raffles occurring in the Village of Downers Grove or the City of Glendale and conducted by University student organizations do not require a raffle license from the Town of Downers Grove or the City of Glendale. Please refer to the MWU Raffle Policy for additional information.

# Recycling

Midwestern University promotes an atmosphere where students, faculty, and staff are encouraged to recycle. Recycling receptacles are available in each University facility and outside the apartment complexes. Recycling bins for paper products and commingled items are available. Improper use of these receptacles results in contamination of these bins.

# Research (Student)

## Intellectual Property Ownership

This policy refers to all ideas, data, software (including source code), artworks, compositions, conceptions, and materials prepared by a student while participating in a project, for which the student is supervised by a Midwestern University faculty member(s). In this case, Midwestern University acquires complete, absolute, and world-wide ownership in all inventions made by the faculty member and student, whether patented or patentable or not, provided such invention was made:

- a. During a special research assignment given to a faculty member pursuant to a research contract of Midwestern University or otherwise; or
- b. In utilization of the facilities, equipment, funds, or other contributions of Midwestern University; and/or
- c. Provided that Midwestern University has not entered into a research grant contract with express provisions to the contrary.

In the circumstance where a student is responsible, on their own initiative, for making an invention, discovery, improvement, trade secret(s) or secret process(es) (collectively referred to as "invention,") and which was not developed but was intellectually conceived in the course of research supported by funds or utilizing facilities administered by Midwestern University, the ownership of such invention will be as described in the Midwestern University Faculty Handbook. For a copy of the policy, please contact the Office of the appropriate Academic Dean or the Midwestern University Office of Research and Sponsored Programs.

## Research Projects Conducted by Students

A student may be conducting a research project as a required or elective component of their academic program. In this case, the student is supervised by a faculty member and the student is responsible for following all the relevant policies (including, but not limited to, those of the Institutional Review Board, Institutional Animal Care and Use Committee, Biosafety Committee, and Radiation Safety Committee) and all standard operating procedures that refer to the use of any chemicals, equipment, or procedures in the laboratory of each faculty or principal investigator.

# Residence Life and Housing

On-campus residence halls and apartments are available to students on the Downers Grove Campus; on-campus apartments are available to students on the Glendale Campus. On-campus housing is assigned to students only. Due to the limited number of apartments that are available, apartments cannot be reserved for out-of-town visitors. A limited number of residence halls and apartments are available per academic year. Housing is assigned on a first come/first serve basis and is available to enrolled students only. All students must pay housing charges upfront at the beginning of the quarter. Students moving into housing during the middle of a term must pay a prorated housing charge prior to moving in.

Students on a Leave of Absence longer than one month must forfeit their housing contract and move off-campus or petition the Dean of Students to maintain/extend their housing contract. Late fees or penalties for early forfeiture of the contract will not be assessed for Leaves of Absence. Because students on a Leave of Absence are not enrolled and not eligible for financial aid, they must pay out-of-pocket for the time they may be granted to stay in on-campus housing during their Leave.

Students who withdraw or are dismissed from a program must leave housing within two days or petition the Dean of Students to extend their stay for a longer period of time.

Information regarding the availability of these facilities can be obtained from the Office of Residence Life on each campus. Questions concerning residence life and housing issues should be directed to the Office of Residence Life in Downers Grove at 630/971-6400 and in Glendale at 623/572-3848.

Information regarding specific on-campus housing policies can be obtained in the MWU on-campus Residence Life Handbook. Students who reside on campus, and their guests, are subject to all policies, procedures, rules, and regulations stated in this Student Handbook and the Residence Life Handbook.

Students who agree to sign a two-year lease will be charged half rent for the summer between academic years. Students who live in student housing and plan to continue living in student housing during the next academic year may leave their belongings in the student residence and will be charged half price for the summer. Students that do not plan to live in student housing in the fall, must remove all of their belongings from their housing on the designated end date on their contract.

Note: All MWU students are subject to a criminal background check. All non-student residents are also required to submit to a criminal background check, paid for by the non-student resident, prior to being issued an access badge. Depending on the findings of the criminal background check, a non-student resident may be prohibited from residing in on-campus student housing.

## Rollerblading/Roller Skating/Bicycling

Rollerblading, roller skating and bicycling inside University facilities are prohibited and are restricted to campus roads. Students are not to rollerblade, skateboard or bicycle in the parking garages. Students should maintain a certain amount of common sense and consideration when pedestrians and cars are present.

## Security

City	Emergency Phone	Non-Emergency Phone
Glendale	3201 (off-campus 623/572-3201)	623/572-3201
Downers Grove	7111 (off-campus: 630/5157111)	630/971-6081

Campus Safety and Security, a division of Campus Administration, is available 24 hours a day, 7 days a week. Security guards are stationed at the Welcome Center Security Booth along the driveway entering either campus. Campus Security is responsible for crime prevention, law enforcement, parking control, and emergency management. Questions regarding Campus Security may be answered through the following location and telephone numbers during regular business hours:

Location	Phone Number
Glendale Campus: Welcome Center	623/572-3201
Downers Grove Campus: The Commons, lower level	630/515-7217

As a private institution, Midwestern University has created certain policies and procedures to ensure the rights and safety of its community. Policies, procedures, and regulations outlining, among other things, visitation and use of University property and facilities have been established. Campus visitors must check in with security personnel before visiting campus facilities.

### Authority of Campus Security

Campus security has the authority to:

1. Investigate any alleged infraction of the law.

2. Detain students attending classes on the Downers Grove Campus who have allegedly violated Illinois law or Downers Grove ordinances and students on the Glendale Campus who have allegedly violated Arizona law or Glendale ordinances, or University rules and/or regulations.
3. Question the legitimacy of a person's presence or actions on campus.
4. Request the identification of any and all persons on campus.
5. Escort individuals from campus who have not shown a legitimate purpose for their visitation.
6. Administer parking, stop sign violation and speeding tickets.

## Procedures for Reporting an Emergency or Crime on Campus

Any student who is involved in or witnesses an emergency situation or has been the victim of a threat or crime, including sexual assault or other potentially threatening situations, should contact Campus Security immediately (Downers Grove, dial 7111; Glendale, dial 3201). If Campus Security is contacted in an emergency, they will notify the police and the Dean of Students. The Manager of Residence Life will also be notified if emergencies occur in the evening and on weekends within campus housing. All information is kept strictly confidential.

<b>Emergency Campus Telephone Numbers:</b>	
<b>Glendale Campus:</b>	
Security	632/571-3201
Police	911
Resident Assistant on Duty	480/258-3247
Dean of Students	623/572-3210
<b>Downers Grove Campus:</b>	
Security	630/515-7111
Police	911
Resident Assistant on Duty	480/670-5234
Dean of Students	630/515-6470

## Counseling Services for Students Involved with Sexual Assault Complaints

The University has counseling services for students who are complainants of or have witnessed an act of sexual misconduct (including sexual assault, attempted sexual assault, sexual abuse, dating violence, domestic violence or stalking), as well as for those who have been accused of wrongdoing. Student complainants/respondents of an alleged act of sexual misconduct have options for requesting a change in academic situations and on-campus residence arrangements if such requests are reasonable and available. In addition to seeking assistance from the Title IX Coordinator, students may also seek assistance from the following University personnel or outside resources:

<b>In Arizona:</b>	
<b>University Personnel</b>	
Title IX Coordinator	623/572-3210
Manager of Residence Life	623/572-3848
Deputy Title IX Coordinator	623/572-3366
Assistant Title IX Coordinator	623/572-3772
Office of Student Services	623/572-3210
Student Counselor	623/572-3740
<b>Community Resources</b>	
Glendale Police Victim Assistance Hotline	623/930-3000
Domestic Violence Hotline	1-800-799-7233
Maricopa Crisis Hotline	1-800-631-1314

<b>In Illinois:</b>	
<b>University Personnel</b>	
Title IX Coordinator	630/515-6470
Manager of Residence Life	630/971-6400
Deputy Title IX Coordinator	630/971-6088
Assistant Title IX Coordinator	630/515-6474
Student Counselor	630/515-7142
<b>Community Resources</b>	
Family Shelter Service	630/469-5650
Mutual Ground	630/897-8383
Northwest CASA	888-802-8890
YWCA Metropolitan Chicago	888-283-2080
YWCA (South Suburban)	708/748-5672
YWCA West Suburban Center	630-790-6600
Domestic Violence Hotline	800-799-7233
DuPage County Crisis Line	630-627-1700

## Liability

The University is not responsible for loss, theft, or damage to students' personal property. Any occurrences of this nature should, however, be promptly reported to Campus Security.

## Reporting of Crime Statistics

Statistics concerning the occurrence on campus of criminal offenses reported to campus security, local police, or any official of the University who has significant responsibility for student and campus activities are located in Appendix 5 of this handbook.

# Sexual Misconduct, including Title IX Violations

The University is committed to ensuring the safety and security of all its members. Sexual misconduct is a serious violation of the standards set by the University since it creates an atmosphere of distrust and inequality and will not be tolerated. Sexual misconduct includes sexual harassment, sexual abuse, sexual assault or rape, domestic violence, dating violence and stalking. This policy/procedure establishes a protocol whereby those who believe they have been subjected to sexual misconduct may obtain redress promptly and equitably through the policies and procedures of the University.

This policy applies to all members of the University community, regardless of position/status, race; color; religion; creed; national origin or ancestry; ethnicity; sex (including pregnancy); gender (including gender expression, gender identity; and sexual orientation); marital status; age; disability; citizenship; past, current, or prospective service in the uniformed services; genetic information; or any other protected classes recognized by state or local laws, or any other characteristic protected under applicable federal, state, or local laws.

Each member of the University community is expected to report promptly complaints about violations. Any student found to be in violation of the Title IX sexual misconduct policy shall be subject to disciplinary action, which may include, but is not limited to, disciplinary warning, disciplinary probation, suspension, or dismissal. Any action taken by the University does not preclude or limit other redress such as the University reporting to or working with law enforcement agencies. Northwestern University is independent of actions taken by external law enforcement agencies. Nothing about this policy is intended to limit the independent acts of law enforcement agencies.

## No Retaliation Statement

No action shall be taken against anyone who submits a complaint that they believe to be valid regardless of the outcome of the investigation; however, any person found to be intentionally dishonest in making the allegations or to have made them maliciously is subject to University discipline.

## Title IX

Title IX of the Educational Amendments of 1972 prohibits sexual discrimination. Sexual harassment and sexual violence are considered forms of sexual discrimination and are therefore violations of Title IX. The Title IX statute applies to persons in the United States with respect to education programs or activities that receive Federal financial assistance. Universities must respond when sexual harassment occurs in the University's education program. Violations of the University Sexual Misconduct Policy must be reported to Dr. Shannon Sesterhenn, Dean of Students, the Title IX Coordinator for the Illinois and Glendale Campuses. Reports can also be reported to Dr. Shawn Tennant or Ms. Julie High Horse Gregg for the AZ Campus or Dr. Megan Dallianis for the IL Campus, who serve as Deputy Title IX Coordinators for those respective campuses. In addition, students can report perceived Title IX violations to the Student Counselors on either campus, who serve as a confidential resource to students (see "Confidentiality" section below for details).

## Sexual Harassment Definition According to Title IX

Sexual Harassment is broadly defined to include any of the three types of misconduct on the basis of sex, all of which jeopardize the equal access to education that Title IX statutorily protects.

1. Any instance of quid pro quo harassment by a University employee;
2. Any unwelcome conduct that a reasonable person would find so severe, pervasive, and objectively offensive that it denies a person equal educational access;
3. Any instance of sexual assault as defined by the Clery Act, dating violence, domestic violence, or stalking as defined in the Violence Against Women Act (VAWA).

## Confidentiality

Employees of the University, including Resident Assistants in Housing, are required to report incidents of sexual misconduct to the Title IX Coordinator. Student Counselors are not required to report incidents of sexual misconduct to the school in a way that identifies the student. Thus, the Student Counselors can be approached in confidence or as confidential resources.

Midwestern University (Title IX Coordinator and Student Counselors) will make every effort to maintain the confidentiality of the student reporting the violation. However, requests for complete confidentiality may hamper the ability of the University to fully respond to the incident and restrict the University's ability to pursue disciplinary action. Furthermore, the University may determine that its requirement to provide a safe, non-hostile and nondiscriminatory environment for all students supersedes the confidentiality request of the student reporting the violation (complainant). The Title IX coordinator will offer supportive measures to the complainant, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without filing a formal complaint, and explain to the complainant the process for filing a formal complaint. Supportive measures are defined as individualized services reasonably available that are non-punitive, non-disciplinary, and not unreasonably burdensome to the other party while designed to ensure equal educational access, protect safety, or deter sexual harassment. Respondents (accused student) will be treated equitably by not imposing disciplinary sanctions without first following the complaint/grievance process. The respondent is presumed not responsible for the alleged conduct until a determination is made at the conclusion of the complaint/grievance process.

The University will follow the complaint/grievance process before the imposition of any disciplinary sanctions or other actions that are not supportive measures, against the individual (respondent) who has been reported to be the perpetrator of conduct that could constitute sexual harassment. The University will treat both parties fairly and equitably.

## Midwestern University Definition of Consent

Consent is a freely given agreement to the act of sexual penetration or sexual conduct in question that may be withdrawn at any time. Lack of verbal or physical resistance or submission by the complainant resulting from the use of force or threat of force by the respondent shall not constitute consent. Silence is not consent. The absence of refusal is not consent. The manner of dress of the complainant at the time of the offense shall not constitute consent. A current dating relationship or past sexual relations does not imply consent. A person who initially consents to sexual penetration or sexual conduct is not deemed to have consented to any sexual penetration or sexual conduct that occurs after they withdraw consent during the course of that sexual penetration or sexual conduct. Consent to engage in sexual activity with one person does not extend to another person.

Consent can only be given by an individual that understands the nature of the activity. The following individuals cannot give consent:

1. An individual who is impaired due to alcohol or drug ingestion.
2. Sleeping or unconscious person.
3. An individual under the age of 17.
4. An individual who is incapacitated due to a mental disability.

## Arizona - Sexual Misconduct Definitions

### Domestic Violence

Domestic violence means any act which is a dangerous crime against children as defined in section A.R.S. 13-705 (dangerous crimes against children) or an offense defined in section A.R.S. 13-1201 through 13-1204 (endangerment, threatening or intimidating, assault, aggravated assault), A.R.S. 13-1302 through A.R.S. 13-1304 (custodial interference, unlawful imprisonment, kidnapping) A.R.S. 13-1502 through A.R.S. 13-1504 (criminal trespass in the third, second and first degree) or A.R.S. 13-1602, (criminal damage); section A.R.S. 13-2810 (interfering with judicial proceedings), section A.R.S. 13-2904, subsection A, paragraph 1, 2, 3 or 6 (disorderly conduct), section A.R.S. 13-2916 (use of telephone to terrify, intimidate, threaten, harass, annoy or offend) or section A.R.S. 13-2921 (harassment), A.R.S. 13-2921.01 (aggravated harassment), A.R.S. 13-2923 (stalking), 13-3019 (surreptitious photographing, videotaping, filming or digitally recording or viewing), 13-3601.02 (aggravated domestic violence) or 13-3623 (child or vulnerable adult abuse), if any of the following applies:

1. The relationship between the victim and the defendant is one of marriage or former marriage or of persons residing or having resided in the same household.
2. The victim and the defendant have a child in common.
3. The victim or the defendant is pregnant by the other party.
4. The victim is related to the defendant or the defendant's spouse by blood or court order a a parent, grandparent, child, grandchild, brother or sister or by marriage as a parent-in-law, grandparent-in-law, stepparent, step-grandparent, stepchild, step-grandchild, brother-in-law or sister-in-law.
5. The victim is a child who resides or has resided in the same household as the defendant and is related by blood to a former spouse of the defendant or to a person who resides or who has resided in the same household as the defendant.

### Oral Sexual Contact

Oral sexual contact means oral contact with the penis, vulva or anus.

### Sexual Abuse

A person commits sexual abuse by intentionally or knowingly engaging in sexual contact with any person who is fifteen or more years of age without consent of that person or with any person who is under fifteen years of age if the sexual contact involves only the breast.



## Sexual Assault

A person commits sexual assault by intentionally or knowingly engaging in sexual intercourse or oral sexual contact with any person without consent of such person.

## Sexual Conduct

Sexual contact means any direct or indirect touching, fondling or manipulating of any part of the genitals, anus or breast by any part of the body or by any object or causing a person to engage in such contact.

## Sexual Harassment

Sexual harassment is a form of harassment that may involve the behavior of a person against another person and occurs when such behavior constitutes unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome verbal or physical behavior of a sexual nature where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education or employment; or
2. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting the individual's welfare; or
3. Such conduct has the purpose or effect of substantially interfering with an individual's welfare, academic or work performance, or creates an intimidating, hostile, offensive, or demeaning education or work environment.

## Sexual Intercourse

Sexual intercourse means penetration into the penis, vulva or anus by any part of the body or by any object or masturbatory contact with the penis or vulva.

## Stalking

A person commits stalking if the person intentionally or knowingly engages in a course of conduct that is directed toward another person and if that conduct either: 1) Would cause a reasonable person to fear for the person's safety or the safety of that person's immediate family member and that person in fact fears for the person's safety or the safety of that person's immediate family member; or 2) Would cause a reasonable person to fear death of that person or that person's immediate family member and that person in fact fears death of that person or that person's immediate family member.

## Without Consent

Without consent includes any of the following: 1) The victim is coerced by the immediate use or threatened use of force against a person or property. 2) The victim is incapable of consent by reason of mental disorder, mental defect, drugs, alcohol, sleep or any other similar impairment of cognition and such condition is known or should have reasonably been known to the defendant. For purposes of this subdivision, "mental defect" means the victim is unable to comprehend the distinctively sexual nature of the conduct or is incapable of understanding or exercising the right to refuse to engage in the conduct with another. 3) The victim is intentionally deceived as to the nature of the act. 4) The victim is intentionally deceived to erroneously believe that the person is the victim's spouse.

## Illinois - Sexual Misconduct Definitions

### Dating Violence

Dating violence means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.

## Domestic Violence

Domestic violence includes asserted violent misdemeanor and felony offenses committed by the victims current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

## Force or threat of Force

Force or threat of force means the use of force or violence or the threat of force or violence, including, but not limited to: (1) when the accused threatens to use force or violence on the victim or on any other person, and the victim under the circumstances reasonably believes that the accused has the ability to execute that threat; or (2) when the accused overcomes the victim by use of superior strength or size, physical restraint, or physical confinement.

## Sexual Abuse

A person commits criminal sexual abuse if that person: (1) commits an act of sexual conduct by the use of force or threat of force; or (2) commits an act of sexual conduct and knows that the victim is unable to understand the nature of the act or is unable to give knowing consent.

## Sexual Assault

Sexual assault is:

1. An act of sexual penetration under the use or threat of force; or
2. An act of sexual penetration where the accused knows that the victim is unable to understand the nature of the act or is unable to give knowing consent; or
3. An act of sexual penetration in which the accused delivers (by injection, inhalation, ingestion, transfer of possession, or any other means) any controlled substance to the victim without the victim's consent or by threat or deception for other than medical purpose; or
4. An act of sexual penetration on a victim under the age of consent by Illinois definition.

## Sexual Conduct

Sexual conduct means any knowing touching or fondling by the victim or the accused, either directly or through clothing, of the sex organs, anus, or breast of the victim or the accused or any part of the body of a child under 13 years of age or any transfer or transmission of semen by the accused upon any part of the clothed or unclothed body of the victim, for the purpose of sexual gratification or arousal of the victim or the accused.

## Sexual Harassment

Sexual harassment is a form of harassment that may involve the behavior of a person that occurs when such behavior constitutes unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome verbal or physical behavior of a sexual nature where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education or employment; or
2. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting the individual's welfare; or
3. Such conduct has the purpose or effect of substantially interfering with an individual's welfare, academic or work performance, or creates an intimidating, hostile, offensive, or demeaning education or work environment.

## Sexual Penetration

Sexual penetration means any contact, however slight, between the sex organ or anus of one person and an object or the sex organ, mouth, or anus of another person, or any intrusion, however slight, of

any part of the body of one person or of any animal or object into the sex organ or anus of another person, including, but not limited to, cunnilingus, fellatio, or anal penetration. Evidence of emission of semen is not required to prove sexual penetration.

## Stalking

A person commits stalking when they knowingly engage in a course of conduct directed at a specific person, and they know or should know that this course of conduct would cause a reasonable person to: (1) Fear for their safety or the safety of a third person; or (2) Suffer other emotional distress.

Note: The above definitions are meant for illustrative purposes and are subject to change. The University reserves the right to interpret any of these definitions in any manner supported by law.

## Reporting Sexual Misconduct:

All complaints will be received and reviewed by the Dean of Students as the Title IX Coordinator, whether verbally or in writing. The resulting investigation will be undertaken by Deputy Title IX Coordinators and overseen by the Dean of Students. All investigations will result in a subsequent recommendation for resolution with possible sanctions, which will be ultimately determined and enacted by the student(s)' Academic Dean or Human Resources if an employee is involved. Students reporting violations have the right to file complaints with external law enforcement agencies as well as the University. University and law enforcement investigations will usually be conducted independently and possibly simultaneously. The University standard for determining the validity of a complaint is the 'clear and convincing' evidence standard.

Investigations of student complaints that involve another student or students only will be undertaken as stated above. Investigations involving student complaints against a MWU employee(s) or employee complaints against a student are undertaken jointly by Deputy Title IX Coordinators from Student Services and Human Resources. A resolution and possible determination of sanctions against an employee is determined by the Vice President for Human Resources. Student complaints concerning non-sexual harassment or other alleged violations of the Student Code of Conduct are governed under the Student Handbook's section on Grievances/Complaints or the Student Judicial System, which can be found in Appendix Two Sections, One and Two, respectively, of the Student Handbook.

Students who are charged with sexual misconduct are in violation of the University's "Code of Responsibilities of the Students of Midwestern University" as stated in Appendix 1 and of the University's "Bylaws and Regulations of the Code of Responsibilities and Rights of the Students of Midwestern University" stated in Appendix 2 of this handbook. Disciplinary sanctions imposed by the University on students may include, but are not limited to, disciplinary warning, disciplinary probation, suspension, or dismissal. Students charged with violations may also be prosecuted under Illinois or Arizona criminal statutes. Employees will be disciplined according to University Human Resources guidelines. Employees charged with violations may also be prosecuted under Illinois or Arizona criminal statutes.

## Procedure:

### Initiating an Investigation of Sexual Misconduct:

To institute proceedings regarding allegations of sexual misconduct, the following procedures shall be followed:

1. The nature of the complaint and related circumstances are to be reported, preferably in written detail and submitted to the Dean of Students, as the Title IX Coordinator or to the Associate Dean of Students/Associate Dean of Student Services as the Deputy Title IX Coordinator.
2. The complaint may remain informal should the reporting person (complainant) so choose, as long as the issue is of such a nature that does not warrant its escalation to a formal process (see 3 below). If the complaint remains informal and the complainant wishes to remain anonymous, then

the goal of the informal investigation will be to stop the unwanted behavior. Should the informal complaint be deemed valid, the Title IX Coordinator will follow the process of dealing with grievances/complaints as is described in Appendix Two, Section One of the Student Handbook.

3. A formal complaint must include the name and status of the complainant, the name of the involved student or employee (the respondent), and the nature of the alleged act(s). At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the school with which the formal complaint is filed. The University will investigate the allegations of a formal complaint and send written notices to both parties (complainants and respondents) of the allegations upon receipt of a formal complaint. The written statement may be sent to the respondent via the University email system or delivered in person. Should the respondent refuse or fail to accept delivery of the statement after a bona fide attempt is made to deliver, the requirement of notification will be considered to have been met. All correspondence related to the proceedings is confidential material. Correspondence to employees will be handled via Human Resources. If the allegations noted in a formal complaint do not meet the definition of sexual harassment or did not occur in the school's education program or activity against a person in the United States, the University must dismiss such allegations for the purposes of Title IX, but may still address the allegations in any manner the University deems appropriate under the University Code of Conduct (Appendix Two, Sections One and/or Two).
4. Temporary suspension: Should a student action be of such a nature that it is felt that they must be relieved of their right to attend Midwestern University, the student may be temporarily suspended from the college on recommendation of the Dean of Students. Any temporary suspension may continue until such time as the issue in dispute is resolved under the process outlined below. Suspension of employees will be handled by Human Resources.
5. Academic Adjustment: Should a student action be of such a nature that it is felt that they must be removed/separated from the complainant, such action will be taken, including reassigning lab/group/rotation assignments and on-campus housing locations on the recommendation of the Dean of Students. Any temporary academic adjustment may continue until such time as the issue in dispute is resolved under the process outlined below.

## Resolution of Conduct Matter

Any issue concerning student conduct will be resolved by utilizing the office of the Title IX Coordinator (Dean of Students). The Title IX Coordinator and/or Title IX Deputy Coordinators is/are authorized to receive informal and formal complaints regarding sexual misconduct. The Title IX Coordinator oversees investigations with Title IX Deputies. Following the investigation of a formal complaint (see below), the Title IX Coordinator will arrange for a live hearing that is conducted by the University designated Decision Maker, which for students, is the appropriate Academic Dean. At the completion of a live hearing the Decision Maker will determine the validity of the charges and decide on appropriate disciplinary actions in accordance with Appendix One, Section Five of the Student Handbook. In sexual misconduct cases involving a student(s) and an employee(s) of the University, the Decision Maker will be the Vice President for Human Resources. Complaints against vendors will be conducted by the same manner as described for employees above.

## Method of Resolution

### 1. Informal Process

Upon receipt of a verbal or a written complaint lodged against the respondent the Title IX Coordinator will meet with the complainant to determine if the complainant wishes to proceed through an informal or a formal process. If the complainant chooses the informal process, then the Dean of Students, as the Title IX Coordinator, along with Title IX Deputies, will conduct an investigation, meeting with both parties individually, and any other individuals that either party feels is appropriate, with the intent that any substantiated inappropriate behavior be stopped. Should the complainant wish to remain anonymous, all efforts will be taken to do the investigation anonymously. Disciplinary actions/sanctions are not part of an informal process, but rather, that a substantiated inappropriate behavior be stopped. In addition, depending on the complainant's wishes and the determination of wrongdoing, supportive measures and/or any non-disciplinary corrective measures will be taken in accordance with stopping the alleged behaviors from ever recurring. Both parties are also counseled that retaliatory behaviors are not condoned and that

such behaviors would be subject to disciplinary actions in accordance with the Complaint/Grievance Policy set forth in Appendix Two, Section One of the Student Handbook. Although a formal hearing is not used for informal complaints, the involved student's Academic Dean is always contacted and involved with the decision process.

## 2. Formal Process

If the complainant chooses to follow a formal process, the Title IX Coordinator will set in motion a formal hearing process following the investigation and discuss the process separately with both the complainant and the respondent regarding the issue. The discussions will preferably be conducted in person, although a phone or video conference interview is acceptable if the student is at a distant location. The Title IX Coordinator, along with Deputy Title IX Coordinators, has the right to interview other parties in relation to the complaint to determine the validity of the complaint and that it is appropriate to move to a live hearing. Both the complainant and the respondent have the right to have an advisor present during all discussions/meetings/interviews/proceedings. The University can provide an advisor upon a student's request. Students may choose to have a lawyer as their advisor.

As stated above, the hearing will be initiated by the Title IX Coordinator. All investigations will be done by Title IX Deputies, who will prepare all reports for the Title IX Coordinator and the Decision Maker prior to the live hearing. Once all of the information is acquired, detailed summaries will be provided to the parties and their advisors, as well as to the Hearing Decision Maker. The University designated Decision Maker will allow the complainant and the respondent to submit questions before the hearing.

During the hearing, both the complainant and the respondent may have an advisor present, as described above.

Opportunities will be provided to hear from both the complainant and the respondent, either in person or from different locations via MS Teams. This process will also allow for cross examination, either directly or through the advisors or the Decision Maker on behalf of either party.

Based on the evidence provided, the Decision Maker will determine an outcome based on the clear and convincing standard of proof, within a reasonable time period. The Decision Maker will assess all of the written and verbal information regarding the complaint. Any sanctions that are made will be in accordance with Appendix One, Section Five (Sanctions) of the Student Handbook. A copy of the Title IX Coordinator's initial investigation and all information obtained as part of the live hearing will be recorded and summarized in written format. A copy of all of the above stated information will be submitted to the Office of the President.

Typically, within 5 business days (depending on reasonable circumstances) after making a decision and determining a course of action (sanctions) the Decision Maker (appropriate Academic Dean) will notify the respondent in writing of their decision including, if applicable, any disciplinary action. Any disciplinary action must conform to Appendix One, Section Five of the Student Handbook. A copy of the Academic Dean's decision must be sent to the Title IX Coordinator and the Office of the President for inclusion in the student's disciplinary file. The complainant (student or employee) reporting the violation will also be notified, in writing, of the outcome of the investigation. The total investigation should be completed within what would be considered a reasonably prompt amount of time, depending on the circumstances.

In a joint investigation with Human Resources which involves a University employee, a copy of the investigation and all supporting evidence will also be submitted to the Vice-President of Human Resources. If the allegations against an employee are confirmed by the Decision Maker, the Human Resources Department will impose the appropriate sanction per Human Resource policy. The Vice-President of Human Resources will notify the respondent employee in writing of disciplinary action. The complainant will also be notified, in writing, of the outcome of the investigation. The total investigation should be completed within what would be considered a reasonably prompt amount of time, depending on the circumstances.

### 3. Appeal Process

Both the complainant reporting the incident and the respondent have the right of appeal to the President of the University. If the respondent or the complainant does not accept the Decision Maker's (Academic Dean/Vice-President of Human Resources') decision, the respondent/complainant may appeal to the President within 5 business days of notification of the Decision Maker's (Academic Dean/Vice-President's) decision, by submitting a written statement containing the basis and reasons for the appeal including all relevant facts. The President will review all relevant information from the investigation and the transcript and/or the recording of the live hearing. The President will act upon the appeal by (a) confirming the original decision, (b) altering any sanctions imposed, or (c) requesting the respondent/complainant, the Title IX Coordinator, and/or the applicable Academic Dean/Vice-President of Human Relations to submit additional information prior to rendering a decision. Both the complainant reporting the violation and the respondent must be notified of the outcome of the appeal in writing. The final decision rests with the President. A copy of the President's decision will be sent to the Academic Dean/Vice President of Human Relations and the Title IX Coordinator for inclusion in the student's/employee's disciplinary file.

## Record Keeping in Conduct Matters

Records of the above proceedings shall be kept in accordance with the following guidelines:

1. All records related to disciplinary investigations/actions against students are secured in the Office of the Title IX Coordinator (Dean of Students) as well as the Office of the President.
2. All records related to disciplinary appeals are secured in the Office of the President.
3. All records related to disciplinary investigations/actions/appeals are maintained in perpetuity.
4. A student may see any and all records related to their disciplinary investigation/action/appeal in accordance with the college regulations concerning inspection of records as spelled out in Guidelines for Access to and Disclosure of Educational Records Maintained by Midwestern University.
5. All documentation related to disciplinary investigations/actions/appeals are kept on file in the Office of the President in accordance with the Higher Learning Commission of the North Central Association of Colleges and Schools requirements.
6. The University will disclose to the complainant the results of any disciplinary hearing conducted by the University against the respondent. If the complainant is deceased as a result of the crime or offense, the University will provide the results of the disciplinary hearing to the complainant's next of kin, if so requested.

## Procedures for Reporting a Sexual Assault on Campus

Any student who is involved in or witnesses a sexual assault should contact Campus Security immediately (Downers Grove, dial 630/515-7111; Glendale dial 623/572-3201). Students have the option to notify law enforcement authorities, including local police, and the option to be assisted by campus authorities in notifying such authorities.

It is extremely important to preserve any evidence related to the crime as may be necessary to provide proof of the assault. The complainant should not bathe or shower, use the restroom, change clothes, comb their hair, clean up the crime scene or move or touch anything that the respondent may have touched. If Campus Security is contacted in an emergency, they will notify the police and the Title IX Coordinator. The Manager of Residence Life will also be notified if emergencies occur within campus housing.

The following is a list of emergency campus telephone numbers:

<b>Location</b>	<b>Phone Number</b>
<b>Glendale Campus</b>	
Security	632/571-3201
Police	911
Resident Assistant on Duty	480/258-3247
Dean of Students	623/572-3210
<b>Downers Grove Campus</b>	
Security	630/515-7111
Police	911
Resident Assistant on Duty	480/670-5234
Dean of Students	630/515-6470

## Counseling Services for Students involved with Sexual Assault Complaints

The University has counseling services for students who are complainants of or have witnessed an act of sexual misconduct (including sexual assault, attempted sexual assault, sexual abuse, dating violence, domestic violence or stalking), as well as for those who have been accused of wrongdoing. Student complainants/respondents of an alleged act of sexual misconduct have options for requesting a change in academic situations and on-campus residence arrangements if such requests are reasonable and available. In addition to seeking assistance from the Title IX Coordinator, students may also seek assistance from the following University personnel or outside resources:

<b>In Arizona:</b>	
<b>University Personnel</b>	
Title IX Coordinator	623/572-3210
Manager of Residence Life	623/572-3848
Deputy Title IX Coordinator	623/572-3366
Assistant Title IX Coordinator	623/572-3772
Office of Student Services	623/572-3210
Student Counselor	623/572-3740
<b>Community Resources</b>	
Glendale Police Victim Assistance Hotline	623/930-3000
Domestic Violence Hotline	1-800-799-7233
Maricopa Crisis Hotline	1-800-631-1314

<b>In Illinois:</b>	
<b>University Personnel</b>	
Title IX Coordinator	630/515-6470
Manager of Residence Life	630/971-6400
Deputy Title IX Coordinator	630/971-6088
Assistant Title IX Coordinator	630/515-6474
Student Counselor	630/515-7142
<b>Community Resources</b>	
Family Shelter Service	630/469-5650
Mutual Ground	630/897-8383
Northwest CASA	888-802-8890
YWCA Metropolitan Chicago	888-283-2080
YWCA (South Suburban)	708/748-5672

<b>In Illinois:</b>	
YWCA West Suburban Center	630-790-6600
Domestic Violence Hotline	800-799-7233
DuPage County Crisis Line	630-627-1700

## Sexual Misconduct Education and Awareness

Midwestern University provides educational programming that consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students, faculty, and staff that:

1. Identify sexual misconduct which includes sexual harassment, sexual abuse, sexual assault or rape, domestic violence, dating violence and stalking as prohibited conduct;
2. Defines what behavior constitutes sexual harassment, sexual abuse, sexual assault or rape, domestic violence, dating violence and stalking;
3. Defines 'consent to sexual activity' under University policy and state regulations
4. Covers information on reporting sexual violence, assisting victims and survivors of sexual violence, and preventing sexual violence through bystander training.
5. Explains rights of the complainant and respondent, including the right to file reports with external law enforcement agencies and the right to an advisor.

All employees and students of Midwestern University are required to complete and pass online courses through Vector Solutions LMS regarding related topics on Sexual Assault and Prevention; Harassment and Discrimination; and Diversity, Inclusion and Belonging. In addition, all Midwestern University students sign an agreement that they are responsible for the policies outlined in the Student Handbook, including its sections on the Code of Conduct and Sexual Misconduct-Title IX Violations policy.

## Smoking (includes Vaping)

The University recognizes the health, safety, and benefits of smoke-free air and the special responsibility that it has to maintain an optimally healthy and safe environment for its faculty, students, staff, and guests. Midwestern University is committed to the promotion of good health, wellness, and the prevention of disease and to comply with any local clean indoor air acts. Smoking on campus is restricted and is limited to designated areas on campus. Both the State of Illinois and the State of Arizona have "No Smoking" policies for any public area. In both states, smoking in a non-designated area is prohibited. Adherence to state law is mandatory. Smoking on campus is only allowed in designated on-campus smoking areas. The University forbids smokers from congregating near the entrances to campus. Every effort must be made to avoid exposure of non-smokers to second-hand smoke. Additionally, moving of smoking receptacles from their designated locations is not allowed. All public buildings within the institution are designated as smoke-free. Smoking restrictions also apply to electronic cigarettes i.e., vaping. Please contact the Office of Student Services or the Office of Safety and Security for more detailed information about where smoking is or is not permitted. Violators are subject to disciplinary action. In addition, smoking materials shall not be sold or in any other way distributed under the auspices of Midwestern University.

## Solicitation

The MWU student mailboxes (Downers Grove Campus) or the University e-mail cannot be used for the purpose of solicitation by or for outside businesses, associations, or vendors. All students and student groups who wish to distribute information to the student population via the student mailboxes or the University e-mail must have prior approval through the Office of Student Services. Areas are designated on campus for posting of information, such as personal ads, upcoming events, and conferences. Outside vendors are not allowed to solicit on campus unless invited by a recognized student group and with prior approval of the Academic Dean and/or the Dean of Students. Students shall avoid receipt of



gifts of any kind from any vendor, including but not limited to meals, medically related equipment, books, subscriptions, or free samples of prescription medications, without the prior approval of their Academic Dean and/or the Dean of Students.

## Student Financial Services

The Office of Student Financial Services provides students with information about federal, state, and private sources of financial assistance. Additionally, they assist students by setting up tuition payment plans and handling tuition payments. Utilizing state of the art technology, students can easily apply online for aid, review award letters, check indebtedness levels, pay tuition bills, or arrange for payment plans through <http://online.midwestern.edu>.

Information on programs, application processes, and resources are frequently updated as changes occur. To access the most current information, students at the Downers Grove campus should go to the online catalog at <https://www.midwestern.edu/downers-grove-il-campus-catalog.xml>. Students in Glendale should go to <https://www.midwestern.edu/glendale-az-campus-catalog.xml> for the most current catalog information. Both campuses can access the shared financial aid website, <https://www.midwestern.edu/about/offices-and-services-directory/office-of-student-financial-services.xml>.

Additionally, students may contact the Student Financial Services staff at:

Midwestern University  
Office of Student Financial Services  
Dr. Dobbelaere Support Services Suite 103  
555 31st St  
Downers Grove, IL 60515  
630.515.6101  
[ilfinaid@midwestern.edu](mailto:ilfinaid@midwestern.edu)

Midwestern University  
Office of Student Financial Services  
Barrel III Suite 400  
19555 N. 59th Avenue  
Glendale, AZ 85308  
623.572.3321  
[azfinaid@midwestern.edu](mailto:azfinaid@midwestern.edu)

## Student Services

The mission of the Office of Student Services is to offer a broad range of services in the arena outside the formal boundaries of the classroom that support, enhance, nurture, and promote the growth and development of Midwestern University students by contributing to their cultural, social, intellectual, physical, and emotional wellbeing. It is within the mission of Student Services to promote awareness, understanding, and acceptance of all individuals in a diverse world society and to promote a sense of respect, appreciation, and community between the colleges that can be carried on throughout students' professional lives.

The Office of Student Services on the Downers Grove campus is composed of the Offices of the Dean of Students, Associate Dean of Students, Associate Dean, Assistant Dean of Student Activities, Manager of Residence Life, the Wellness/Recreation Hall, Compliance, and the Student Counseling and Academic Support Center. The Office of Student Services is located on the upper floor of The Commons.

The Office of Student Services on the Glendale campus is composed of the Offices of the Dean of Students, Associate Dean of Students, Assistant Dean of Student Activities, Manager of Residence Life, the Wellness/Recreation Hall, Compliance, and the Student Counseling and Academic Support Center. The Office of Student Services is located in Barrel III.

Each of these Offices coordinates a variety of student support service functions within the University. The Office of Student Services supports all colleges.

Student Services interacts with students to develop and offer support programs and services that enrich students' experiences on campus. Examples of these programs include: MWU Student Government, MWU Peer Tutoring Program, student social and recreational activities, orientation, stress and time management seminars, multicultural and diversity programming, crisis intervention, interpersonal counseling, intramural sports and non-athletic recreation, and other developmental activities. The Office of Student Services has an open-door policy and is available to students on a continuing basis offering support, advice, and the encouragement needed to meet student concerns and challenges.

## On-Campus Student Events

All student groups (organizations, classes, individuals, etc.) seeking to have an on-campus student event including lectures, speaker visits, and workshops must have prior approval of the Office of Student Activities, who will advise the student organizer of the necessary steps to follow in order to schedule the event. Certain types of events will also require the approval of the Dean of Students, the respective Academic Dean, and University Administration.

Approval of the Office of Student Activities and completion of all paperwork for events should occur no later than four weeks prior to the event to ensure adequate service. Students who are planning a large event such as a picnic or dance must have all online requests completed (including room reservations and technology) prior to a six week minimum and as soon as possible prior to the event.

Once approval has been obtained for the on-campus student event, the Office of Student Activities will coordinate the scheduling of the event by contacting Campus Facilities, Media Resources/Information Technology Services, and Safety and Security. In the event of inclement weather, events may be moved to another approved on-campus location. Any event sponsored by student groups (organizations, classes, etc.) that violates any of the provisions of the policy on-campus student events will be subject to cancellation or termination. All forms of campus advertisement need to be approved by the Office of the Dean of Students. Advertisements that will be sent to the external community must be approved by the Office of the Dean of Students and also approved by University Relations. (see University Representation).

Student Organizations are not allowed to host events during final exam weeks or break periods, except for graduation-related events. In addition, for the spring quarter, events are prohibited starting finals week and through the end of May, except for orientation/graduation related events.

Students may use their student organizational/club/class council funds to offset the cost of an on-campus event, including the cost of alcohol, as long as the event has met the requirements for student organizations/clubs/class councils through the Office of Student Activities and the University Alcohol Policy.

## Off-Campus Student Events

It is mandatory that students and student groups (organizations, classes, individuals, etc.) looking to initiate and organize off-campus events in which they will represent the University meet with a representative of the Office of Student Services in addition to the appropriate college official or faculty advisor at least four weeks in advance of the event date to ensure consistency with college and University policies. Any off-campus event that occurs during class time or necessitates a student missing an exam or mandatory class time must be approved by their respective Academic Dean through the filing of an Absence Request Form. All advertisements for off-campus events must be

approved by the Office of the Dean of Students and possibly also University Relations. (see University Representation). All student groups sponsoring events off-campus must complete all necessary University forms. Any University services that are required for the off-campus event (Media Resources, University equipment, etc.) must be coordinated through the Office of Student Activities.

Students may use their student organizational/club/class council funds to offset the cost of an off-campus event, excluding the cost of alcohol, as long as the event has met the requirements for student organizations/clubs/class councils through the Office of Student Activities. If a cash bar is being arranged, the event must also meet the requirements of the University Alcohol Policy (see Alcohol Policies and Procedures for Off-Campus Events).

## Alcohol Policy for Off-Campus Events

(See Alcohol Policies & Procedures for Off-Campus Events)

## Student Government

Student government, at all levels, including the Student Senate, provides a forum for discussing and making recommendations to the Dean of Students and the appropriate Academic Deans for resolving student concerns, initiating recognition of new student organizations, and conducting reviews of existing student organizations. Student government functions at two levels: (1) the University and (2) the college. The following is a brief description of how student government functions at both levels. Note: The Dean of Students (and Student Activities staff), along with each representative Academic Dean (Deans Office), has jurisdiction over student governing bodies and assists with their parliamentary procedures.

### University Level

All students at each campus are represented through a campus-wide Student Senate. Each campus Student Senate is required to develop and publish bylaws that describe: (1) name of the senate; (2) purpose; (3) objectives of the senate; (4) operations and relationship with the college student councils/student government associations; (5) membership and procedures for the election of officers/representatives and their terms of offices; (6) duties of student senate members; (7) meeting schedules; (8) parliamentary procedure; (9) procedure considerations (quorums, role of individuals/class officers, etc.); and (10) adoption and amendment procedures.

### Glendale Campus

The University Student Senate on the Glendale campus is composed of forty-one (41) voting members. Five members represent AZCOM, five represent AZCOPT, five represent CDM, eight represent CHS, five represent CPG, five represent CVM, five represent AZCPM, and three represent the CGS. The roles of Speaker of the Student Senate, Vice-Speaker/Secretary, and Treasurer rotate among the seven SGA Presidents from the University colleges. The presiding University Student Senate Speaker or presiding officer will vote only in the case of a tie. The Vice-Speaker/Secretary and Treasurer shall not vote unless they are presiding. Meeting quarterly, the Student Senate provides a mechanism for governance of campus-wide activities and functions.

### Downers Grove Campus

The University Student Senate on the Downers Grove campus is composed of twenty-three (23) voting members, representing each college and program. The executive board of the Senate consists of the Speaker, Vice-Speaker, Treasurer and Secretary. Meeting every month, the Student Senate provides a mechanism for governance of campus-wide activities and functions. The presiding University Student Senate Speaker or presiding officer will vote only in the case of a tie. The Vice-Speaker, Treasurer, and Secretary shall not vote unless they are presiding. Monthly meetings shall be scheduled by the Speaker at times convenient to all participants.

## College Level

Individual college Student Councils/Student Government Associations function to provide governance for student issues related to the individual colleges, as well as conducting all class and college-wide elections. College Student Councils/Student Government Associations are encouraged to adopt bylaws that are consistent with the bylaws of the other College Student Councils/Student Government Associations. Individual College Student Councils/Student Government Associations are required to develop and publish bylaws that describe: (1) name of the student council; (2) purpose; (3) objectives of the council; (4) operation and relationship with other college Student Councils/Student Government Associations/Student Senate; (5) membership and procedures for the election of officers/representatives and their terms of offices;(6) duties of student council members; (7) meeting schedules; (8) parliamentary procedure; (9) procedure considerations (quorums, role of individual class officers, etc.); and (10) adoption and amendment procedures.

## Student Elections

Elections are held under the supervision of the individual college Student Councils/Student Government Associations or Student Senate. Copies of college election codes can be found in the Office of Student Services. Please note Section One, "Representation in Midwestern University Affairs," in the Bylaws and Regulations of the Responsibilities and Rights of Midwestern University Students (see Student Handbook Appendix 2) for eligibility of students serving as elected officers. Students running for or holding any elected or appointed office representing their class, organization, college, or the University must be in good academic and professional standing and remain in good standing while holding any office. Students on academic warning, academic probation, disciplinary warning, disciplinary probation or Leave of Absence for longer than one month must relinquish their elected office. Students on warnings or probations may choose to petition the Dean of Students along with their respective Academic Dean in order to request an exemption to this policy. Students seeking such an exemption need to submit a formal written explanation to the Dean of Students and their respective Academic Dean as to why they should be exempted from this policy and how they will maintain the necessary academic requirements of their program while performing their duties as an officer of their class or particular student organization/club.

## Student Organizations

To ensure that student clubs/organizations seeking recognition meet the high standards of MWU and its student population, the Student Senate and/or appropriate Student Council/Student Government Association shall recommend the petitioning organization for approval to the Dean of Students and the appropriate Academic Dean(s). The recommendation needs to be based on whether the petitioning organization has met the necessary requirements to be a club/organization (see Recognition of Organizations below). The Dean of Students and the appropriate Academic Dean(s) shall have the authority to determine the final status of the petitioning organization.

### **Organizations are categorized as:**

1. Executive Council
  - Established by College
  - Allowed same privileges as Recognized – Independent Organizations
  - No requirements to maintain active status
  - Have an educational focus and not a political or activist focus, not including professional advocacy
2. Class Council
  - Established by College Council/Student Government Association
  - Allowed same privileges as Recognized – Independent Organizations.
  - No requirements to maintain active status
  - Have an educational focus and not a political or activist focus, not including professional advocacy
3. Recognized (Clubs and other student organizations)
  - Allowed to reserve on campus spaces/host community-based events

- Allowed to fundraise
  - Must meet minimum standards on an annual basis as set forth by the Student Senate and/or the appropriate Student Council/Student Government Association
  - Provided a campus account code
  - Contract/licensing agreements, particularly related to nationally based clubs or organizations, cannot be signed by a student and must be approved by the corresponding Academic Dean and the Dean of Students
  - Have an educational focus and not a political or activist focus, not including professional advocacy
  - Must meet the following requirements, annually:
    - Host one event per quarter (excluding the summer quarter) that meets the goals set forth in their charter and/or benefits their membership
    - Should host or participate in one to two service projects per year
    - Submit an annual report of their activities to the Office of Student Activities
4. Special Interest Groups (SIG)
- Defined as professional specialty-focused student groups, whose focus/charter is aligned with another recognized organization on campus
    - Will follow process for organization recognition detailed previously
  - SIG can petition to Student Senate/College Council to become an independent Recognized Student Organization after a minimum of three years as a SIG
    - Exists as a sub-set of existing organization (referred to as parent organization)
  - Membership in SIG may require membership with parent organization as well
    - Retains a pulse page and on campus account
  - On campus account will be administered by parent organization
    - Must have at least two student leaders responsible for any activities sponsored by SIG
  - Student leaders can be appointed or elected
    - To continue to be an active special interest group, the SIG must host one event per year (independent of their parent organization) that meets the goals set forth in their charter.
  - Parent organization will submit names of leaders and activities of SIG with their annual report
5. Affiliate Organizations
- Student run clinics, approved by Student Senate/College Councils
  - Have a pulse page and on campus account, if needed
  - Allowed to host fundraisers
  - No minimum activity requirements
  - Must report changes in leadership to Student Activities

Student organization, club and class accounts are maintained on campus in the Office of Business Services unless said groups can provide documentation of requirement of an independent account from the respective national organization.

## Renewal of Recognition

Each student club/organization is required to annually provide to the Office of Student Activities a listing of the student club/organization activities and services for the prior twelve months that are consistent with their charter/goals.

A student organization whose activities have been consistent with its charter and have resulted in progress toward achieving its goals shall be approved and recognized for the following year.

A student organization whose activities have been substantively inconsistent with its charter or have failed to lead to progress toward its goals shall be placed on a probationary status through the Office of Student Activities for a period of one year to rectify any deficiencies. Continued failure of a student organization while on the year-long probationary period will result in the club/organization losing its status as a recognized club/organization and will be considered dissolved (inactive), with any remaining funds in their accounts being returned to the appropriate Student Council/Student Government Association. Any leftover funds will be allocated to remaining class councils, clubs or organizations as deemed appropriate by the appropriate Student Council/Student Government Association.

## Recognition of Organizations

### Student

1. The students and faculty advisors seeking club/organization recognition must complete a petition of recognition. Organization petitions for recognition will be heard only at the August/September or the March/April meetings of Student Senate and the College Councils, as determined by the respective councils.
2. Students in the clinical portion of their academic programs are prohibited from petitioning to start a new club/organization. Exceptions to this rule may be made on a case-by-case basis.
3. The petition must include the club's/organization's goals (letter of intent), proposed charter (constitution/bylaws), MWU faculty advisor, and list of at least 15 charter members (including officers). For campus-wide organizations, the 15 charter members must represent at least 2 academic colleges.
4. Before requesting approval from the appropriate Student Senate/Student Government Association, the petitioning club/organization must schedule a meeting with the Office of Student Activities to review their documents at least one week before being scheduled to present at their respective Student Senate/Student Government Association meeting. All necessary and signed documents must be completed and approved by the Office of Student Activities prior to the time of the appropriate Student Senate/Student Government Association meeting.
5. A petitioning club/organization must have met all of the requirements, as stated above through the Office of Student Activities, before submitting their application to the appropriate Student Government Association. The appropriate Student Government Association will review the petition for completeness (Student Senate for campus-wide organizations).
6. The appropriate Student Senate/Student Government Association has the authority to recommend to the Dean of Students and the respective Academic Dean(s) that the organization be approved or approved with additional conditions (for example: additional advisor if the petitioning club/organization is rather large, participation in a particular event such as community service events that overlap with other clubs, or other additional conditions that may be warranted based on the size or scope of the petitioning club/organization in terms of monetary needs or logistical needs, such that might involve space constraints and faculty supervisory needs), or denied because the club/organization's scope of practice may be too duplicative with that of an existing student club/organization. In the case that an organization is not approved, the appropriate Student Senate/Student Government Association will notify the petitioners and Dean of Students and the appropriate Academic Dean(s) of their decision. A majority vote of Student Senate/Student Government Association members shall determine the recommendation for the applicant group.
7. If the recommendation is for denial, a petitioning club/organization may re-petition the Office of Student Activities after making any necessary adjustments or directly appealing to the Dean of Students and the appropriate Academic Dean for reconsideration, who have the final authority for granting recognition or approval.
8. The Office of Student Activities will review annually any organization's status as described above.
9. A student club/organization may appeal a probationary status to the Dean of Students and the appropriate Academic Dean(s). In addition, a Student Senate/Student Government Association may also submit an appeal regarding a change in status for one of their student clubs/organizations to the Dean of Students and the appropriate Academic Dean(s).

### Glendale Campus

A current list of clubs and organizations can be found at: <https://www.midwestern.edu/student-experience/glendale-az-campus/get-involved-az/clubs-organizations-az>

Or on MWU Connect: <https://midwesternu.campuslabs.com/engage/>

### Downers Grove Campus

A current list of clubs and organizations can be found at: <https://www.midwestern.edu/student-experience/downers-grove-il-campus/get-involved-il/clubs-organizations-il>

Or on MWU Pulse: <https://mwupulse.campuslabs.com/engage/>

## Student Services Fee

All enrolled full and part-time degree seeking students are required to pay an annual Student Services (SS) Fee. The charges will be billed quarterly. The SS Fee funds academic and non-academic services. Examples of such services include, but are not limited to activities including graduation, on-line training programming, counseling services, tutoring, Student Councils/Student Government Associations, student organizations and the University Student Senate, parking, as well as the Wellness and Recreation Hall and the Academic Live Care/Student Assistance Program.

## Temporary Medical Conditions

Student Services will provide assistance to students who experience temporary medical conditions that interfere with their ability to fully participate in their academic program. Examples of temporary conditions include, but are not limited to, broken bones, hand or back injuries, pregnancy complications, short term impairment following surgery or other medical procedures or nursing after pregnancy. Documentation may be required from a health care provider to support the student's request. The manner and type of assistance will be determined in consultation with the faculty of the student's program of study. Students with temporary medical conditions are still required to meet the educational and technical standards of the University and their program. If a student is not able to meet the educational and technical standards with reasonable assistance, the student will be placed on medical leave of absence.

## Traffic Control (Also see Parking)

The following traffic regulations are current University policy:

- Observation of all stop signs
- Speed limit of 15 mph on surface streets and 5 mph in parking garages

Tickets are issued on an escalating basis starting with \$10 for the first ticket. Repeated offenses or offenses that are deemed reckless and/or dangerous will be dealt with by the Dean of Students as a formal written complaint and students may be subject to disciplinary action in accordance with the Student Judicial System (Appendix Two, Section Two).

## Tutor Program

### Tutoring Overview

Midwestern University offers large and small group peer tutoring services for selected courses. Available tutoring is designed to help enhance test-taking skills, modify study habits, and/or focus on critical material and content. Peer tutoring services serve as an additional academic support and do not take the place of class attendance, face-to-face meetings with faculty/course directors, or meetings with peer study groups. Tutoring is an active learning process and students are expected to come prepared to all tutoring sessions. Tutoring sessions are not meant to be reiterations of the lectures but are interactive sessions on material with which the tutee is struggling.

### Request a Tutor

A student can initiate a request for tutoring services through their online student portal under the Student Services tab. Students will click on the tutoring link and follow the prompts to request a tutor. Once the request is submitted, an email will be automatically sent to the faculty/course director or academic dean for approval. Students will be notified via email of the decision. If approved, the student will be able to select a tutor from the drop-down menu. Students who request tutoring services must regularly attend classes and meet with faculty prior to being approved for tutoring.

Questions regarding tutoring services should be directed to:

- On the Downers Grove campus, IL [tutoring@midwestern.edu](mailto:tutoring@midwestern.edu)
- On the Glendale campus, AZ [tutoring@midwestern.edu](mailto:tutoring@midwestern.edu)

## Tutoring Eligibility

Open (group) tutoring is often available for many courses for any student, regardless of academic standing. Tutoring sessions with a Senior Education Specialist for students at significant risk of failing a course are identified by the Academic Associate Dean, CHA Program Director or CGS Program Director. Senior Education Specialists are available to provide tutoring in basic science courses to at-risk students identified by their college/program.

## Become a Tutor

A student can initiate an application to become a tutor through their online student portal under the MWU Tutoring Program from their Student Services tab. Students select the tutoring link and follow the prompts to Offer to be a Tutor. Once the application is submitted, an email will be automatically sent to the Academic Associate Dean or Program Director for preliminary approval. Students will be notified via email of the decision. If preliminarily approved, an email will be sent to the student with onboarding instructions from Human Resources. A student only has final approval to tutor once Human Resources has approved the student as having completed the HR onboarding. Students preliminarily approved to tutor by their college Academic Associate Dean or program's Program Director and have received final approval from Human Resources, must complete a virtual 30-minute Tutor Training before they can begin tutoring.

## University Representation

All student or campus organizations must have the prior approval of the Dean of Students, the appropriate Academic Dean and the Department of University Relations/Office of Communications when using any form of communication (i.e., stationary, email, letters) bearing the University and/or college seal. In addition, all flyers used to advertise a student, organization, class or club event must have the prior approval of the Dean of Students. Use of non-pay university copiers and faxes for the purposes of disseminating such information must have prior approval of the Dean of Students. Student or student organization business cards bearing the college and/or university seal are allowed but must be approved by the Dean of Students and the Department of University Relations, including their Office of Communications. Items used for fundraising (t-shirts, book bags, etc.) that contain the University/College seals must be approved prior to submission of the purchase order.

To ensure that a positive image of MWU is maintained, MWU students may not officially represent the University and/or its colleges at any local, state, or national student-oriented organization that is not recognized by MWU.

## Vehicle Towing

Vehicles parked illegally are subject to towing. The cost of the towing and retrieval of the vehicle is the responsibility of the owner. Northwestern University assumes neither liability nor responsibility for operational or structural damage incurred as a result of towing or storage of a vehicle in such instances.

## Veterans' Benefits

Most academic programs at MWU are approved to offer veterans' educational benefits. For further information, contact the Registrar's Office.



# Weapons

Possession of weapons while on school property is prohibited. This includes bringing, use, control, or transfer of any object that may be used to cause bodily harm, look-alike weapons, and any other device defined by law as a weapon. Under the Federal Gun-Free Schools Act of 1994 a weapon includes any firearm, explosive device, knife, or any other device or look-alike defined as a weapon in the Act.

# Website Policy for Individual Students and Student Organizations

The official web page of Midwestern University is at [www.midwestern.edu](http://www.midwestern.edu). Midwestern University students are prohibited from creating any external web site that violates the trademarks of the University by doing any of the following:

1. Uses the University name, the College name, or any acronym of these names.
2. Use the University seal or any College seal.
3. Includes links to the official MWU website.

Student groups/organizations are required to use the Collegiate Link program at MWU (MWU Pulse for the Downers Grove campus and MWU Connect for the Glendale campus) for web-posting of information.

# Wellness And Recreation Hall

The Wellness and Recreation Hall offers a variety of services for the faculty, staff, and students of Midwestern University.

## Wellness And Recreation Hall Policies and Procedures

### Membership/ Access:

1. Individuals who are eligible to use the Wellness and Recreation Hall are currently enrolled students, administration, faculty and staff employees of the University, and Interns and Residents employed by the University. All individuals entering the facilities during regular hours must present a valid Midwestern University ID. The building is accessible by electronic ID access only.
2. Eligible individuals are permitted to host two guests per visit only. Additional guests will be asked to leave. The guests must sign in at the reception desk, and sign a waiver form upon their first visit. The hosting member must remain with the guest at all times. Unaccompanied guests will be asked to leave the facility. Hosting members are responsible for the conduct of their guests.
  - a. Eligible members may also bring their child or children. Children must be accompanied by the eligible member at all times. See Regulations #21 below for further details.
3. The University reserves the right to temporarily or permanently revoke an individual's eligibility to access at any time for violations of University Wellness and Recreation Hall Policy. Such decisions will be made at the discretion of the Assistant Director of Student Activities and the Dean of Students/Associate/Assistant Dean of Students.

### Hours of Operation

1. Hours of Operation will be regularly reviewed and may be adjusted depending on usage.
2. Wellness Recreation Hall will be closed or hours shortened on University Holidays and on a temporary basis for special events. Notices of these changes will be posted and emailed in a timely manner to faculty, staff, and students.

## Regulations

1. Users are responsible for knowing and following the policies of the Wellness and Recreation Hall. Ignorance of Wellness and Recreation Hall policy is not an excuse for violation. The Office of Student Activities reserves the right to deny access to or eject from the facility any individual who fails to meet all requirements and standards.
2. All participants must present a valid ID upon entrance to the facility.
3. Except in designated areas, food and drink are not allowed in the facility. In the workout areas, water (exclusively) in a closed container (no glass) is allowed.
4. Tobacco use in any form, including chewing and e-cigarettes, is not allowed.
5. Participants in all activities are expected to display sports appropriate behavior. Aggressive behavior in any form and use of profanity is strictly prohibited.
6. Members must show the proper respect to other individuals using the facility, including student monitors and Security personnel. Violations may result in a penalty, up to and including loss of the privilege to use the facility.
7. Drugs and alcohol are strictly prohibited.
8. Spitting on the floor is not allowed.
9. Chewing gum is not permitted in the facility.
10. Bicycles, skateboards, and roller blades are prohibited inside the building.
11. Animals are not allowed (except for designated Service Animals).
12. The Wellness and Recreation Hall facilities cannot be used for non-affiliated MWU activities or by an individual to provide services for profit, including private instruction and personal training on the weight equipment. All activities must be approved by the Office of Student Activities.
13. Cell phone usage is not allowed in the locker rooms.
14. Close-toed shoes must be worn at all times. Shoes may be removed if it is appropriate to a scheduled activity, such as yoga.
15. Athletic attire must be appropriate, non-revealing and not contain graphics that may be offensive.
16. Flyers may not be posted without the approval of the Office of Student Activities. Posted materials must contain a stamp of approval and may only be posted on approved bulletin boards. Postings may not be adhered to doors, windows or walls.
17. Personal belongings must be stored in a locker in the locker room. Personal items such as backpacks are not permitted in the workout area. Lockers may be rented. Check with the Wellness and Recreation Hall staff for details.
18. Lost items will be returned to the Office of Safety and Security.
19. Midwestern University is not responsible for the safety of personal belongings.
20. Folding tables are not allowed to be used as therapy tables.
21. Children and Minors
  - All children must be under direct parental supervision at all times while in the Wellness and Recreation Hall.
  - Strollers and car seats are not permitted in the workout areas.
  - Children under the age of 16 are limited to using the gym, racquetball courts, music and craft rooms. Children must be 16 or older to use the exercise/workout rooms and must be under direct supervision of their parent/guardian at all times while using these areas. Children under the age of 16 are not allowed to be in the exercise/workout rooms while their parent/guardian is working out. This is a safety hazard and no children under the age of 16 are allowed in these areas.

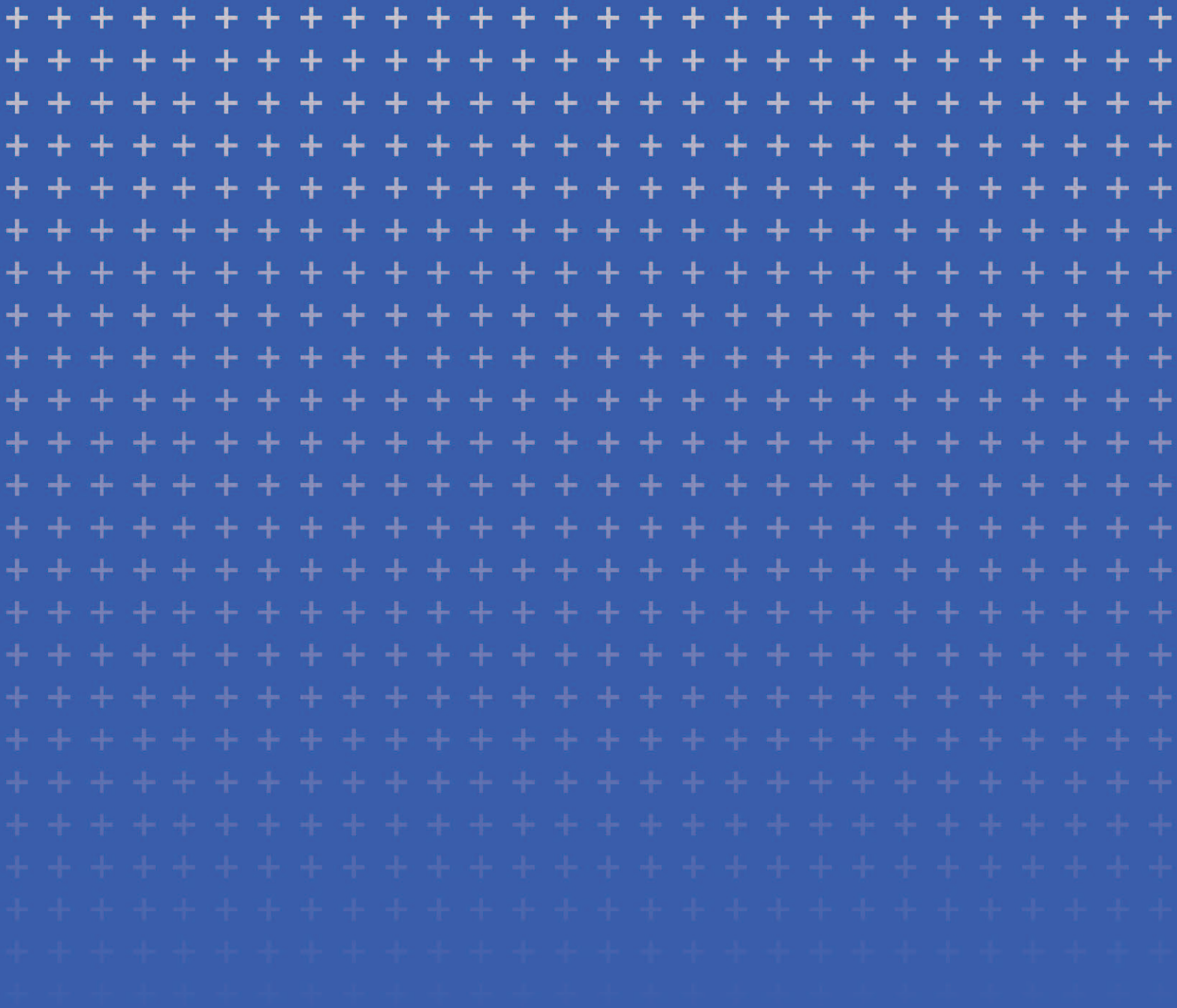
## Workout Room Rules

1. Paper towels and disinfectant are provided for all patrons of the Wellness and Recreation Hall. It is expected that each patron is responsible for disinfecting equipment before and after usage. If participants do not properly disinfect equipment, they will not be permitted to use the equipment.
2. Damaged or defective equipment must be reported immediately to the Office of Student Activities.
3. Do not monopolize equipment. Be mindful of other users.
4. Read instructions before using equipment.
5. Report all injuries immediately to the Recreation Monitor. If necessary, call Security at ext. 7111 (Downers Grove)/ext. 3201 (Glendale) to receive emergency assistance.

6. Members and guests assume all risk for personal injury. Should University personnel think it necessary for an injured person to receive medical assistance, they will contact appropriate medical personnel at the injured person's own expense.

### Equipment Check-out Rules

1. Only members may check out equipment using their Midwestern University ID. Guests are not permitted to borrow equipment.
2. Equipment may be checked out from the Recreation Monitors. Borrowers are solely responsible for any damages that occur to any equipment that is checked out on their account.
3. Equipment in the Craft Room must also be checked out from the Recreation Monitors. Members using craft equipment must return the equipment to the appropriate storage area and clean up their work surface when they are done. The University is not responsible for providing supplies in the craft/music rooms.



555 31st Street  
Downers Grove, Illinois 60515

19555 N 59th Avenue  
Glendale, Arizona 85308