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McKendree University 2026 Annual Security and Fire Safety Report

Crime and Fire Statistics for Calendar Years 2023–2025

Most recent revision: Monday, November 2, 2026

McKENDREE UNIVERSITY

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1. Report Preparation and Availability

This report presents statistics for the three most recent completed calendar years, 2023, 2024, and 2025, together with University policies current at publication. The University has one main campus in Lebanon, Illinois. Noncampus properties associated with that campus remain relevant to statistical reporting even though there are no operating satellite campuses.

Public Safety prepares campus crime and fire statistics with information received from Campus Security Authorities, relevant University offices, and local law enforcement. The 2026 publication combines local and state police statistics with Campus Security Authority reports. The Office for Student Affairs supplies relevant conduct and Title IX information.

The report is made available online and in print upon request from Public Safety. The University notifies current students and employees of its availability and provides prospective students and employees access to the report on its website under Student Consumer Information.

The Clery Act

The Jeanne Clery Campus Safety Act, commonly known as the Clery Act and previously titled the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, requires colleges and universities participating in federal student financial aid programs to disclose campus safety policies and crime statistics. The U.S. Department of Education enforces these requirements.

Originally enacted in 1990 as the Crime Awareness and Campus Security Act, the law was later named in memory of Jeanne Clery, a 19-year-old student who was raped and murdered in her Lehigh University residence hall in 1986. Subsequent amendments expanded its requirements, including provisions addressing emergency notifications, relationship violence, sexual assault, stalking, and hazing.

The Clery Act requires an Annual Security Report containing specified policy statements and crime statistics for the three most recent calendar years. Statistics cover defined geographic areas: campus property, certain noncampus buildings or property, and qualifying public property within or immediately adjacent to campus. Crimes occurring in on-campus student housing are also disclosed as a subset of on-campus statistics.

The law also requires institutions to disclose emergency response and evacuation procedures and provide emergency notifications and timely warnings when the applicable criteria are met. Institutions with on-campus student housing must additionally disclose residential fire safety policies and statistics.

McKendree University combines these disclosures in its Annual Security and Fire Safety Report. Public Safety works with Campus Security Authorities, other University offices, and relevant law enforcement agencies to collect information and prepare the report.

2. Reporting Crimes and Obtaining Assistance

Immediate assistance

For immediate campus assistance, call Public Safety at 618-537-6911. Calls are forwarded to the Public Safety duty cell phone, which can also be reached directly at 618-792-3500. Public Safety operates 24 hours a day, seven days a week. The address for the Public Safety Office is a house located at 802 College Road. Public Safety can coordinate responding emergency services and direct them to the appropriate campus location. Call 911 for emergency police, fire, or medical assistance if needed or if Public Safety cannot be reached.

Students, employees, and visitors are encouraged to report crimes and emergencies promptly to Public Safety and, when appropriate, local law enforcement, including when a victim elects to report or is unable to report. Public Safety responds to reported crimes and emergencies and requests assistance from the Lebanon Police Department and other responders as appropriate. Residence Life's on-duty staff can assist residents in contacting Public Safety.

University reporting options

Reports may also be made to the Office for Student Affairs, Residence Life, or the Title IX Coordinator and Deputy Coordinators. The online Incident Reporting form accepts reports, including anonymous reports: https://www.mckendree.edu/offices/student-affairs/student-conduct/reporting.php. An online report is not a substitute for an emergency telephone call.

Campus Security Authorities include campus safety personnel and University officials with significant responsibility for student and campus activities. Their reports help identify threats and support statistical disclosures; reporting a crime for Clery purposes does not itself require the victim to pursue a criminal prosecution or University complaint.

Confidentiality and anonymous reporting

Counseling Services, Health Services, and the University Chaplain provide confidential support within the limits of their professional roles and applicable law. A pastoral or professional counselor acting within that role is not a Campus Security Authority solely because of that counseling role. Individuals should ask about confidentiality limits before sharing identifying information. Other University employees may have an obligation to forward information to the appropriate office.

The Title IX policy describes anonymous reports, confidentiality requests, and required non-identifying reports from confidential support personnel.

Daily crime log

Public Safety maintains a daily crime log recording the nature, date, time, general location, and disposition of crimes reported within its applicable patrol jurisdiction. The most recent 60 days are available for public inspection during normal business hours; older portions are made available within two business days of a request. Information may be withheld only as permitted by the applicable disclosure rules.

3. Public Safety Authority and Campus Security

Authority and relationships with law enforcement

The McKendree University Department of Public Safety includes sworn commissioned officers and nonsworn personnel. Sworn commissioned officers possess arrest authority within their authorized jurisdiction. Nonsworn personnel perform campus safety and security duties without the arrest authority held by sworn officers.

Public Safety officers may request identification, determine whether individuals have authorized business on University property, enforce University policies, and issue University parking citations. The Department maintains working relationships with the Lebanon Police Department and the St. Clair County Sheriff's Department. Criminal incidents may be referred to the appropriate law enforcement agency for investigation and response.

Building access and security maintenance

McKendree University secures its facilities through building access restrictions, door-locking procedures, resident and employee security awareness, Resident Assistant duty rounds, and Public Safety door checks and patrols. Employees and contractors are expected to follow applicable access and security procedures.

Academic Administrative and Athletic Facilities

Nonresidential buildings are locked and unlocked according to posted operating hours, which vary by facility, class schedules, and the academic calendar. Typical Monday through Friday hours are 7 a.m. to 9 p.m. During summer and other periods of reduced activity, academic and administrative buildings may close earlier, generally around 5 p.m. Public Safety or custodial personnel lock and unlock buildings for general use.

Departments arranging classes, events, or special meetings outside posted hours coordinate access with the building manager and Public Safety. After-hours access is limited to individuals with authorized keys or card access and others granted permission. After-hours permissions are obtained each semester from the building manager or department head, and Public Safety maintains an after-hours permissions log.

Departments coordinate key and access requests according to each office's assigned responsibilities. Public Safety issues keys for academic, administrative, and athletic facilities; Information Technology manages identification cards and electronic access; Residence Life issues residential keys; and Physical Plant performs lock recoring and key replacement. Individual departments and building managers may also control access to rooms, sections of buildings, and outbuildings.

Residential Facilities

Residential building entrances are locked 24 hours a day. Except at Summerfield Suites, residential facilities have main entrances leading to interior hallways or stairwells. At Summerfield Suites, the exterior door provides direct access to the living unit.

Residents may not prop exterior doors open or admit unauthorized individuals, including allowing someone to follow them through a secured entrance. Guests must be admitted and accompanied in accordance with the Visitors and Guests Policy. Residents are responsible for the behavior of guests they admit.

Residents must safeguard University-issued keys and access cards. Students may not duplicate University-issued keys or loan keys or identification cards to others.

Security Cameras

The University uses security cameras to support campus safety and discourage misconduct. Camera use, recording, monitoring, and access to footage are governed by the Camera Use Disclosure in the Student Handbook. Public Safety, Student Affairs, and Residence Life are the offices authorized to monitor or review footage under that policy.

Security Maintenance and Reporting

Doors, windows, locks, and other building security features receive priority maintenance attention. Staff regularly check for safety concerns, including malfunctioning lighting, obstructive landscaping, and unsecured doors. All community members are encouraged to report conditions that may affect campus safety.

Routine maintenance concerns may be submitted through the Keystone Consumer Portal using the instructions on the Physical Plant webpage, or reported to Physical Plant at 618-537-6969. Residents may also contact Residence Life at reslife@mckendree.edu or seek assistance from the Resident Assistant on duty. Physical Plant coordinates repairs with Public Safety, Residence Life, and other offices as appropriate.

Emergency maintenance concerns—including electrical hazards, major leaks, or doors and locks that cannot be secured—must be reported immediately to Physical Plant at 618-537-6969 or Public Safety at 618-537-6911. After hours, contact Public Safety. Submitting a work order or sending an email is not a substitute for calling when a condition requires immediate attention.

Noncampus student organization activity

McKendree University does not have any noncampus locations, including noncampus housing facilities, associated with officially recognized student organizations. Accordingly, the University does not currently monitor or record criminal activity through local police at such locations.

Sex offender information

Information about local sex offenders registered with the State of Illinois as required by Illinois law may be obtained at the Illinois State Police website, www.isp.state.il.us, or by contacting the Lebanon Police Department at 403 West St. Louis Street, Lebanon, IL 62254, or by calling the Lebanon Police Department at (618) 537-6131 or (618) 537-4955.

The OffenderWatch Illinois page (https://www.offenderwatch.com/network/illinois) also links to the state registry and lists participating local law enforcement agencies.

4. Emergency Notifications and Timely Warnings

Emergency notifications

Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus, the University will issue an emergency notification.

The Director of Public Safety, with the Vice President for Student Affairs as backup, will assess available information to confirm whether an emergency exists. Confirmation may involve direct observation, reports from responding officers, consultation with local emergency responders, or other reliable information appropriate to the circumstances.

The Director of Public Safety, Vice President for Student Affairs, and/or Senior Director of Marketing and Communications will determine the appropriate recipients, develop message content, and authorize notifications. These officials may consult other University personnel or external responders as circumstances warrant. Consultation will not delay an emergency notification when immediate action is necessary.

Recipients are selected based on the nature, location, and scope of the threat. A notification may address a building, an affected portion of the campus, several groups, or the full campus community. Additional groups will be notified if the threat expands. Messages describe the emergency and location, protective actions, and how updates will be provided.

The University will, without delay and taking into account the safety of the community, determine the content of the notification and initiate its notification system unless issuing the notification would, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. Updates and an all-clear message will be provided as appropriate.

Timely warnings

The University issues a timely warning when a Clery-reportable crime reported to a Campus Security Authority or local police occurs within University Clery geography and is considered to represent a serious or continuing threat to students or employees. Reports are evaluated case by case, considering the nature of the crime, the continuing danger to the campus community, and the possible risk of compromising law enforcement efforts. Reports to professional or pastoral counselors acting in their counseling role are subject to the applicable Clery exception.

The officials identified above assess the need for a timely warning and authorize its content and distribution. Warnings are distributed to the campus community as soon as pertinent information is available and include information useful in preventing similar crimes: the type of crime, general timing and location, relevant suspect information when available, and practical protective measures. Victims' names and other identifying information are withheld.

When an emergency notification addresses an immediate threat, a separate timely warning based on the same circumstances is not required. Appropriate follow-up information will be provided; new circumstances will be assessed as they arise.

Distribution and communication with the larger community

The University uses Omnilert for text messages, email messages, or both, according to subscribers' preferences. Enrollment is voluntary; students are not automatically enrolled. Students, employees,

parents, and other interested individuals may subscribe. Registration information is available on the University website and shared during student orientations. Additional communication methods include University-wide email, website announcements, direct instructions from Public Safety, or other methods appropriate to the circumstances.

The Director of Public Safety or their designee sends Omnilert notifications. The Senior Director of Marketing and Communications coordinates other postings and updates, consulting the Director of Public Safety, Vice President for Student Affairs, and Director of Operations as necessary. The group may determine that another office or individual should communicate a notice or update because of the circumstances. Public-facing website announcements and other appropriate channels provide emergency information to the larger community.

Omnilert registration page: https://www.mckendree.edu/student-life/health-safety/emergency-alert/index.php.

Public Safety advisories

Public Safety may issue discretionary advisories when information can help community members protect themselves, but the circumstances do not meet emergency notification or timely warning criteria. Advisories describe known facts, practical precautions, reporting instructions, and available sources of updates. They do not replace a required emergency notification or timely warning.

5. Emergency Response Evacuation and Testing

Follow instructions issued by Public Safety and emergency responders. When evacuation is required, use the nearest safe exit, walk calmly, use stairs rather than elevators, move away from the building to the designated assembly area, and keep routes clear for responders. Do not re-enter until authorized. If an exit is unsafe, use an alternate route and contact responders with your location. During a fire, activate the alarm, if safe, and leave immediately; do not wait for a separate message.

Public Safety leads emergency response and evacuation testing with assistance from other University offices. Residence Life assists with residence-hall fire drills. Tests may be announced or unannounced. The University publicizes its emergency response and evacuation procedures in conjunction with at least one test each calendar year and documents each test's description, date, time, and whether it was announced or unannounced.

6. Alcohol Drugs and Weapons

University policies prohibit unauthorized possession, use, or distribution of controlled substances and restrict possession, distribution, and consumption of alcoholic beverages on University property. The current handbook lists alcohol exceptions for residents age 21 or older in approved housing, Bearcat Boulevard tailgating and other athletic events, and Hett events. The applicable conditions and authorizations govern those exceptions. University disciplinary action may occur in addition to action under applicable law. Cannabis remains subject to University restrictions notwithstanding state authorization in other settings. Appendix B reproduces the handbook's Drug-Free School and Community Act policy, including standards, legal sanctions, health risks, education/resources, and conduct sanctions.

Public Safety and Student Affairs address alleged violations under their respective responsibilities. Suspected sale of controlled substances is referred to Public Safety for investigation. Federal and state drug laws and state underage drinking laws apply independently of University policies.

Alcohol and drug education includes Vector Solutions modules assigned through student conduct, Residence Life and Campus Activities events addressing safer choices or abstaining from substance use, and campus emails during higher-concern periods such as Homecoming and Halloween weekends. Counseling Services and Health Services provide assistance and referrals.

Weapons, ammunition, explosives, and dangerous articles are restricted under the Student Code of Conduct. Report suspected weapons threats immediately to Public Safety. The applicable handbook provisions govern the scope of restrictions and any authorized exceptions.

7. Sexual Violence Reporting Rights and Response

McKendree prohibits sexual harassment, sexual assault, dating violence, domestic violence, and stalking. The current Sexual Harassment Policy and Procedures applies to students and employees within its stated scope and provides investigation, hearing, appeal, supportive-measure, and retaliation provisions. Appendix B reproduces that policy. Conduct outside the Title IX policy's scope may be addressed under another University policy; Title IX jurisdiction does not determine whether a crime is counted for Clery purposes.

Reporting and support contacts

University Reporting and Assistance

- Dr. Jennifer Miller | Title IX Coordinator & Vice President for Student Affairs and Dean of Students
  618-537-6572 | jrmiller@mckendree.edu
- Calvin Wertman | Deputy Title IX Coordinator & Assistant Vice President for Student Affairs
  618-537-6912 | crwertman@mckendree.edu
- Karyn Wilson | Deputy Title IX Coordinator& Assistant Dean for Student Success
  618-537-6562 | krwilson@mckendree.edu
- Office of Human Resources | 618-537-6414 | HR@mckendree.edu | 716 College Road, Lebanon, Illinois
- McKendree University Public Safety | 618-537-6911 | 802 College Road, Lebanon, Illinois
- Lebanon Police Department | 618-537-4955 | 403 West St. Louis Street, Lebanon, Illinois

Campus Confidential Support

- Melissa McHenry | Director of Counseling Services | 618-537-6416 | msmchenry@mckendree.edu
- Charles Gregory | Assistant Director of Counseling Services | 618-537-6975
- Beth Allan | Director of Health Services | 618-537-6503 | baallan@mckendree.edu
- Rev. Dr. Beverly Wilkes-Null | University Chaplain | 618-537-6962 | blwilkes-null@mckendree.edu

Community Sexual Assault Support and Medical Care

- Safe Connections | Community sexual assault and relationship violence support
  24-hour crisis helpline: 314-531-2003 | www.safeconnections.org
- Metro East Every Survivor Counts | Confidential sexual assault support and hospital advocacy
  24-hour crisis line: 618-397-0975
  www.metroeasteverysurvivorcounts.org

Community Sexual Assault Support and Medical Care Continued

- HSHS St. Elizabeth's Hospital | Emergency medical care and sexual assault examination services
  1 St. Elizabeth's Boulevard, O'Fallon, Illinois 62269
  www.hshs.org/st-elizabeths
  Contact the emergency department for current medical forensic examination and Sexual Assault Nurse Examiner (SANE) availability.

- Memorial Hospital Shiloh
  618-607-1000 | 1404 Cross Street, Shiloh, Illinois
  https://www.bjc.org/locations/memorial-hospital-shiloh
  Contact the hospital for current medical and forensic examination services.

Options following an incident

Seek safety and medical attention. Public Safety can help coordinate emergency response. A person may report to University officials, local law enforcement, both, or decline to notify law enforcement. On request, University officials will assist in notifying appropriate law enforcement. A University complaint and a criminal investigation are separate processes.

Preserve evidence that may help establish what occurred or support an order of protection. Save messages, photographs, emails, social-media material, and other records. When possible after an assault, avoid washing or changing clothing before a forensic examination; medical care remains available even if evidence has been disturbed. The handbook identifies Memorial Hospital Shiloh, 1404 Cross Street, Shiloh, 618-607-1000, as a medical forensic examination option.

The University provides written information about reporting options, available procedures, rights, supportive measures, and campus/community resources to students and employees who report sexual assault, dating violence, domestic violence, or stalking, whether the reported offense occurred on or off campus.

Supportive measures are individualized, non-disciplinary, and nonpunitive, without charge when appropriate and reasonably available. They may include academic, housing, transportation, dining, or work changes, and restrictions on contact. Requests should be directed to the Title IX Coordinator, Deputy Coordinator, or designee. Measures are available without a formal complaint; assistance does not depend on a report to law enforcement. The University protects the confidentiality of accommodations and protective measures to the extent this does not impair its ability to provide them.

Individuals with court-issued protection, restraining, or no-contact orders should provide relevant information to Title IX personnel and Public Safety so the University can assist with implementation within its authority. A University no-contact directive is distinct from a court order. Resource information should include counseling, health, mental health, victim advocacy, legal assistance, visa/immigration assistance, student financial aid, and other available services.

Publicly available statistical reporting and warnings omit victim-identifying information. Confidential support, anonymous reporting, confidentiality requests, amnesty, evidence preservation, and retaliation protections are explained in Appendix B. Retaliation is prohibited. A student reporting in good faith is eligible for the policy's amnesty provisions subject to the stated exceptions.

Complaint resolution overview

The Title IX grievance process includes investigation, hearing, and appeal, with an optional informal resolution when permitted and voluntarily agreed to in writing. The respondent is presumed not responsible until a determination. Parties receive equitable treatment, an objective evaluation of relevant

evidence, and participants free from conflicts of interest and bias. Proceedings use reasonably prompt timeframes; good-cause delays are communicated in writing. Officials receive training relevant to their roles, including impartiality and investigation/hearing procedures.

The policy permits an advisor of choice, who may be an attorney, and provides a University-appointed hearing advisor if necessary for questioning. Parties have equal opportunities to identify evidence and witnesses and to inspect and respond to directly related evidence. The policy provides at least ten business days for evidence review and sends the investigative report at least ten business days before a hearing. The evidentiary standard is clear and convincing evidence. The hearing panel issues a written determination, and appeals are available on the stated grounds. Appendix B supplies the complete procedures, specific notices and deadlines, sanctions, and appeal provisions.

Sanctions under the policy range from educational sanctions and probation to restrictions, housing actions, suspension, and expulsion. Supportive measures and sanctions are distinct. The handbook states that the written appeal decision is provided to the parties simultaneously.

Definitions consent and prevention guidance

Appendix B contains the University's policy definitions. Clery statistical categories use the applicable federal reporting definitions and are not interchangeable with policy findings. Consent must be evaluated under the applicable policy and law; silence, a past relationship, or prior sexual activity does not by itself establish present agreement. A person who is incapacitated cannot consent. Responsibility for violence rests with the person who commits it.

Safe bystander options include checking in with someone who may need help, interrupting or distracting when safe, asking others to assist, contacting Public Safety, and following up with a person afterward. Do not put yourself in danger. Risk-reduction choices include communicating boundaries, respecting another person's decision, staying connected with companions, watching for incapacitation, and seeking help promptly. No precaution guarantees safety or transfers responsibility to a victim.

8. Prevention Education and Awareness

McKendree uses recurring education, online learning, orientation presentations, awareness campaigns, and targeted outreach to prevent misconduct and support reporting. The annual programs below continue as ongoing processes; equivalent modules or updated curricula may replace a named course. The 2025 activities document examples of implementation rather than promising that every one-time event will recur.

Sexual violence and healthy relationships

It's Never OK Sexual Harassment Awareness Poster Campaign

Audience: Students, employees, and visitors. Year-round poster campaign communicating that sexual harassment is unacceptable and encouraging a respectful environment.

UNI 101 Title IX and Sexual Violence Prevention Training

Audience: UNI 101 students and instructors. Annual classroom education on consent, sexual harassment/assault, reporting, confidential resources, supportive measures, the complaint process, safe bystander intervention, substance-assisted assault awareness, and amnesty.

Sexual Assault Prevention

Audience: New undergraduate, graduate, and doctoral students. Annual Vector Solutions course or equivalent addressing consent, boundaries, bodily autonomy, communication, and recognizing and responding to concerning behavior.

The Hook Up during New Student Orientation

Audience: New and transfer undergraduate students. Required orientation session on healthy, unhealthy, and abusive encounters, social norms, and bystander intervention.

Mental Health Matters Healthy Relationships Education

Audience: All students. Annual campus education on healthy relationships, boundaries, and healthy and unhealthy breakups.

The 2025 prevention report documents UNI 101 sessions reaching 515 students and 22 instructors; 360 completions of the online Sexual Assault Prevention course; an orientation audience of 515; and 324 participants at Mental Health Matters. Other 2025 examples include Hallowellness, Love at West, resident bulletin boards, and residence-life sexual health education. These historical examples are not presented as separate confirmed annual commitments.

Employee and student staff education

Preventing Harassment & Discrimination: Gateway (Illinois) through VectorSolutions, or an equivalent updated course, is provided annually to faculty, staff, and adjunct faculty. Building Supportive Communities: Clery Act and Title IX, or an equivalent, provides annual education on sexual harassment, sexual assault, relationship violence, and stalking. Residence Life student and professional staff with duty responsibilities receive annual Title IX training on recognizing and reporting concerns, compassionate responses to disclosures, confidentiality limits, consent, incapacitation, retaliation, and connecting students with resources.

Title IX officers maintain training appropriate to their assigned responsibilities. Personnel serving as investigators, decision-makers, advisors, and informal resolution facilitators receive role-specific

preparation. Training covers impartiality, conflicts and bias, the policy's scope, and relevant procedural responsibilities. The 2025 report records professional development, scenario-based Residence Life training, and a mock hearing exercise.

Hazing prevention

Fraternity and sorority recruitment includes a hazing education module and quiz upon registration for recruitment. The University also holds an annual half-day hazing retreat/training. Athletics uses required online hazing education through Vector Solutions. Training and policy information address reporting, expectations, and prevention. Requests for hazing-prevention training may be directed to Campus Activities or the Office for Student Affairs.

Alcohol drugs and general safety

Vector Solutions alcohol and drug modules are assigned through student conduct. Residence Life and Campus Activities offer events promoting safer choices or substance abstinence, and campus emails provide safety guidance around Homecoming, Halloween, and other periods of increased concern. These targeted modules supplement other prevention activities rather than constituting a universal incoming-student course.

Public Safety provides assistance, reporting information, and safety services. Community members are encouraged to report concerns, secure personal property and residences, avoid unauthorized access, and use available escort services. Orientation, handbook and website information explain reporting and emergency alert enrollment.

9. Missing Student Notification

Anyone who suspects a student may be missing should immediately contact Public Safety at 618-537-6911. Reports may also be made to Residence Life or the Office for Student Affairs and will be referred immediately to Public Safety. There is no requirement to wait 24 hours before reporting a concern or beginning a response.

Public Safety, working with the Office for Student Affairs and other appropriate personnel, will investigate the report and determine whether the student is missing. The Vice President for Student Affairs or designee will notify the President.

Confidential Missing Person Contact

Students residing in University housing may designate a person or persons to be notified if they are determined to be missing. Students enter this designation in The Housing Director (THD) when completing their housing application and may update it in THD.

The Missing Person Contact designation is separate from general emergency contact information maintained in the student's Self-Service portal. Students may choose the same individual for both purposes.

Missing Person Contact information is registered confidentially, accessible only to authorized campus officials, and may be disclosed only to law enforcement personnel in furtherance of a missing-person investigation.

Notification Procedures

Within 24 hours after Public Safety or the local law enforcement agency determines that a residential student is missing, the Vice President for Student Affairs or designee will notify the student's designated Missing Person Contact or contacts.

If the student is under 18 years of age and is not emancipated, the University will also notify a custodial parent or guardian within 24 hours of the determination, in addition to any other designated contact.

Public Safety will immediately notify the Lebanon Police Department upon determining that a student is missing, unless that agency made the determination. Law enforcement notification occurs regardless of the student's age, emancipation status, or whether the student designated a Missing Person Contact.

The University communicates this policy through the Student Handbook, the Residence Life webpage, and University email.

10. Hazing Policy Prevention and Disclosure

Hazing is prohibited regardless of willingness to participate, consent, tradition, or approval by an organization. The current handbook policy applies to students, organizations, and advisors/volunteers on and off campus. It addresses intentional, knowing, or reckless conduct connected to initiation, admission, or continued membership that creates the specified risk of physical or psychological injury or violates the policy's other terms. Appendix B reproduces the policy, including examples, reporting, investigation, sanctions, and prevention commitments.

Report hazing concerns to Public Safety or the Office for Student Affairs, or use the online Incident Reporting form. Emergency assistance is available through Public Safety and 911. Retaliation and interference with an investigation are prohibited. Organizational findings and individual responsibility are considered through their respective conduct processes.

The Campus Hazing Transparency Report discloses qualifying organizational findings and is distinct from Clery statistics of reported hazing incidents. A transparency report showing no findings does not by itself establish zero reportable incidents.

Reported hazing incidents	On campus	Housing subset	Noncampus	Public
2025	0	0	0	0

11. Crime Statistics for 2023 through 2025

The columns identify where reported incidents occurred: On-Campus Property, Residential Facilities, Noncampus Property, or Public Property. **Residential Facilities figures are included in the On-Campus Property figures; they are not additional incidents.** For example, if On-Campus Property shows three burglaries and Residential Facilities shows two, three burglaries were reported on campus, two of which occurred in student housing.

To calculate a combined total, add On-Campus Property, Noncampus Property, and Public Property only. Do not add Residential Facilities again. A zero indicates that no incidents were reported in that category for the specified year.

Criminal Offenses

Offense	Year	On-Campus Property	Residential Facilities	Non-Campus Property	Public Property
Murder and Nonnegligent Manslaughter	2023	0	0	0	0
	2024	0	0	0	0
	2025	0	0	0	0
Manslaughter by Negligence	2023	0	0	0	0
	2024	0	0	0	0
	2025	0	0	0	0
Rape	2023	3	3	0	0
	2024	0	0	0	0
	2025	2	2	0	0
Fondling	2023	0	0	0	0
	2024	0	0	0	0
	2025	2	2	0	0
Incest	2023	0	0	0	0
	2024	0	0	0	0
	2025	0	0	0	0
Statutory Rape	2023	0	0	0	0
	2024	0	0	0	0
	2025	0	0	0	0
Robbery	2023	0	0	0	0
	2024	0	0	0	0
	2025	0	0	0	0
Aggravated Assault	2023	0	0	0	0
	2024	0	0	0	0
	2025	0	0	0	0
Burglary	2023	3	1	0	0
	2024	1	1	0	0
	2025	1	1	0	0
Motor Vehicle Theft	2023	0	0	0	0
	2024	0	0	0	0
	2025	1	0	0	0
Arson	2023	0	0	0	0
	2024	1	0	0	0
	2025	1	0	0	0

Domestic Violence, Dating Violence, and Stalking

Offense	Year	On-Campus Property	Residential Facilities	Non-Campus Property	Public Property
Domestic Violence	2023	0	0	0	0
	2024	0	0	0	0
	2025	0	0	0	0
Dating Violence	2023	1	1	0	0
	2024	1	1	0	0
	2025	4	4	0	0
Stalking	2023	0	0	0	0
	2024	0	0	0	0
	2025	0	0	0	0

Arrests

Offense	Year	On-Campus Property	Residential Facilities	Non-Campus Property	Public Property
Weapons Law Violations	2023	0	0	0	0
	2024	0	0	0	0
	2025	0	0	0	0
Drug Law Violations	2023	0	0	0	0
	2024	0	0	0	0
	2025	0	0	0	0
Liquor Law Violations	2023	0	0	0	0
	2024	0	0	0	0
	2025	0	0	0	0

Disciplinary Referrals

Offense	Year	On-Campus Property	Residential Facilities	Non-Campus Property	Public Property
Weapons Law Violations	2023	2	2	0	0
	2024	0	0	0	0
	2025	2	2	0	0
Drug Law Violations	2023	49	47	0	0
	2024	48	48	0	0
	2025	30	30	0	0
Liquor Law Violations	2023	144	141	0	0
	2024	178	178	0	0
	2025	98	94	0	0

Hate Crimes

Offense	Year	On-Campus Property	Residential Facilities	Non-Campus Property	Public Property
Murder and Nonnegligent Manslaughter	2023	0	0	0	0
	2024	0	0	0	0
	2025	0	0	0	0
Rape	2023	0	0	0	0
	2024	0	0	0	0
	2025	0	0	0	0
Fondling	2023	0	0	0	0
	2024	0	0	0	0
	2025	0	0	0	0
Incest	2023	0	0	0	0
	2024	0	0	0	0
	2025	0	0	0	0
Statutory Rape	2023	0	0	0	0
	2024	0	0	0	0
	2025	0	0	0	0
Robbery	2023	0	0	0	0
	2024	0	0	0	0
	2025	0	0	0	0
Aggravated Assault	2023	0	0	0	0
	2024	0	0	0	0
	2025	0	0	0	0
Burglary	2023	0	0	0	0
	2024	0	0	0	0
	2025	0	0	0	0
Motor Vehicle Theft	2023	0	0	0	0
	2024	0	0	0	0
	2025	0	0	0	0
Arson	2023	0	0	0	0
	2024	0	0	0	0
	2025	0	0	0	0
Larceny-Theft	2023	0	0	0	0
	2024	0	0	0	0
	2025	0	0	0	0
Simple Assault	2023	0	0	0	0
	2024	0	0	0	0
	2025	0	0	0	0
Intimidation	2023	5	0	0	0
	2024	3	3	0	0
	2025	2	0	0	0
Destruction, Damage, or Vandalism of Property	2023	0	0	0	0
	2024	0	0	0	0
	2025	0	0	0	0

Bias Categories for Reported Incidents

2023: Five intimidation incidents involving race bias were reported on campus.

2024: Three intimidation incidents were reported in residential facilities: one involving race bias, one involving sexual-orientation bias, and one involving disability bias. These incidents are also included in the on-campus figures.

2025: Two intimidation incidents were reported on campus: one involving gender bias and one involving disability bias.

Unfounded crimes

Category	2023	2024	2025
Total unfounded crimes	0	0	0

Only sworn or commissioned law enforcement personnel may formally unfound a report after investigation determines it to be false or baseless. Lack of a conduct finding, withdrawal, or insufficient evidence does not by itself make a report unfounded.

12. Annual Fire Safety Report

Public Safety leads the University's residential fire safety program in coordination with Physical Plant and Residence Life. This section addresses fire reporting, safety systems, evacuation, prohibited items, education, drills, and planned improvements for on-campus student housing.

Reporting fires and the fire log

All fires, including those discovered after they have been extinguished, must be reported to Public Safety at 618-537-6911. Residence Life and Physical Plant personnel must forward information about any fires they learn of to Public Safety for documentation and inclusion in the applicable fire log and annual statistics.

For an active or suspected fire, activate the fire alarm if safe, evacuate immediately, and contact Public Safety or 911. Do not delay evacuation to make a telephone call.

Public Safety maintains the official fire log for fires occurring in on-campus student housing facilities. The log records the date reported and the nature, date, time, and general location of each fire.

The fire log is available for public inspection at the Public Safety Office, 802 College Road. The most recent 60-day portion is open for inspection during normal business hours. Portions older than 60 days are made available within two business days of a request. The fire log is not published online.

Evacuation and fire safety rules

When a fire alarm sounds, leave the building immediately by the nearest safe exit. Do not use elevators. Keep stairs, hallways, and exits clear; proceed to the designated assembly location away from the building and emergency access routes. Notify responders of anyone who may need assistance and do not re-enter until authorized. Use an extinguisher only when trained, the fire is small and contained, and a safe escape route remains available. Do not delay evacuation to fight a fire.

Tampering with smoke detectors, alarms, sprinklers, extinguishers, or other safety equipment is prohibited. Do not cover detectors or hang items from sprinklers. False alarms and failure to evacuate may result in disciplinary action. Open flames, candles, incense, and prohibited cooking/heating appliances are governed by the current housing rules. Tobacco and smoking restrictions apply to University property.

Fire safety education and training

Public Safety personnel receive regular training on the location and operation of fire alarm systems, evacuation plans, and their responsibilities during a fire emergency. Personnel also participate in recurring simulation exercises to practice their assigned roles.

Residence Life professional and student staff receive fire safety training annually. Residents receive an orientation to the fire safety systems in their building during initial floor meetings at the beginning of each academic semester.

Employees are expected to familiarize themselves with the fire safety instructions in the Employee Handbook or receive instruction from their supervisors on applicable fire safety procedures.

Residents participate in evacuation drills each year. Drills may be announced or unannounced. Following each drill, a facility-specific report documents concerns identified during the exercise and any needed follow-up.

Public Safety conducts annual fire safety inspections of all on-campus student housing facilities during June and July to identify hazards and needed corrective action.

Public Safety reviews accident and incident reports to identify trends and topics requiring additional training. Student Conduct, within the Office for Student Affairs, compiles resources to support recurring training and education provided in response to identified concerns.

Requests for additional fire safety information or training may be directed to the Director of Public Safety at 618-537-6911.

Residential safety systems and drills

The table below summarizes fire safety systems and the number of fire drills conducted in the listed on-campus student housing facilities during calendar year 2025. Yellow highlighting identifies information requiring confirmation before publication.

Residential Facility	Detection and Alarm System	Alarm Monitoring	Sprinkler System	Fire Extinguishers	2025 Fire Drills
Baker Hall	Fire alarm system	Yes	Full Coverage	In Hallways	2
Barnett Hall	Fire alarm system	Yes	Full Coverage	In Hallways	2
Walton Hall	Fire alarm system	Yes	Full Coverage	In Hallways	2
Summerfield Suites	Fire alarm system	Yes	Full Coverage	In Unit	2
Residence Hall East	Fire alarm system	Yes	Full Coverage	In Hallways	2
Residence Hall West	Fire alarm system	Yes	Full Coverage	In Hallways	2
McKendree West 1201	Smoke detectors	No	Partial Coverage	In Unit	0
McKendree West 1203	Smoke detectors	No	Partial Coverage	In Unit	0
McKendree West 1205	Smoke detectors	No	Partial Coverage	In Unit	0
McKendree West 1207	Smoke detectors	No	Partial Coverage	In Unit	0
McKendree West 1211	Smoke detectors	No	Partial Coverage	In Unit	0
McKendree West 1213	Smoke detectors	No	Partial Coverage	In Unit	0
McKendree West 1215	Smoke detectors	No	Partial Coverage	In Unit	0
McKendree West 1217	Smoke detectors	No	Partial Coverage	In Unit	0
McKendree West 1219A	Smoke detectors	No	Partial Coverage	In Unit	0
McKendree West 1219B	Smoke detectors	No	Partial Coverage	In Unit	0
Hunter Street 531	Smoke detectors	No	No Coverage	In Unit	0
Hunter Street 533	Smoke detectors	No	Partial Coverage	In Unit	0

Fire Doors

Residential hallway doors are fire-rated to help limit the spread of fire. The University does not use magnetic hold-open devices that release doors automatically upon activation of the fire alarm.

Evacuation Drills

Fire drills are conducted in Baker Hall, Barnett Hall, Walton Hall, Summerfield Suites, Residence Hall East, and Residence Hall West during the second or third week of the spring and fall semesters. The following drills were conducted in 2025:

- Baker Hall, Barnett Hall, and Walton Hall: February 4 and September 2, 2025.
- Summerfield Suites, Residence Hall East, and Residence Hall West: January 29 and September 3, 2025.

No fire drills were conducted in McKendree West or the Hunter Street buildings during 2025.

Plans for Improvement

McKendree University continues to assess and upgrade fire safety equipment to ensure that it meets applicable national fire safety standards. Improvements are made as needs are identified through ongoing assessments. The University also updates fire evacuation plans as campus buildings are modified or modernized.

Public Safety and Residence Life, in coordination with Marketing and Communications, plan to transition from emergency flip books to prominently displayed emergency information placards or stickers in residence hall rooms and offices. These materials will provide readily accessible emergency response instructions, including fire evacuation guidance and emergency contact information.

13. Fire Statistics for 2023 through 2025

Statistics below describe reported fires in on-campus student housing. Each year includes incident details and a separate list of facilities reporting no fires.

2025 Fire Statistics

Residential Facility	Total Fires	Fire No.[1]	Cause of Fire	Injuries[2]	Deaths	Property Damage
McKendree West 1207	1	1	Unintentional — electrical	0	0	$0–$99
Residence Hall East	1	1	Unintentional — electrical	0	0	$0–$99

[1] Fire number identifies each fire within the facility for that year; it is not a University incident-report number. [2] Injuries requiring treatment at a medical facility.

Facilities Reporting No Fires

The following facilities are recorded with zero fires for 2025. No fire-related injuries, deaths, or property damage are associated with these zero-fire entries.

Baker Hall, Barnett Hall, Hunter Street Apartments (531 and 533), McKendree West Apartments (1201, 1203, 1205, 1211, 1213, 1215, 1217, 1219A, and 1219B), Residence Hall West, Summerfield Suites, and Walton Hall

2024 Fire Statistics

No fires were reported in on-campus student housing during 2024. The annual summary records zero fire-related injuries and deaths; the supplied 2024 fire table records no property damage.

Facilities Reporting No Fires

The following facilities are recorded with zero fires for 2024. No fire-related injuries, deaths, or property damage are associated with these zero-fire entries.

Baker Hall, Barnett Hall, Hunter Street Apartments (531 and 533), McKendree West Apartments (1201, 1203, 1205, 1207, 1211, 1213, 1215, 1217, 1219A, and 1219B), Residence Hall East, Residence Hall West, Summerfield Suites, and Walton Hall

2023 Fire Statistics

Residential Facility	Total Fires	Fire No.[1]	Cause of Fire	Injuries[2]	Deaths	Property Damage
Baker Hall	1	1	[Confirm]	0	0	[Confirm]
McKendree West 1219A	1	1	[Confirm]	0	0	[Confirm]

[1] Fire number identifies each fire within the facility for that year; it is not a University incident-report number. [2] Injuries requiring treatment at a medical facility.

Facilities Reporting No Fires

The following facilities are recorded with zero fires for 2023. No fire-related injuries, deaths, or property damage are associated with these zero-fire entries.

Barnett Hall, Hunter Street Apartments (531 and 533), McKendree West Apartments (1201, 1203, 1205, 1207, 1211, 1213, 1215, 1217, and 1219B), Residence Hall East, Residence Hall West, Summerfield Suites, and Walton Hall.

Appendix A Glossary and Clery Geography

The following reader summaries explain terms used in the statistical tables. Federal statistical definitions, Illinois criminal law, and University disciplinary policies serve different purposes and may use different definitions. These summaries do not replace the complete governing definitions.

Clery Geography

On-Campus Property. Buildings and property owned or controlled by the University within the same reasonably contiguous geographic area and used for educational purposes, including student housing. This also includes qualifying University-owned property within or reasonably contiguous to that area that is controlled by another person, frequently used by students, and supports institutional purposes.

On-Campus Student Housing. Student housing owned or controlled by the University, or on property owned or controlled by it, within the reasonably contiguous campus area. Housing figures are included in the On-Campus Property figures and must not be added to them.

Noncampus Buildings or Property. Property owned or controlled by an officially recognized student organization, or qualifying University-owned or controlled property used for educational purposes and frequently used by students outside the reasonably contiguous campus area.

Public Property. Public streets, sidewalks, thoroughfares, parking facilities, and other public property within campus or immediately adjacent to and accessible from it.

Daily Crime Log Geography. The crime log also covers the Public Safety patrol jurisdiction beyond statistical Clery geography, where applicable.

Criminal Offense Categories

Murder and Nonnegligent Manslaughter. Willful killing of one person by another.

Manslaughter by Negligence. Killing another person through gross negligence.

Rape. Penetration, however slight, of the vagina or anus with a body part or object, or oral penetration by another person's sex organ, without the victim's consent.

Fondling. Touching another person's private body parts for sexual gratification without consent, including when the person cannot consent because of age or mental incapacity.

Incest. Nonforcible sexual intercourse between persons related within degrees for which marriage is prohibited by law.

Statutory Rape. Nonforcible sexual intercourse with a person under the statutory age of consent.

Robbery. Taking or attempting to take something of value from another person's care, custody, or control by force, threatened force or violence, or placing the person in fear.

Aggravated Assault. An unlawful attack intended to inflict severe or aggravated bodily injury, usually involving a weapon or means likely to cause death or great bodily harm.

Burglary. Unlawful entry into a structure to commit a felony or theft.

Motor Vehicle Theft. Theft or attempted theft of a motor vehicle.

Arson. Willful or malicious burning or attempted burning of property, with or without intent to defraud.

Dating Violence. Violence by a person in a current or former romantic or intimate relationship with the victim. Relationship length, type, and interaction frequency are considered. It includes sexual or physical abuse or threats and excludes acts counted as domestic violence.

Domestic Violence. A felony or misdemeanor crime of violence by a current or former spouse or intimate partner, a person sharing a child with the victim, a qualifying cohabitant, a person similarly situated to a spouse, or another person covered by the applicable domestic or family violence laws.

Stalking. A course of conduct directed at a specific person that would cause a reasonable person to fear for their own or others' safety or suffer substantial emotional distress. A course of conduct involves two or more acts, directly, indirectly, or through third parties.

Hazing. An intentional, knowing, or reckless act against another person, regardless of willingness to participate, during initiation, affiliation, or maintenance of membership in a student organization that causes or creates a risk of physical or psychological injury above the reasonable risks of participation. For federal hazing reporting, a student organization may be recognized or unrecognized and includes two or more enrolled students.

Hate Crime and Arrest or Referral Categories

Hate Crime. A reportable offense with evidence that the victim was intentionally selected because of actual or perceived race, religion, sexual orientation, gender, gender identity, ethnicity, national origin, or disability. In addition to applicable primary crimes, hate-crime reporting includes larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property.

Larceny-Theft. Unlawful taking, carrying, leading, or riding away of another person's property from their possession or constructive possession.

Simple Assault. An unlawful physical attack without a weapon and without serious or aggravated bodily injury.

Intimidation. Unlawfully placing another person in reasonable fear of bodily harm through threatening words or conduct without a weapon or actual physical attack.

Destruction Damage or Vandalism of Property. Willfully or maliciously damaging, destroying, defacing, or otherwise injuring property without its owner's or custodian's consent.

Liquor Law Violations. Violations of laws or ordinances prohibiting alcohol manufacture, sale, purchase, transportation, possession, or use, as defined for federal reporting. A University policy violation alone does not establish a liquor law violation.

Drug Law Violations. Violations of laws prohibiting production, distribution, possession, or use of controlled substances or related prohibited conduct. Apply the federal statistical classification.

Weapons Law Violations. Violations of laws or ordinances regulating weapons manufacture, sale, purchase, transportation, possession, concealment, or use.

Disciplinary Referral. Referral for disciplinary action involving an alleged liquor, drug, or weapons law violation, with a record kept and an action that may result in a sanction.

Unfounded Crime. A reported crime determined through investigation by sworn or commissioned law enforcement personnel to be false or baseless. Failure to prosecute or insufficient evidence alone does not establish that a crime is unfounded.

Reporting and Emergency Terms

Campus Security Authorities. Public Safety personnel; other individuals responsible for campus security; persons or offices designated to receive crime reports; and officials with significant responsibility for student and campus activities. Professional and pastoral counselors acting in their counseling roles are excluded as provided by the regulation.

Emergency Notification. Notification following confirmation of a significant emergency or dangerous situation involving an immediate threat to students' or employees' health or safety on campus.

Timely Warning. A warning about a reported Clery crime in Clery geography that presents a serious or continuing threat to students or employees.

Public Safety Advisory. Discretionary safety information when the circumstances do not trigger an Emergency Notification or Timely Warning.

Fire. An instance of open flame or other burning in a place not intended to contain the burning, or in an uncontrolled manner.

Fire Drill. A supervised practice of a mandatory evacuation of a building for a fire.

Fire Safety System. Equipment and related measures intended to detect a fire, warn occupants, control fire or smoke, or protect occupants during evacuation.

Appendix B Student Handbook

CODE OF STUDENT CONDUCT

The mission of the Office for Student Affairs is as follows:

We help our students understand that learning is a holistic and ongoing experience that integrates classroom knowledge with out-of-class educational opportunities. Students are encouraged to grow and develop through participation in programs, services, and a living environment that promotes self-actualization through action, reflection, and emotional engagement. Ultimately, our objective is to graduate students who are prepared for leadership and productive citizenship and who can effectively function in and contribute to an increasingly diverse, technologically advancing, and more complex national and international society.

This section of the Student Handbook contains the McKendree University Code of Student Conduct. The Code helps foster the pursuit of knowledge and provides a judicial process that ensures fairness to students who are alleged to have violated University regulations.

GENERAL PURPOSE

McKendree University is committed to an educational and developmental conduct process that balances the interests of individual students with the interests of the University community. A University, like any community, must have regulations and/or standards by which its members abide and procedures by which its organization functions. The Student Handbook and this Code of Student Conduct intend to serve these purposes in the interest of all segments of McKendree University.

The University Code of Student Conduct establishes a judicial process that is fair and equitable to students who may have violated the regulations of the University and that issues responsibility to those who violate those standards, rules, and/or policies. This is achieved by utilizing thorough, neutral, and impartial practices and generating prompt resolutions. The student conduct process at the University exists to protect the interests of the community and to challenge those whose behavior does not align with our policies.

The Code of Student Conduct outlines these behavioral standards for students and student organizations. The Code intends to educate students about their rights and responsibilities while promoting holistic development, self-worth, and mutual respect for all members of the University community. Students should be aware that the student conduct process is not a criminal or civil court proceeding. Students and student organizations are responsible for actions that constitute misconduct and violate the Code of Student Conduct. Any student or student organization found responsible for misconduct may be subject to university sanctions.

No student shall be found in violation of university policy without sufficient information and evidence that show that it is more likely than not that a policy violation occurred. Any sanctions will be proportionate to the violation's severity and to the student's cumulative conduct history. Sanctions are chosen to challenge students' moral and ethical decision-making and to bring their behavior in line with community expectations and values. When a student is unable to adhere their behavior to community expectations, the student conduct process may determine that the student should no longer share in the privilege of participating in this community.

Students are responsible for knowing the information, policies, and procedures outlined in this document. Students agree to abide by the standards, rules, and/or policies set forth in the Student Handbook, the

Code of Student Conduct, the Undergraduate and/or Graduate Catalog, and other official University publications. Student organizations also agree to follow these standards, rules, and/or policies.

The University or its representatives may amend this document at any time without notice. Once changes are posted online, they are in effect. Dissemination of changes to the Code of Student Conduct by electronic notification outlets and/or official campus publications also informs students of updates.

STUDENT RIGHTS AND RESPONSIBILITIES

All McKendree students are afforded specific rights and responsibilities as part of the university conduct process. Information gathered during the conduct process may only be shared with faculty, staff, students, and/or advisors directly involved in the incident or necessary to the student conduct process. The University may also disclose gathered information to comply with a judicial order or lawfully issued subpoena.

It is the student's responsibility to:

1. Be responsive to all correspondence from the University in a timely manner;
2. Provide information relevant to the incident or situation;
3. Be honest and provide true and accurate information during the conduct process; and
4. Review the Code of Student Conduct to fully understand all aspects of the conduct process.

A student has the right to:

1. Be subject to a prompt, fair, and equitable process.
2. Be accompanied by an advisor to any Judicial Meeting.
3. Refrain from making any statement relevant to the investigation. Students are expected to cooperate with the University conduct process but may elect not to participate, either in part or entirely. However, once a student has refused to participate in the conduct process, whether in whole or in part, they lose the option of providing information for the duration of the conduct process.
4. Provide information and evidence in support of their case.
5. Know if they have been issued any allegations of misconduct.
6. Know the range of sanctions that may be imposed for a conduct violation, if one is found responsible.
7. Know the McKendree University conduct policies and procedures, and where to find them.
8. Know that any information provided by a person(s) involved in the investigation may be used in the conduct process.
9. Know that if a student makes any false or misleading statements during the conduct process, that student could be subject to further judicial action.

The Student Affairs website gives students at the University an electronic copy of the Code of Student Conduct annually as a link. Students are responsible for reading and abiding by the Code of Student Conduct.

Statement On Nondiscrimination

McKendree University complies will all applicable anti-discrimination laws and regulations, including but not limited to: Title IV of the Higher Education Act of 1965, as amended; Title IX of the Education Amendments of 1972, as amended; Title VI of the 1964 Civil Rights Act, as amended; Title VII of the 1964 Civil Rights Act, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; the Americans with Disabilities Act, as amended; and, all other federal, state, and local anti-discrimination and equal opportunity laws and regulations including the Illinois Human Rights Act. McKendree University will not discriminate or retaliate based on race, religion, sex, pregnancy-related conditions,

gender, color, national origin, ethnicity, age, disability, in any phase of its admissions, financial aid, educational, athletic, or other programs or activities or, with respect to its employment practices. McKendree University is also committed to enhancing the cultural and gender diversity of the University.

Students and employees, including applicants, who believe they may have been discriminated against, may contact the University's Compliance Officer at the university's address or by telephone at (618) 537-6533 or they may contact the Equal Employment Opportunity Commission or the Illinois Department of Human Rights. McKendree University is also authorized under federal law to enroll non-immigrant alien students. McKendree University supports the "Eight Keys and the Principles of Excellence for Serving Veterans" published by the U.S. Department of Education and complies with the Uniformed Services Employment and Reemployment Rights Act.

The Conduct System

RESPONDENTS, COMPLAINANTS, AND APPELLANTS

Throughout the Code of Student Conduct, several terms are used to refer to the participants in the judicial process. The Respondent is the student alleged to have committed the violation. The Complainant is the party who reported the alleged violation or against whom the alleged violation was committed. An Appellant is a Respondent—or, in cases involving sexual misconduct, possibly a Complainant—who has requested an appeal.

ORGANIZATION

The authority to enact and enforce University regulations is vested in the Board of Trustees, the President of the University, and any university officials to whom the President delegates such authority. The Provost's Office and the Office for Student Affairs are the principal agencies for the administration of student conduct. Officials from these university offices, and their designees, are selected to oversee the investigation of allegations of student misconduct.

The following personnel and committees oversee the conduct system:

THE OFFICE FOR STUDENT AFFAIRS

The Office for Student Affairs is the principal agency for organizing all conduct procedures. The Vice President for Student Affairs & Dean of Students designates University staff as Conduct Officers to oversee the university conduct process.

CONDUCT OFFICERS

Conduct Officers are trained administrators designated by the Vice President for Student Affairs whose role is to conduct a thorough, reliable, and impartial investigation; to make decisions of responsibility; and to assign sanctions, when appropriate, in a judicial meeting. In cases involving allegations of Title IX Sexual Harassment, the Title IX Coordinator or the Deputy Title IX Coordinator will provide an Investigator and Hearing Officer/Panel to adjudicate.

FACULTY ACADEMIC INTEGRITY COMMITTEE

The Faculty Academic Integrity Committee is comprised of trained University faculty members whose role is to uphold the academic standards of the University in all matters involving academic integrity, including, but not limited to, cheating, sabotage, duplicate submission, and plagiarism. The McKendree University Academic Integrity Judicial Procedures are in the undergraduate and graduate course catalogs.

SEXUAL HARASSMENT

The Title IX Coordinators oversee cases of Title IX policy violations involving discrimination based on sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender

identity, sex-based harassment, sexual assault, dating and domestic violence, and stalking. Cases are referred to an Investigator and Hearing Officer/Panel. Sexual Harassment cases not meeting the criteria for a Title IX policy violation will be handled through the Student Code of Conduct process.

CONDUCT BOARD ("THE BOARD")

The Board is comprised of three trained faculty/staff members representing the University community. The Board adjudicates judicial cases not related to academic or Title IX policy violations but with concerns that may lead to suspension or expulsion should the Respondent(s) be found responsible for policy violations.

ADVISORS

An advisor of the student's choosing may accompany the student throughout all aspects of their case and to all Judicial Meetings. An advisor can be any one of the following: (1) a member of the McKendree community (faculty, staff, or student), (2) a support coordinator, (3), a parent or legal guardian, (4) a relative, or, in situations involving criminal legal proceedings, (5) an attorney. An advisor may not speak, be a witness, or otherwise participate on behalf of the student. An advisor's role is that of support – they do not have an active, participatory role in the conduct process. If an advisor for the student is an attorney, an attorney for the University must also attend the judicial meeting on behalf of the University. Communication concerning all aspects of the case goes directly to the student. Advisors must sign a FERPA waiver.

Students should select an advisor whose schedule allows attendance at the scheduled date and time for the Judicial Meeting(s), as delays will not be allowed due to the scheduling conflicts of an advisor, except at the discretion of the Conduct Officer upon written request five (5) business days in advance of the scheduled meeting date.

STUDENT LEGAL COUNSEL

If a student chooses to seek legal counsel about their conduct proceedings, they may do so under the following circumstances:

1. The University is being represented by legal counsel; and/or
2. The alleged policy violations could result in civil or criminal charges against them.

Legal counsel can be present at the meeting and may advise the student of their rights and responsibilities relative to possible civil action but may not otherwise participate in the campus judicial meeting. If a student chooses to be represented by legal counsel, or a non-legal representative, they must submit the Legal Counsel Request Form (which can be obtained in the Office for Student Affairs) to the Office for Student Affairs five (5) business days in advance of the scheduled meeting date. Conduct Officers or the Office for Student Affairs will provide the form at the students' request.

JURISDICTION

STUDENTS

The Code of Student Conduct applies to any individual admitted into an undergraduate or graduate course or an online program at McKendree University. The Code applies to any student behavior from the time of admission through the University's confirmation of graduation. The University maintains conduct authority over students for any misconduct that occurred before a leave of absence, withdrawal, or graduation. If sanctioned, a hold may be placed on the student's ability to reenroll, obtain official transcripts, and/or graduate. All sanctions must be satisfied before re-enrollment.

OFF-CAMPUS CONDUCT

When alleged violations of university regulations or local laws take place off-campus and come to the university's attention, the university reserves the right to take appropriate action when, in the judgment of university officials, the alleged conduct has a negative impact on the university community, the pursuit of its mission, or the broader community in which we live. This system will not, however, be utilized to settle lease agreement disputes between property owners and off-campus student tenants.

LAWS AND STATUTES

The university and members of its community are also subject to all local, state, and federal laws. Alleged violations of local, state, or federal laws and statutes that occur on or off campus are also considered violations of the Code of Student Conduct and may be subject to internal university investigation, review, and action, in addition to any action by the proper civil authorities. Each member of the community is individually responsible for being informed of the law. Ignorance of local, state, or federal law does not constitute an excuse for prohibited conduct.

STUDY ABROAD

Committing a violation can affect a student's status of good standing with the university and jeopardize their ability to participate in a study abroad program. As such, a student who plans to study abroad must notify the university's Manager of Community Education immediately of any pending conduct matter.

SUMMER

The Office for Student Affairs will determine the most appropriate way to handle violations during the summer months (May-August). During Summer Sessions, or while students are living in Summer Housing, the Office for Student Affairs may resolve any student conduct incident through a Judicial Meeting.

STUDENT ORGANIZATIONS

The Code of Student Conduct applies to the behavior of university student organizations, including athletic organizations and/or teams, and their members. The Office for Student Affairs will determine the most appropriate manner to handle alleged violations concerning student organizations and/or teams through the conduct process. A finding of responsibility for a student organization and/or team does not indicate the finding of responsibility for individual members. However, individual members may be subject to an individual conduct process separate from the student organization.

ONLINE AND/OR ELECTRONIC

The Code of Student Conduct may apply to behavior conducted online via email or other electronic mediums. Students should also be aware that online and/or phone application postings, such as blogs, web postings, chats, and social networking sites or apps, are in the public sphere and are not private. These postings can subject a student to allegations of conduct violations if evidence of policy violations exists online. The university does not regularly search for this information but may act if, and when, such information is brought to the attention of university officials.

GUESTS

The Code of Student Conduct applies to guests and community members; hosts will be held accountable for the misconduct of their guests. The Code may also apply to overnight recruits and campers. Visitors to and guests of the university may seek resolution of violations of the Code of Student Conduct committed against them by members of the university community.

FILING A COMPLAINT OR INCIDENT REPORT

Anyone wishing to file a formal complaint against a McKendree University student or report an incident involving McKendree or its students, faculty, staff, or guests, may contact the Office for Student Affairs or the Office of Public Safety.

Contact the Office for Student Affairs:

- In-Person: 111 Clark Hall
- Telephone: (618) 537-6555

Contact the Office of Public Safety:

- In-Person: 802 College Road
- Telephone: (618) 537-6911

Students may also complete an online incident report form. The Incident Report Form is located under the My McK portal. The report should describe the action or behavior in question.

Prompt reporting may aid in the investigation. However, there is no time limit imposed as to when a formal complaint may be initiated against a current student, provided they were a McKendree University student at the time of the alleged incident.

Student organization leaders, members, and/or advisors are encouraged to self-report organization or member behavior, including future events that may be considered violations of McKendree policy.

Note: The Office for Student Affairs reserves the right to pursue judicial action on behalf of the university if the original Complainant chooses not to initiate or pursue an action, or one was not identified or present for the incident.

REPORTING CRIMINAL OFFENSES

Some instances of student misconduct may also constitute a violation of state, federal, and/or local laws. Students have the option to report misconduct to the university, local law enforcement, or both. McKendree administrators can assist students in making a report to law enforcement.

ENTRY, SEARCH, AND SEIZURE

University personnel may enter and/or search any university-owned or operated buildings, including housing, as well as vehicles or individual property on university property, under any one of the following conditions:

1. There is reason to believe that the area is being used for illegal purposes;
2. There is reason to believe that the area is being used for a purpose that violates University policy;
3. There is reason to believe that the area is being used for a purpose that violates health or safety regulations;
4. With the consent of a student of that area; or
5. When specifically authorized by the Vice President/Asst. Vice President for Student Affairs, Asst. Directors of Residence Life, or Asst. Dean of Student Success, or designee.

Law enforcement officers possessing proper legal documents also have the right to search housing assignments; whenever possible, a representative of the university will accompany the law enforcement officer conducting the search.

SEARCH PROCEDURES

The search of a student's housing assignment, vehicle, individual property, etc. shall be conducted by an administrative staff member of the Office for Student Affairs or another appropriate person designated by the official authorizing the search. A Public Safety Officer will accompany the administrative staff member whenever possible.

Authorization should specify the reasons for the search, and officials should notify the student, if present, regarding the purpose and authorization of the search. Officials make a reasonable effort to ensure that a student belonging to the area is present during the search.

PUBLIC EVENT SEARCHES

The university has the discretion to conduct mandatory bag checks and/or pat-down checks of persons entering any university activities, such as sporting events or performances. Prohibited items will be confiscated, and those individuals may be referred to the university conduct system for disciplinary action or further investigation by the Office of Public Safety, or other enforcement agencies.

All students, faculty, staff, and guests of McKendree University are responsible for obtaining information on prohibited items. Individuals who refuse to allow such searches will be prohibited from entering the event and no refunds will be provided.

SEIZURE

Any item that violates university policies or creates a health or safety risk may be confiscated anywhere on university premises. Confiscated items will be disposed of by university staff immediately with some possible exceptions to the policy as stated below.

In certain cases, confiscated items may be held by the Office of Public Safety pending disposition of any criminal investigation or Student Affairs disciplinary process. If illegal drugs, drug paraphernalia, weapons, or other items of evidence are confiscated, such items will be subject to destruction by the Office of Public Safety or other law enforcement agencies upon disposition of the case.

The Office of Residence Life may hold some property for return (typically but not limited to property that violates the Electronic Appliances and Equipment Policy). Any confiscated items held by the Office of Residence Life may be returned when a Conduct Officer permits the owner to retrieve them. Confiscated items not retrieved within thirty calendar days of the case's outcome will be disposed of or donated by the Residence Life staff.

STANDARD AND BURDEN OF PROOF

STANDARD OF PROOF

The 'standard of proof' refers to the amount of information needed to establish a violation of policy. The University utilizes the "Preponderance of Evidence" standard, which requires that a policy violation is more likely than not to have occurred. This standard of proof is not the same as the criminal standard of "Beyond a Reasonable Doubt," for which more substantial evidence is required. The University takes on the perspective of a "reasonable person" when determining whether the standard of proof was met.

BURDEN OF PROOF in ADJUDICATION

In cases that do not involve allegations of Title IX Sexual Harassment, the burden of proof rests on the Respondent to present persuasive information, consistent with the applicable standard of proof, to establish the violation of the Code of Student Conduct did not occur.

In cases that involve allegations of Title IX Sexual Harassment, the Conduct Officer will determine if a violation occurred based on the applicable standard of proof and the information submitted.

STUDENT AND GROUP(S) JUDICIAL MEETING PROCESS

The following is an overview of the complaint resolution process for alleged conduct violations. The Office for Student Affairs will determine the most appropriate manner to handle each individual complaint. This section refers to alleged violations of the Code of Student Conduct; for the hearing process for Title IX, please reference the Title IX Sexual Harassment Policies & Procedures.

NOTICE OF INVESTIGATION

When information indicates that certain, identifiable student(s) are associated with the reported incident, those student(s) will be asked to meet with a Conduct Officer or Conduct Board. Students have a maximum of 2 business days (unless otherwise stated in official communication) to respond to a request to meet with a Conduct Officer or Conduct Board. Meetings are scheduled around a student's published academic schedule, and students may request their meeting be rescheduled in the event of unavoidable conflict. Should a student need to reschedule an appointment, they must do so at least 24 hours before the scheduled meeting time. The University will make all reasonable efforts to accommodate student scheduling conflicts but will not permit unreasonable delays in the Conduct Process.

The University deems a student sufficiently notified once written notification is 1) sent to the student's officially assigned McKendree University email address; 2) delivered via Certified Mail to the student's last known address; or 3) personally delivered to the student. University email is the University's primary means of communication with students; however, the University advises students to keep their most current local address, permanent address, and local telephone number updated with the Office of Academic Records. Students are responsible for all communication delivered to their university email address.

If a student fails to respond to written notification of a meeting, it may be completed in their absence. Failure to comply with or respond to a notice and/or failure to appear will not prevent a Conduct Officer or Conduct Board from proceeding with the conduct process without the student's presence unless the potential outcomes include suspension or expulsion from the University. The failure of a student to respond to the notification to appear may result in additional violations.

STUDENT ORGANIZATIONS

Student organizations are provided notice through the organization's spokesperson via the notification procedures described above. In most cases, the organization's spokesperson is the President of the organization. However, organizations may appoint an alternate spokesperson to formally represent the organization. A student organization spokesperson must be a currently enrolled McKendree University student who is a member of the responding organization at the time of the alleged policy violation. The spokesperson may not be an alumni advisor, chapter advisor, faculty/staff advisor, national or international headquarters volunteer/staff member, or coach. Student organizations may only appoint one spokesperson for each case and must inform the University if the appointed spokesperson is not the President of the organization.

JUDICIAL OUTCOME

The judicial outcome is the resolution of a case by a Conduct Officer, or the Conduct Board as designated by the Office for Student Affairs. The Conduct Officer or Conduct Board can find a student responsible for violations of the Code of Student Conduct and assign sanctions. The Conduct Officer or Conduct Board must:

1. Notify the Respondent of the charges against them; and

2. Allow the Respondent to offer their perspective on the allegations through a meeting and/or written statement. *

* Students may only submit a written statement in place of a meeting with permission of the Conduct Officer. Written statements are not permissible for Conduct Boards due to the gravity of the allegations.

CASES RESULTING IN SUSPENSION OR EXPULSION

The Office for Student Affairs will refer a case to the Judicial Hearing Board when the allegations may result in suspension or expulsion, should the Respondent(s) be found responsible. However, in situations where the student's disciplinary status is a Zero Tolerance Probation, the Dean of Students, a designee of the Dean of Students, or the Hearing Board may act as the Conduct Officer.

TIMEFRAME FOR RESOLUTION

Consistent with its educational mission, the Office for Student Affairs is committed to the timely resolution of all student conduct matters. Under most circumstances, the Office for Student Affairs, or, when applicable, the Office of Residence Life, will notify the Respondent(s) that a hearing is pending within fifteen (15) business days of the allegation(s) being reported. Hearings will be resolved within a reasonable amount of time from when the allegations were first reported to the University.

PROTECTIVE MEASURES AND REMEDIES

The Office for Student Affairs may determine that protective measures and/or additional remedies are necessary and appropriate to protect and support all parties and the university community. To ensure equal access to the university's educational programs and activities for all students, protective measures and/or the implementation of additional remedies before, during, and after the processing of a student conduct complaint may be enforced.

Since protective measures are intended to protect and support all parties involved in the student conduct process, considerations of such measures are not accounted for in sanctions and may be implemented regardless of a finding of responsibility. The Office for Student Affairs may determine the most appropriate protective measures and/or remedies to implement for each specific incident. The Office for Student Affairs may also refer individuals to other offices at the university to discuss protective measures and/or remedies outside the purview of the Office for Student Affairs.

Protective measures and/or remedies for individual students may include, but are not limited to:

- No Contact Orders
- Temporary housing and dining changes
- Work Study employment accommodations
- Temporary course changes
- Medical and counseling services
- Academic support services and accommodations
- Co-Curricular programs and activity adjustments
- Additional training and education

INTERIM SUSPENSION

If a Respondent appears to pose a risk of danger or disruption to the community or any individual, they may be suspended from the university through an interim suspension. A student on interim suspension is prohibited from being on campus and is completely separated from all university-sponsored activities, facilities, and grounds. An interim suspension is distinct from protective measures and remedies, since a student may never be removed from campus because of a protective measure or remedy.

- This action does not require an admission of responsibility on the part of the Respondent.
- The decision to impose interim suspension lies solely within the non-reviewable discretion of the Vice President of Student Affairs.
- Within two (2) business days of issuing the interim suspension, Respondents are provided an initial notification of policy violations.
- The Office for Student Affairs will schedule a Conduct Board as soon as reasonably possible after the initial presentation of the Notice of Charges to the Respondent.
- Pending the Conduct Board, an authorized administrator can modify the conditions of the interim suspension. Additionally, upon the conclusion of the Judicial Meeting, the terms of the interim suspension may be modified, consistent with the Conduct Board's determination.

STUDENTS INVOLVED IN MULTIPLE INCIDENTS

When a Respondent is involved in more than one related incident occurring within a short timeframe, the matter may be handled as a single case. A consolidated meeting may be held to determine responsibility in the incident multiple incidents and sanctions may reflect compounding levels of responsibility.

WITHDRAWAL PRIOR TO RESOLUTION

A student facing an alleged violation of the Code of Student Conduct may have a hold placed on their student account requiring them to contact the Office of Student Affairs to request permission to re-enroll to the university. The investigation into alleged conduct violations may continue regardless of the student's withdrawal or choice to participate in the investigation.

DEFINITION OF VIOLATIONS

The following is an overview of behaviors that conflict with the university's community standards. It should be noted that:

- Attempts to commit a violation will be deemed as serious as actually committing the act;
- When it is determined that a violation occurred at a university residence, all residents may be held accountable unless compelling information, as determined by the Conduct Officer or Conduct Board, is presented during the meeting;
- Unless specifically stated within the definition of a violation, intent is not an element in determining responsibility, but it will be considered in the application of sanctions; and
- Notification of conduct violations may be sent to appropriate university officials.

Consistent with community standards, the following behaviors are considered violations of the Code of Student Conduct. Sanction determination is at the discretion of the Conduct Officer or Conduct Board and is completed on a case-by-case basis.

1.00 DISRUPTIVE BEHAVIOR

Any behavior, both on and off university property, outside the scope of the following policies that 1) is disruptive to university activities, 2) endangers any member(s) of the university community, or 3) endangers the reputation of the university is prohibited.

a. A violation of any local, state, or federal laws may be considered a violation of the Code of Student Conduct, regardless of whether the violation is prosecuted in a court of law. Exoneration from criminal charges will not result in immunity from civil action or university proceedings.
b. No person(s) shall physically restrain or detain other persons, nor remove them from any places in which they are authorized to be.

c. No person(s) shall obstruct the free movement of other persons and/or vehicles on university property.
d. No person(s) shall deliberately disrupt or prevent the peaceful and orderly conduct of classes, lectures, and meetings or deliberately interfere with the freedom of other persons, including invited speakers, to express their views (See also: Peaceful Demonstration Policy). The standards extend to classroom and on-line discussions and communications.
e. No person(s) shall shout, jeer, make threats, or otherwise act in any manner to hinder the peaceful and orderly conduct of the university.

2.00 PHYSICAL ABUSE OR HARASSMENT

No person(s) shall intentionally assault, strike, threaten, or intimidate any member of the university community.

3.00 VERBAL ABUSE OR HARASSMENT

No person(s) shall intentionally create a condition endangering or threatening the health, safety, or well-being of members of the university community through verbal, written, or online means. Students with online postings found to be defamatory, harassing, or in violation of any other applicable law or university policy may be subject to judicial action.

4.00 SEXUAL ABUSE OR HARASSMENT

No person shall commit dating violence, domestic violence, sexual discrimination, sexual harassment, sexual misconduct, or stalking. Charges of sexual abuse and/or harassment are adjudicated within the framework of the university's Student Code of Conduct or the University's Title IX Sexual Harassment Policy if the situation meets the criteria of a Title IX policy violation.

5.00 WEAPONS AND PROP WEAPONS

The possession, use, or display of weapons and/or prop weapons on university property is restricted unless, 1) in the possession of an authorized individual, as defined by the university and federal, state, and local law, 2) permission has been secured from the Office of Public Safety to store a concealed firearm within a private vehicle, 3) the weapon or prop weapon is registered and stored in a weapons storage facility by the Office of Public Safety, or 4) prior authorization has been obtained in writing from the Director of Public Safety. These restrictions apply to all members of the university community. *

Definitions of weapons and/or prop weapons are:

a. Handguns, rifles, and shotguns
b. Longbows, crossbows, and arrows
c. Knives that have a blade of three inches or more, excluding kitchen knives in drawers, blocks, or sheaths.
d. BB guns, pellet guns, air/CO2 guns, and blowguns or their ammunition
e. Gunpowder or firearm ammunition
f. Martial arts weapons
g. Any item used to cause or threaten harm in the commission of a crime
h. Any item that the Vice President for Student Affairs and Director of Public Safety, or their designees, determines to be of a warranted safety concern to the individual, the university community, or university property.

*Members of the university community over the age of 21 who have concealed carry permits can request permission from the Office of Public Safety to store the firearm(s) within a locked vehicle (or within a locked container inside a vehicle) in accordance with subsection (b) of Section 65 of the Firearm Concealed Carry Act, provided the firearm(s) and ammunition are properly secured out of plain view.

Such vehicles containing stored weapons must be registered with the Office of Public Safety and must be parked in a designated parking area. THE UNIVERSITY DOES NOT ASSUME ANY RESPONSIBILITY FOR PARKED OR UNATTENDED VEHICLES OR THEIR CONTENTS.

6.00 DANGEROUS MATERIALS

No persons shall possess, store, mix, or experiment with any materials that have the potential to cause injury or to threaten a person's life or safety, including, but not limited to: explosives and fireworks; laboratory chemicals, dangerous compounds, acids, etc; propane, gasoline, and other flammable petroleum fuels; and fire starters such as matches, lighters, Zippo, torches, etc.

7.00 SMOKING AND TOBACCO-FREE CAMPUS

The University is committed to providing a reasonably safe and healthy living/learning/working environment for the faculty, staff, students, vendors, and visitors by minimizing the negative effects of secondhand smoke, improving fire safety, and encouraging a more sustainable environment. Also, Illinois raised the legal age to possess and consume tobacco to 21 years of age. Therefore, smoking, using non-combustible tobacco products, and using non-FDA-approved nicotine delivery devices and products are prohibited in university-owned or operated facilities, both indoors and outdoors, and in university-operated vehicles.

a. Those found in university housing using or possessing ANY tobacco or nicotine products (including those with approval from the FDA) will be subject to disciplinary action and fines associated with the removal of the smell of smoking from walls, furniture, etc. This is a complete prohibition of any smoking products, paraphernalia (defined as any device used in the consumption of tobacco or nicotine), or containers. These materials include 'but are not limited to' hookahs, electronic or e-cigarettes, vaporizers/vapes, tobacco-less nicotine chews, or Juuls and their packaging.
b. Ceremonial Smoking Exemption: Individuals or groups interested in smoking as part of a ceremony in or on university-owned or operated property must seek advance approval from the Vice President for Student Affairs.

8.00 NARCOTICS AND DANGEROUS DRUGS

The use, possession, production, manufacture, sale, possession with intent to sell, traffic, or distribute narcotics, dangerous drugs, synthetic drugs, or controlled substances without a prescription, are not permitted on university-owned or operated property. Specific items and actions prohibited under this policy include, but are not limited to cannabis*, methamphetamines, barbiturates, cocaine, hallucinogens, Kratom, Kava, anabolic steroids, prescription drugs not prescribed to the student, drug paraphernalia, driving while impaired by any drug, and drug-related activities used to induce an altered state. The University reserves the right to hold students responsible for their behavior.

9.00 CANNABIS

Students and their visitors are expected to adhere to all policies and laws related to cannabis as outlined here in the McKendree University Student Handbook or by the federal government, the State of Illinois, St. Clair County, and the City of Lebanon. The Illinois Cannabis Regulation and Tax Act (CRTA), authorizing individuals over the age of 21 to recreationally use cannabis in the state of Illinois, does not change this prohibition or authorize a student to use cannabis on university-owned, including housing, as well as vehicles or individual property on university property, or operated property. Federal law, including the Drug-Free Workplace Act and the Drug-Free Schools and Communities Act, continues to prohibit cannabis. Thus, cannabis use, possession, production, manufacture, sale, possession with intent to sell, trafficking, or distribution, even if in compliance with CRTA, is prohibited on campus.

9.10 Cannabis Prohibition

The use, possession, production, manufacture, sale, possession with intent to sell, trafficking, or distribution of cannabis, cannabis products containing THC, and synthetic cannabinoid products is not permitted on university-owned or operated property. Many products advertised as CBD can also contain THC. The federal government states that any product containing more than 0.3% THC is to be considered marijuana. This will also constitute a violation of this policy.

9.20 Cannabis Containers

No persons shall collect empty cannabis containers, such as boxes, jars, or bottles, on university-owned or operated property. In addition, cannabis packaging or storage receptacles may not be used as decoration on university-owned or operated property.

9.30 Cannabis Paraphernalia

Cannabis trays, pipes, bongs, hit pipes, vaporizers, scales, grinders, and any other equipment, product, material, or behavior that is intended to be used for the purpose of using cannabis are prohibited.

10.00 ALCOHOL

Students and their visitors are expected to adhere to all policies and laws related to the possession, consumption, and/or distribution of alcohol, as outlined here in the McKendree University Student Handbook or by the federal government, State of Illinois, St. Clair County, and the City of Lebanon. The unlawful use, possession, purchase, and/or distribution of alcoholic beverages is prohibited on the McKendree University campus.

10.10 No persons shall use, possess, and/or distribute any alcoholic beverage on the university-owned or operated property with the following exceptions:

1. Athletic Venues and Events: Designated University athletic events that allow participants who are 21 + to consume alcoholic beverages at third-party venues that supply alcohol, such as the McKendree Rec Plex, and at tailgating events. The Bearcat Boulevard Tailgating Policies and Procedures are available on the McKendree Athletics website.
2. 21+ Approved Housing: Students of legal age, 21+, who applied and are approved to live in the 21+ alcohol-designated residential building(s) located at McKendree West, and their guests may possess and consume alcoholic beverages in their residential spaces, so long as all persons are 21+ during the time of consumption and follow all applicable policies.
3. Religious Worship: With the consent of the University Chaplain, alcohol may be consumed for sacramental purposes as part of a religious service or ceremony in Bothwell Chapel.
4. Permission from the President: Additional exceptions to this policy must be approved by the President of the University or a designee.

10.20 Alcohol Containers

No person shall collect empty alcohol containers, such as cans or bottles, on university-owned or operated property. In addition, alcohol storage including cardboard boxes, may not be used as decoration in these areas.

10.30 Alcohol Paraphernalia

Drinking games, funnels, shot glasses, beer bongs, and any other device or behavior designed for consuming alcohol are prohibited.

11.00 Public Intoxication

Public intoxication and drunkenness on university-owned or operated property are prohibited. Conditions considered intoxication include affected manner or disposition, speech, muscular movements, and general drunken appearance or behavior, as apparent to a reasonable person. Members of the University community recognize that a violation of any federal, state, or local laws governing the consumption and possession of alcohol or cannabis, including off-campus, is prohibited.

Examples may include Driving Under the Influence (DUI), being assessed as intoxicated in public, and underage possession/consumption. For cannabis such as public consumption, which is illegal such as in streets, parks, etc. It is illegal to consume cannabis in any vehicle (moving or not) and operating a vehicle under the influence of cannabis is illegal.

12.00 21+ Approved Housing Policy

McKendree University encourages students to make responsible decisions concerning the possession and consumption of alcoholic beverages. The University recognizes that some students who are of the legal drinking age as determined by the State of Illinois (21 and over, aka 21+) desire to take part in the use of alcohol. The 21+ Approved Housing Policy seeks to allow students who are 21+ the freedom to make their own choices about alcohol consumption while promoting responsible behavior and continuing to foster a safe and welcoming environment.

12.10 Eligibility Requirements

Students must meet the following requirements and maintain them during the academic semester, or they may lose their eligibility to reside in 21+ Approved Housing:

1. Apply for a 21+ Housing assignment; must be 21 years of age. Application found on the Residence Life website must be completed and approved.
2. Be in good conduct standing with the University, i.e., must not be on disciplinary or housing probation or have multiple substance policy violations
3. Possess a GPA of 2.5/4.0 or higher
4. Complete the training module(s) as required by the University before moving into the residential space; completion of training implies that the student understands and has agreed to follow the terms outlined in this policy.

12.20 Individual Accountability Requirements

The 21+ Approved Housing Policy is intended to allow for the casual enjoyment of alcohol by students who are 21+; students should not be encouraged to or intend to drink with the goal of becoming intoxicated.

1. Drinking games, funnels, beer bongs, and any other device or behavior designed to become intoxicated through the abusive use of alcohol are prohibited.
2. Students and their guests must be able to immediately provide validated photo identification, in the form of a government-issued or McKendree University ID for proof of legal age, when requested by a university official acting in accordance with their duties.

12.30 Community Wellbeing Requirements

To maintain a social atmosphere that is free of coercion for those who choose not to drink, a climate in which alcohol is not the focus must be maintained for community well-being.

1. Alcohol consumption is limited to the interior of the apartment; there should be no alcohol consumption in public areas (stairwells, landings, etc.) or outside areas (patios, porches, etc.). Students' apartment doors must be shut when consuming alcohol.
2. Students must not promote excessive use of alcohol through any means.

3. While transporting alcohol to and from an approved location, alcohol should be both sealed (unopened/unexposed) and discreetly packaged.
4. All empty alcohol containers must be placed in an opaque trash bag and disposed of in an exterior dumpster; alcohol containers are not to be used as decorations or kept as mementos.
5. Common alcohol sources over 750 ml (handles, kegs, pitchers, etc.) are prohibited.

12.40 Confiscation of Alcoholic Beverages

Entry, search, and seizure will follow the guidelines established in the McKendree University Student Handbook. During confiscation, all alcohol will be seized, and the open containers will be discarded by university staff with no eligibility for a refund. Confiscation will occur in the following situations:

1. Any person under 21 is present while alcohol is open
2. Any person who cannot provide their valid identification card with their birthdate.
3. Any person who is publicly intoxicated which is demonstrative by affected manner, disposition, speech, muscular movements, and/or general drunken appearance or behavior as apparent to a reasonable person
4. Any space where the maximum number of people allowed in a housing area (12) has been exceeded

12.50 Consequences and Follow-Up

It is the responsibility of the student to review the University's alcohol-related policies and initiate, maintain, and complete the 21+ Approved Housing eligibility requirements. Consequences for violation of this policy will include:

1. The staff will seize all alcohol present. Open containers will be disposed of. Unopen containers will be labeled and moved to storage. The staff will also document the situation.
2. Adjudication will commence through the Student Conduct process, see the Code of Student Conduct for the Resolution of Complaints. The apartment's 21+ Approved Housing Status will be temporarily revoked until the judicial meeting's outcome and appeal are completed.
3. If residents are found responsible for an alcohol policy violation, they will be relocated to another residential building.

12.60 The Illinois Social Host Law

The Illinois Social Host Law place greater responsibility on those who host underage drinkers. Specifically, the law provides that a person is guilty of a Class A misdemeanor who authorized or allows underage individuals to possess or consume alcohol in the person's residence. This means that if you host a party – even if it is BYOB – where you know there is underage drinking happening, you could be arrested and fined between $500 and $2,500.

Additionally, if a violation of this law directly or indirectly results in "great bodily harm or death" to any person, the social host is guilty of a Class 4 felony. This means a minimum of one year in jail, among other serious penalties.

13.00 RECORDS, IDENTIFICATION, AND KEYS

a. No person shall lend or give another person a University identification card, key, key card, or other official identification.
b. No person shall use or possess a university identification card, key, key card, or other official identification that is not rightfully theirs.
c. No person shall fail to produce a photo identification card when requested to do so by a university official.

14.00 MISUSE OF SUPPLIES, DOCUMENTS, AND FORGERY

No person(s) shall forge or alter supplies and/or documents of the university, nor shall any person(s) use, receive, or possess such supplies and/or documents of the university without proper authorization.

15.00 FALSE REPORTING

a. No person(s) shall convey false or baseless information regarding university business or judicial procedures to any university community member or office knowing the information reported or circulated to be false or baseless.
b. No person shall knowingly offer false testimony at any judicial meeting.

16.00 OFFICIAL REQUESTS AND ORDERS

No person(s) shall fail to comply with a legitimate, reasonable, and lawful request or direction by university faculty or staff; officially recognized volunteers; or local, state, and federal officials.

17.00 COMPLICITY

No person may condone, support, facilitate, assist, or encourage conduct that violates University policy. Students who are present when a violation occurs are expected to remove themselves from the situation when it is safe to do so.

A student who knows that their roommate, another person, or a group is engaging in an ongoing or serious violation of University policy is expected to report the conduct to an appropriate University official. A student may be held accountable under this policy when the student knowingly permits, assists, conceals, or fails to report such conduct.

18.00 DESTRUCTION OF PROPERTY

No person(s) shall burn, destroy, or otherwise damage any property on university-owned or operated property. In addition, no person(s) shall, in any manner whatsoever, deface or alter any property under the ownership or control of the university without permission from the appropriate university office.

19.00 THEFT OF PROPERTY

a. No person(s) shall remove or use such property without authorization from the university or the individual owner.
b. No person(s) shall knowingly possess stolen property or impede recovery by the owner or university officials acting on behalf of the owner.

* McKendree University is not responsible for any lost, stolen, or damaged items.

20.00 HAZING

No person(s) or group(s) shall force any member(s) of the university community to engage in degrading or humiliating activities and/or situations or place any person(s) in situations that threaten their health, safety, or well-being, for purposes of entering or remaining in any university organization, group, or team.

21.00 LITTERING

No person(s) shall drop, discard, throw, or otherwise dispose of bottles, cans, papers, food, or waste of any kind in/on university-owned or operated buildings or grounds, except in receptacles provided for that purpose.

22.00 ABANDONED VEHICLES

Any vehicle parked on university-owned or operated property without a valid registration and license plate will be treated as abandoned. Abandoned vehicles may be towed and stored at the owner's expense.

23.00 ANIMALS

No person(s) shall bring into any university-owned or operated building any animal, except for 1) those animals being used for university-authorized research, 2) approved assistance animals, and 3) fish in a 10-gallon or smaller tank. Approved animals may still be subject to various rules and/or guidelines per the university's Assistance Animal Policy.

24.00 FIRE EQUIPMENT AND ALARMS

a. No person(s) shall disregard a fire alarm signal or refuse to evacuate a university-owned or operated building when a fire alarm is activated.
b. No person(s) shall operate or trigger any mechanical or electrical apparatus, or a combination thereof, to create a false alarm.
c. No person(s) shall, without authorization, operate or tamper with any fire safety equipment, except for use in emergencies and for such purposes for which the equipment was intended.

25.00 CANDLES AND INCENSE

The use of candles, candle warmers, oil lamps, incense, and/or open flames of any type (including birthday cake candles) are fire hazards and are prohibited in any university-owned or operated building. Possession or use of one of these items poses a significant fire hazard and can result in confiscation.

a. Possession of a candle with a burnt wick or used incense is a violation of this policy and can result in confiscation.
b. Bulb candle warmers are the only type of candle/wax warmers allowed on campus.

26.00 ELECTRICAL APPLIANCES AND EQUIPMENT

a. Approved appliances for use in student rooms include clocks, radios, computers, stereos/speakers, fans, televisions, lamps, and single-cup coffee makers without a hotplate and/or stay-on heating element (700 watts or less). Students living in traditional housing or suite-style housing are not permitted to use electrical equipment such as toasters, crockpots, air fryers, nor those that utilize open heating elements. Students living in apartment-style housing are permitted to use everyday kitchen appliances previously listed.
b. Students may not use the following items in any residential area: gas appliances, dehumidifiers (unless provided by the university), electric blankets, sun lamps, indoor grills, non-university-provided air conditioners or heaters, outside antennas and satellite dishes, non-university-provided washing machines and dryers, smoke machines, hoverboards, Segway scooters, drones, and other similar devices. Hazardous electrical appliances needing electrical repair or containing an open heating element are prohibited.
c. The University reserves the right to prohibit other appliances not listed above if the item constitutes a potential risk.
d. Tampering, altering, or rewiring electrical outlets or equipment is a fire and safety hazard and is not permitted. Overloading outlets with many appliances is also a fire hazard. Un-grounded extension cords are not permitted in residential areas. Students may use a UL-approved power strip with a built-in surge protector. Power strips may not be used in series (one connected to another).

27.00 OUTDOOR GRILLS, FIRE PITS, AND FUELS

No person(s) shall store or use outdoor grills, fire pits, and/or fuels in any university-owned or operated housing facility. The use of wood-burning, gas, or electric fireplaces is not permitted in any residential area. Students may utilize the fire pit located outside of Ames.

28.00 NOISE

a. Community living in an academic setting requires that residents respect the rights of others to study and sleep. No person shall create sounds or use devices such as using radio, stereo, musical instrument, or sound amplification equipment that unreasonably annoys or disturbs the quiet or comfort of any member of the university or surrounding community or that interferes with the normal functioning of the university.
b. Students are expected to adhere to 24-hour courtesy hours. Quiet hours are enforced nightly from 10:00 PM – 8:00 AM, Sunday night through Friday morning, and 12:00 AM – 8:00 AM, Friday night through Sunday morning.
c. Starting at midnight the Sunday before finals, continuing through finals week, and ending when the halls close for the semester, the residential facilities and surrounding grounds are under continuous quiet hours.

29.00 VISITATION

Students living in university-owned or operated housing can have visitors 24/7 days per week with permission from their roommates unless otherwise designated by the residence hall/suite/apartment complex. Visitors are individuals who do not live in the designated room. Visitors must be escorted by a resident while inside university housing and cannot be left in a building while their host is not present. Under no circumstances will visitors be issued keys, access cards, or mattresses. The host and the visitor will both be held accountable for any policy violations, damages, and/or loss of university property.

- Students may host a visitor overnight in their residential assignment. However, roommate(s) should be consulted before visitors are approved to stay in the residential area. The roommate(s) should not be compelled to leave the room to accommodate a visitor. The maximum number of people allowed in a housing area is eight (8) in a residence hall room and twelve (12) in an individual suite or apartment.

30.00 COHABITATION

A visitor is any individual who does not live in the designated room. A visitor may not stay overnight in University housing for more than three (3) nights within any fourteen (14)-day period, regardless of the number of residents, rooms, or residential units the visitor stays with during that period.

Residents must obtain their roommate(s)' consent before hosting an overnight visitor. The presence of a visitor must not interfere with a roommate’s reasonable use, comfort, privacy, or enjoyment of the shared living space. Repeated or extended overnight stays that create the appearance that a visitor is residing in University housing are prohibited.

31.00 SOLICITATION

a. Solicitation (including but not limited to fundraising) by students, registered student organizations, teams, or departments on university premises or relating to a university-sponsored event is prohibited without the prior approval of the appropriate campus office.
b. Other members of the university community, such as applicants for academic admission and employment, visitors, guests, vendors, contractors, and other third parties, are prohibited from soliciting and distributing on university premises or in connection with university-sponsored events without prior approval from the Office for Student Affairs.

32.00 UNAUTHORIZED ENTRY, USE, OR TRESPASSING

a. No person shall enter or use university facilities or property, or property owned or operated by the university, for an improper purpose without proper authorization.
b. No person shall assist another individual in entering or using university facilities or property, or property owned or operated by the university, for an improper purpose, without authorization.

CONDUCT SANCTIONS

GOALS

In determining conduct sanctions, the university seeks to balance upholding community standards with aiding individual student development. Sanctions are designed to achieve the following goals:

- To reestablish order while considering the common good, which sometimes necessitates the temporary or permanent removal of the Respondent from the university community;
- To allow Respondents to reflect upon their actions and the impact of those actions on themselves, others, and the university community;
- To repair the harm for those impacted;
- To address the cause of the violation and help restore the Respondent to good standing within the university community, provided the safety of the community is not jeopardized by the individual's presence.

SANCTIONING CONSIDERATIONS

Sanctions shall not be put into effect until:

- The Respondent has received written notice of the decision of the Conduct Officer; or
- The Respondent has received written notice of the decision of the Conduct Board.

The following factors guide the range and variation of sanctions:

- The nature and severity of the incident;
    - Committing multiple violations during a single incident
    - Committing a violation in self-defense and/or defense of others
- The developmental needs of the student responsible for the policy violation;
- Any prior conduct history of the student responsible for the policy violation;
- The need to remedy the effects of the incident on others;
- The level of accountability and cooperation taken by the student responsible for the policy violation;
- The level of influence that drugs and/or alcohol may have played in the policy violation;
- The level of risk, harm, and/or trauma caused by the student responsible for the policy violation to another person, property, and/or the university community;
- Any language and/or behaviors that demonstrate bias against an individual or group because of an actual or perceived personal identity, such as, but not limited to, age, disability, ethnicity, gender, gender identity, gender expression, national origin, race, religion, and/or sexual orientation (See also: Statement on Non-Discrimination);
- Retaliatory conduct towards another person involved in the conduct process.
    - Retaliatory conduct refers to conduct that adversely and unjustifiably affects another's terms and conditions of employment, educational experience, or quality of life and that is motivated by an intent to cause physical or emotional harm because of the targeted individual's involvement in the filing or investigation of a student conduct complaint.

FAILURE TO COMPLETE SANCTIONS

Failure to complete any conduct sanction 1) by the given deadline or 2) before the student takes a leave of absence, withdraws, or graduates will have each incomplete sanction referred to a fine. As previously stated, sanctions are created to broaden a student's perspective and encourage growth and development, so fines for incomplete sanctions will be enough to motivate students to complete their sanction versus accepting the fine.

WITHDRAWAL PRIOR TO SANCTION COMPLETION

The university maintains conduct authority over students who take a leave of absence, withdraw, or graduate for any misconduct that occurred before the leave, withdrawal, or graduation. If sanctions are left incomplete after the due date, the sanctions will be referred to as a fine and the case closed, or a hold may be placed on the student's ability to reenroll. All sanctions must be satisfied before re-enrollment eligibility. In the event of serious misconduct committed while still enrolled but reported after the accused student has graduated, the university may invoke these procedures, and should the former student be found responsible, the university may re-enroll.

LIST OF CONDUCT SANCTIONS

This list of potential sanctions is provided as a guideline for Conduct Officers and members of the Conduct Board. However, the Conduct Officer or Conduct Board may deviate from the listed sanctions for sufficient reasons. Implementation of the sanction(s) will begin immediately or as assigned.

1. Educational Sanction: An official sanction for an educational purpose. The sanction may or may not directly correlate to the violation. Examples include meeting with University faculty or staff, presenting a program, writing a paper, etc.
2. Disciplinary Warning: A disciplinary warning is an official, written reprimand given to draw a student's attention to their behavior being inappropriate and not meeting university expectations required of McKendree students. If a student is found responsible for additional University policy violations, they can receive subsequent disciplinary action(s) and progressively severe sanctions.
3. Disciplinary Probation: A temporary status that remains in effect for a specific period and is generally considered to be the preliminary step to suspension or expulsion from the university, should the student be found responsible for additional violations. It specifies that the student is not in good judicial standing with the institution.
4. Zero Tolerance Probation: A status based on conduct history and severity of the infraction.
5. Financial Restitution: Individuals may be required to pay for the repair and/or replacement of damaged property owned or operated either by the university or individuals enrolled or employed by the university.
6. Loss of Privileges: A sanction that limits or removes specific privileges the student may hold within the university for a specific period.
7. Co-curricular Activity Suspension: This suspension can be of indeterminate length, depending on the severity of the violation. In such instances, students may continue to attend class, labs, and study in the library; they may eat meals in the Ames or Café 1828 and take care of normal administrative functions related to being a student. However, students sanctioned with a co-curricular activity suspension may not participate in athletics, club or intramural sports, non-academic music groups or organizations, clubs/organizations, or social events sponsored by the university.
8. Restricted Access: A sanction that prohibits the student from accessing a specific area of owned or operated university property without prior approval or a Public Safety escort.

9. Alcohol & Other Drugs (AOD) Program: An educational program provided by the university's Counseling Services Office that requires students to meet with staff to discuss their alcohol and/or drug use.
10. Probation of Campus Residency: A temporary status that remains in effect for a specific period and is generally considered the preliminary step to relocation or removal of university housing, should the student be found responsible for additional violations.
11. Relocation of Campus Residency: An official sanction that requires the student to vacate their formerly assigned residence and relocate to a new assignment. If this decision is appealed, the student may be removed from their formerly assigned residence at the discretion of the Vice President for Student Affairs (or designee) while the appeal is pending.
12. Removal of Campus Residency: Removal of campus residency may be imposed for a specific or indefinite period, as is deemed appropriate by the Conduct Officer, Conduct Board, or Sexual Misconduct Hearing Panel. Students who are removed from university housing must vacate their assignment once the sanction is executed. If this decision is appealed, the person may be removed from university housing at the discretion of the Vice President for Student Affairs (or designee) while the appeal is pending. Students will not be permitted to visit or stay with friends living in any campus housing facility. Additionally, special conditions may be imposed.
13. No Contact Order: A No Contact Order is an official, written document issued by the Office for Student Affairs stipulating that the individuals named within are to refrain from any verbal, physical, written, or electronic contact of any kind. This includes contact through third-party individuals. Specific exceptions to the No Contact Order may be granted by the Vice President for Student Affairs (or designee).
14. Interim Suspension: A temporary suspension of certain rights or privileges that may be imposed by the Vice President for Student Affairs (or designee) while a judicial case/appeals case is pending or after a student has been subject to a felony arrest. An interim suspension is imposed upon the determination that the safety and well-being of the university community or specific persons is at risk. The terms of the interim suspension may be broad and inclusive, or they may be restricted to a specific location and/or function.
15. Suspension: A decision of suspension terminates the student's status as an enrolled student for a specific period, with a minimum of one (1) year and up to a maximum of five (5) academic years and prohibits the student from attending classes. A suspended student may not enter any part of university-owned or operated property without specific authorization from the Vice President for Student Affairs (or designee). Students who reside in university housing shall remove their belongings from their place of residence after the sanction has been issued.
16. Expulsion: A decision of expulsion terminates the student's status as an enrolled student. An expelled student may not enter onto university property without specific authorization from the Vice President for Student Affairs (or designee). Students who reside in university housing shall remove their belongings from their place of residence after the sanction of expulsion is issued. Students receiving a sanction of expulsion will be unable to re-enroll at the university.

No student suspended or expelled from the university is entitled to any refund of tuition, room rent, or board.

APPEALS OF THE CONDUCT PROCESS DECISIONS

For most cases, decisions reached through a judicial meeting may be appealed to the Office for Student Affairs through the Appeal Submission Form. A decision reached through a judicial meeting may be appealed only once, and the decision of the Appeal Officer is final.

However, for cases involving suspension or expulsion from the university, a decision reached by the Conduct Board may be appealed to the Vice President for Student Affairs.

REQUESTS FOR APPEAL

An individual who requests an appeal is called the Appellant. The Appellant must file their request for an appeal with the Office for Student Affairs within three (3) business days of the Outcome Letter being sent to the student's McKendree email account, and it must state the specific grounds on which the appeal is being requested (see also: Grounds for Appeal). The Office for Student Affairs then directs the request to the Appeal Officer. While students have the right to request an appeal, it is up to the discretion of the Appeal Officer to consider if the appeal will be heard.

The burden of proof rests on the Appellant, who must establish that the original process or decision was substantially flawed (see also: Burden of Proof).

If a request for an appeal is submitted, the Appeal Officer is provided with all case records and documents that have previously been collected or submitted. To have their perspective represented in the case file, the Appellant must submit their materials to the Office for Student Affairs, at the time they submit their appeal request.

Before and during the meeting, the Appeal Officer will have access to the Appellant's judicial history. Appellants may review their judicial history and the full case file before their meeting by contacting the Appeal Officer at least three (3) business days before the meeting. Exceptions will be made if the time between the request for an appeal and the appeal meeting is fewer than three (3) business days. The Appeal Officer will review and consider all materials submitted and meet with the Appellant as soon as reasonably possible.

Appeal Meetings will consist of questions from the Appeal Officer to the Appellant and any witnesses presented to them. Witnesses are not allowed to observe any part of the meeting other than their participation. Appellants are responsible for providing the Appeal Officer with the names of any witnesses they would like included. Only witnesses with direct knowledge of the alleged incident will be considered by the Appeal Officer. The Appeal Officer may choose to limit the number of witnesses attending an appeal meeting. Appellants may be accompanied by an Advisor of their choosing (see also: Advisors).

The Appellant is not permitted to communicate directly with witnesses or other students involved in the case during the meeting unless approved by the Appeal Officer. Appellants are not required to respond to the alleged violations either orally or in writing and can choose to attend or not attend their assigned meeting. However, should the Appellant choose not to attend the meeting, the Appeal Officer will hear the case regardless, and they will subsequently issue findings and, if necessary, sanctions, in the Appellant's absence.

GROUNDS FOR APPEAL

An appellant may seek review on one or more of the following grounds:

- Question of Fact: An appellant may appeal against a question of fact by introducing new evidence that would significantly affect the outcome of the case. This evidence must have preceded the date of the judicial meeting. Evidence that was available to the appellant for use in the original meeting, but was withheld by the appellant, shall not constitute a question of fact, nor is it to be considered upon appeal.
- Question of Procedure: An appellant may appeal for a question of procedure by demonstrating that the procedural guidelines established in this document were breached and that these errors affected the outcome of the case.
- Severity of Sanction: An appellant may appeal for the severity of the sanction when the penalty exceeds the range of sanctions set by precedent for the specific violation. Mere dissatisfaction with a sanction is not grounds for appeal.

APPEAL OUTCOMES

The Appeal Officer uses the "preponderance of evidence" standard to determine decisions (see also: Standard of Proof). The Appeal Officer considers the information presented as evidence and utilizes their reasoning skills and training to establish the weight of each piece of evidence in a case.

Appeal Outcome: The following actions may be taken by the Appeal Officer if the appeal is heard;

- Affirm the finding of "Responsibility" and the original sanctions;
- Affirm the finding of "Responsibility" and alter the original sanctions; or
- Overturn the initial findings and sanctions and return the matter to the Office for Student Affairs for action consistent with the Appeal Officer's determination

Notice of Determination: The Appeal Officer considering the Appeal will provide a written explanation of their determination to the Appellant. This determination is final and binding for all parties.

TEMPORARY HOLD OF SANCTIONS

Any sanctions imposed through a judicial outcome are held pending until the deadline for submission of a Statement of Appeal has passed. Once a student has submitted a Statement of Appeal, their sanction(s) will continue to be held pending the final appeal decision outcome.

Note: Sanctions of Interim Suspension are not approved for temporary hold.

CONFIDENTIALITY

The university is committed to facilitating an environment that encourages students to report incidents of misconduct and will always attempt to resolve a situation following a student's wishes. In most cases, the university will not initiate student conduct proceedings or take administrative action without consulting the Complainant first.

In some exceptional circumstances where the incident in question presents a continuing threat to the campus community, the university may be required to investigate regardless of the Complainant's desire to pursue allegations of student misconduct. Additionally, the university may be required to issue a "timely warning" to the campus community, as required by The Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Act. Timely warnings do not include personally identifiable information of involved parties.

All reports of misconduct will be maintained with the highest possible level of confidentiality. The information provided by the Complainant will only be shared with essential staff members and only as necessary for the effective investigation and adjudication of the case. When reports of misconduct involve other students, either as Respondents or witnesses in the case, some information may need to be shared with those involved to complete a thorough investigation.

Due to the sensitive nature of grievances, to facilitate open and honest testimony, all information presented during a student conduct proceeding is confidential and may not be disclosed to the public. Specifically, the testimony, whether written or oral, presented by the student(s) involved in the case, or witnesses, during the conduct proceedings and all documents provided in preparation for or during the conduct proceedings may not be disclosed to any other party, except to the student's immediate family and/or Advisor (when indicated by the student).

McKendree University is committed to ensuring confidentiality during all stages of the student conduct process. If students are unsure whether they want to involve family or friends and are not yet certain whether they want to report to the police or the university, there are resources available, both on and off campus, that offer confidential assistance and support. Information on confidential resources can be found

through Counseling Services at 513 Stanton Street or through the Center for Faith & Spirituality at Bothwell Chapel.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

FERPA protects the privacy of student education records, including personally identifiable information derived from student conduct records. Generally, schools must have written permission from a student to release any information from a student's education record. FERPA only allows schools to disclose student records without previously granted student consent in certain situations and/or to certain individuals, such as:

- To school officials with legitimate educational interest
- To other schools to which a student is transferring
- To comply with a judicial order or lawfully issued subpoena
- To parents when there is a health or safety emergency involving the student,
- To the victim of an alleged crime of violence or sexual misconduct concerning the results of a Judicial Meeting.

A full definition of the McKendree University Notification of Rights under FERPA can be found in the University Policies section of this handbook or on the University's Academic Records webpage.

ANONYMITY

McKendree University understands the sensitive nature of some incidents of alleged misconduct. Further, the university is mindful of a complainant's desire, in some cases, to report an incident without disclosing their name or other identifying information. McKendree will always attempt to protect a student's anonymity if that is the student's request. Doing so, however, can oftentimes make it more difficult to thoroughly and effectively investigate an incident. The university will work with each student on a case-by-case basis to find the approach that best fits the student's wants and needs.

STUDENT ORGANIZATIONS

Information gathered during an investigation of student organization misconduct, as well as any conduct findings and decisions, may be shared with the student organization's headquarters, sponsoring department, and/or organization, as appropriate. This otherwise confidential information will not be shared with other students, or any outside communities related to the organization.

Student organization records may not impact the content of individual student records for members of those student organizations. A finding of responsibility for misconduct for a student organization does not indicate a finding of responsibility for individual students. Individual students may be subject to their own conduct processes, separate from the student organization process.

All records related to student organization conduct processes will remain on file with the university for at least seven (7) years from the case's completion date and/or appeal processes.

AMNESTY

The University will provide educational options in place of conduct proceedings in certain situations. Examples of the amnesty provision include, but are not limited to:

- Victims of misconduct who were engaged in policy violations, such as underage drinking or drug use, at the time of the incident.
- Students who aid others by calling medical personnel or law enforcement.
- Students who bring their own use, addiction, or dependency to alcohol, drugs, or other addictions to the attention of the University before any conduct incidents or reports.

Abuse of amnesty provisions can result in a violation of the Code of Student Conduct. Amnesty does not preclude students from being charged with allegations of misconduct related to abuse or harassment against others (see also: Policies on Physical, Verbal, and Sexual Abuse or Harassment). The Code of Student Conduct amnesty provisions do not impact action by police or other legal authorities. Amnesty does not preclude students from being assigned other educational interventions. The Office for Student Affairs can assist with questions related to amnesty provisions.

DISCLOSURE OF OUTCOMES

DISCLOSURE TO THE RESPONDENT

At the conclusion of all student conduct cases, the Conduct Office, the Conduct Board (or their designee) will offer written disclosure of the outcome to the Respondent via McKendree e-mail address. The disclosure may include, at a minimum:

- Findings for each alleged violation;
- Terms of any sanction(s) imposed against the Respondent; and
- Appeal rights, if applicable.

The Respondent is permitted to share, with any person(s) they deem appropriate, the allegations resulting from the incident, the determination of responsibility, and any sanctions imposed through the Office for Student Affairs. However, all information presented during the student conduct proceeding is confidential and may not be disclosed to the public (see also: Confidentiality).

DISCLOSURE TO COMPLAINANTS AND/OR ALLEGED VICTIMS

According to federal mandates and the Family Educational Rights and Privacy Act (FERPA), the Office for Student Affairs will only offer written disclosure of the outcome of the case to a Complainant if the allegations constitute:

- A violation of the University's sexual misconduct policy; and/or
- A crime of violence, as defined by FERPA.

The disclosure may include:

- Findings for each alleged violation;
- Sanction(s) imposed on the Respondent that directly relate to the Complainant and/or alleged Victim;
- Brief rationale for the Conduct Officer's/Conduct Board's decision, as directly related to the Complainant; and
- Appeal rights, if applicable.

The Complainant is permitted to share with any person(s) they deem appropriate the allegations resulting from the incident, the determination of responsibility, and any sanctions imposed through the Office for Student Affairs. However, all information presented during the student conduct proceeding is confidential and may not be disclosed to the public (see also: Confidentiality).

DISCLOSURE OF APPEAL OUTCOME

If an Appeal is filed regarding the outcome of a case, the outcome of the appeal(s) will be made to the appropriate parties, consistent with the terms outlined for disclosure of the original decision. The disclosure may include, at minimum:

- Findings for each ground on which the Appellant appealed; and
- Any alterations to sanction(s) that impact the respective party.

PERTINENT ADMINISTRATIVE POLICIES

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REGISTRATION OF SEX OFFENDERS

McKendree University complies with the Illinois Sex Offender Registration Act (730 ILCS 150), which requires all sex offenders employed by or attending an institution of higher education to be registered with the public safety or security director of the institution of higher education. In compliance with this Act, any student, faculty, or staff member who is registered as a sex offender must register in person within 3 days of beginning classes or employment at the McKendree Public Safety office, located at 802 College Road, Lebanon, IL 62254. Failure to comply with registering could result in expulsion.

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ANTI-HAZING POLICY

Purpose: McKendree University believes in maintaining an environment that recognizes the worth and value of every individual. Every student should be able to participate in activities and organizations without compromising their health, safety, or welfare. Therefore, hazing is unacceptable and a violation of University's policy regardless of intent, consent, or tradition. In addition, it is against federal (Stop Campus Hazing Act) and state law (Illinois Anti-Hazing Law). This document outlines the University's policy against Hazing, reporting mechanisms, investigation of reports, enforcement of violations, and prevention/awareness programs.

Applicability: This policy applies to all students, student organizations, and advisors/volunteers to student organizations, whether activities occur on or off campus.

Policy Details

1) Definitions
   a) Annual Security and Fire Safety Report – a report containing statistics of Clery Crimes and certain fire safety statistics for the three most recent calendar years, as well as University policy statements and procedures addressing campus security and fire safety.
   b) Hazing - any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons, regardless of the willingness of such other person or persons to participate, that:
      i) is committed in the course of initiation/admission into or maintenance of membership in a student organization; and
      ii) violates local, federal, or state criminal law or causes or creates a reasonable risk, above the reasonable risk encountered in the course of participation in McKendree University activities or the student organization's activities, of physical or psychological injury.
   c) Student - individuals who have been notified of their admission to McKendree University and/or who are matriculated, enrolled, or registered in any McKendree University academic program or activity.
   d) Student Organization - any organization (such as a club, society, association, varsity or junior varsity athletic team, club sports team, fraternity, sorority, band, or Student government) in which two or more of the members are students enrolled at McKendree University, whether or not the organization is established or recognized by McKendree University.
2) General Prohibition and Examples
   a) Hazing is prohibited. Examples of Hazing include, but are not limited to:
      i) whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on someone's body, or similar activities;

ii) causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activity;
iii) causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substances;
iv) causing, coercing, or otherwise inducing another person to perform sexual acts or to endure brutality of a sexual nature;
v) any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct or an activity that creates a reasonable likelihood of bodily injury;
vi) any activity that adversely affects the mental health or dignity of an individual;
vii) exclusion from social contact or conduct that could result in extreme embarrassment; and
viii) any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, state, tribal, or federal law.

b) Hazing is considered a violation of the Student Code of Conduct ("Code") and will be administered in accordance with the Code provisions. Consent is not a defense to Hazing. That the conduct was sanctioned or approved by the student organization or any affiliated entity - including campus chapters and their regional, national, or international bodies - is also not a defense.
c) For students, being in the presence of a violation of Hazing without reporting it could be considered a violation of applicable sections of the Code. For employees, presence without reporting may violate the Standards of Conduct and other applicable policies and lead to discipline, up to and including termination.

3) Reporting and Investigation of Hazing
a) McKendree strongly recommends all members of the University community who believe that they have witnessed, experienced, or are aware of conduct that constitutes Hazing in violation of this policy to report the violation to the Department of Public Safety or the Dean of Students. Individuals may also make reports through the online Incident Report Form. Investigations will occur as outlined in the Code.
b) Retaliation and Interference: The University also considers retaliation against parties and witnesses to be a serious violation and will investigate and hold accountable any Student found to have retaliated against another Student as a result of that Student's reporting of, or participation in an investigation of, Hazing. Interference in an investigation under this policy by Students or Student Organizations is also subject to sanctions under the Code.
c) Disciplinary Sanctions: Student Organizations found to be in violation of this policy may face sanctions ranging from a warning to a loss of status as a recognized Student Organization. A finding of responsibility for a student organization does not indicate the finding of responsibility for individual members. However, individual members may be subject to an individual conduct process separate from the student organization. Individuals found to be in violation of this policy may face sanctions ranging from a warning to dismissal.

4) Prevention and Awareness Programs
The University will offer research-informed, campus-wide prevention programming designed to reach all members of the University community, which addresses:
a) This policy;
b) How to report Hazing;
c) Information about the University Hazing response process;
d) Any applicable federal, state, or local law; and
e) Primary prevention strategies.

Requests for training can be made to the Office of Student Affairs.

5) Campus Hazing Transparency Report
   As required by the Stop Campus Hazing Act, the University will publicly report, in summary form, findings concerning any recognized Student Organization found to be in violation of the University's Code of Conduct related to Hazing in a Campus Hazing Transparency Report.
   Statistics of Hazing violations shall also be published in the Annual Security and Fire Safety Report.

Criminal Enforcement

Hazing is a violation of state law and may lead to criminal or civil penalties. Depending on the severity of the action, it may be classified as a misdemeanor or felony with monetary penalties for organizations up to $15,000 for each violation.

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BIAS OR HATE CRIME REPORTING PROTOCOL

Bias incidents refer to conduct, speech, images, or expressions that demonstrate conscious or unconscious bias which targets individuals or groups based on but not limited to their actual or perceived race, ethnicity, national origin, sex, gender identity, or expression, sexual orientation, disability, age, religion, socioeconomic status or other social identities.

A bias incident is different from a hate crime in that it does not necessarily involve criminal activity. A hate crime is generally defined in federal and state statutes as a criminal offense committed against a person or property that is motivated, in whole or in part, by the offender's bias against the victim's identity or group affiliation. Students and employees are encouraged to report all types of bias-related incidents precipitated by intolerant behaviors.

GUIDELINES FOR REPORTING BIAS-RELATED INCIDENTS:

- Student submits a Bias/Hate Crime Incident Report via the McKendree University website on My MCK homepage by clicking the Incident Reporting tile, clicking on Bias or Hate Crime Reporting Form, and clicking Submit.
- Once submitted, the Incident Report is routed to the Dean of Students, Title IX Coordinators (if applicable), Director of Public Safety, and Human Resources Office, if the incident involves an employee.
- The Dean of Students, Title IX Coordinators, or Human Resources Office shares the incident report with the President of the University. If an employee is involved in a bias incident, the Human Resources Office contacts the employee's supervisor.
- The Dean of Students, Title IX Coordinators, or designee will contact the student offering interim support measures. When necessary, the Human Resources Office meets with the employee to offer interim support measures.
- The Director of Public Safety and the Dean of Students, Title IX Coordinators, or Human Resources Office review the incident description to determine if a Campus Clery notification is required. If a Clery notification is not required, the Director of Public Safety may determine if a general campus notification is necessary and the appropriate timeline for doing so.
- The Director of Public Safety or designee notifies the Lebanon Police Department and/or Illinois State Police. State and Local police departments' investigations take precedence over McKendree University's internal investigations.
- The Director of Public Safety and/or the VPSA or the Human Resources Office lead the investigation unless the incident falls under a possible Title IX Sexual Harassment IX Policies & Procedures violation. The Title IX Coordinator or Deputy Title IX Coordinator will take the lead on incidents constituting Title IX bias-related acts regarding sex and gender.

- Outcomes of investigation could lead to civil and/or student code of conduct disciplinary sanctions.

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DRUG-FREE SCHOOL AND COMMUNITY ACT

STANDARDS OF CONDUCT

For McKendree University to comply with the Drug-Free Schools and Communities Act and Education Department General Administrative Regulations (EDGAR) Part 86, the Drug-Free Schools and Campuses Regulations, McKendree University is required to notify the campus community of the following: policies related to drugs and alcohol, sanctions for violating these policies, and resources available for education and assistance. Additional information regarding student policies and procedures may be found in the Student Handbook available online. If you have questions about this notification, contact the Office for Student Affairs at (618) 537-6555.

NARCOTICS AND DANGEROUS DRUGS

No person shall possess, use, or have under his/her control narcotics, dangerous drugs, synthetic drugs, or any controlled substance without prescription including, but not limited to, marijuana*, methamphetamines, barbiturates, cocaine, or hallucinogens in any building or on any property owned or controlled by the university. Additionally, any person suspected of selling controlled substances and/or dangerous drugs as described above will be immediately reported to the Office for Student Affairs for investigation and may be subsequently subject to civil prosecution as well as university judicial action under the provisions of this document. The university may hold persons responsible for their behavior.

*The Illinois Cannabis Regulation and Tax Act (CRTA), authorizing individuals over the age of 21 to recreationally use marijuana in the state of Illinois, does not change this prohibition or authorize a student to use marijuana on the university-owned or operated property. Federal law, including the Drug-Free Workplace Act and the Drug-Free Schools and Communities Act, continues to prohibit marijuana. Thus, marijuana use, possession, production, manufacture, sale, possession with intent to sell, trafficking, or distribution, even if in compliance with CRTA, is prohibited on campus.

POSSESSION OR USE OF ALCOHOLIC BEVERAGES

No person shall use, possess, and/or distribute any alcoholic beverage on the university-owned or operated property with the following exceptions: 1) if a resident of 21+ Approved Housing (effective Fall 2022), 2) Bearcat Boulevard Tailgating and other athletic events, and 3) Hett Events.

LEGAL SANCTIONS

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

STATE SANCTIONS

State of Illinois statutes and sanctions on alcohol and/or illicit drugs include: driving under the influence of alcohol and/or other drugs (625 ILCS 5/11-501); driving while in violation of the underage consumption of alcohol (625 ILCS 5/11-501.8); transporting or possessing alcohol in a motor vehicle (625 ILCS 5/11-502); selling or possessing alcohol by persons under the age of 21, permitting a gathering where alcohol is consumed by those under the age of 21, selling or giving a false ID to a person under the age of 21 (235 ILCS 5/6-16); misrepresenting one's age to be over the age of 21 to obtain alcohol (235 ILCS 5/10-11); and possessing and delivering illicit drugs (740 ILCS 40/0.01 et seq., 720 ILCS 570/100

et seq., 720 ILCS 550/1 et seq. and 720 ILCS 570/401 seq.). Violations of these laws involving alcohol may include one or more of the following penalties: fines up to $2,500, one year in jail, felony charges, and suspension or revocation of driver's license. Violations of these laws involving drugs as a first offense may include fines up to $25,000 and one- to three-year imprisonment. Repeat offenders and those individuals participating in the manufacture and distribution of controlled substances may be subjected to long prison terms and fined up to $500,000. See the Illinois Compiled Statutes for more information: http://www.ilga.gov/legislation/ilcs/ilcs.asp.

SYNTHETIC DRUGS

Potentially deadly drugs marketed as Bath Salts, Synthetic Marijuana, K2, Spice, K3, K4 White Widow, and other names are illegal in Illinois as of January 1, 2012. Individuals face felony charges for possession or sale of the drug. Individuals in possession of the drug face three years in prison and $25,000 in fines.

FEDERAL SANCTIONS

Federal law penalizes the manufacture, distribution, possession with intent to manufacture or distribute, and simple possession of drugs ("controlled substances"). A first conviction may include up to one-year imprisonment, a fine of at least $1,000, or both. After one prior drug conviction: at least fifteen days in prison, not to exceed two years, and a fine of at least $2,500. After two or more prior drug convictions: at least ninety days in prison, not to exceed three years, and a fine of at least $5,000. A special, harsher sentencing provision applies for possession of crack cocaine (21 U.S.C. §844(a)). If personal or real property was used to possess or facilitate possession of the controlled substance, that personal and real property as well as vehicles, boats, aircraft, or any other conveyance used to transport or conceal a controlled substance may be forfeited (21 U.S.C. §§853(a) & 881(a)). Student loans, grants, contracts, and professional and commercial licenses, up to one year for the first offense and up to five years for second and subsequent offenses may be denied (21 U.S.C. §§853(a) & 881(a)). Firearms may not be received or purchased (18 U.S.C. §922(g)). Certain federal licenses and benefits (e.g., pilot licenses, public housing tenancy) are vested within the authorities of individual federal agencies. These penalties may be doubled, however, when a person at least eighteen years old: (1) distributes a controlled substance to a person under twenty-one years of age (a term of imprisonment for this offense shall not be less than one year), and/or (2) distributes, possesses with intent to distribute, or manufactures a controlled substance in or on, or within one thousand feet of, the real property comprising a public or private elementary or secondary school, or a public or private college (21 U.S.C. §§859 & 860). See the United States Code for more information: http://www.gpoaccess.gov/uscode/index.html.

LOCAL SANCTIONS

There are no local sanctions in addition to the state and federal sanctions listed above.

HEALTH RISKS

Under no circumstances does McKendree University condone drug or alcohol abuse. All students will be subject to federal, state and local laws and appropriate judicial action as described in the McKendree University Student Handbook. The following is a list of examples of drugs of abuse and their health risks. This is not to be considered a complete list but serves as an example. This list can change at the discretion of the university.

1. Narcotics - Heroin, Morphine, Hydrocodone
    a. Effects: Euphoria, drowsiness, respiratory depression, constricted pupils, nausea
    b. Effects of Overdose: Slow and shallow breathing, clammy skin, convulsions, coma, possible death
2. Depressants -GHB, Liquid Ecstasy, Valium, Xanax, Halcion, Ativan

   a. Effects: Slurred speech, disorientation, drunken behavior without odor of alcohol
   b. Effects of Overdose: Shallow respirations, clammy skin, dilated pupils, weak and rapid pulse, coma, possible death
3. Stimulants - Cocaine, Amphetamine/Methamphetamine
   a. Effects: Increased alertness, excitation, euphoria, increased pulse and blood pressure, insomnia, loss of appetite
   b. Effects of Overdose: Agitation, increased body temperature, hallucinations, possible death
4. Hallucinogens - Analogs, LSD, PCP, Angel Dust
   a. Effects: Heightened senses, teeth grinding and dehydration, illusions and hallucinations
   b. Effects of Overdose: Increased body temperature, electrolyte imbalance, possible cardiac arrest
5. Cannabis - Marijuana, Tetrahydrocannabinol, Hashish
   a. Effects: Euphoria, relaxed inhibitions, increased appetite, disorientation
   b. Effects of Overdose: Fatigue, paranoia, possible psychosis
6. Anabolic Steroids - Testosterone
   a. Effects: Virilization, edema, testicular atrophy, gynecomastia, acne, aggressive behavior
   b. Effects of Overdose: Unknown
7. Synthetic Drugs - Bath Salts, Synthetic Marijuana, K2, Spice, K3, K4 White Widow, and other names
   a. Effects: LSD-like hallucinations, elevated blood pressure and heart rate
   b. Effects of Overdose: Possible death
8. Inhalants - Amyl and Butyl Nitrate (pearls, poppers, rush, locker room)
   a. Effects: Flushing, hypotension, headache
   b. Effects of Overdose: Vomiting, respiratory depression, loss of conscious, possible death
9. Alcohol - Beer, wine, liquor
   a. Effects: Lowers inhibitions and brain functioning, judgment impaired, poor concentration, impaired coordination, increased heart rate
   b. Effects of Overdose: Vomiting, unconsciousness, cold, clammy, pale or bluish skin, slow or irregular breathing, mental confusion, seizures, permanent brain damage, or possible death

DRUG AND ALCOHOL PROGRAMS

In addition to providing various educational programs regarding alcohol and drug use throughout the course of the year, students may also get information regarding potential issues related to alcohol and/or drugs by contacting Health Services at (618) 537-6503, Counseling Services at (618) 537-6590, or the Office for Student Affairs at (618) 537-6555.

CONDUCT SANCTIONS

Violation of the above policies may result in a Disciplinary Warning through Suspension or Expulsion sanction. In addition to sanctions imposed by the university, members of the McKendree community may face prosecution by civil authorities for violating the alcohol and drug policies.

MISSING STUDENT POLICY

A student shall be deemed missing when he or she is absent from the University and/or has been reported missing by another individual without any known reason for more than 24 hours. All reports of missing students shall be directed to Public Safety and the Office for Student Affairs. After the student has been determined missing, Public Safety will immediately notify the Lebanon Police Department. All students shall have the opportunity to identify an individual to be contacted by the University in case a student is determined to be missing, or in other types of emergencies. If a missing student is under 18 years of age,

the Vice President for Student Affairs is required to notify the parent or guardian of the missing student not later than 24 hours after the determination that the student is missing. The Vice President for Student Affairs, or designee, shall have the responsibility to make the provisions of this policy and the institutional procedures for a missing person available to students.

PROCEDURE

Anyone who suspects a student may be missing should notify Public Safety, the Office of Residence Life, or the Office for Student Affairs immediately. In conjunction, the Student Affairs Office and Public Safety will investigate the situation and then determine if the student is missing. The Vice President for Student Affairs (or designee) will notify the President. Public Safety will notify the Lebanon Police Department within 24 hours after determining that the student is missing. The Vice President for Student Affairs will notify the individual identified by the missing student as the emergency contact within 24 hours of determining that the student is missing. If the missing student is under the age of 18, the Vice President for Student Affairs will notify the student's custodial parent or guardian within 24 hours of the determination that the student is missing.

STUDENT CONTACT INFORMATION AND NOTIFICATION OF POLICY PROCEDURES

Students may designate their emergency contact information on the housing application. The information is available from the Office of Residence Life, the Office for Student Affairs, and Public Safety.

University procedures for notifying students include posting the policy on the Office of Residence Life webpage, sending the policy to students by university e-mail, and including the policy in the McKendree University Student Handbook.

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SEXUAL HARASSMENT POLICY & PROCEDURES

POLICY STATEMENT

McKendree University is committed to providing a learning, working, and living environment that promotes integrity, civility, and mutual respect, free from discrimination on the basis of sex in its programs and activities. The University considers sex discrimination in all its forms to be a serious offense.

Sexual Harassment, whether verbal, physical, visual, or digital, is a form of prohibited sex discrimination.

SCOPE

This policy applies to all University employees, including staff, faculty, and administrators; students (beginning at admission); applicants for employment; customers; third-party contractors; and all other persons who participate in the University's educational programs and activities, including third-party visitors on campus, when the alleged conduct constitutes Sexual Harassment occurring against a person in the United States.

This policy prohibits conduct that constitutes "Sexual Harassment" as defined below when the complainant and respondent are members of the same or opposite sex, regardless of national origin, immigration status, or citizenship status. The University's prohibition on sexual harassment extends to all aspects of its educational programs and activities, including but not limited to admissions, employment, academics, athletics, housing, and student services.

This policy applies when the conduct occurs in an Education Program or Activity, defined as physical locations and events over which the University exercises substantial control, including the respondent and the context in which the sexual harassment occurs. Education Programs or Activities include any building

owned or controlled by a student organization that the University officially recognizes. This policy does not apply to Sexual Harassment that occurs off campus, in a private setting, and is not part of the University's Education Programs or Activities. This Policy also does not apply to Sexual Harassment that occurs outside the geographic boundaries of the United States.

The University will analyze all complaints made under this policy and, if necessary, take action to prevent the recurrence of sex discrimination and remedy its effects.

It is the policy of the University to comply with Title IX of the Education Amendments of 1972 and its implementing regulations, which prohibit discrimination based on sex in the University's educational programs and activities. The University has designated the following Title IX Coordinators to coordinate its compliance with Title IX and to receive inquiries regarding Title IX, including reports and formal complaints of Sexual Harassment:

Dr. Jennifer Miller
Title IX Coordinator
Vice President for Student Affairs and Dean of Students
618-537-6572
jrmiller@mckendree.edu

Calvin Wertman
Deputy Title IX Coordinator
Assistant Vice President for Student Affairs
618-537-6912
crwertman@mckendree.edu

Karyn Wilson
Deputy Title IX Coordinator
Assistant Dean for Student Success
618-537-6562
krwilson@mckendree.edu

Any person may make a report to the Title IX Coordinators listed above by phone, mail, or email. A person may also file a complaint of sex discrimination with the United States Department of Education's Office for Civil Rights.

DEFINITIONS

Sexual Harassment

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

Examples of Sexual Harassment include but are not limited to:

1. Pressure for a dating, romantic, or intimate partner relationship;
2. Pressure for sexual activity;
3. Sending sexually explicit emails or text messages.

Quid Pro Quo Sexual Harassment

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

Hostile Environment Sexual Harassment

Hostile Environment Sexual Harassment is defined as conduct based on sex that is unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the University's Education Programs or Activities.

In determining whether harassment has created a hostile environment, the University will consider the totality of circumstances, including factors such as the actual impact the conduct has had on the complainant; the nature and severity of the conduct; the frequency and duration of the conduct; the relationship between the parties (including accounting for whether one individual has power or authority over the other); the context in which the conduct occurred; and the number of persons affected. The University will evaluate the totality of circumstances from the perspective of a reasonable person in the complainant's position. A person's adverse subjective reaction to conduct is not sufficient, in and of itself, to establish the existence of a hostile environment.

Some specific examples of conduct that may constitute Sexual Harassment if unwelcome include, but are not limited to:

1. Unreasonable pressure for a dating, romantic, or intimate relationship or sexual contact;
2. Unwelcome kissing, hugging, or massaging;
3. Sexual innuendos, jokes, or humor;
4. Displaying sexual graffiti, pictures, videos, or posters;
5. Using sexually explicit profanity;
6. Asking about, or telling about, sexual fantasies, sexual preferences, or sexual activities;
7. E-mail, internet, or other electronic use that violates this policy;
8. Leering or staring at someone in a sexual way, such as staring at a person's breasts or groin;
9. Sending sexually explicit emails, text messages, or social media posts;
10. Commenting on a person's dress in a sexual manner; or
11. Giving unwelcome personal gifts, such as lingerie, that suggest the desire for a romantic relationship.

Sexual Assault

McKendree's definition of "Sexual Assault" is mandated by federal regulations implementing Title IX of the Education Amendments of 1972. Those regulations require McKendree to adopt a definition of "Sexual Assault" that incorporates various forcible and non-forcible sex crimes as defined by the FBI's Uniform Crime Reporting System. See 34 C.F.R. § 106.30(a).

Sexual Assault consists of one or more of the following:

- Rape: Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, or by a sex-related object. This definition also includes instances in which the victim is incapable of giving consent because of temporary or permanent mental or physical incapacity (due to the influence of drugs or alcohol) or because of age.
    - Incapacitation is a state where an individual cannot make an informed and rational decision to consent to engage in sexual contact because the individual lacks conscious knowledge of the nature of the act (e.g., to understand the "who, what, where, when, why, or how" of the sexual interaction) and/or is physically or mentally helpless. An individual is also considered incapacitated, and therefore unable to give consent, when asleep, unconscious, or otherwise unaware that sexual contact is occurring. Incapacitation can only be found when the Respondent knew or should have known that the Complainant was incapacitated when viewed by a sober, reasonable person. One's intoxication is not an excuse for failure to recognize another person's incapacitation. Incapacitation may result from the use of alcohol and/or other drugs; however, consumption of alcohol or other drugs, inebriation, or

intoxication alone is insufficient to establish incapacitation. Incapacitation is beyond mere drunkenness or intoxication. The impact of alcohol or drugs varies from person to person, and evaluating incapacitation requires an assessment of how consumption of alcohol and/or drugs affects an individual's decision-making ability, awareness of consequences, ability to make informed judgments, and/or capacity to appreciate the nature of the circumstances of the act. No single factor is determinative of incapacitation. Some common signs that someone may be incapacitated include slurred speech, confusion, shaky balance, stumbling or falling, vomiting, and unconsciousness.

- Fondling: The intentional touching of the clothed or unclothed body parts, without consent, of the victim for the purpose of sexual degradation, sexual gratification, or sexual humiliation; or the forced touching by the victim of the other individual's clothed or unclothed body parts, without consent of the victim, for the purpose of sexual degradation, sexual gratification, or sexual humiliation. This includes instances where the victim is incapable of giving consent because of age or incapacity due to temporary or permanent mental or physical impairment or intoxication for the purpose of sexual degradation, sexual gratification, or sexual humiliation.
- Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by Illinois law.
- Sexual intercourse with a person who is under the statutory age of Consent as defined by Illinois law.

Violence

Violence refers to any conduct that causes or threatens to cause physical, mental, or emotional harm to another.

Domestic Violence

Domestic Violence includes any act of violence or threatened violence committed by a current or former spouse or intimate partner of a victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of Illinois, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of Illinois.

Examples of domestic violence include, but are not limited to:

1. Kicking, punching, pushing, or otherwise physically attacking
2. Placing someone in the protected class in reasonable apprehension of receiving a battery
3. Threatening harm to another for exercising control over a person in the protected class
4. Preventing someone from accessing needed emergency services

Dating Violence

Dating violence is defined as violence or threatened violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of the relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence can include a single encounter.

Examples of dating violence are included above under Domestic Violence.

Stalking

Stalking is a course of conduct directed at a specific person that would cause a reasonable person to 1) fear for one's safety, or the safety of others; or 2) suffer substantial emotional distress.

Examples include but are not limited to:

1. Waiting outside someone's home and/or place of business
2. Excessively calling, texting, or messaging someone

Consent

Under Illinois law, "Consent" is defined as "a freely given agreement to the act of sexual penetration or sexual conduct in question. Lack of verbal or physical resistance or submission by the victim resulting from the use of force or threat of force by the accused shall not constitute consent. The manner of dress of the victim at the time of the offense shall not constitute consent." Additionally, "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 he or she withdraws consent during that sexual penetration or sexual conduct."

When a person is unable to understand the nature of the activity or cannot consent based on circumstances, including but not limited to:

1. Full or partial incapacitation due to the influence of drugs or alcohol
2. The person is asleep or unconscious
3. The person is not of legal age to consent; or
4. The person is incapacitated due to a mental disability

Complainant - The complainant is defined under this policy as an individual who is alleged to be the victim of conduct that could constitute Sexual Harassment.

Respondent - Respondent is defined under this policy as an individual who has been reported to be the perpetrator of conduct that could constitute Sexual Harassment.

Formal Complaint - The term "formal complaint" as used throughout this policy is defined as a physical or electronic document, signed and delivered in person or sent digitally via McKendree email, alleging sexual harassment against a respondent and requesting that the University investigate the allegation of sexual harassment. At the time of filing a Formal Complaint, the complainant must be participating in, or attempting to participate in, one or more of the University's Education Programs or Activities.

In any case, where a Complainant elects not to file a formal complaint, the Title IX Coordinator may file a formal complaint on behalf of the University based on reported information, so long as the filing is not clearly unreasonable under the facts and circumstances.

Investigating Officer - An Investigating Officer is defined under this policy as an individual who has been assigned under this policy to conduct the investigation phase of the grievance process.

Hearing Officer - A Hearing Officer is defined under this policy as an individual who has been assigned under this policy to conduct the hearing phases of the grievance process.

MAKING A COMPLAINT OF SEXUAL HARASSMENT

People Involved

Students - Students who wish to report Sexual Harassment should file a formal complaint with the Title IX Coordinator, Deputy Title IX Coordinator, or designee. Employees must report sexual harassment to the Title IX Coordinator or Deputy Title IX Coordinator when they receive a report of such conduct. Confidential support personnel holding professional licenses must report any possible sexual harassment violations, without disclosing the identity of the individual involved. Students may also file a complaint

with the United States Department of Education's Office for Civil Rights, as outlined in the Title IX Statement at the beginning of this policy.

Employees - Employees who wish to report sexual harassment should file a report with Human Resources, the Title IX Coordinator, or a designee. This includes employees who may hold a professional license requiring confidentiality, provided the University does not utilize them in that professional capacity. An employee who fails to report sexual harassment as required by this policy may be disciplined accordingly, up to and including termination. This section does not apply to employees identified below as confidential support personnel.

Other Persons - Any other persons, including but not limited to third parties, vendors, bystanders, and visitors on campus, who wish to report sexual harassment may contact the Title IX Coordinator, Deputy Title IX Coordinator, or designee. They may also file a complaint with the United States Department of Education's Office for Civil Rights, as outlined in the Title IX Statement at the beginning of this policy.

Advisor - During the grievance process, both the complainant and the respondent may request an advisor of their choice to accompany them at all stages, including meetings with the Investigating Officer and at the hearing. The advisor may, but does not have to be, an attorney.

There are two types of advisors: the advisor of choice and the appointed advisor.

- The party selects the advisor of choice, who can be anyone, for example, a parent or advocate.
- Appointed advisors are typically chosen from a roster that includes university faculty or staff members, subcontractors, and other relevant individuals. If a party is unable to obtain an advisor for the hearing process, the University will appoint one to conduct a cross-examination on behalf of the party. The advisor appointed by the University will not be an attorney. Appointed advisors are only assigned for the hearing phase.

Advisors chosen or appointed may participate throughout the grievance process, including meetings with the Investigating Officer and at the hearing.

The advisor cannot be another complainant or respondent in cases involving multiple complainants or respondents.

Advisors may be removed if they disrupt, harass, or intimidate others, or fail to exhibit the proper decorum expected under this policy. Advisors will be asked to sign an affirmation that they understand their role.

If a party is unable to obtain an advisor for the hearing process, the University will appoint one to conduct a cross-examination on behalf of the party. The advisor appointed by the University will not be an attorney.

Confidential Support Personal

Resources are available for individuals who wish to discuss their situation confidentially. The following confidential support personnel are available to assist you. They will not disclose the identifying information you provide unless otherwise required by law (e.g., if the complainant is a minor or there is a threat to the greater community). These individuals are required to make a non-identifying report to the Title IX Coordinator or designee so that the University can analyze whether there are patterns or systemic problems of Sexual Harassment on campus:

Counseling Staff:

- Melissa McHenry, MA, MS, MCPC
  Director of Counseling Services
  (618) 537-6416

- Charles Gregory, MA, LCPC, LPC
  Asst. Director of Counseling Services
  (618) 537-6975

Health Services Staff:
Beth Allan, MSN, BSN, RN, CSN, NP-C
Director of Health Services
(618) 537-6502

Chaplain:
Rev. Dr. Beverly Wilkes-Null
(618) 537-6962

Types of Reporting

Anonymous Reports - The University will accept anonymous reports, although it is often difficult to gather facts and conduct a thorough analysis via anonymous complaints. An anonymous report can be completed through the electronic reporting option described below.

Confidential Reports - A confidential report is separate from seeking confidential counseling before making a report. Although the Title IX Coordinator will take all reasonable steps to investigate and respond to reports and complaints, while maintaining the confidentiality of the reporter's identity, confidential reporting may ultimately limit the University's ability to take appropriate action in the absence of all relevant facts. The University must also consider its obligation to respond effectively to reports of policy violations and to maintain a safe environment for the McKendree University community.

"University Community" means all persons who participate in the University's education programs or activities, including board members, administrators, faculty, staff, other employees, students, volunteers, guests, and contractors.

If you have concerns about confidentiality, please contact the McKendree University Counseling Services.

Electronic Reporting Option - The Incident Reporting form may be used to submit reports of sexual harassment. The form is located at https://www.mckendree.edu/offices/student-affairs/student-conduct/reporting.php and can also be used to make anonymous reports. Many fields on the report can be left blank; the only required fields are the Nature of this Report, Date of Incident, Location of Incident, and Incident Description Fields. You can specify the type of misconduct in the Title IX Concerns dropdown box in the Questions section, should you wish to do so.

Possible University Response

Dismissal Prior to Commencement of Investigation - In a case where the complainant files a formal complaint, the Title IX Coordinator will evaluate the formal complaint and must dismiss it if the Title IX Coordinator determines:

- The conduct alleged in the formal complaint would not constitute Sexual Harassment, even if proven; or
- The conduct alleged in the formal complaint falls outside the scope of the policy (i.e., because the alleged conduct did not occur in the University's education programs and activities and/or the alleged conduct occurred outside the geographic boundaries of the United States).

In the event the Title IX Coordinator determines the formal complaint should be dismissed under this section, the Title IX Coordinator will provide a written notice of dismissal to the parties and advise them of their right to appeal. The Title IX Coordinator may refer the subject matter of the formal complaint to other University offices, as appropriate. A dismissal under this section is presumptively a final determination for purposes of this policy unless otherwise specified in writing by the Title IX Coordinator in the written notice of dismissal.

Support Measures - Supportive measures are non-disciplinary and non-punitive individualized services provided to the parties at no cost. They are offered, when appropriate and reasonably available, to help address the effects of alleged sexual harassment. These measures are intended to preserve or restore equal access to the University's education programs or activities without placing an unreasonable burden on another party. Supportive measures may also be implemented to protect the safety of all parties and the broader University community, or to deter sexual harassment.

Upon receiving actual knowledge of Sexual Harassment, the Title IX Coordinator or designee will promptly contact the complainant to discuss the availability of support measures, consider the complainant's wishes concerning support measures, inform the complainant that support measures are available irrespective of whether the complainant files a formal complaint, and explain the process for filing and pursuing a formal complaint.

In the event a formal complaint is filed, and an investigation is commenced, the University will also offer support measures to the respondent in the same way it offers and makes them available to the complainant. The University will also offer and make available support measures to the respondent before the respondent is notified of a formal complaint if the respondent requests such measures.

Support measures may include changes in academic, living, dining, transportation, or work situations, to the extent that the University has control over these environments, if options to do so are reasonably available. Support measures may also include mutual restrictions on contact between the parties. Requests to change an academic, living, dining, transportation, or work situation, or for any other protective measure (such as a no-contact order), should be made to the Title IX Coordinator, Deputy Title IX Coordinator, or designee. The Title IX Coordinator will communicate with each party throughout the investigation to ensure that support measures remain necessary and effective. Failure to comply with the terms of these support measures or protections may constitute a separate violation of the Sexual Harassment Policy and/or Student Code of Conduct.

If a complainant has obtained an ex parte order of protection, a full order of protection, or any other temporary restraining order or no contact order against the alleged perpetrator from a criminal, civil, or tribal court, the complainant should provide such information to the Title IX Coordinator, Deputy Title IX Coordinator, or designee. The University, in conjunction with McKendree University Public Safety, will take all reasonable and legal action to implement the order.

Interim Removal - The University may remove a respondent under this policy on an emergency basis. The University will first conduct an individualized safety risk analysis and determine that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of Sexual Harassment justifies the removal. Upon such a decision to implement interim removal, the University will provide the respondent with notice and an opportunity to challenge the decision immediately after removal.

For non-student employee respondents, the University retains broad discretion to place the non-student employee on administrative leave pending the outcome of the grievance process outlined in this policy.

Consolidation - The University may consolidate multiple complaints involving different people when they arise from the same facts or circumstances.

Other Considerations

Amnesty - The University recognizes that an individual who has engaged in behavior that may violate the University's Student Code of Conduct may be hesitant to report sexual harassment. To encourage reporting, the University will grant immunity to any student who reports, in good faith, an alleged violation of this policy to the Title IX Coordinator or other employee. The reporting student will not receive a conduct sanction by the University for a conduct violation, such as underage drinking, that is revealed during such a report, unless the University determines that the violation was egregious, including, without limitation, an action that places the health and safety of any other person at risk.

Notwithstanding the University's commitment to amnesty in these situations, the University may require the reporting individual to attend a course or pursue other educational interventions, for example, educational interventions related to alcohol and drug use. Further, this amnesty provision does not prevent action by police or other legal authorities.

Conduct that Constitutes a Crime - Any person who wishes to make a complaint of sexual harassment that also constitutes a crime—including sexual assault, domestic violence, dating violence, or stalking—is encouraged to make a complaint to local law enforcement. If requested, the University will assist in notifying the appropriate law enforcement authorities. In the event of an emergency, please contact 911. A person may decline to notify such authorities. When a physical crime of violence has been perpetrated against you, the University recommends that you immediately go to the emergency room of a local hospital and contact local law enforcement, in addition to making a prompt complaint under this policy.

If you experienced sexual assault, domestic violence, or dating violence, do everything possible to preserve evidence by making certain that the crime scene is not disturbed. Preservation of evidence may be necessary for proof of the crime or in obtaining a protection order. As necessary to preserve evidence, you should not bathe, urinate, douche, brush your teeth, or drink liquids until after you are examined and, if necessary, have a rape examination completed. Clothes should not be changed. When necessary, seek immediate medical attention at an area hospital and take a full change of clothing, including shoes, for use after a medical examination. Complainants may go to Memorial Hospital Shiloh, located at 1404 Cross Street, Shiloh, Illinois, 62269, to obtain a medical forensic examination. The phone number for this facility is (618) 607-1000.

It is also important to take steps to preserve other types of evidence, such as letters, emails, text messages, social media posts, pictures, etc. This type of information is relevant in all situations involving sexual harassment, and it is often the only type of evidence available in cases of Sexual Harassment and stalking (other than witnesses).

There are several options, such as but not limited to:

- Contacting parents or a relative
- Seeking legal advice
- Seeking personal counseling (always recommended)
- Pursuing legal action against the perpetrator
- Pursuing action through the University
- Requesting that no further action be taken
- Requesting further information about the University's policy and procedures for addressing sexual harassment and available resources

Retaliation - It is a violation of this policy to retaliate against any person who made a report or complaint, testified, assisted, participated, or refused to participate in any manner in an investigation, proceeding, or hearing in any way. Retaliation includes, but is not limited to, intimidation, threats,

coercion, discrimination, and/or bringing a code of conduct charge for actions that do not involve Sexual Harassment but arise from the same facts or circumstances as a formal grievance complaint, if the conduct charges are brought "for the purpose of interfering" with a person's Title IX rights under this policy.

Persons who believe they have been retaliated against in violation of this policy should file a complaint in accordance with the Reporting Types section. All institutional sanctions are available for those found to have engaged in retaliatory conduct, up to and including termination or expulsion.

SEXUAL HARASSMENT GRIEVANCE PROCESS

This grievance process consists of three phases: investigation, hearing, and appeal. All three phases of the grievance process will have certain qualitative elements, including:

- Complainants and respondents will be treated equitably.
- There will be an objective evaluation of all relevant evidence, including both inculpatory and exculpatory evidence.
    - There will be no presumptions of credibility based on a party's status as a complainant, respondent, or witness.
    - All institutional participants in the process will be clear of conflict of interest or bias.
- There is a presumption that the respondent is not responsible for the alleged conduct until a determination is made at the conclusion of this process.
- Equal opportunity to identify and have considered witnesses (including fact and expert witnesses) and other relevant inculpatory and exculpatory evidence.
- Timely access to all information considered by the Investigating Officer and Hearing Officer.
- Equal opportunity to review any statements or evidence provided by the other party.
- Equal access to review and comment upon any information independently developed by the Investigating Officer and Hearing Officer should the Investigating Officer or Hearing Officer share such information with the other party.

All phases of this process will be completed within reasonably prompt timeframes and thoroughly investigated, decided, and resolved under the Sexual Harassment Grievance Process. Any delays during this process shall occur only for good cause. Written notice will be provided to the parties.

The University will make reasonable and appropriate efforts to preserve an individual's privacy and protect the confidentiality of information when investigating and resolving a complaint. The University will not utilize procedures that invade legally recognized privileges (e.g., attorney-client, priest-penitent, patient-counselor, etc.) or access documents that may be protected under those privileges (e.g. health, psychiatric, or counseling records) unless the party holding the privilege has waived it in writing. However, due to laws related to reporting and other state and federal regulations, the University cannot guarantee confidentiality to those who make complaints.

In the event a complainant requests confidentiality, the University will take all reasonable steps to investigate and respond to the report in a manner consistent with the procedures outlined in this policy. In the event a complainant asks that the report not be investigated, the University reserves the right to initiate an investigation despite the complainant's request.

Notice of Formal Complaint

Within five (5) business days of the Title IX Coordinator receiving a formal complaint, the Title IX Coordinator will transmit a written notice to the complainant and respondent that includes:

- A physical copy of this policy or a hyperlink to this policy
- Sufficient details known at the time so that the parties may prepare for an initial interview with the Investigating Officer, including the identities of the parties involved in the incident (if known), the conduct allegedly constituting Sexual Harassment, and the date and location of the alleged incident (if known)
    - A statement that the respondent is presumed not responsible for the alleged Sexual Harassment and that a determination of responsibility will not be made until the conclusion of the adjudication and any appeal
    - Notification to the complainant and respondent of their right to be accompanied by an advisor of their choice
    - Notification to the complainant and respondent of their right to inspect and review evidence; and
- Notification to the complainant and respondent of the University's prohibitions on retaliation and false statements

It is a violation of this Policy for any person to submit a Report or Complaint that the person knows, at the time of submission, to be false. It is also a violation for any person to knowingly make a materially false statement during an investigation, adjudication, or appeal. Violations of this section will be addressed under the Student Code of Conduct in the case of students and other University policies and standards, as applicable, for other persons.

Should the University elect, at any point, to investigate allegations that are materially beyond the scope of the initial written notice, the University will provide a supplemental written notice describing the additional allegations to be investigated.

Investigation

After the notice of the formal complaint has been made, the Investigating Officer will commence an investigation. During the investigation, the Investigating Officer may receive counsel from university administrators, the University's attorneys, or other parties as needed. Both the complainant and the respondent will receive periodic updates on the status of the investigation.

The parties will be given an equal opportunity to inspect and review any evidence gathered during the investigation that is directly related to the allegations raised in the formal complaint, including both inculpatory and exculpatory evidence. The Investigating Officer will provide the evidence to each party and the party's advisor, if any, in an electronic format or hard copy. Each party will have at least ten (10) business days to inspect and review the evidence and submit a written response. The Investigating Officer will consider any timely written response before finalizing the investigative report.

After the period for the parties to provide any written response to the evidence has expired, the Investigating Officer will complete a written investigation report that summarizes the various steps taken during the investigation, summarizes the relevant evidence collected, lists material facts on which the parties agree, and lists material facts on which the parties do not agree. When the investigation report is complete, the Investigating Officer will transmit a copy to the Title IX Coordinator or designee. The Title IX Investigator or designee will also transmit the investigation report to each party and their advisor, in either electronic or hard copy form.

- This report will be sent at least ten (10) business days before any hearing.
- Within five (5) business days of receiving the Investigative Report, the parties must submit the name and contact information of the advisor who will accompany the party at the hearing, or a request that the University provide an advisor for conducting the questioning. This information should be given to the Title IX Coordinator or designee handling their case.

At any point in the investigation, if the Investigating Officer determines that the conduct alleged in the formal complaint, if assumed true: (a) does not constitute Sexual Harassment; (b) did not occur in the Institution's Education Programs or Activities; or (c) did not occur against a person in the United States, then the University will dismiss the complaint for purposes of this grievance procedure. However, the University reserves the right to address such conduct under another policy, such as the Student Code of Conduct.

Clear and Convincing Evidentiary Standard

In making any determination regarding the resolution of the complaint, the evidentiary standard is the clear and convincing standard, which means that the evidence is highly and substantially more likely to be true than untrue that sexual harassment occurred. A clear and convincing standard is applied to all cases, regardless of the respondent's status.

Informal Resolution

Informal means of resolution may be used only after a formal complaint is filed at any time before the final determination, with the voluntary written consent of both parties. This Policy prohibits informal resolution in any case where an employee is accused of sexually harassing a student.

The following standards apply to any informal resolution method:

- The informal process can only be used with both parties' voluntary written cooperation and appropriate involvement by the institution (e.g., the Title IX Coordinator)
- Either party is permitted to withdraw from the informal resolution process and resume the formal process at any time before a resolution is reached.
- If either party does not complete the action required by the Informal Resolution, the party will violate the Title IX Sexual Harassment policy and may receive further sanctions.

Formal Resolution - Formal means of resolution entail a full investigation of the formal complaint. During a formal resolution, a Hearing Panel will adjudicate the formal complaint.

The Hearing Process

Convening and Appointment of Hearing Panel - After receiving the Investigating Officer's report, the Title IX Coordinator or a Deputy Coordinator will convene a Hearing Panel that has received proper training consistent with this policy.

Notice of Appointment of Hearing Panel - After the Hearing Panel is appointed, a written notice will be promptly transmitted to the parties notifying them of the deadline for the parties to submit any written response to the investigation report (at least 5 days prior to the hearing), setting a date and time for the hearing, and providing a copy of the University's Hearing Procedures.

Written Response to Investigation Report - To the extent applicable, a party's written response should identify:

- To the extent the party disagrees with the investigation report, any argument or commentary regarding such disagreement
- Any argument that evidence should be excluded from consideration at the hearing based on privilege, relevance, reliability/authenticity, the prohibition on the use of sexual-history evidence, or any other restriction established by Title IX, applicable law, or University policy.
- A list of Witnesses:

    - A list of any witnesses that the party contends should be requested to attend the hearing according to an attendance notice issued by the hearing panel
    - A list of any witnesses that the party intends to bring to the hearing without an attendance notice issued by the hearing panel
- Any specific procedural objection or concern regarding the application of the Hearing Procedures to the matter
- Any disability-related accommodation or other reasonable hearing accommodation requested by the party
- Any request that the parties be separated physically during the hearing
- Any other accommodations that the party seeks for the hearing
- Argument regarding whether any of the allegations in the formal complaint are supported by a clear and convincing standard of evidence; and
- Argument regarding whether any of the allegations in the formal complaint constitute Sexual Harassment.

Notices of Attendance - The Hearing Panel or designee(s) will transmit notices of attendance to any University employee (including administrator, faculty, or staff) or student whose attendance is reasonably necessary at the hearing as a witness. The notice will advise the subject of their duty to appear for the hearing at the specified date and time and advise the subject to contact the Hearing Panel or designee immediately if there is a material and unavoidable conflict.

The subject of an attendance notice should notify any manager, faculty member, coach, or supervisor if attendance at the hearing conflicts with job duties, classes, or other obligations. All such managers, faculty members, coaches, and other supervisors are required to excuse the subject of the obligation or provide some other accommodation, so that the subject may attend the hearing as specified in the notice.

The University has no authority to compel the attendance of any witness who is not an employee or a student, and a notice of attendance will not be issued to any such individual.

Convening Live Hearing - The Hearing Panel will conduct a live hearing in accordance with the University's Hearing Procedures. The Hearing Panel will permit each party's advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including those bearing on credibility. The Hearing Panel will determine the relevance of questions and explain in real time any decision not to permit a question.

Cross-Examination - Cross-examinations will be conducted directly, orally, and in real-time by the party's advisor and never by a party personally. At either party's request, the University will provide the parties with separate rooms and use technology, so the decision-maker and parties may simultaneously see and hear the questions.

If a party or witness refuses to participate in the cross-examination, then the Hearing Panel will not draw an adverse inference based on the mere fact that an individual refused to participate in the cross-examination.

There will be an audio recording of the hearing that will be made available to the parties equally for inspection and review.

Determining Complaint Outcomes and Notification - After the hearing, the Hearing Panel will issue a written determination of responsibility applying the clear and convincing standard of evidence and decide as to whether a violation of the policy occurred.

The written determination will include:

- Identification of the allegations potentially constituting Sexual Harassment made in the formal complaint
- A description of the procedural steps taken by the University upon receipt of the formal complaint, through the issuance of the written decision, including notification to the parties, interviews with the parties and witnesses, site visits, methods used to gather non-testimonial evidence, and the date, location, and people who were present at or presented testimony at the hearing.
- Articulate findings of fact, made under a clear and convincing evidence standard, that support the determination
- A statement of, and rationale for, each allegation that constitutes a separate potential incident of Sexual Harassment, including a determination regarding responsibility for each separate potential incident
- Sanctions and any steps deemed necessary to 1) maintain an environment free from discrimination and harassment and 2) protect the safety and well-being of the complainant and other members of the University Community. Sanctions can include other remedial measures to correct the effects of such conduct on the complainant and others and to prevent the recurrence of discrimination, harassment, and/or retaliation; and
- A description of the University's process and grounds for appeal, as specified below

The Hearing Panel's written determination will be transmitted to the parties. Transmittal of the written determination to the parties concludes the hearing process, subject to any right of appeal.

The range of sanctions, if it is determined that the underlying conduct is a violation of this policy:

- Educational Sanction: An official sanction for an educational purpose. The sanction may or may not directly correlate to the violation. Examples include meeting with University faculty or staff, presenting a program, writing a paper, etc.
- Disciplinary Probation: A temporary status that remains in effect for a specific period and is generally considered to be the preliminary step to suspension or expulsion from the university, should the student be found responsible for additional violations. It specifies that the student is not in good judicial standing with the institution.
- Financial Restitution: Individuals may be required to pay for the repair and/or replacement of damaged property owned or operated either by the university or individuals enrolled or employed by the university.
- Co-curricular Activity Suspension: This suspension can be of indeterminate length, depending on the severity of the violation. In such instances, students may continue to attend class, labs, and study in the library; they may eat meals in the Ames or Café 1828 and take care of normal administrative functions related to being a student. However, students sanctioned with a co-curricular activity suspension may not participate in athletics, club or intramural sports, non-academic music groups or organizations, clubs/organizations, or social events sponsored by the university.
- Restricted Access: A sanction that prohibits the student from accessing a specific area of owned or operated university property without prior approval or a Public Safety escort.
- Alcohol & Other Drugs (AOD) Program: An educational program provided by the university's Counseling Services Office that requires students to meet with staff to discuss their alcohol and/or drug use.
- Probation of Campus Residency: A temporary status that remains in effect for a specific period and is generally considered the preliminary step to relocation or removal of university housing, should the student be found responsible for additional violations.
- Relocation of Campus Residency: An official sanction that requires the student to vacate their formerly assigned residence and relocate to a new assignment. If this decision is appealed, the

student may be removed from their formerly assigned residence at the discretion of the Vice President for Student Affairs (or designee) while the appeal is pending.

- Removal of Campus Residency: Removal of campus residency may be imposed for a specific or indefinite period, as is deemed appropriate by the Conduct Officer, Conduct Board, or Sexual Misconduct Hearing Panel. Students who are removed from university housing must vacate their assignment once the sanction is executed. If this decision is appealed, the person may be removed from university housing at the discretion of the Vice President for Student Affairs (or designee) while the appeal is pending. Students will not be permitted to visit or stay with friends living in any campus housing facility. Additionally, special conditions may be imposed.
- No Contact Order: A No Contact Order is an official, written document issued by the Office for Student Affairs stipulating that the individuals named within are to refrain from any verbal, physical, written, or electronic contact of any kind. This includes contact through third-party individuals. Specific exceptions to the No Contact Order may be granted by the Vice President for Student Affairs (or designee).
- Suspension: A decision of suspension terminates the student's status as an enrolled student for a specific period, with a minimum of one (1) year and up to a maximum of five (5) academic years and prohibits the student from attending classes. A suspended student may not enter any part of university-owned or operated property without specific authorization from the Vice President for Student Affairs (or designee). Students who reside in university housing shall remove their belongings from their place of residence after the sanction has been issued.
- Expulsion: A decision of expulsion terminates the student's status as an enrolled student. An expelled student may not enter onto university property without specific authorization from the Vice President for Student Affairs (or designee). Students who reside in university housing shall remove their belongings from their place of residence after the sanction of expulsion is issued. Students receiving a sanction of expulsion will be unable to re-enroll at the university.

The written determination, including any sanctions imposed, will be included in the parties' University files. The written determination shall be final, subject only to the right of appeal outlined in Appeals below.

The Appeals Process

Grounds for Appeal - The complainant or respondent may appeal the determination or any dismissal of the complaint on the following grounds only:

- Question of Procedure: There was a procedural irregularity that affected the outcome
- New Evidence: There is new evidence not reasonably available that could affect the outcome
- Conflict of interest or Bias: There was a conflict of interest or bias by the institutional participants that affected the outcome

Appeals must be filed with the Title IX Coordinator/Deputy Coordinator within five (5) business days of receiving the outcome notification letter. The Title IX Coordinator/Deputy Coordinator will forward the request to an Appeals Officer.

The appeal must be in writing and contain all the following information:

- Name of the complainant
- Name of the respondent
- A statement of the determination of the complaint, including corrective action if any
- A detailed statement of the basis for the appeal including the specific facts, circumstances, and argument in support of it; and
- Requested action, if any

When an appeal has been filed, the non-appealing party will be (1) notified of such in writing within ten (10) business days of the submission of the appeal and (2) allowed to submit a written statement in response. The appealing party may request a meeting with the Appeals Officer, but the decision to grant a meeting is left to the Appeals Officer's discretion. However, if a meeting is granted, then the other party will be granted a similar opportunity.

Resolution of the Appeal - The Appeals Officer will resolve the appeal within twenty (20) business days of receiving it and may take actions that they determine to be in the interest of a fair and just decision. The parties will be notified in writing if the Appeals Officer's decision will take longer than 20 business days, and the basis for the reasonable delay.

The decision of the Appeals Officer is final.

The Appeals Officer shall issue a written decision describing the appeal and the rationale for the result that is provided to the parties simultaneously.

OTHER INFORMATION

Academic Freedom - While the University is committed to the principles of free inquiry and free expression, Sexual Harassment is neither a legally protected expression nor the proper exercise of academic freedom.

Outside Appointments, Dual Appointments, and Delegations - The University has the discretion to retain and appoint suitably qualified persons who are not University employees to fulfill any function of the University under this policy, including, but not limited to, Title IX Coordinator, investigator, hearing officer, hearing panel, administrative officer, informal resolution officer, and appeals officer. The University also retains discretion to appoint two or more people to jointly fulfill the role of investigator, hearing officer, administrative officer, informal resolution officer, and/or appeals officer.

The functions assigned to a given University official under this policy, including but not limited to the functions assigned to the Title IX Coordinators, investigator, hearing officer, hearing panel, administrative officer, informal resolution officer, and appeals officer, may, in the University's discretion, be delegated by such University official to any suitably qualified individual and such delegation may be recalled by the University at any time.

Education/Training - Because the University recognizes that the prevention of Sexual Harassment is important, it offers educational programming on an annual and ongoing basis to a variety of groups such as Title IX Coordinators, investigators, decision-makers, informal resolution facilitators, campus personnel, incoming students and new employees participating in orientation, and members of athletic teams and other student organizations.

All Title IX Coordinators, investigators, decision-makers, and informal resolution facilitators receive training on various relevant aspects of McKendree's Sexual Harassment Policy and grievance process, including definitions of Sexual Harassment; the scope of the University's education programs and activities; how to conduct investigations, hearings, appeals, and informal resolutions; and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest and bias. The training for decision-makers also includes instruction on relevant technology to be used at any live hearing, as well as the relevance and permissible use of sexual history. All training provided will be free of sex stereotypes and serve to promote impartial investigations.

To learn more about educational resources, please don't hesitate to contact the Title IX Coordinator, Deputy Title IX Coordinator, or their designee. To access the University's training materials, please review the University's Title IX webpage.

Record Keeping - The University maintains the following records as they relate to this Policy and process outlined herein:

- complete records of each phase relating to the resolution of a formal complaint, including records of an informal resolution, for at least seven (7) calendar years
- materials used to train institutional participants in the various phases of the resolution process, including the Title IX Coordinator(s), investigators, and hearing officers; and
- for each instance where the University received a report of Sexual Harassment, but where a formal complaint was not filed, the University has maintained for at least seven (7) calendar years, a record of all actions taken, including all supportive measures provided and its rationale for why the actions it took were not deliberately indifferent.

Discretion in Application - The University retains discretion to interpret and apply this policy in a manner that is not unreasonable, even if the University's interpretation or application differs from the interpretation of the parties.

Despite the University's reasonable efforts to anticipate all eventualities in drafting this policy, it is possible that unanticipated or extraordinary circumstances may not be specifically or reasonably addressed by the express policy language, in which case the University retains discretion to respond to the unanticipated or extraordinary circumstance in a way that is not unreasonable.

The provisions of this policy and the Hearing Procedures referenced herein are not contractual, whether or as part of any other express or implied contract. Accordingly, the University retains discretion to revise this policy and the Hearing Procedures at any time, and for any reason. The University may apply policy revisions to an active case if doing so is not unreasonable.

Changes in the Law - In the event a change in controlling law conflicts with some provision of this policy necessitates the modification of some provision of this policy, or mandates the inclusion of new provisions not included, the University may immediately apply the policy in a manner consistent with such controlling law, after providing written notice to the parties of the change in controlling law, even if the Policy has yet to be formally amended to address the change in controlling law.

SUPPORT, SERVICES, & REPORTING

On-Campus Nonconfidential Reporting

TITLE IX COORDINATOR AND DEPUTY COORDINATOR

Dr. Jennifer Miller
VPSA and Dean of Students
(618) 537 – 6572
jrmiller@mckendree.edu
Calvin Wertman, M.A.
AVPSA
Phone: (618) 537-6912
Email: crwertman@mckendree.edu
Karyn Wilson, M.A.
Assistant Dean for Student Success
Phone: (618) 537-6562
Email: krwilson@mckendree.edu

MCKENDREE UNIVERSITY PUBLIC SAFETY

Emergency Assistance Line
(618) 537-6911

Emergency Cell Phone
(618) 792-3500
535 N. Monroe Street
Lebanon, IL 62254
Hours: 24 /7
http://www.mckendree.edu/offices/public-safety

ON-CAMPUS CONFIDENTIAL REPORTING

HEALTH SERVICES
Beth Allan, RN, MSN, CSN, NP-C
Director of Health Services
(618) 537-6503
baallan@mckendree.edu
Mon – Friday, 8 am - 4:30 pm
http://www.mckendree.edu/offices/health-services

COUNSELING SERVICES
Melissa McHenry, MA, MS, LCPC
Director of Counseling Services
(618) 537-6416
msmchenry@mckendree.edu

Charles Gregory, MA, LCPC, LPC
Asst. Director of Counseling Services
(618) 537-6975
Mon–Fri, 8 am – 4:30 pm
http://www.mckendree.edu/offices/counseling-services

CENTER FOR FAITH AND SPIRITUALITY
Rev. Dr. Beverly Wilkes-Null, Chaplain
(618) 537-6962
blwilkes@mckendree.edu
Bothwell Chapel, 1st Floor
701 College Road
Lebanon, IL 62254
Hours: Mon–Fri, 8 am – 5 pm
https://www.mckendree.edu/student-life/involvement/campus-ministries

OFF-CAMPUS SUPPORT AND SERVICES

ST. MARTHA'S HALL
24/7 Hotline: (314) 533-1313
http://saintmarthas.org/

LEBANON POLICE DEPARTMENT
(618) 537-4955
403 W. St Louis Street
Lebanon, IL 62254
Hours: 24/7

ALIVE
(Alternatives to Living in Violent Environments)

24/7 Hotline: (314) 993-2777
http://www.alivestl.org

MEMORIAL HOSPITAL SHILOH
(618) 607-1000
1404 Cross Street
Shiloh, IL 62269

ST. ELIZABETH'S HOSPITAL
(618) 234-2120
1512 N. Green Mount Road
O'Fallon, IL 62269

ST. JOSEPH'S HOSPITAL, HIGHLAND
(618) 651-2600
12866 Troxler Avenue
Highland, IL 62249

THE SAINT LOUIS ANTI-VIOLENCE PROJECT
http://www.stlavp.org

RAINN (Rape, Abuse and Incest National Network)
24/7 Hotline: (800) 656-HOPE
http://www.rainn.org

VIOLENCE PREVENTION CENTER, SOUTHWESTERN ILLINOIS
24/7 Hotline: (618) 235-0892 or (800) 924-0096
https://www.vpcswi.org/
P.O. Box 831
Belleville, IL 62222
(618) 236-2531 ext. 140

SAFE CONNECTIONS
24/7 Hotline: (314) 531-2003
http://www.safeconnections.org/
2165 Hampton Avenue
St. Louis, MO 63139
Office Phone: (314) 646-7500

Appendix C Emergency Response and Evacuation Information

This appendix provides supporting emergency information. Follow instructions from Public Safety and emergency responders and the posted directions for the affected building.

Emergency Coordination Locations

The primary Emergency Response Command Post is in Piper Academic Center. Pearsons Hall / 1828 is the alternate command location. Deneen Center serves as the emergency housing coordination location. Use of these locations depends on safe access and conditions during the incident.

Emergency Contacts and Alerts

Public Safety: 618-537-6911, which forwards to the duty cell at 618-792-3500. For an emergency requiring police, fire, or medical response, call 911. Give the building name, room or apartment, nature of the emergency, and your location.

Omnilert offers text and email alerts according to subscriber preferences. Students must sign up; enrollment is not automatic. Employees, parents, and others may also subscribe. Registration information is shared on the University website and during orientation.

Registration: https://www.mckendree.edu/student-life/health-safety/emergency-alert/index.php

Fire Evacuation

When a fire is discovered or a fire alarm sounds, leave the building promptly using a safe exit. Close doors behind you when safe to do so.

Move to the designated assembly area, at least 25 yards away from the building, and keep access clear for emergency responders. Follow directions from Public Safety and Residence Life.

Do not reenter until authorized by Public Safety or emergency responders.

Residential Fire Assembly Areas

The Student Staff Manual lists the following assembly areas on page 57. Public Safety and Residence Life must confirm that these remain the approved locations before publication.

Baker Hall. Fountain in the circle drive.

Barnett Hall. East side of the building, at the quad.

Hunter Street. Across the street, when safe to cross.

McKendree West. Behind the clubhouse, between the clubhouse and College Road.

Residence Hall East and Residence Hall West. South of the buildings, at the quad.

Summerfield Suites. C Lot, away from the building.

Walton Hall. West side of the building, at the quad.

Residential Tornado Shelter Locations

Baker Hall, Barnett Hall, and Walton Hall. First-floor hallway.

Hunter Street. Basement laundry rooms.

McKendree West. Ground-floor apartments, away from windows.

Residence Hall East and Residence Hall West. First-floor hallway or first-floor student-room common areas with bedroom doors closed.

Summerfield Suites. Move second-floor residents to a first-floor pod, away from windows.

Shelter and Other Emergency Instructions

Follow incident-specific instructions in University alerts. An instruction to shelter in place may differ from an instruction to evacuate. Read updates for the affected location and await further directions or an All Clear.

Notification Responsibilities

The Director of Public Safety, Tony Tomlinson, or designated personnel initiates Omnilert notifications. The Vice President for Student Affairs serves as the designated backup for the confirmation role. Public Safety, the Vice President for Student Affairs, the Director of Operations, and Marketing and Communications coordinate the response and consult others as needed.

The Senior Director of Marketing and Communications, Rhys Saunders, coordinates communication outside Omnilert, including University-wide email and website announcements. The response group may designate other senders or spokespersons based on the circumstances. Public Safety may also give direct instructions.

Emergency Information Materials

Public Safety and Residence Life, in coordination with Marketing and Communications, plan to replace emergency flip books with prominently displayed emergency information placards or stickers in residence hall rooms and offices. The materials will provide emergency response instructions, fire evacuation guidance, and emergency contact information.

Employee Emergency Preparedness and Training

All employees are expected to be familiar with the University Emergency Response Plan and the actions required for their work areas, and to follow the applicable procedures during an emergency or disaster exercise. Department heads make the plan available to employees. Supervisors provide job-specific emergency and safety instruction and review relevant workplace hazards and safe work procedures with their employees. New-employee orientation includes required anti-harassment training.

Employee Open Flame Restrictions

Open flames, including burning candles, are prohibited in University buildings under the employee policy. Exceptions may be authorized by the Office of the President. This employee-policy exception does not change the residential rules applicable to students.

Testing and Training

Public Safety coordinates emergency testing with assistance from other offices, including Residence Life for fire drills. Residence Life professional and student staff receive annual fire safety training. Residents receive a general orientation to their hall’s systems at initial floor meetings and participate in applicable evacuation drills.