



STUDENT HANDBOOK

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Appendix 1: Code of Responsibilities and Rights of the Students of Midwestern University

The primary purpose of the mission of Midwestern University is the education of dental, optometry, osteopathic medical, pharmacy, veterinary and health science professional students. The University is a community of faculty, administration, and students. Each group exercises its own rights and responsibilities in furthering the total educational process of the University.

The following code enumerates the rights and responsibilities of the student segment of the Midwestern University community. It is written in the belief that student knowledge of the student role in this educational process will promote more effective student achievement.

This code and the accompanying bylaws are thus set forth to describe the general policies relating to student life and organizations at Midwestern University. These general policies are subject to the bylaws and faculty policies of Midwestern University.

Section One:

Title

This code is entitled The Code of Responsibilities and Rights of the Students of Midwestern University. It is approved and authorized by the Board of Trustees of Midwestern University.

Section Two:

Definition and Basic Concepts

The Code of Responsibilities and Rights of the Students of Midwestern University is a part of each student's educational commitment. The following definitions of terms are made for clarification.

- A. The "University" refers to Midwestern University. The term includes the physical plant, the total educational program, students, faculty, employees, officers, and trustees.
- B. A "student" is anyone who has matriculated at the University and has commenced classes. The term does not include an individual who has applied for admission to but has not enrolled in classes at the University, nor does it include alumni status.
- C. The "faculty" constitutes those individuals appointed to the faculty by the President and Chief Executive Officer of the University.
- D. A "student organization" is any group of students given recognition by the appropriate Student Senate and/or an individual college Student Council/Student Government Association and the administration.
- E. Each "Student Senate" is a separate and independent student governance structure on each campus that oversees campus wide student clubs and/or organizations.
- F. "Student Services" includes areas of student interest and involvement through which their academic, social, and professional goals can be achieved.
- G. "University services" are the academic, business, administrative, professional, and public relations activities of the University. Included in this definition are activities carried out under the University's auspices such as a clerkship/preceptorship at another institution.
- H. "University programs" are those educational programs established by Midwestern University for dental, optometric, osteopathic, pharmacy, veterinary, and health sciences education.
- I. "Academic freedom" is the right of faculty and students to freely study, discuss, investigate, and function within the academic disciplines.
- J. "Requirements of the University" are those prerequisites for receipt of the degree of Doctor of Osteopathic Medicine, Doctor of Pharmacy, Doctor of Physical Therapy, Doctor of Podiatric Medicine, Doctor of Dental Medicine, Doctor of Psychology, Doctor of Health Science, Doctor of Optometry, Doctor of Veterinary Medicine, Doctor of Nurse Anesthesia Practice, Masters of Medical Science in Physician Assistant Studies, Master of Occupational Therapy, Master of Science in Speech Language Pathology, Master of Biomedical Sciences, Master of Science in Cardiovascular Science, Master of Science in Nurse Anesthesia, Master of Arts in Biomedical Sciences, that are delineated in the University catalog and in official pronouncements of the Board of Trustees, faculty, and

administration. Such requirements may change as the need arises to ensure acceptability and respectability of the various degrees offered by the University.

- K. A student is in "good academic standing" if he/she is meeting all of the stated academic requirements for their respective college.
- L. "Academic Warning" is a status that is used as a formal notification to a student that he/she is performing at a substandard academic level and cautions the student that continued performance at this level may result in the student being placed on academic probation. Students on "academic warning" are ineligible to run for or hold student organizational offices, unless approved by the Dean of Students and their respective college dean through an appropriate formal written appeal process (see Student Elections section under the Policies category of the Student Handbook). Academic warning is not noted on the transcript.
- M. A status of "Academic Probation" represents notice that continued inadequate academic performance might result in suspension or dismissal. Students who are on academic probation are ineligible to run for or hold student organizational offices, unless approved by the Dean of Students and their respective college dean through an appropriate formal written appeal process (see Student Elections section under the Policies category of the Student Handbook). All students need to be fully aware of their individual college's academic policies regarding classifications of academic standing. Academic probation is not noted on the transcript.
- N. "Professional standing" refers to a student's professional behavior, conduct, and deportment. A student is in "good professional standing" if he/she is meeting all of the stated professional requirements for their respective college and the University.
- O. "Disciplinary Warning" is a formal notification to a student that his/her professional behavior, conduct, and/or deportment is inappropriate and cautions the student that continued performance at this level may result in the student being placed on disciplinary probation. Students on "disciplinary warning" are ineligible to run for or hold student organizational offices, unless approved by the Dean of Students and their respective college dean through an appropriate formal written appeal process (see Student Elections section under the Policies category of the Student Handbook).
- P. A status of "Disciplinary Probation" represents notice that continued inadequate professional performance might result in suspension or dismissal. Students who are on disciplinary probation are ineligible to run for or hold student organization offices (see Appendix 2, Section 4), unless approved by the Dean of Students and their respective college dean through an appropriate formal written appeal process (see Student Election section under the Policies category of the Student Handbook).
- Q. A status of "Suspension" means that a student is temporarily suspended from all activities (academic and non-academic) within the University, although the student retains their student status in their program and the University. A student may be suspended for academic or disciplinary reasons. Suspension is noted on the student's transcript. The status of suspension may precede dismissal, but is not a required status change prior to dismissal.
- R. "Dismissal" is separation of the student from the University. After dismissal, the individual is no longer enrolled in their program, and has no relationship to the University.

- S. A "Student Academic and Professionalism Incident Report Form" is non-disciplinary by definition, but is used to formally document potential or minor violations of professional or academic misconduct. The documented form does not affect a student's "Good Standing", but does put him/her on notice that further academic or professional misconduct will lead to the submission of a formal written complaint and possible disciplinary actions, including academic/professional warnings or probations. The Student Academic and Professionalism Incident Report Form can be initiated and processed through the Dean of Student's Office, or through the particular student's Program/College. Copies of the form are maintained in the Dean of Student's office as well as the appropriate College Dean's office.
- T. "In Writing" refers to all forms of written communication including formal letters and emails, as well as formal written documents that are transmitted electronically, such as an attachment in an email.

Section Three:

Students' Academic and Professional Responsibilities

- A. To achieve and maintain a high standard of academic, professional, and social conduct.
- B. To recognize the value and necessity for self-education as a vital adjunct to the University's formal educational program and to work diligently to educate themselves to be competent professionals who can live up to the standards set by the chosen professional fields.
- C. To be familiar with the Code of Responsibilities and Rights and its bylaws (Appendix 2).
- D. To meet the requirements of the University's degree programs.
- E. To work toward better public relations with the general public on behalf of the dental, optometric, osteopathic, pharmacy, veterinary and health science professions and the University.
- F. To help promote excellence in education, patient-oriented health care, and community services as provided by the University.
- G. To exhibit personally the highest ethical and professional behavior and to work with others to promote similar behavior.
- H. To serve on any University committees to which appointed with the understanding that such appointment requires accurate representation of the opinions of the entire student body to the committee.
- I. It is recognized that every MWU student has the responsibility to behave in a manner that does not violate the rights and freedoms of others.
- J. All MWU students enrolled in classes on the Downers Grove campus are subject to the laws of the State of Illinois and ordinances of the Village of Downers Grove. All MWU students enrolled in classes on the Glendale campus are subject to the laws of the State of Arizona and the ordinances of the City of Glendale. In addition, all students have the responsibility to comply with all rules and regulations of the University.

Section Four:

Students' Rights

Every student shall have the following rights:

- A. To pursue to completion the students' chosen degree program, contingent upon satisfactory completion of requirements of the college. Commensurate with the students' pursuit of their degree program shall be the following rights.
 1. To be informed of academic progress.
 2. To be notified of individual departmental course requirements as well as requirements for the chosen degree program. Each student is entitled to a statement of goals and objectives, evaluation methods, and schedules for each course, clinic, and clerkship/preceptorship.
 3. To be informed by the University of any and all of its regulations and policies affecting student status. Any change in existing policy or institution of new policy shall be implemented only after publication through written or email communication. The notification should be sent in a timely manner so students have sufficient time to react and comply.
- B. To examine, seek corrections of, or prevent disclosure of personally identifiable information that is more fully set forth in the Guidelines for Access to and Disclosure of Educational Records Maintained by Midwestern University, adopted by the University pursuant to the Family Educational Rights and Privacy Act of 1974.
- C. To exercise academic freedom as defined in paragraph I, Section One of this Appendix.
- D. To be able to access this Code through the University Website.
- E. To seek membership in any recognized student organization for which applicant meets membership criteria.
- F. To petition the appropriate Student Senate or individual college Student Council/Student Government Association for recognition of any student group that: (1) furthers the goal of the institution (i.e., dental, optometric, osteopathic, pharmacy, veterinary, health science education, and/or research), and (2) meets the requirements for recognition as a student organization established by the appropriate Student Senate or the individual college Student Council/Student Government Association, College and University. Recognized organizations shall have the right to meet in University facilities subject to University space constraints and scheduling. Requests for utilization of University space must be reasonable and cannot interfere with the primary educational goals of the University.
- G. To be represented in the determination of University or college policy as it directly affects a student's educational endeavor. There shall be student representation to the extent of one voting member on the following college standing committees: Curriculum Committee, Bioethics Committee, Library Committee, and the various class Liaison Committees. Students may be asked to serve on *ad hoc* and other college or program committees, such as the Self-Study Committee, or such committees as may be deemed appropriate.
- H. To petition for relief of complaints/grievances as enumerated in Section One of the Student Bylaws, Appendix 2.
- I. To be fairly and justly treated with the fundamental right to present the student's position when charged with any academic, social, personal, or professional misconduct (see Appendix 2, Section 2).

- J. To elect representatives to the University Student Senate and to the individual college Student Council/Student Government Associations.

Section Five:

Sanctions

A student who is found to have engaged in improper conduct as defined in Appendix 2, Section Two of the accompanying Bylaws and Regulations shall be subject to disciplinary action by their respective Dean and the University following an investigation by the Dean of Students.

Disciplinary actions may include, but are not limited to: verbal or written reprimand, monetary fines or restitution of funds, academic or disciplinary warning/probation, dismissal from an elected or appointed office, termination of housing contract, temporary suspension, or permanent dismissal. Substantiated violations of academic misconduct involving cheating and/or plagiarism typically result in zero credit for the exam or written assignment, besides possibly being placed on a disciplinary status as listed above.

Section Six:

Amendment of the Code of Rights and Responsibilities

Amendment of this code may be made either by the University Board of Trustees or by the Administrative Team with the approval of the President of the University. The Board of Trustees by virtue of its charter-granting power may amend this code by any appropriate legal method. To be adopted, such an amendment must be approved by the Deans of Students and the President of the University.

Appendix 2: Bylaws and Regulations of the Code of Responsibilities and Rights of the Students of Midwestern University

The following bylaws and regulations are promulgated to augment and support the Code of Responsibilities and Rights of the Students of Midwestern University.

Section One:

Student Complaints/Grievances

Any student or group of students may initiate a complaint procedure on any student concern, including complaints against faculty, staff, or other students. The following guidelines are to be observed:

- A. Complaint communications must be submitted in writing. The complaint communication must clearly describe the problem and be accompanied by any relevant data. The statement must be specific and must be signed by the person submitting the complaint. In the case of a group complaint, one person may be designated as a representative for the group. The representative may sign for the group provided that all names of the group are attached.
- B. Student complaints should follow one of the two following processes.

1. Informal Complaint Process: Complaints against fellow students, faculty/staff members or administrators that do not relate to harassment/ unlawful discrimination, sexual misconduct or academic or professional misconduct as defined in the Student Code of Rights and Responsibilities can be handled directly with the person(s) against whom the complaint is lodged, or, if necessary, with individuals at increasing levels of authority.
 - a. Complaints relating to harassment/unlawful discrimination will be processed under the procedure outlined in the ‘Harassment/Unlawful Discrimination Policy’ section of the Handbook.
 - b. Complaints relating to sexual misconduct will be processed under the procedure outlined in the ‘Sexual Misconduct Policy’ section of the Handbook.
 - c. Student complaints related to test questions, grade appeals, or other academic issues related to Academic Review Committee or Promotion and Graduation Committee outcomes should be forwarded to the appropriate faculty member, course director, committee chair, program director and/or college administrator in accordance with the guidelines set forth in the College/University Catalog.
2. Formal Complaint Process: Complaints relating to accusations of academic or professional misconduct as defined in the Student Code of Rights and Responsibilities must be filed directly with the Dean of Students.
3. Complaints against University-affiliated vendors should be initially submitted to the Dean of Students to determine which process is appropriate.

C. Informal Complaint Process

1. The following levels of authority can be utilized in successive order to adjudicate a complaint:
 - a. Person or persons involved. The person(s) may be a fellow student(s), faculty/staff member, preceptor or administrator.
 - b. Immediate administrative supervisor for staff members, Department Chair or Program Director for faculty members
 - c. Dean of the student’s College
 - d. President of the University in consultation with the Chief Academic Officer, for all appeals (see G below).
 - e. The Dean of Students could be approached at any level time during a complaint as a mediator.
2. If a fair and acceptable accord is not reached by the involved parties at the time of response, if more than an agreed time for response passes or if there is no evidence of an attempt to respond, the student(s) making the complaint may proceed to the next higher available authority. In so doing, the student(s) must inform the person to whom the original complaint was addressed that the complaint has been moved to a higher authority level.
3. Informal complaints should be able to be resolved by mediation, compromise or education. An informal complaint resolution should not result in disciplinary action on the part of the University. If investigation of the complaint reveals that the issue is more serious than originally believed, the resolution of the issue should be handled according to the formal complaint process.

4. If the student filing a complaint is not certain which process is appropriate, the Dean of Students should be consulted for advice regarding the appropriate process.
5. An informal investigation and resolution process does not require the complainant student's identity to be shared with the accused student(s).

D. Formal Complaint Process

1. Investigations of student complaints that involve another student or students will be undertaken by the Dean of Students; however, investigations involving student complaints against a MWU employee(s) are undertaken jointly by the Dean of Students and the Director of Human Resources. Student complaints concerning harassment/unlawful discrimination and sexual misconduct are handled as outlined in the Policy section of the Student Handbook.
2. For Student on Student complaints,
 - a. The written complaint must clearly describe the problem and be accompanied by any relevant documentation or data. The written complaint and the accompanying documents/data must be submitted to the Dean of Students.
 - b. Upon receipt of the written complaint lodged against the student, the Dean of Students will set a time to meet with the student to discuss the complaint.
 - c. The Dean of Students will then communicate the complaint to the student(s) being accused and initiate a formal investigation of the allegations. The Dean of Students has the right to interview other parties in relation to the complaint in order to conduct a fair and thorough investigation.
 - d. In a formal investigation and resolution process, the name of the student(s) who generated the complaint may be shared with the accused student(s).
 - e. After conducting an investigation, the Dean of Students will make a recommendation for resolution to the appropriate college dean.
 - f. After receiving the recommendation of the Dean of Students, the applicable college dean will notify the accused student(s) in writing of his/her decision including, if applicable, recommended disciplinary action. Any disciplinary action must conform to Appendix 1, Section Five of the Code of Responsibilities and Rights of Students of Midwestern University. Any such disciplinary outcomes are kept confidential and are not shared with the student(s) who generated the complaint in accordance with FERPA.
3. For complaints against faculty, staff, administrators and preceptors:
 - a. The written complaint must clearly describe the problem and be accompanied by any relevant documentation or data. The written complaint and the accompanying documents/data must be submitted to the Dean of Students.
 - b. The Dean of Students will immediately communicate the complaint to the Director of Human Resources and initiate a formal investigation of the allegations.

- c. The Dean of Students and Director of Human Resources will set a time to meet with the student to discuss the complaint.
 - d. 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.
 - e. While the Dean of Students' investigation focuses on student input, the Director of Human Resources' investigation focuses on employee input
 - f. After conducting the investigation, the Dean of Students and Director of Human Resources will compile a joint report on their findings.
 - g. The Director of Human Resources will then make a recommendation for a complaint resolution to the supervisor of the employee(s), who will carry out any disciplinary actions against the employee(s).
4. In a formal investigation and resolution process, the name of the student(s) who generated the complaint may be shared with the accused employee(s). However, disciplinary outcomes are kept confidential and are not typically shared with the student(s) who generated the complaint.
 5. Final decisions or appeals of any complaint involving students and/or employees will rest with the President. All documentation related to student generated complaints and resolutions are kept on file in the Office of the President in accordance with The Higher Learning Commission requirements.
- E. If the complaint cannot be resolved after exhausting the institution's complaint procedure, the student may file a complaint with either the Illinois Board of Higher Education or the Arizona State Board for Private Postsecondary Education. The student must contact the State Board for further details. The Illinois Board of Higher Education, Academic Affairs Division, may be contacted at: 4 W. Old Capitol Plaza, Room 500, Springfield, IL 60721-1287; (217) 782-3442. Alternatively, a complaint form may be completed at <http://complaints.ibhe.org/>. The Arizona State Board for Private Postsecondary Education may be contacted at: 1400 West Washington, Room 260, Phoenix, AZ 85007; (602) 542-5709 or through their web site at <https://ppse.az.gov/>.
- F. Midwestern University is accredited with The Higher Learning Commission. For specific accreditation complaints against Midwestern University, they may be contacted at 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604-1413 (info@hlcommission.org or through their web site at <https://www.hlcommission.org/>).
- G. Accreditation complaints can also be directed to the individual accrediting agencies for each of Midwestern University's colleges and programs:
1. In the case of pharmacy students, the Accreditation Council on Pharmacy Education (ACPE) is also available to students who feel their complaint has been unresolved by the University. A requirement of the ACPE states that such a complaint against a college or school of pharmacy must be related to the standards or policies and procedures of ACPE and must be submitted in writing to the Executive Director of the ACPE. Under existing practices, when a complaint is received, it is submitted to the college or school affected for response. If, thereafter, based upon the complaint and the response, the Executive Director determines that a complaint is not related to the standards or policies, the complainant is so advised in writing with a copy to the school or college, and the

matter is treated as resolved. Anonymous complaints pertaining to accreditation matters are retained and, depending on circumstances, may or may not be forwarded to the school or college involved, depending somewhat on the severity of the complaint. This decision is made by the Executive Director. Where a complainant has threatened or filed legal action against the institution involved, ACPE will hold complaints in abeyance pending resolution of the legal issues and the complainant is so advised. **Complaints to ACPE should be filed via e-mail to either of the two following addresses:** csinfo@acpe-accredit.org (regarding a professional degree program); ceinfo@acpe-accredit.org (regarding a continuing education provider). The address of the Council is: Accreditation Council for Pharmacy Education, 135 South LaSalle Street, Suite 4100, Chicago, IL 60603-4810.

1. In the case of osteopathic medical students, the American Osteopathic Association (AOA) Commission on Osteopathic College Accreditation (COCA) is also available to students who feel their complaint has been unresolved by the University and is related to student grievances regarding AOA accreditation standards. AZCOM/CCOM is committed to meeting and exceeding the standards for accreditation of colleges of osteopathic medicine as described by the AOA Commission on Osteopathic College Accreditation. A copy of the standards is available upon request from the Office of the Dean of AZCOM/CCOM. Students who believe that the College may not be in compliance with a standard of accreditation have the right to file a complaint through the following procedures, the first of which must involve the College of Osteopathic Medicine: 1) A written, dated and signed complaint must be filed with the Office of Student Services. 2) The Dean of Students will consult with the Dean of AZCOM/CCOM and form an ad-hoc committee to investigate the complaint. 3) The results of the investigation shall include findings of fact, a determination of standard compliance or non-compliance, and recommended corrective actions. The results will be communicated in writing to the Dean of AZCOM/CCOM. 4) If corrective action is indicated, the Dean of AZCOM/CCOM will respond with a description/plan for such action within 30 working days of receipt of the ad hoc committee results. 5) Records of all proceedings regarding complaints will be maintained by the Office of the President. 6) In the event that the student complainant is not satisfied with the ad hoc committee determination and/or corrective action, the student may then communicate his/her complaint to: Chairperson, Commission on Osteopathic College Accreditation, American Osteopathic Association, 142 East Ontario Street, Chicago, Illinois, 60611-2864.
2. Students enrolled in the Occupational Therapy Program may contact the Accreditation Council for Occupational Therapy Education at: Accreditation Council for Occupational Therapy Education, American Occupational Therapy Association, P.O. Box 31220, Bethesda, MD, 20824-1220; (301) 652-2682.
3. Students enrolled in the Physical Therapy Program may contact the Commission on Accreditation in Physical Therapy Education at: Commission on Accreditation in Physical Therapy Education, American Physical Therapy Association, 1111

North Fairfax Street, Alexandria, VA, 22314; (703) 706-3245;
<http://www.capteonline.org/Complaints/>.

4. Students enrolled in the Podiatric Medicine Program may contact the Council on Podiatric Medical Education at the following location: Council on Podiatric Medical Education, 9312 Old Georgetown Road, Bethesda, MD 20814; (301) 581-9200; www.apma.org. Students enrolled in the Speech-Language Pathology Program may contact the Council on Academic Accreditation in Audiology and Speech-Language Pathology at: Council on Academic Accreditation in Audiology and Speech-Language Pathology; 2200 Research Boulevard; Mail Stop 310; Rockville, MD 20850; accreditation@asha.org; or <http://caa.asha.org/programs/complaints/>.
5. Students enrolled in the College of Dental Medicine may contact the Commission on Dental Accreditation (CODA) at the following location: Commission on Dental Accreditation, 211 E. Chicago Ave., Chicago, IL, 60611; 1-800-621-8099 (x4653); <http://www.ada.org/en/coda/policies-and-guidelines/file-a-complaint/>. The Commission on Dental Accreditation will review complaints that relate to the College's compliance with the accreditation standards. The Commission is interested in the sustained quality and continued improvement of dental and dental-related education programs but does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admission, appointment, promotion or dismissal of faculty, staff or students. It should be noted that the College of Dental Medicine-Arizona requests the opportunity to address a student's complaint internally before seeking an investigation by the Commission on Dental Accreditation. If the College can be of service in that regard, or if students have questions about their right to file a complaint either internally or externally, they can contact the administration of the College at (623-572-3800)
6. Students enrolled in the College of Optometry may contact the Accreditation Council on Optometric Education at the following location: American Optometric Association, 243 N. Lindbergh Boulevard, St. Louis, Missouri, 63141 or via phone at: (314)991-4100 or via email at: ACOE@aoa.org.
7. Students enrolled in the Nurse Anesthesia Program may contact the Council on Accreditation of Nurse Anesthesia Educational Programs at: Council on Accreditation of Nurse Anesthesia Educational Programs (COA), 222 South Prospect Avenue, Suite 304, Park Ridge, IL 60068-4001; (847) 692-7050; <http://home.coa.us.com/Pages/default.aspx>.
8. Students enrolled in the Cardiovascular Sciences Program may contact the Accreditation Committee-Perfusion Education (AC-PE) at the following location: 6654 South Sycamore Street, Littleton, CO. 80120; or via phone at (303) 738-0770; via fax at (303) 738-3223; and via email at ac-pe@msn.com For more information please link to their web site at www.ac-pe.org.
9. Students enrolled in the College of Veterinary Medicine may contact the American Veterinary Medical Association (AVMA) by mail at 1931 N. Meacham Rd., Suite 100, Schaumburg, IL 60173-4360 or via phone at 847-925-8070 or 800-248-2862 and via fax at Fax: 847-925-1329 or via their website at www.avma.org

10. Students enrolled in the Clinical Psychology Program may contact the American Psychological Association, Office of Program Consultation and Accreditation, 750 First Street, NE, Washington DC 20002-4242, via phone at (202)336-5979, via TDD/TYY at (202)336-6123 or via fax at (202)336-5978.
 11. Students enrolled in the Physician Assistant Program may contact the Accreditation Review Commission on Education for the Physician Assistant, Inc., via mail at 12000 Findley Road, Suite 150, Johns Creek, GA 30097, phone at 770-476-1224, or fax at 770-476-1738. Contact Accreditation Services by email at: accreditationservices@arc-pa.org.
 12. Students enrolled in the Speech-Language Pathology Program on either campus may contact the Council on Academic Accreditation in Audiology and Speech-Language Pathology (CAA) of the American Speech-Language Hearing Association (ASHA), 2200 Research Boulevard, #310 Rockville, MD 20850, 800/498-2071 or 301/296-5700.
- B. Students enrolled in rotations, clinicals, practicas, or internships in Texas may contact the Texas Higher Education Coordinating Board.
1. The web address for the Texas Higher Education Coordinating Board's Student Complaints page with forms and a description of the complaint procedure may be found at <http://www.thecb.state.tx.us/index.cfm?objectid=C9BD55D4-C5A3-4BC6-9A0DF17F467F4AE9>
 2. The web address for the rules governing student complaints - Title 19 of the Texas Administrative Code, Sections 1.110-1.120 may be found at [https://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac_view=5&ti=19&pt=1&ch=1&sch=E&rl=Y](https://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=5&ti=19&pt=1&ch=1&sch=E&rl=Y)

Section Two:

Student Judicial System

Midwestern University, in an effort to conform with the rulings of the Supreme Court of the United States concerning the differentiation between student discipline and evaluation of student academic and professional competency, has developed the following student judicial structure to deal with disciplinary infractions of the student code as enumerated.

This student judicial system is designed so that a student may have the opportunity to be fairly and justly treated when his/her personal academic or professional conduct allegedly violates the Bylaws and Regulations of the Code of Responsibilities and Rights of the Students of Midwestern University that are stated below in this section. This section does not apply with respect to minor infractions related to student academic and professional performance that are dealt with by the appropriate faculty in regards to the filing of non-disciplinary Student Academic and Professionalism Incident Report Forms or in terms of dealing with unsatisfactory academic performance issues that are stipulated in either the Academic Section of the respective College Catalogue or the student's respective course syllabi that are dealt with through Academic Review Committees or Student Graduation and Promotion Committee. Although faculty and college administrators have the option to deal with such issues within their respective colleges, they must still provide students the opportunity to be fairly and justly treated and to be given the

fundamental right to address any issues related to unsatisfactory academic progress or allegations of misconduct. Professional and/or academic misconduct incidents that potentially warrant disciplinary sanctions that remove a student from good standing or that result in an escalating alteration of disciplinary status must be submitted as a formal written complaint to the Deans of Students and the Academic Dean, as well as to the student, in accordance with the policies and procedures described in this section below.

A. *Grounds for action.* The following acts are considered to be a violation of acceptable student conduct:

1. ***Academic misconduct (see also Appendix 4: Student Academic Responsibilities)***

- a. Cheating: Unauthorized use of a text, notes, or other aids during an exam, copying the work of another student, or obtaining and using a copy of an examination in advance of its administration.
- b. Computer misuse: Disruptive or illegal use of computer resources including the inappropriate transmission of class/examination material via e-mail, texting, or any other form of electronic communication.
- c. Fabrication: Intentionally falsifying or inventing any information or citation in any academic exercise.
- d. Facilitating academic dishonesty: Intentionally or knowingly helping or attempting to help another commit an act of academic dishonesty.
- e. Forgery, alteration, or misuse of University documents, records, identification, etc.
- f. Knowingly furnishing false information to the University.
- g. Intentional obstruction or disruption of teaching, research, or administrative operational procedures.
- h. Plagiarism: Presenting as one's own the work of another without proper acknowledgment; deceitful practice, utilizing a substitute or acting as a substitute in any academic evaluation, of knowingly permitting one's work to be submitted by another person without the instructor's authorization.
- i. Unauthorized collaboration: Working together on an exam or lab report when expressly prohibited from doing so by an instructor.

2. ***Professional misconduct***

- a. Behavior inconsistent with the qualities described for professionals within the chosen fields, including unprofessional communications that are delivered verbally, in writing, via email, or any form of electronic means, including through social networking sites. The use of social networking sites to bully, harass or intimidate fellow classmates, employees or rotation site personnel is inappropriate and unacceptable. The content of personal and private conversations between individuals may not be posted on social media without the permission of all parties involved. All forms of communication to and from the University, including anonymous evaluations related to courses and constructive feedback, need to use appropriate language and be worded in a professional and non-offensive or non-argumentative manner.

- b. Misuse of any electronic device, including cell phones, for the purpose of unauthorized recordings/tapings/photographs/videos/electronic communications of lectures, lecture materials, laboratories, laboratory materials, clinical settings, patients and patient encounters, or meetings with instructors, faculty, or administrative personnel, as well as MWU events such as the White Coat Ceremony and graduations.
- c. Computer misuse: using University or affiliate computers to access or transmit pornographic or illegal subject matter.
- d. Drug abuse: Being under the influence of substances of abuse, including alcohol, during class, laboratory, externship, clerkship, or any other situation under the jurisdiction of the University in which professional conduct is expected or required.
- e. Failing a drug test due to the unauthorized use of alcohol or other controlled substances.
- f. Engaging in the synthesis, manufacture, theft, sale, or use of a controlled substance or drug for unlawful purposes, or assisting any individual or group in accomplishing this end.
- g. Failure to comply with or obstruction of performance of campus security.
- h. Harassment of any kind directed at a particular person or group of people.
- i. Inducing or forcing another individual to drink an alcoholic beverage (including “spiking” nonalcoholic beverages) against his/her expressed desire.
- j. Possession, use, distribution or sale within the college community of date rape drugs including GHB, Rohypnol, and Ketamine or any similar illegal drugs that can be given to a student without his or her knowledge.
- k. Misuse of pharmaceutical privileges.
- l. Neglect of clinical and/or hospital duties.
- m. Neglect of patient’s rights.
- n. Neglect of responsibilities related to holding office as a student senate, Student Council/Student Government Association, class, or other organizational elected or appointed officer.
- o. Obstruction of the judicial system or failure to comply with judicial sanctions.
- p. Physical abuse of any person or University property or conduct that threatens or endangers the health or safety of any person.
- q. Possession or use of firearms, ammunition, or explosive devices or materials on campus.
- r. Theft of, or the intentional damage to, property of a member of the University on campus, or theft of, or the intentional damage to, property of Midwestern University.
- s. Unauthorized possession or duplication of keys to any University facility and unauthorized entry to or use of University facilities.
- t. Violation of any campus rules or regulations.
- u. Violation of the confidentiality of any medical, personal, financial, or business information obtained through the student’s educational activities in any academic or professional practice setting.
- v. Violation of any federal, state, or local laws while on campus or attending approved off-campus events, including rotations or while enrolled as a student.

B. Procedures for conduct examination. To institute proceedings to examine any student act allegedly violating acceptable student conduct, the following procedures shall be followed:

1. Nature of the act and related circumstances are to be reported in written detail and submitted to:
 - a. The involved student,
 - b. The appropriate College Dean, and
 - c. The Dean of Students.
2. The written statement must include the name of the involved student, the name and status of the reporting person, and the nature of the alleged act. In cases of harassment/unlawful discrimination and sexual misconduct, issues should be handled according to the procedures outlined under the Harassment/Unlawful Discrimination and Sexual Misconduct policies in the Policy Section of the Student Handbook. The written statement may be sent to the involved student via the University email/mail system or delivered in person. Should a student so involved 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 considered to be confidential material.
3. Temporary suspension: Should a student action be of such a nature that it is felt that he/she must be relieved of his/her 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.

C. Resolution of conduct matters. Any issue concerning student conduct will be resolved by utilizing the office of the Dean of Students. The Dean of Students is authorized to receive complaints, conduct investigations and determine the validity of the charges. The Dean of Students also makes recommendations regarding appropriate disciplinary action to the applicable Academic Dean. The Dean of Students has been assigned this role to ensure consistent and fair resolution of student conduct issues. At the onset of any conduct issue, the involved student or students should, if feasible, meet with the Dean of Students no later than one week after notification of an allegation of unacceptable student conduct.

1. *Method of resolution.*
 - a. Upon receipt of the written complaint lodged against the student, the Dean of Students will set a time to meet with the student regarding the issue. The interview will preferably be conducted in person, although a phone interview is acceptable if the student is at a distant location. Only the student may attend the interview. The Dean of Students has the right to interview other parties in relation to the incident to determine the validity of the complaint.
 - b. After interviewing the student and other involved persons, the Dean of Students will render a decision regarding the validity of the complaint. If the complaint is valid, the Dean of Students will recommend disciplinary action. The appropriate Academic Dean will be notified of the recommendation within 5 school days of the aforementioned interview (unless prevented by extenuating circumstances). A copy of the Dean of Students investigation into the complaint, including all

supporting evidence, will be submitted to the Office of the President in Glendale or the Office of Accreditation in Downers Grove.

- c. Typically within 5 school days after receiving the recommendation of the Dean of Students, the Academic Dean will notify the student in writing of his/her decision including, if applicable, any disciplinary action. Any disciplinary action must conform to Appendix 1, Section Five of the Code of Responsibilities and Rights of Students of Northwestern University. A copy of the Academic Dean's decision must be sent to the Dean of Students and the Office of the President in Glendale and the Office of Accreditation in Downers Grove for inclusion in the student's disciplinary file.
 - d. If the student does not accept the Academic Dean's decision, the student may appeal to the President (who may consult with the Chief Academic Officer of the respective college); within 5 school days of notification of college dean's decision, by submitting a written statement containing the basis and reasons for the appeal including all relevant facts. The President will request a copy of the Academic Dean's findings and decision, as well as all relevant information from the Dean of Student's investigation. The President or designated Chief Academic Officer will act upon the appeal by (a) confirming the original decision, (b) altering any penalties imposed, or (c) requesting the student, the Dean of Students, and/or the applicable college dean to submit additional information prior to rendering a decision.
 - e. The final decision rests with the President. A copy of the President's decision must be sent to the Academic Dean, Dean of Students and the Office of the President in Glendale or the Office of Accreditation in Downers Grove for inclusion in the student's disciplinary file.
2. *Record keeping in conduct matters.* Records of the above proceedings shall be kept in accordance with the following guidelines:
- a. All records related to disciplinary investigations/actions-are secured in the Office of the Dean of Students.
 - b. All records related to disciplinary appeals are secured in the office of the President.
 - c. All records related to disciplinary investigations/actions/appeals are maintained in perpetuity
 - d. A student may see any and all records related to his/her 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 Northwestern University.
 - e. All documentation related to disciplinary investigations/actions/appeals are kept on file in the Office of the President in Glendale or the Office of Accreditation in Downers Grove in accordance with The Higher Learning Commission.

Appendix 3: Guidelines for Access to and Disclosure of Educational Records Maintained by Northwestern University

In accordance with the Family Education Rights and Privacy Act of 1974 (FERPA), the following represent guidelines for access to and disclosure of educational records maintained for students who are or have been in attendance at Northwestern University.

A. Definitions

As used herein:

1. "University" means Northwestern University.
2. "Directory information" as defined by FERPA, refers to "information contained in an education record that would not generally be considered harmful or an invasion of privacy if disclosed." Such information, according to FERPA, includes the following information relating to a student: the student's name, address (permanent and present), telephone number, date and place of birth, undergraduate institution attended and degree, registration number, class level, marital status, home state, dates of attendance, degrees and awards received, the most recent previous educational institution attended, MWU identification photo and other similar information. However, FERPA allows institutions to disclose all or some forms of Directory Information without the prior written consent of the student. For the purpose of defining Directory Information, Northwestern University generally limits disclosure of Directory Information for the purpose of confirming that the student has a student status in a particular program/college of Northwestern University. It is in the discretions of authorized University officials, such as the Registrar or Dean of Students, that directory information (as defined by FERPA) will be disclosed if deemed necessary or appropriate.
3. "Education records" means those records that are directly related to a student and are maintained by the University, or by a party acting for the University, as a part of its official records of a student's University work. The term does not include:
 - a. Records of instructional, supervisory, and administrative personnel and educational personnel ancillary thereto, which are in the sole possession of the maker thereof and are not accessible or revealed to any other individual except a substitute (for the purpose of this definition, a "substitute" means an individual who performs on a temporary basis the duties of the individual who makes the record, and does not refer to an individual who permanently succeeds the maker of the record in his or her position);
 - b. Records of a law enforcement unit of the University, which are maintained apart from educational records solely for law enforcement purposes and are not disclosed to individuals other than law enforcement officials of the same jurisdiction;
 - c. Records relating to an individual who is employed by the University, which are made and maintained in the normal course of business, relate exclusively to the individual in that individual's capacity as an employee, and are not available for

use for any other purpose (this subparagraph does not apply to records relating to any individual in attendance at the University who is employed as a result of his or her status as a student);

- d. Personal health records of a student, which are created or maintained by a professional acting in his or her professional capacity, used only in connection with the provision of treatment to a student, and not disclosed to anyone other than individuals providing the treatment (provided that the records can be personally reviewed by a physician or other appropriate professional of the student's choice); and
 - e. Alumni records compiled after graduation.
4. "Personally identifiable" means that the data or information includes
 - a. The name of a student, the student's parent, or other family member;
 - b. The address of the student;
 - c. A personal identifier, such as the student's social security number or student ID number;
 - d. A list of personal characteristics that would make the student's identity easily traceable; or
 - e. Other information that would make the student's identity easily traceable.
 5. "Record" means any information or data recorded in any medium, including, but not limited to, handwriting, print, tapes, film, microfilm, and microfiche.
 6. "Student" means any person who has matriculated at the University and commenced classes, for whom the University maintains education records. The term does not include an individual who has applied for admission to but has not been in attendance at the University, nor does it include alumni status. "Student" status terminates at the time a student ceases to attend classes and leaves the institution by graduating, withdrawing, or being dismissed. A "Student" status is maintained during leaves of absence or suspensions.

B. Inspection and review of records

1. Records maintained: The University shall maintain the following types of student records:
 - a. Personal data that identifies each student enrolled in the University, including full legal name, address, race, sex, date and place of birth, marriage status, name of spouse, name of parent or guardian.
 - b. Descriptions of student academic status including grade level completed, grades, standardized test scores, and clinical evaluations of work competency and achievement.
 - c. Scores on standardized intelligence and aptitude tests.
 - d. Scores on standardized professional examination boards.
 - e. Records of extracurricular activities.
 - f. Health and immunization data.
 - g. Criminal background checks
 - h. Systematically gathered academic, clinical, and counseling rating and observations.

- i. Records relating to disciplinary actions/investigations.
2. Retention and security of records
 - a. The University Registrar shall maintain all education records as well as any and all records maintained by the central University administration, with the exception of disciplinary, criminal records, and medical records, which shall be kept separately by the Dean of Students of the University.
 - b. Security of all records shall be the responsibility of the Registrar, excepting those above-mentioned files kept by the Dean of Students for which he/she shall be responsible.
 - c. With the exception of disciplinary records, which are permanently retained by the Dean of Students, the above-enumerated records of subsection A.4. shall be kept according to the specific time periods outlined in the records retention policy.
 - d. The Registrar and/or the Dean of Students may at any time deemed appropriate, review any and all records for which the individual official shall have responsibility. Such review shall be done to eliminate amend those records that no longer have meaning in determining the educational accomplishments of the student or that may have been found to be inaccurate.
3. Right to inspect and review education records
 - a. The University shall permit a student who is or has been in attendance at the institution to inspect and review their own education records. This right to inspect and review includes the right to a response from the University to reasonable requests for explanations and interpretations of the records.
 - b. Students shall not be permitted to inspect and review the following records:
 - i. Financial records and statements of their parents or any information contained therein.
 - ii. Confidential letters and confidential statements of recommendation that were placed in the education records of a student prior to January 1, 1975, provided that: (i) the letters and statements were solicited with a written assurance of confidentiality, or sent and retained with a documented understanding of confidentiality, and (ii) the letters and statements are used only for the purposes for which they were specifically intended.
 - iii. Confidential letters and confidential statements of recommendation placed in the education records of a student after January 1, 1975, respecting admission to the University, an application for employment, or the receipt of an honor or honorary recognition, provided that the student has waived in writing his or her right to inspect and review those letters and statements of recommendation. In the event of such a waiver: (i) the applicant or student shall be, upon request, notified of the names of all individuals providing the letters or statements; (ii) the letter or statements shall be used only for the purpose for which they were originally intended; and (iii) such waiver shall not be required by the University as a condition of admission to or receipt of any other service or benefit therefrom. Such a waiver may be revoked at any time with respect to any actions occurring after the revocation.
 - c. The procedure for inspection and review of records shall be as follows:

- i. A student desiring to inspect and review his/her records shall submit a written request directly to the person in charge of the desired records.
 - ii. Such request must specify the records requested.
 - iii. A request to inspect the desired records will be granted within a reasonable period of time, not exceeding 45 days after the request has been made.
 - iv. The student will be notified by mail as to when and where he/she may inspect the requested records.
 - v. Inspection of records will be made in front of the responsible administrator or designee.
 - vi. A notation will be placed in the file each time it is inspected, stating the date of inspection, person inspecting, and reason for the inspection. In the case of transcript transmittal, a student must submit such request in writing and a notation shall be made on the file as to date and place sent.
 - vii. Please note that criminal information regarding a crime of violence, or a non-forcible sex offense, along with the results of any disciplinary hearing conducted by the University against the student who is the alleged perpetrator of the crime or offense will be included in that student's record and that notification of the outcome of such disciplinary hearings will be provided to the alleged victim upon written request. If the alleged victim is deceased as a result of the crime or offense, the University will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.
- d. A student may request copies of his/her transcripts from the Registrar in accordance with the following:
- i. A transcript of the student's academic record will be made for free to students and at a charge of \$5.00 per copy to alumni.
 - ii. Requests for reproduction of a transcript must be made online via the Transcript Request link on the MWU student portal.
 - iii. The University does not typically provide copies of academic records other than for academic transcripts as described above and for the student's personal immunization and health records, as well as his/her criminal background check report. If such requests are approved for copying, the requests must be made in writing to the Dean of Students. .
 - iv. All reproduction requests must be accompanied by the payment of record reproduction charges, which is currently \$0.50 per page. .
 - v. Reproduction shall be done as soon as feasible, but not to exceed 45 days after receipt of the request.

C. Amendment of education records

1. Request to amend education records
 - a. A student who believes that information contained in his/her education records is inaccurate or misleading, or violates privacy or other rights, may request that the records be amended.

- b. Such a request shall be made in writing and submitted to the custodian of the disputed record, who shall decide whether to amend the record in accordance with the request within a reasonable period of time (not exceeding 45 days) of receipt of the request.
 - c. If the custodian of the disputed record, after consultation with the dean of the individual college, refuses to amend the record in accordance with the student's request, the student has the right to appeal under subsection 2 below.
2. Right of appeal
- a. If the request by a student to amend education records is denied, he/she may, in writing submitted to the custodian of the record within 45 days after the denial, request an appeal in order to challenge the content of the records to ensure that information therein is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student.
 - b. The appeal shall be conducted by the Dean of Students (for non-disciplinary records). For appeals related to disciplinary records, the President will hear the appeal.
 - c. The appeal shall be held within a reasonable period of time (not exceeding 45 days) after receipt of the request by the custodian of the record.
 - d. The student shall have a full and fair opportunity to present all evidence relevant to the issues.
 - e. The decision of the appeal shall be based solely upon evidence presented and shall include a written summary of the evidence and the reasons for the decision. The written summary and reasons for the decision shall be made within a reasonable period of time after receipt of the evidence.
3. Results of the appeal
- a. If, as a result of the appeal, the University decides that the information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall amend the education records of the student accordingly and so inform the student in writing.
 - b. If, as a result of the appeal, the University decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall inform the student of the right to place in his/her education records a statement commenting upon the information in the education records and/or setting forth any reasons for disagreeing with the decision of the University. Any explanation placed in the education records of the student hereunder shall be maintained by the University as part of the education records of the student so long as the record or contested portion thereof is maintained, and shall be disclosed to any party subsequently receiving the education records of the student or contested portion thereof.

D. Disclosure of educational records, including personally identifiable information and directory information from education records

- 1. Prior consent for disclosure required.
 - a. Except as provided in subsection D.2. below, the University shall obtain the written consent of a student before disclosing any personally identifiable

information, including directory information as defined in section A.2. above from the education records of the student.

- b. The written consent thus required shall be signed and dated by the student and shall include: a specification of the records to be disclosed; the purpose(s) of the disclosure; and the party or class of parties to whom the disclosure may be made.
2. Prior consent for disclosure not required. The University may, but need not, disclose the education records of a student, including personally identifiable information and directory information as described in section A.2. above without the written consent of a student if the disclosure is:
- a. To the student himself/herself.
 - b. To University officials, including the heads of administrative departments as well as faculty members having classroom or advisory responsibility to the student, provided that such officials have legitimate educational interests in the information. For purposes hereof, "legitimate educational interest" shall mean any interest of those officials directly related to the performance of their duties but shall not include any interest having as its principal source the personal prejudice of any such official.
 - c. To officials of other colleges or universities in which the student seeks or intends to enroll, provided that the student shall be notified of the transfer of records (except when the transfer is initiated by the student) and receive a copy of the records if desired.
 - d. To authorized representatives of: The Comptroller General of the United States; The Secretary of Health, Education and Welfare; the U.S. Commissioner of Education; the Director of the National Institute of Education, or the Assistant Secretary for Education; State educational authorities. It is provided that any such disclosures shall be only for use in connection with the audit and evaluation of federally supported education programs, or in connection with the enforcement of or compliance with the Federal legal requirements relating to such programs. It is provided, further, that except when the consent of a student has been obtained or when the collection of personally identifiable information is specifically authorized by Federal law, any data collected by officials hereunder shall be protected in a manner that will not permit the personal identification of the student by other than those officials, and personally identifiable data shall be destroyed when no longer needed for such audit, evaluation, or enforcement of or compliance with Federal legal requirements.
 - e. In connection with financial aid for which a student has applied or received, provided that personally identifiable information from the education records of a student will be disclosed only as may be necessary to: determine eligibility for financial aid; determine the amount of financial aid; determine the conditions that will be imposed regarding the financial aid; or to enforce the terms or conditions of the financial aid.
 - f. To state and local officials or authorities to whom information is specifically required to be reported or disclosed pursuant to state statute adopted prior to November 19, 1974.
 - g. To organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive

tests, administering student aid programs, and improving instruction. It is provided that the studies are conducted in a manner which will not permit the personal identification of students by individuals other than representatives of the organization and the information will be destroyed when no longer needed for the purposes for which the study was conducted.

- h. To parents of a dependent student, as defined in section 152 of the Internal Revenue Code of 1954, as long as the student has provided a written release to the University.
 - i. To comply with a judicial order or a lawfully issued subpoena, in which event the student will be notified in advance of compliance, if feasible, of the order or subpoena, the compliance date, and of the University's intention to comply.
 - j. To appropriate parties in a health or safety emergency, when the information is necessary to protect the health or safety of the student or other individuals, based upon the following factors: the seriousness of the threat to the health or safety of the student or other individuals; the need for the information to meet the emergency; whether the parties to whom the information is disclosed are in a position to deal with the emergency; and the extent to which time is of the essence in dealing with the emergency.
 - k. To appropriate organizations for the strict purpose of confirming that a student has a student status in a particular program/college of Midwestern University.
 - l. To the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the University against the student who is the alleged perpetrator of the crime or offense upon written request. If the alleged victim is deceased as a result of the crime or offense, the University will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.
 - m. As otherwise provided by law.
3. Record of disclosures
- a. The University shall maintain a record, kept with the education records of its students, of each request for and disclosure of personally identifiable information, including directory information as described in Section A.2., from the education records of its students. Such record shall indicate the parties who have requested or obtained the information, and the legitimate interests these parties had in requesting or obtaining the information.
 - b. Subparagraph 3.a. above shall not apply to: disclosures to the student himself/herself; disclosures pursuant to a written consent of the student when the consent is specific with respect to the party or parties to whom the disclosure is to be made or disclosures that are allowed under section D.2. above.
 - c. The record of disclosures may be inspected by: the student; the University official responsible for custody of the records; and the parties authorized in, and under conditions set forth in subsection D.2. above.
4. Disclosure of directory information
- a. The University may disclose personally identifiable information from the education records of a student who is in attendance at the institution if that information consists of "directory information" as defined in Appendix 3, subsection A.2. It is provided, however, that any student may refuse to permit the

designation of any such information with respect to him/her as directory information by serving written notice to that effect on the University's Registrar within 30 days after the commencement of any academic year.

E. Annual notification of rights

1. Notice requirement. The University shall give students in attendance at the institution annual notice of the following:
 - a. Their rights under the Federal Education Rights and Privacy Act of 1974 (FERPA), regulations promulgated thereunder, and the policies of the University adopted herein;
 - b. The location where copies of these Guidelines may be obtained; and
 - c. The right to file complaints concerning alleged failures by the University to comply with the requirements of FERPA and regulations promulgated thereunder, with The Family Policy Compliance Office, Department of Health, Education and Welfare, 330 Independence Ave. S.W., Washington, D.C., 20201.
2. Form of notice. The notice required under subparagraph E.1. above shall be given annually via email that the FERPA rights of students is published annually in Appendix 3 of the student handbook.

Appendix 4: Student Academic Responsibilities

Student Academic Ethics: A Guide to Academic Honesty

Every situation concerning scholastic conduct cannot be included in this context. Therefore, it is important that students maintain close communication with faculty members in order to clarify expectations and standards. At the beginning of each course, it is critical for faculty to clearly state their policies regarding academic honesty.

Definition of Academic Dishonesty

Academic dishonesty is intentional cheating, fabrication, or plagiarism. It is also knowingly helping or attempting to help others be dishonest. Academic dishonesty lowers scholastic quality and defrauds those who will eventually depend upon your knowledge and integrity.

Cheating

Definition: Intentionally copying from another student's work, using or attempting to use unauthorized materials, information, or study aids during any academic exercise.

Clarification:

- A. Students completing any examination should assume that external aids (eg, books, notes, conversation with others) are prohibited unless specifically allowed by the course director.
- B. Students are responsible for maintaining an appropriate demeanor and a decorum during examinations (e.g., no talking; no hats; eyes on your own paper; turn off all cell phones and any other electronic devices; placing books, notes, study aids, coats and personal

possessions well away from your seat or in Testing Center lockers/cubicles when utilizing the Testing Center for examinations).

- C. Students may not have others conduct research or prepare work for them without advance authorization from the instructor. This includes, but is not limited to, the services of commercial companies. Take-home exams also apply to this policy as well.
- D. Major portions of the same academic work may not be submitted more than once for credit or honors, without authorization.

Fabrication

Definition: Intentionally falsifying or inventing any information or citation in any academic exercise.

Clarification:

- A. “Invented” information may not be used in any laboratory experiment or academic exercise. It would be improper, for example, to analyze one sample in an experiment and then “invent” data based on that single experiment for several more required analyses.
- B. One should acknowledge the actual source from which cited information was obtained. For example, a student should not take a quotation from a book review and then indicate that the quotation was obtained from the book itself.
- C. Students must not change and resubmit previous academic work without prior permission from the instructor.

Plagiarism

Definition: Representing the words or ideas of another person as one’s own in any academic exercise.

Clarification:

- A. Direct Quotation: Every direct quotation must be identified by quotation marks or appropriate indentation and must be cited in a footnote or endnote.
- B. Paraphrase: Prompt acknowledgment is required when material from another source is paraphrased or summarized in whole or in part, in one’s own words. To acknowledge a paraphrase properly, one might state, “to paraphrase Locke’s comment...” then conclude with a footnote or endnote identifying the exact reference.
- C. Borrowed Facts: Information gained in reading or research that is not common knowledge among students in the course must be acknowledged. Examples of common knowledge include the names of leaders of prominent nations, basic scientific laws, etc. Materials that add only to a general understanding of the subject may be acknowledged in the bibliography and need not be footnoted or endnoted.

One footnote or endnote is usually enough to acknowledge indebtedness when a number of connected sentences are drawn from one source. When direct quotations are used, however, quotation marks must be inserted and acknowledgment made. Similarly, when a passage is paraphrased, acknowledgment is required. Please consult with the instructor for further information about plagiarism.

Facilitating Academic Dishonesty

Definition: Intentionally or knowingly helping or attempting to help another commit an act of academic dishonesty.

Clarification: A student must not knowingly allow another student to copy from his or her work during any academic exercise. This includes, among other things, examinations, videotapes, audiotapes, laboratory experiments, and social networking sites and other electronic/digital means of communication.

Computer Misuse

Definition: Disruptive or illegal use of computer resources.

Clarification:

- A. No student shall access, copy, examine, modify, utilize, or destroy any computer equipment, hardware, software, or file that is not specifically intended for his/her own personal use, without written permission.
- B. Disruptive or illegal use of computer resources includes, but is not limited to, violation of copyrights held on software or programs; tampering with computer equipment or hardware or with operation of any computer system or function/execution; plagiarism or cheating in any form; any act that is unduly disruptive to other users or operators; and any invasion of personal or institutional privacy with the use or aid of any computer equipment.

Knowingly furnishing false information to the University.

Malicious obstruction or disruption of teaching, research, or administrative operational procedures.

Unauthorized collaboration: Working together on an exam or lab report when expressly prohibited from doing so by an instructor.

Forgery, alteration or misuse of University documents, records, identification, etc.

Possible Consequences of Academic Dishonesty

When academic rules are broken, procedures may vary according to circumstances. Actions that could be taken include, but are not limited to, a failing grade or no credit for the work involved; suspension from the course, which may result in a failing grade for the course; automatic failure in the course; suspension and/or dismissal from the program and University.

Appendix 5: Campus Crime Report

The campus crime reports for both the Downers Grove and Glendale campuses can be found on the Office of Postsecondary Education's Website. The following link will direct you to the search page, in which you will need to select the state, city, and institution name. The results of the report cover criminal offenses, hate crimes, and arrests on and off campus.

[Office of Postsecondary Education](#)

[\[University Student Policies\]](#)