

# **Eastern Illinois University**

## **Campus Violence Prevention Plan**

Prepared in accordance with the Campus Security Enhancement Act 110  
ILCS 12/20, and approved by the EIU Violence Prevention Committee.

Eastern Illinois University strives to provide the safest possible working and learning environment for members of the campus community including campus guests. This plan is intended to assist the EIU community in identifying potential threats to campus and in the prevention of campus violence.

## **TABLE OF CONTENTS**

### **Foreword**

Introduction and Purpose

Approval

Record of Changes

Distribution List

### **Campus Violence Prevention Plan**

Introduction

Threats of Violence and Existing Policies

Threats of Violence and Existing Programs and Initiatives

Campus Violence Prevention Committee

Campus Threat Assessment Team

Identification of Threats to Campus

Reporting

Notification and Warning: Crisis Communication

Approval Statement

Important Phone Numbers

## **Table of Contents (continued)**

### **Appendices**

Appendix A: Mandatory Withdrawal for Health and Safety

Appendix B: Bomb Threat Procedures

Appendix C: Campus Safety Responsibilities

Appendix D: Institutional Emergencies

Appendix E: Sexual Assault, Abuse, and Misconduct

Appendix F: Beginning of the Semester Letter

Appendix G: Alert EIU

Appendix H: Student Conduct Code

Appendix I: Campus Violence Prevention Committee Bylaws

Appendix J: Workplace Violence

## **FOREWORD**

### **Introduction and Purpose**

The purpose of the Eastern Illinois University Campus Violence Prevention Plan (CVPP) is to standardize the University's policies and procedures regarding campus violence prevention with an interdisciplinary and multi-jurisdictional approach. The CVPP contains the formation of the Campus Violence Prevention Committee and the implementation of a Threat Assessment Team to address aberrant, dangerous, and/or threatening behavior on campus.

This CVPP addresses the integration of existing campus programs that deal with associated issues (e.g. workplace violence, suicide prevention, anti-bullying, sexual assault prevention), the incorporation of violence prevention strategies into related policies and procedures, and the inclusion of zero tolerance policy statements that reaffirm violence prevention strategies.

The Campus Violence Prevention Plan was developed in accordance with the Campus Security Enhancement Act 110 ILCS 12/20, recommended by the Violence Prevention Committee, and subsequently approved by the University President, Dr. William L. Perry. Dr. Perry's successor, Dr. David M. Glassman, reaffirmed the CVPP for Eastern Illinois University.

### **Approval**

Adopted: August 2000 (William L. Perry, President)

Reaffirmed: February 16, 2012 (William L. Perry, President)

Reaffirmed: June 20, 2018 (David M. Glassman, President)

## **Record of Changes**

<b>Change #</b>	<b>Date Change</b>	<b>Section</b>	<b>Summary of Changes</b>
1	June 20, 2018	Threats of Violence and Existing Programs and Initiatives	Updated list of initiatives (sexual violence training program for new employees and ALICE Training)
2	June 20, 2018	Appendix E	Replaced IGP 185 with an updated version
3	June 20, 2018	Appendix F	Replaced “Beginning of the Semester Letter” with an updated version
4	June 20, 2018	Appendix G	Replaced Alert EIU website information with an updated version
5	June 20, 2018	Appendix H	Replaced Student Conduct Code with an updated version
6	June 20, 2018	Appendix J	Added IGP 156.1

## **Distribution List**

The annual distribution of the CVPP to the campus community will be announced in the University Newsletter with a link to the University’s mandated information website. Appropriate departments will be asked to create a link to the CVPP. Electronic copies of the entire CVPP will be sent to the offices listed below; hard copies will be provided upon request.

Office	Title
Health & Counseling Services	Director
Environmental Health & Safety	Safety Officer
General Counsel	General Counsel
Housing & Dining Services	Director
Housing & Dining Services	Senior Associate Director
Student Standards	Director
Threat Assessment Committee Chair	Director, Civil Rights & Diversity
Academic Affairs & Business Affairs	Vice Presidents
Student Affairs & University Advancement	Vice Presidents
University Police	Chief
Charleston Police Department	Chief
Charleston Fire Department	Chief

## **CAMPUS VIOLENCE PREVENTION PLAN**

### **Eastern Illinois University**

#### **Introduction**

Eastern Illinois University strives to provide the safest possible working and learning environment for members of the campus community including campus guests. This plan is intended to assist the EIU community in identifying potential threats to campus and in the prevention of campus violence.

The purpose of the Eastern Illinois University CVPP is to standardize the University's policies and procedures regarding campus violence prevention through the use of an interdisciplinary and multi-jurisdictional approach. The CVPP contains the formation of the Campus Violence Prevention Committee and the implementation of a Threat Assessment Team to address aberrant, dangerous and/or threatening behavior on campus.

This CVPP addresses the integration of existing campus programs that deal with associated issues (e.g. workplace violence, suicide prevention, anti-bullying, and sexual assault prevention), the incorporation of violence prevention strategies into related policies and procedures, and the inclusion of zero tolerance policy statements that reaffirm violence prevention strategies.

The Campus Violence Prevention Plan was developed in accordance with the Campus Security Enhancement Act 110 ILCS 12/20, recommended by the Violence Prevention Committee, and subsequently approved by the University President.

#### **Threats of Violence and Existing Policies**

For the past 15 to 20 years, Eastern Illinois University has maintained a proactive and comprehensive approach to campus violence prevention. As such, the University demonstrates a zero tolerance policy regarding acts of violence against persons, organizations, and the like.

Eastern Illinois University maintains a series of Internal Governing Policies (IGP) which address acts of violence. The following IGPs are therefore incorporated into the Campus Violence Prevention Plan:

- IGP #63 addresses student behaviors that threaten and/or pose a danger of physical harm to self or others (Appendix A);
- IGP #154 addresses bomb threat procedures (Appendix B);
- IGP #156 outlines the University's campus safety responsibilities (Appendix C);
- IGP #156.1 addresses the University's response to violence in the workplace (Appendix J);
- IGP #158 outlines institutional emergencies including the composition of the Emergency Management Team (Appendix D); and
- IGP #185 addresses sexual assault, abuse, and misconduct (Appendix E).

## **Threats of Violence and Existing Programs and Initiatives**

The integration of existing programs and initiatives into the CVPP is of paramount importance. Some examples of such programs and initiatives are as follows:

- The Vice President for Student Affairs and the Vice President for Academic Affairs/Provost distribute an e-mail message to all faculty and staff at the beginning of each semester. This message encourages faculty and staff to report concerns about student behaviors (Appendix F).
- The Division of Student Affairs maintains a Student Support Team designed to identify, track, and respond to critical issues. Critical issues may include threats of violence such as bullying, sexual assault, and workplace violence.
- All newly enrolled students are required to take an on-line sexual assault educational intervention. This intervention is a component of AlcoholEdu, an on-line educational tool designed to address alcohol, the consequences of excessive drinking, and violence which can be associated with alcohol consumption.
- All new employees are required to complete an on-line sexual violence training program.
- The Division of Student Affairs maintains a Sexual Violence Prevention Team designed to educate the campus community and prevent sexual assaults.
- The Counseling Center conducts educational sessions and interventions on the topics of suicide and anti-bullying. Annually, the Counseling Center hosts a suicide prevention conference.
- The University Police Department offers ALICE Training (active shooter response training) to groups of faculty, staff, and students upon request.
- All newly enrolled students have the opportunity to subscribe to Alert EIU, an emergency text messaging system to alert the campus of imminent threats (Appendix G).
- The Office of Student Standards maintains a comprehensive and proactive approach in addressing acts of violence through the *Student Conduct Code* (Appendix H).

## **Campus Violence Prevention Committee**

Pursuant with the Act, Eastern Illinois University has established a Campus Violence Prevention Committee. The mission of the Campus Violence Prevention Committee is to:

- determine the committee structure of individuals charged with education and prevention of violence on campus;
- create, edit, and/or update the interdisciplinary and multi-jurisdictional Campus Violence Prevention Plan;
- assist with the coordination of annual training exercises; and
- integrate existing campus programs (e.g. suicide prevention, sexual assault prevention, anti-bullying) into the Campus Violence Prevention Plan.

Members of the Campus Violence Prevention Committee are appointed by the President, in consultation with the Vice President for Student Affairs, to serve three year terms. The Vice President for Student Affairs shall serve as committee chairperson. The committee consists of representatives from the Office of the Vice President for Student Affairs, Office of the Vice President for Academic Affairs, Office of the Vice President for Business Affairs, University Police Department, Student Standards, Health and Counseling Services, Facilities Planning and Management, Environmental Health and Safety, Human Resources, Housing and Dining Services, General Counsel, Coles County Emergency Management, Charleston Police Department, Charleston Fire Department, and other constituencies as needed. The structure and bylaws of the Committee are contained in Appendix I.

### **Campus Threat Assessment Team**

The mission of the Campus Threat Assessment Team is to:

- address aberrant, dangerous, or threatening behavior on campus and to provide guidance and incorporate best practices for preventing violence;
- provide support services when specific problems arise and on an on-going basis;
- and develop, with the assistance of counsel, a campus-wide threat assessment policy.

The Campus Threat Assessment Team is an ad hoc group whose leader is appointed by the President. The team meets regularly.

### **Identification of Threats to Campus**

Eastern Illinois University is committed to identifying potential threats to the campus community at the earliest possible time.

Education - The Campus Violence Prevention Committee will continue efforts to educate and train the campus community about how to identify and report troubled individuals and unusual behavior.

Threat Assessment - The Threat Assessment Team, in coordination with the Counseling Center and the University Police Department, will regularly meet to review potential issues. The team will meet at other times as circumstances warrant. The Campus Threat Assessment Team works in collaboration with the Student Affairs Student Support Team as directed by the Vice President for Student Affairs.

### **Reporting**

Students, faculty, staff, and visitors should report emergencies by calling 911. For all non-emergency concerns of violence, students, employees, and visitors should contact the University Police Department at 581-3212.

## **Notification and Warning: Crisis Communication**

Emergency information is located at the bottom of the EIU website and is linked directly to the Frequently Asked Questions section of the Alert EIU Emergency Notification System website. That website is updated to include current emergency information.

Activation of the Emergency Notification System initiates sirens, internal building messages, radio messages, computer pop-up messages, Federal Signal informer box messages, and messages to University email accounts. Activation also initiates text alerts to those who have registered for the Alert EIU text messaging component of the system, which was established as of April 1, 2008 and updated as of July 1, 2016. The Alert EIU text messaging system can include up to 10,000 clients. The public address system/sirens are tested on the first Tuesday of each month.

Emergency information will also be available via WEIU Radio (88.9 FM), WEIU TV (Channel 51/Mediacom Cable 6), and the University's social media accounts.

The Campus Safety Officer and the Coles County Emergency Management Agency Coordinator will be responsible for making public address system announcements. The University Police Department will also have access to activate the system.

## **Building Coordinators**

Each building on campus has an assigned building coordinator. These positions are held voluntarily, and the coordinators work with the Campus Safety Officer to develop an emergency plan for their specific building.

## **Publications/Notices**

Emergency Response Handbooks are placed in common areas and provide information on what to do during specific types of emergencies. This handbook is available on the University's website as well.

A simplified publication of this guide is placed on each student's desk in the residence halls and Greek Court prior to check-in. This publication contains a reference to the full electronic version of the Emergency Response Handbook. UPD, with the assistance of Housing staff, is responsible for posting notices on buildings in the event of an emergency.

## **Freshman and Transfer Students**

Emergency preparedness is discussed during Orientation with new freshmen and transfer students. Staff members from the Office of New Student and Family Programs assist students with signing up for Alert EIU. Transfer students are informed about the text-messaging service and are instructed on how to sign up for the service.

## **Phone Trees**

There are various phone trees on campus developed by the individual vice presidents to be used in coordination with the Emergency Management Team. Phone trees are updated each semester and as changes occur.

## **APPROVAL**

This plan has been approved by the President, the highest executive official of Eastern Illinois University in Charleston, Illinois.

**Important Phone Numbers**  
***For all emergencies, call 911.***

University Police Department	581-3212
Office for Environmental Health & Safety	581-3319
EIU Health & Counseling Services	581-3013
Sarah Bush Lincoln Health Center	348-2551
Poison Control	348-2551
Ambulance	345-0060
Charleston Police (non-emergency)	348-5221
Charleston Fire(non-emergency)	345-2132

**APPENDIX A**  
**MANDATORY WITHDRAWAL FOR HEALTH AND SAFETY**

## **MANDATORY WITHDRAWAL FOR HEALTH OR SAFETY CONCERNS**

### **Criteria**

While most infractions of the University's Student Conduct Code are addressed via the institutional disciplinary system administered by the Office of Student Standards, the University reserves the right to initiate the mandatory withdrawal of students who:

1. Engage in, or threaten to engage in, behavior which poses a danger of causing physical harm to self or others; and/or
2. Demonstrate an inability, without adequate care, to satisfy personal needs (e.g., nourishment, shelter, etc.) such that there is a reasonable possibility that serious physical harm or death might occur within a short period of time.

These procedures do not preclude a student's removal from the University, or any unit, class, or program, for disciplinary reasons in the accordance with the provisions of the Student Conduct Code. The Vice President for Student Affairs (VPSA), the Office of Student Standards, the Counseling Center, the Health Service, the Office of University Housing & Dining Services, the University Police Department, and other appropriate University staff may consult to determine whether a student accused of violating the Student Conduct Code should be diverted from the student standards process and be considered for mandatory withdrawal in accordance with these procedures.

### **Authorized Voluntary Withdrawal**

If the student voluntarily withdraws from the University, further procedures under this policy are waived. A "W" will appear on the transcript for all courses in which the student is currently enrolled. The University shall advise the student in writing of any conditions necessary to re-enroll. If requested by the student, reasonable efforts will be made to refer him/her for appropriate mental health services.

### **Evaluation for Mandatory Withdrawal**

Should the student not voluntarily withdraw under the provisions of this policy, the VPSA may refer the student for a mandatory evaluation by a licensed psychologist, psychiatrist, medical provider, and/or treatment facility chosen by the University. The student shall be informed of this involuntary referral for evaluation in writing and will also be provided with a copy of these procedures. At the discretion of the VPSA, any pending disciplinary action may be withheld until the evaluation is completed and the appropriateness of a mandatory withdrawal is determined.

The evaluation must be completed within ten University business days from the date of receipt of the referral letter, unless an extension is granted, in writing, by the VPSA. The student may not

be accompanied by anyone during the evaluation. The student shall sign a release permitting all relevant information to be provided to the University representatives who are involved in the decision-making and review process. The student may bring documentation from other recent mental health providers to the evaluation. If the student is a client of the Counseling Center, authorization for the release of information will be necessary. The student will be informed of the reason for the evaluation and will have the opportunity to provide relevant information to the VPSA or designee.

Should the evaluation result in a determination that there is no apparent threat to the safety of self or others, no inability to satisfy personal needs that might lead to serious physical circumstances or death within a short period of time, and no apparent threat to property, to the lawful activities of others, or to the educational processes and orderly operations of the University, further procedures under this policy will cease.

Should the evaluation result in a determination that it is in the best interest of the student and/or the University community that the student be involuntarily withdrawn from the University for health or safety concerns, the student shall be informed in writing of this decision and of the student's right to an appeal. Upon receipt of the decision, the student is not permitted to be on campus for any purpose without prior written permission from the VPSA or designee. The University may permit the student to voluntarily withdraw any time prior to the mandatory withdrawal process being concluded.

If the student refuses to cooperate in the mandatory evaluation process, the University shall make its decision based on the best available information.

### Appeal

A student for whom a mandatory withdrawal has been recommended may request a hearing before the VPSA or designee (hereafter referred to as the "hearing officer") to appeal the decision. The following provisions will apply:

The student will submit a written request to the VPSA within three University business days from the date of receipt of the decision letter. The hearing date will normally be set within seven University business days following request. Pending completion of the hearing, the student is subject to interim suspension, but shall be allowed to be on the campus to attend the hearing or for other necessary purposes, as authorized in writing in advance by the VPSA.

The student will be requested to authorize the VPSA and other hearing participants to have access to relevant materials deemed necessary for the hearing process. If the student refuses to grant access to the records for the parties involved, the hearing will proceed without the requested information.

Upon the request of any involved party, the mental health professional who conducted and prepared the psychological evaluation may be requested to appear at the hearing and respond to relevant questions, but only if the hearing officer determines that such participation is essential to the fair resolution of the case.

Hearing procedures will be in accordance with those conducted under the provisions of the Student Conduct Code, and notice to the student will include those procedures.

The student shall be informed in writing of the hearing officer's determination, and reasons for that decision, as soon as practical following the hearing. The decision of the hearing officer is effective upon being conveyed to the student and is not subject to further appeal.

If the decision for mandatory withdrawal for health or safety concerns is upheld, the University may provide conditions and requirements necessary for reinstatement. A grade of "W" will be entered for all courses in which the student is currently enrolled. Upon request of the student, reasonable efforts will be made to refer the student for appropriate mental health services.

#### Interim Suspension for Health or Safety Concerns

An interim suspension may be imposed immediately by the VPSA where a student threatens or appears to pose an imminent danger of causing serious physical harm to self or others; or demonstrates an inability, without adequate care, to satisfy personal needs (e.g., nourishment, shelter, etc.) such that there is a reasonable probability that serious physical harm or death might occur within a short period of time; and/or refuses or fails to complete an evaluation in accordance with the procedures outlined above.

A student subject to an interim involuntary suspension shall be provided written notice, which will include a copy of these procedures.

The student shall be given the opportunity, at his or her request, to appear personally before the VPSA within two days of the effective date of the interim suspension in order to review only (1) the reliability of the information on the student's behavior and (2) whether one or more of the four criteria for interim involuntary withdrawal have been met. During this meeting, the student may be accompanied by a family member or other advisor. Legal counsel may also accompany the student, although the role of counsel will be limited to providing legal advice to the student. The student will be expected to speak for herself/himself.

If the interim suspension is deemed appropriate by the VPSA, the student will remain suspended on an interim basis pending completion of the required evaluation (if needed) and subsequent due process procedures. The student will be allowed to enter the campus to attend hearings, or for other necessary purposes, as authorized in writing in advance by the Vice President of Student Affairs (or her/his designee).

#### Readmission at Eastern Illinois University

Should a student wish to be readmitted to Eastern Illinois University after a mandatory withdraw, it would be necessary for the student to contact the VPSA in writing. Readmission would be conditional on approval from the VPSA.

### Exceptions to Established Procedures

The VPSA may make such reasonable exceptions to these policies and procedures as circumstances may require for the welfare of the institution and/or the student, provided that fundamental elements of fairness and due process are observed.

[1] The Vice President for Student Affairs (VPSA) may appoint a designee to carry out all or part of the VPSA's responsibilities under this policy. Any reference to the VPSA should be understood to include such a designee.

Approved:  
President  
March 9, 2009  
Monitor: Vice President for Student Affairs

**APPENDIX B**  
**BOMB THREAT PROCEDURES**

## **BOMB THREAT PROCEDURES**

Response to a bomb threat involves distinct steps, as outlined in the following procedures.

### **Types of Bomb Threats**

1. Specific threats are those that indicate a bomb has been placed somewhere within the campus and indicate the exact building or area, time of detonation, and/or reason for placement.
2. Non-specific threats are threats that do not include all the information in a specific threat.

### **Receiving the Threat**

#### **1. Threats Received by Telephone**

When a bomb threat has been received by telephone the person receiving the call should:

- a. Remain calm and concentrate on the exact wording of the message and other details which could provide valuable information in evaluating the threat. Special attention should be given to where, what time, why, sex of the caller, race, possible age, background noises, language used (well-spoken, foreign, irrational, etc.) and the exact wording of the threat.
- b. Write down as much as possible of the message immediately, noting as much of the above information as possible.
- c. Do not hang up the telephone. This would negate the possibility of tracing the call.

#### **2. Threats Received in Writing**

- a. Once a written threat is recognized, further handling of the document should be avoided in order to preserve fingerprints, handwriting, print, and postmarks.

- b. All items connected with the bomb threat document should be saved.

#### **3. Threats Received Electronically**

- a. Print messages received electronically, such as email or instant messaging.

- b. Do not shut down the computer program.

- c. Call the University Police Department at 911, then forward the message to them at [police@eiu.edu](mailto:police@eiu.edu)

### **Decisions Concerning Type of Response and Evacuation**

When a specific or non-specific bomb threat is received, the University Police shall be notified immediately.

1. University police shall respond to the suspect building or area to assist with the search and/or evacuation.
2. After consultation with the ranking University Police Officer, the Vice President for Student Affairs, or designee, shall determine whether to order evacuation of the building or area. In the absence of the VPSA or designee, the ranking University Police Officer shall make such determination.

### Action Required for Specific Bomb Threat

1. When the decision to evacuate has been made, the building shall be cleared of all occupants, as rapidly and orderly as possible.
2. The Charleston Police Department and the Charleston Fire Department shall be notified.
3. The Office of Media Relations shall be notified.
4. All exterior doors of the suspect building shall be secured to prevent entry by unauthorized persons.
5. After the building has been evacuated and cleared, and thirty minutes after the designated time of detonation, a thorough search of all rooms shall be conducted by all available law enforcement personnel.
6. After the search has been completed and no explosive device is located, the building shall be opened.
7. If a suspected explosive device is located, the building shall be totally cleared, and the nearest Emergency Ordinance Demolition team shall be notified. All persons shall be instructed to move to a safe location away from the suspect building or area.

### Actions Required for a Non-Specific Bomb Threat

1. Following evaluation of the threat, all persons in any suspect building or area may be advised of the existing situation by the University Police by telephone or in person. Anyone who wishes to leave the building may be permitted to do so. The following notice may be given:  
"The University has been notified that someone claims there is a bomb in this building. University officials will conduct a search. Anyone who wishes to leave the building may do so without loss of salary or academic credit. You are warned that it may be dangerous to remain in this building. Any persons who remain in this building do so at their own risk. If a search locates evidence of danger, a warning will be sounded at which time all occupants must leave the building immediately by the nearest exits."
2. A complete and thorough search of the building shall be conducted by University police officers and other available law enforcement personnel.
3. If a suspected explosive device is located, the building and/or area shall be totally cleared, and the nearest Emergency Ordinance Demolition team shall be notified.

### Evaluation of Procedures

After a bomb threat incident, a debriefing shall be held to evaluate procedures, decisions, and outcome. The debriefing shall be called by the Vice President for Student Affairs (or designee) and shall include representatives of agencies and/or departments involved in implementing the procedures.

Approved:  
President  
May 2, 2007  
Monitor: Vice President for Student Affairs

**APPENDIX C**  
**CAMPUS SAFETY RESPONSIBILITIES**

## CAMPUS SAFETY RESPONSIBILITIES

University administrators, department heads, supervisors, and individual employees are responsible for promoting safety in the workplace.

### PUBLIC SAFETY

The Eastern Illinois University Police Department has a mission to provide professional, high quality, and effective police services in partnership with the University community.

This responsibility includes but is not limited to:

1. Developing and implementing procedures that ensure the fair enforcement of all laws and policies that are applicable.
2. Securing all the facts reasonably available and applying them to the objective of maintaining a safe campus.
3. Analyzing past University problems and assisting in creating ways to reduce or eliminate such problems.
4. Developing rules, regulations and procedures to help facilitate the orderly accomplishment of public safety functions, including parking, vehicle, and pedestrian safety.
5. Reporting appropriate information to the Vice President for Student Affairs and/or President's Council as requested or required.

The Director of Public Safety, through the Vice President for Student Affairs, shall develop recommendations pertaining to these responsibilities for consideration by appropriate officials and bodies.

### ENVIRONMENTAL HEALTH AND SAFETY

The environmental health and safety program applies to all facilities owned or controlled by Eastern Illinois University. The goal of the program is the protection of life and property in the case of fire, occupational hazards, explosions, harmful chemicals, radiological exposure and a variety of other hazards resulting from equipment failure, natural disasters, and/or human error.

The Campus Safety Manual, which consists of Occupational Safety and Health Association (OSHA) requirements, National Fire Protection Agency (NFPA), other appropriate building codes, as well as procedures for carrying out emergency preparedness activities and internal governing policies related to safety, attempts to ensure safety in planning, organizing and controlling University programs and activities. The Safety Manual is available through the Environmental Health and Safety Department or on the campus-wide information system.

Responsibilities of the Environmental Health and Safety Department include, but are not limited to:

1. Advising and assisting administrators, faculty, staff and students in carrying out the provisions of the Safety Manual.
2. Establishing permitted occupancy requirements for all public assembly areas of the University.
3. Reducing risk by investigating workplace accidents and recommending measures to eliminate future occurrences.
4. Reviewing prior to adoption of the final design new construction and renovation projects.
5. Interfacing with appropriate individuals, groups, and departments in the development of local guidelines and procedures to facilitate regulatory compliance, as well as updating the Safety Manual.
6. Fire prevention, including alarm systems and reporting procedures.

The University Safety Officer, through the Vice President for Business Affairs, shall develop recommendations as needed pertaining to these responsibilities for consideration by appropriate officials and bodies.

## GENERAL

### Incident/Accident Reporting

Students and employees are responsible for reporting incidents or accidents which cause personal injury or property damage according to the laws of Illinois and procedures established by the University.

### Crowd Control

The event promoter (Athletics, University Board, Arts and Humanities, *etc.*) representing the University shall attempt to insure that life safety standards are maintained throughout a special event. It is incumbent upon the event promoter to consult with the University Police and the Environmental Health and Safety Department during the planning stage of the event where appropriate.

### Extraordinary Events

The University does not sanction activities which endanger the health and safety of individuals. Sponsors of events involving University-owned or controlled facilities for extraordinary activities including but not limited to fireworks, parachute jumps, rappelling, ballooning, helicopter landings, pyrotechnics, carnivals, celebrations for the public, etc. are responsible for securing appropriate authorizations in accordance with procedures outlined in the Campus Safety Manual.

## Building Evacuation

When a fire alarm is sounded in a building all persons are responsible for immediately evacuating the building and for not re-entering the building until the city Fire Department or the University Police have determined that it is safe to do so.

This policy provides a framework for general campus safety. Other campus safety policies, such as emergency preparedness, can be found elsewhere in this set of policies.

Approved:  
President  
May 17, 2000

Nomenclature Changes:  
December 13, 2001

Monitor: President

**APPENDIX D**  
**INSTITUTIONAL EMERGENCIES**

## INSTITUTIONAL EMERGENCIES

The Institutional Emergencies Committee is maintained as a standing University committee for the purpose of advising the President on actions to be taken in the event of an emergency which threatens or requires the closing of the institution. The Committee shall be representative of students, faculty and administration and shall be composed of the President's Council, the Student Body President, the Chair of the Faculty Senate, and the Chair of the Staff Senate, to the extent they are available. The President shall serve as Chair.

Resource personnel to the Committee shall be composed of the Emergency Management Team (see separate section).

When a situation threatens or requires the closing of the institution, the Committee shall be called by the President, or designee, as promptly as possible in order that the University might react in a clear and responsible manner to the circumstances which confront it.

The President, or designee, shall inform the Committee of the exact nature of the emergency and seek advice and counsel concerning alternative courses of action, including the hours and day of closing, if required, and the hour and day of re-opening, if feasible.

The President, or designee, also shall seek the advice of the Committee on proposals for makeup work required as a result of the closing. The final decision shall rest with the President.

Following the decision, the President, or designee, shall prepare a statement concerning the emergency and decisions made. A copy of the statement shall be provided to each member of the Committee. Information shall be communicated to students, faculty, administrative staff, and civil service employees through the media.

### Emergency Management Team

The Emergency Management Team (EMT) will coordinate the immediate institutional response to situations involving loss of life, major accidents, disturbances, disasters, etc. The EMT does not replace the University's senior leadership in determining appropriate responses to emergencies, but rather coordinates the initial response and planning for emergencies under the direction of the President's Council. The membership will vary depending on the nature of the emergency.

The Vice President for Student Affairs will normally chair the EMT. The Vice President for Business Affairs will normally co-chair for emergencies involving facilities (fire, tornados, etc.). Upon being informed of an emergency requiring activation of the EMT, the chair will mobilize other needed members of the team by directing the University Police dispatcher on duty to contact the EMT using a pre-established call list.

The EMT will normally be formed from among the following members, as appropriate to the incident. Each member will have a designated alternate:

Vice President for Student Affairs, Chair  
Director, University Housing and Dining Services  
Director, Media Relations  
Director, Counseling Center  
Director, Health Service  
Director, Minority Affairs  
Director, International Students (if foreign students are involved)  
Director, Student Services  
Chief, University Police Department  
Judicial Officer (for conduct-related emergencies)

**For Facilities Emergencies:**

Vice President for Business Affairs, Co-Chair  
Director, Facilities Planning and Management  
Safety Officer

Unless directed to an alternate site, the EMT will meet at a pre-designated location.

In the absence of the President or a presiding Vice President, the EMT will respond to the emergency in accordance with written guidelines, established policy, and as common sense dictates, in order to minimize loss, safeguard lives and property, and minimize disruption of normal activity.

The EMT will review the accuracy of its resource and contact lists, conduct practice discussions, and review various emergency scenarios.

**Weather Advisory When the University Continues to Operate**

Because the University is basically a residential university, its teaching activities should continue despite the adverse weather. These guidelines have been established to provide uniformity in handling staff and student absences when the University continues to operate but when some students and staff cannot get to the University. (SEE: **WEATHER-RELATED ABSENCES POLICY**)

**When the University Closes Officially**

**Board of Trustees Regulations** provide that the President of the University, or a designated representative, may close the University in an emergency in which the safety, health, or welfare of employees is a matter of concern. When this occurs, the employees may be excused from work with pay, under the following guidelines:

Employees in a collective bargaining unit are governed by the appropriate bargaining agreement.

1. Civil service employees shall not lose seniority because of such absence.
2. An employee on vacation, sick leave, leave without salary, layoff, day off, or other paid time off, shall account for the time away from work as if there were no closing.

#### Essential Services During University Shutdown

There are some essential services which must be provided despite the adverse weather. These guidelines have been established to provide for those conditions.

1. The appropriate Vice President shall determine what services shall be defined as essential.
2. Employees who are required to work on essential duties shall be granted equivalent time off for hours worked during their regular shift during the official close-down period. Equivalent time off shall be scheduled at a time mutually agreeable to the employee and the supervisor.
3. If the employee's work schedule requires it, overtime shall be paid for the time worked.

Approved:  
President  
January 10, 1996

Nomenclature Changes:  
December 13, 2001

Monitor: President

**APPENDIX E**  
**SEXUAL ASSAULT, ABUSE, AND MISCONDUCT**

### **SEXUAL ASSAULT, ABUSE AND MISCONDUCT**

Eastern Illinois University is committed to providing the safest campus possible for our students, faculty and staff. Sexual assault, abuse or other sexual misconduct including domestic violence, dating violence, and stalking is prohibited and will not be tolerated. The university continually endeavors to prevent sexual assault by providing training and educational materials to all students and employees, and by thoroughly investigating complaints of assault. Sexual assault is a crime and complaints will receive serious and immediate attention. Once a complaint is received, the first step taken by University personnel will be to ensure that the complainant is safe and protected from harm.

The University understands that a complainant may need a support person to accompany them on campus and students and employees will be provided with contact information for various on-campus and off-campus resources. For additional information regarding these resources please visit the University's [Sexual Assault Resources website](#).

#### **Consent**

Consent is defined as a freely given agreement to participate in sexual activity. Consent must be given each time parties engage in sexual activity. Consent given on a prior occasion does not indicate future consent.

Lack of verbal or physical resistance or submission by the victim resulting from the use of force or threat of force does not constitute consent. The manner of dress of the victim at the time of the offense shall not constitute consent.

A person who initially consents to sexual conduct is not deemed to have consented to any sexual conduct that occurs after he or she withdraws consent during the course of that sexual conduct. A person's consent to engage in sexual activity with one person does not constitute consent to engage in activity with another. Consent can be withdrawn at any time. Consent cannot be given when a person is unable to understand the nature of the activity or cannot consent based on circumstances including but not limited to:

1. 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.

#### **Filing a Complaint**

The complainant controls when and where to file a complaint. (In rare circumstances, the University may be required to proceed with an investigation without the cooperation of the complainant if failing to do so would put the greater campus community at risk.) There are multiple options available and complaints may be filed in any, all or none of the appropriate departments listed below. In addition, complainants are encouraged to contact the Assistant Director of

Counseling/Sexual Assault Prevention and Intervention at (217) 581-3413 in the EIU Counseling Center who will assist in coordinating the filing of complaints to decrease the burden on the complainant.

Whenever possible, the offices and departments listed below will share fact-finding information so that the complainant is not required to unnecessarily recount factual allegations multiple times to different investigators. The identity of the parties will remain as confidential as possible and in the event of a Freedom of Information Act Request for reports or information, the University will invoke all applicable exemptions which protect the identities of parties. Because the University is required to address actions that put students or the campus at risk of harm, there may be instances where it is not possible to maintain complete confidentiality. University Police, the Office of Civil Rights and Diversity, and the Office of Student Standards may be required to report complaints to the University's administration, and investigations may require that the complainant's name is revealed to witnesses or the accused. Investigations are kept as confidential as possible, and each office or department will take steps to inform the accused and witnesses of the need for continuing confidentiality.

Each office listed below will interview and assist complainants, identify and locate witnesses, interview the accused person, cooperate with law enforcement when applicable, provide information regarding the preservation of evidence and the availability of a medical forensic examination at no charge to the complainant.

Each office will also provide complainants with a written statement concerning the complainant's rights and options at the time a complaint is made.

Complaints regarding violations of this policy may be filed in the following offices or departments:

The University Police Department (UPD)

Location: 7<sup>th</sup> and Grant (directly east of the University Union)

Phone: 581-3212 (911 if an emergency)

Hours: Department is open daily until 4:30 p.m.; officers are on duty 24 hours.

UPD provides professional law enforcement services to the campus community. They can receive, process, and investigate complaints of sexual assault pursuant to the Illinois Criminal Code, and then forward information to the Coles County State's Attorney for appropriate action if the complainant wishes to pursue a criminal complaint.

The Office of Student Standards

Heather Webb, Ph.D., Deputy Title IX Coordinator

Location: University Union – Lower Level

Phone: 581-3827

Hours: Office is open M-F from 8 a.m. to 4:30 p.m.

The Office of Student Standards enforces the requirements of the Student Code of Conduct and, through its board or administratively, issues sanctions for violations of the code including violations of the sexual misconduct provision. The Director is also a Title IX Deputy Coordinator. Once a complaint is received, the Office of Student Standards will collect information and determine whether to proceed administratively or whether to send the matter to a board hearing (the more likely outcome). The board will receive testimony from witnesses and will review applicable evidence or documentation. The board uses the “preponderance of the evidence” standard. Click [here to view their procedures](#).

The Office of Civil Rights and Diversity

Shawn Peoples, PhD., Title IX Coordinator

Location: 1011 Old Main

Phone: 581-5020

Hours: Office is open M-F from 8 a.m. to 4:30 p.m., and by appointment.

The Office of Civil Rights and Diversity investigates complaints of sexual harassment according to the sexual harassment policy. A single instance of sexual assault can also violate the University’s sexual harassment policy. This office reviews and investigates allegations of sexual assault to the extent that such an act would violate the sexual harassment policy and/or Title IX. Once a complaint is received, witnesses are interviewed and evidence is examined. An investigative report with conclusions and recommendations is issued to the appropriate vice president usually within sixty days. This office uses the “preponderance of the evidence” standard. The complainant or the accused person can appeal the findings to the University president. Please click here to view the University’s Discrimination Complaint Procedures.

Complainants are encouraged to take reasonable steps to preserve evidence by seeking immediate police and medical assistance in the event of an assault. In addition to physical evidence, notes, electronic messages and phone records are examples of evidence that should be preserved.

In addition, the following reporting options are available to students, third parties and bystanders:

1. Electronic reporting – Reports may be filed electronically by contacting the email addresses of the offices listed in this policy, or by completing the online form with UPD found [here](#).
2. Anonymous reporting – Reports may be filed with the UPD anonymous tip line.
3. Confidential reporting – Persons seeking to have reports kept as confidential as possible can contact the Confidential Advisor listed below.

Procedures

Complaints regarding a violation of this policy shall be addressed according to the University's Sexual Assault, Abuse and Misconduct Complaint Policy. Students who report violations of this policy in good faith are immune from discipline regarding minor conduct violations (such as underage drinking) that may be discovered during an investigation unless the violation is egregious or places the health or safety of others at risk. Students who report violations or participate in an investigation are also protected from retaliation.

### Discipline

The offices listed in this policy, and the appropriate vice president, are authorized to implement temporary actions including reassignment of the accused person from a class or residence hall while the case is pending, changes to academic, dining, transportation, and working situations, issuing campus no-contact orders, and honoring judicial orders of protection. Such actions are non-punitive and are designed to ensure the safety of the complainant and the integrity of the investigative process.

The UPD and the Vice President for Student Affairs are authorized to restrict (ban) individuals from participating in campus activities or from being on campus property. The Office of Student Standards and the Civil Rights Office can recommend various sanctions to the Vice President for Student Affairs or other appropriate vice presidents. Sanctions can range from reprimands to suspension or expulsion from the University. Complainants will be kept informed of the process and are encouraged to participate to the extent they feel comfortable. Complainants are entitled to know the outcome of the Student Standards process pursuant to the Clery Act, and students are informed of the outcome of Civil Rights sexual harassment investigations.

### Confidential Advisors and Reporting

Whether or not a complaint is filed, a student may also contact the University's Counseling Center and speak to a confidential advisor at any time.

Lindsay Wilson, EIU Counseling Center

Location: Human Services Building

Phone: 581-3413

Hours: Office is open M-F 8 a.m. to 4:30 p.m.; after hours calls accepted by calling 581-3413 (follow prompts).

The Counseling Center has trained counselors available to provide emergency and ongoing support to survivors of sexual violence. They can assist with questions regarding sexual assault, and they can provide information regarding available resources. Confidential reporting means that the information provided to the confidential advisor will be maintained by the advisor in confidence, and the student's name or other identifying information will not be shared with any person or department other than, in limited circumstances the University's legal counsel, unless the student consents to the disclosure of his or her name. In the event that there is substantial risk of ongoing harm to the

student, the campus community or the general public, the advisor may share information only as necessary to prevent such future harm.

### Training and Educational Materials

The University is committed to ongoing awareness of sexual assault and misconduct issues for members of the campus community. All new students and new employees are required to complete training on preventing sexual and interpersonal violence.

The University maintains several programs designed to eliminate sexual assault and misconduct including: RAD (Rape Aggression Defense), Alcohol EDU, Haven: Understanding Sexual Assault, specialized training for resident assistants, campus workshops on sexual assault and bystander training, and other programs for student-athletes and fraternity and sorority members.

### Conclusion

It is the responsibility of all members of the campus community to create a campus free of sexual violence. Victims or witnesses of sexual assault are encouraged to come forward with the assurance that complaints will be taken seriously, and great care will be taken to ensure that victims are protected and receive appropriate attention and services. For a complete list of services and additional information regarding sexual assault please visit the [EIU Sexual Assault Resource Guide](#).

### Additional Resources

[Sexual Assault Counseling and Information Services, 1505 18th St. Suite #2, Charleston, Illinois \(217\) 348-5033](#)

[EIU Health Service \(217\) 581-2727](#)

[Local Hospital – Sarah Bush Lincoln Health System, 1000 Health Center Dr., Mattoon, Illinois \(217\) 348-2525](#)

[Charleston Police Department \(217\) 348-0660](#)

[Coles County Victim Advocate \(217\) 348-0561](#)

[HOPE Domestic Violence Shelter \(217\) 348-5931](#)

Approved:  
President  
August 1, 2016  
Monitor: Vice President for Student Affairs

**APPENDIX F**  
**BEGINNING OF THE SEMESTER LETTER**

Dear Faculty and Staff:

As we greet a new academic semester, you may occasionally encounter a student who is having difficulty. Warning signs that a student is in distress include: *nervousness, increased irritability or undue abrasive behavior, poorly-prepared work, change in attendance patterns, marked change in personal hygiene, and/or excessive social isolation with alarming behavior.* If you identify these or other unusual signals in a student, we offer these guidelines in helping your students:

- **Do not ignore unusual and/or inappropriate behavior.** Share specific concerns about behavior with the student as quickly as possible. Inform the student that such behavior is distracting and inappropriate.
- **Listen to the student.** Request to talk with the student and listen carefully to the student. While respecting the student's privacy, consider your comfort level and personal safety. If you choose to meet with a student in your office, you may ask a colleague to join you.
- **Document your observations.** Write detailed notes about the student's behavior and your concerns. These notes can be extremely helpful when a student needs to be referred to another department for assistance.
- **Referral options.** If you believe that the student is in need of additional assistance, there are a variety of offices on campus to help, including:
  - The Counseling Clinic in the Human Services Building (581-3413, <http://www.eiu.edu/counstr>) for students who need emotional assistance. (If it is after business hours, please contact LifeLinks for assistance at 1-866-567-2400.)
  - The Office of Student Standards in the University Union (581-3827, <http://www.eiu.edu/judicial>) for students who are disruptive in the classroom.
  - The University Police Department (581-3212, <https://www.eiu.edu/police/>) for concerns involving public safety. Use 911 in an emergency situation.
  - The Medical Clinic in the Human Services Building (581-3013, <http://www.eiu.edu/health/>) for a health-related concern.
  - Additionally, a resource entitled "Distressed Student Handbook" is available at <http://www.eiu.edu/counstr/Distressed%20Student%20Handbook%202016.pdf>.

We hope this information will be helpful throughout the academic year. Thank you for the care, concern, and guidance that you give our students. Please contact either of our offices at any time if you have questions about finding the right resources to assist our students.

Sincerely,

Lynette Drake  
Interim Vice President for Student Affairs

Jay Gatrell, Ph.D.  
Provost and Vice President for Academic Affairs

## **APPENDIX G**

### **ALERT EIU**



## Frequently Asked Questions

### **Where can I register for Alert EU?**

Registration (enrollment) for AlertEU is accomplished through an enrollment notification to your campus email account providing a link to the [AlertEU member portal](#). Every active student, faculty and staff member at EIU automatically receives AlertEU notices to their campus email account. Enrollment into AlertEU is encouraged in order to provide cellular telephone number(s) and or an alternate email account for notifications. Enrollment notification emails are sent out periodically to any members who are not yet registered. Once enrolled you may access the AlertEU member portal for any changes at the link below.

[Click here to access AlertEU Member Portal.](#)

### **What is Alert EU?**

Alert EU is a text-messaging system that alerts subscribers, via their cell phones, to emergency situations and (if needed) advises them to take action. The messages are short -- no longer than 160 characters. Messages will focus on possible threats on EIU's main campus.

Alert EU is one part of Eastern Illinois University's Campus Emergency Notification System (ENS). With the addition of Alert EU, the institution has five means of communication with which to notify the campus community in event of an emergency situation.

In addition to Alert EU, students, faculty and staff should be aware of these methods of communication:

- A siren/public address system will sound a pulse tone, followed by a public address message, if needed. The pulse tone notifies all students, faculty and staff to check their EIU-assigned e-mail and/or Eastern's website for important information.
- An e-mail message to all students, faculty and staff will provide information about the emergency.
- A "phone tree" will help notify key individuals in departments/programs on campus; they, in turn, will post this emergency information in accessible locations (where possible) for general public awareness.
- Information will be available via [WEIU Radio \(88.9 FM\)/TV \(Channel 51/Mediacom Cable 6\)](#).

**Please Note:** The campus emergency siren/public address system is tested on the first Tuesday of every month first at 10 a.m. by the Coles County Emergency Services severe weather service and again at 10:30 a.m. by the AlertEU system.

### **Who can sign up for Alert EU text messages?**

All active students, faculty and staff of EIU are automatically members of AlertEU and receive all notifications via their EIU campus email account automatically. Enrollment into

the member portal provides the ability to supply current cell number(s) and or an alternate email address for notifications.

**How soon will one have the capability to receive emergency messages after registering?**

As soon as a cell number is entered into the system through the member portal, new notifications will begin to be received at that number. Notifications are sent to EIU campus email accounts automatically regardless of enrollment status.

**Are there any costs involved for those who register for Alert EIU?**

For those who do not have text-messaging contracts as part of their cellular service, there may be a small charge for any text messages that they receive. Individuals should check with their cell phone carriers to determine what those costs may be.

**Why should one register?**

Eastern Illinois University's Emergency Notification System uses a number of methods of communication to notify its students, faculty and staff of an emergency. Collectively, these different tools (including outdoor warning sirens, e-mail, the [EIU website](#) and campus media) help ensure that important information is disseminated as quickly as possible.

**Will the system be used for commercial purposes?**

**NO.** The Alert EIU text-messaging system will only be used for notification of emergencies requiring immediate action.

**How does one unsubscribe if he/she no longer wishes to receive emergency text messages?**

Simply login to the [AlertEIU member portal](#) and remove any cell numbers listed there. You will continue to receive notifications to your campus email account.

**Will Eastern periodically test the system?**

A test message will be sent near the beginning of each fall and spring semester to ensure the system is working properly.

**If one chooses not to register for Alert EIU, will he/she still receive emergency alerts via an EIU-assigned e-mail address?**

Yes, all active students, faculty and staff will receive any AlertEIU notices through their campus email account.

**APPENDIX H**  
**STUDENT CONDUCT CODE**

# Eastern Illinois University

## Student Conduct Code

Effective Fall Semester, 2000 - reprinted Fall 2004; revised Spring 2008; revised Summer 2013

"Teaching tolerance, global understanding, ethical behavior and the great traditions of democracy remain central to Eastern's mission. Eastern's men and women will be prepared to lead, to inspire, and to continue a life of learning." -- From the University's mission statement

Attendance at a tax-supported institution of higher education is not compulsory. It is optional and voluntary. By voluntary attendance at such an institution, the student assumes obligations for performance and behavior reasonably imposed by the institution, and which are relevant to its lawful missions, processes, and functions. The obligations are much higher than those imposed on all citizens by the civil and criminal law, and the institution may discipline students to secure compliance with these higher obligations as a teaching method or to remove the student from the academic community.

Eastern Illinois University is an academic community in which learning and scholarship flourish. While members of this community contribute a diverse mix of ideas and backgrounds, we hold in common those standards of conduct which exemplify personal integrity and ethical behavior and which advance the mission of the University, its traditions and values. Upon enrollment at Eastern Illinois University, every student is held to the standards of conduct contained in this code.

- [Section 1: Standards of Student Conduct](#)
- [Section 2: Jurisdiction](#)
- [Section 3: Registered Student Organizations](#)
- [Section 4: Authority for the administration of this Code](#)
- [Section 5: The University Student Standards Board](#)
- [Section 6: University conduct standards and violations of law](#)
- [Section 7: Allegations of Code violations](#)
- [Section 8: Resolution in lieu of a hearing](#)
- [Section 9: Hearings](#)
- [Section 10: Appeal](#)
- [Section 11: Interim Suspension](#)
- [Section 12: Self-Injurious Behavior](#)
- [Section 13: Sanctions](#)
- [Section 14: Implementation](#)
- [Section 15: Disciplinary records](#)

### **1. Standards of Student Conduct**

Words defined in this section are in italics.

**Standard I.** Eastern students observe the highest principles of academic integrity and support a campus environment conducive to scholarship.

Violations of this standard:

- a. Conduct in subversion of academic standards, such as cheating on examinations, plagiarism, collusion, misrepresentation or falsification of data.
- b. Theft or the unauthorized possession of examinations; alteration, theft, or destruction of the academic work of others, or academic records, library materials, laboratory materials, or other

- University equipment or property related to instructional matters or research.
- c. Submitting work previously presented in another course unless specifically permitted by the instructor.
  - d. Conduct which disrupts the academic environment; disruption in classes, faculty offices, academic buildings, or computer facilities.
  - e. *Complicity* with others in violations of this standard.

### **Standard II.**

Eastern students respect the health, safety, welfare and rights of all persons.

Violations of this standard:

- a. Threatened, attempted or actual physical harm, or other conduct that threatens the health or safety of the student himself/herself or any other person.
- b. *Intimidation, stalking, harassment (including sexual harassment), coercion, verbal abuse, domestic violence, dating violence* or any other conduct which has a direct and substantial disruptive influence on the life or educational endeavors of any person.
- c. *Sexual misconduct.*
- d. Conduct which is lewd, indecent, obscene, or disorderly.
- e. *Incapacitation* due to the abuse of alcohol or a controlled or other intoxicating substance, or appearing in a public place manifestly under the influence of such, particularly when there is danger to self, others, or property or there is unreasonable annoyance to others.
- f. Making, possessing, or using any *controlled substances* or paraphernalia or providing them to other persons.
- g. Possessing or using alcohol if underage, or providing it to those who are underage.
- h. The unauthorized possession or use of firearms, ammunition, explosives, fireworks, or devices classified as weapons by state statute; the use of instruments which simulate such items in acts which threaten or alarm others.
- i. *Hazing.*
- j. The intentional false report of a bomb, fire, or other emergency, or the unauthorized alteration or misuse of any fire alarm, firefighting equipment, safety or other emergency device.
- k. *Complicity* with others in violations of this standard.

### **Standard III.**

Eastern students respect the property of others, and the property, facilities, and resources of the University.

Violations of this standard:

- a. The unauthorized possession, taking, use, destruction, or defacing of University, private, or public property.
- b. Forceful or unauthorized entry onto any property or into any building structure, facility, room, or motor vehicle of the University or of any members of the University community or its guests.
- c. Violation of the Booth Library Users Code of Conduct. [The Booth Library Users Code of Conduct is at <http://www.library.eiu.edu/pubs/policies/conduct.html> ]
- d. Misuse or abuse of University computers, network access, related equipment, telephones, telecommunications, or laboratory equipment.
- e. Violations of the University's computer Acceptable Use Policies. [The Acceptable Use Policies can be found at <http://www.eiu.edu/its/security/pgr.phpp>]

- f. Repeated or willful failure to meet financial obligations to the University.
- g. *Complicity* with others in violations of this standard.

#### **Standard IV.**

Eastern students comply with the policies, procedures, and academic programs of the University.  
Violations of this standard:

- a. Conduct which by itself, or in conjunction with the conduct of others, disrupts, or impairs the carrying on of normal University functions.
- b. Refusal to cooperate with, or failure to carry out the reasonable directive, written or verbal, of faculty, staff members, or public officials acting in the performance of their duties in support of the institution.
- c. Misrepresenting or falsifying any University record, forms or procedure; making knowingly false oral or written statements to any University official.
- d. Violations by *students* and/or their guests of policies governing University housing facilities in which they reside or visit, or dining facilities. [Policies governing residential facilities are available in the Housing & Dining Calendar Handbook and at <http://www.eiu.edu/housing/policies.php> ].
- e. Misuse of skateboards, skates, or bicycles in violation of University policy. [The policy regarding those items is at <http://castle.eiu.edu/~auditing/160.php>].
- f. Failure to satisfy the terms of a disciplinary sanction.
- g. Possessing alcohol on campus except as permitted by University policy. [The policies on the use and possession of alcohol on campus are at <http://castle.eiu.edu/~auditing/152.php> and <http://castle.eiu.edu/~auditing/153.php>]
- h. Violation of building hours or usage policies; smoking in locations other than where permitted.
- i. Failure to show a Panther card, key, or other requested identification when requested to do so by faculty or staff members acting in the performance of their duties.
- j. Unauthorized possession, use, transfer, or alteration of a state or University identification card, Panther card, key, key card, personal identification number, or password.
- k. Failure to have a current local and permanent address on file with the University.
- l. Unauthorized solicitation or canvassing.
- m. Gambling, if not permissible by law and campus policy.
- n. Posting on University property without permission or in unauthorized locations. [The University's posting policy is at [http://castle.eiu.edu/~auditing/138\\_1.php](http://castle.eiu.edu/~auditing/138_1.php)]
- o. Violating study abroad or domestic study travel program standards or policies.
- p. *Complicity* with others in violations of this standard.
- q. Providing false testimony at a disciplinary hearing or disregarding disciplinary procedures.

#### **Standard V.**

Eastern students uphold the mission of the University by being responsible citizens.  
Violations of this standard:

- a. Ongoing disruption to the peace of the local community or to the campus as evidenced by more than one ordinance or misdemeanor conviction related to noise, alcohol, marijuana or controlled substances, disorderly conduct, or nuisances.
- b. Conduct which poses a hazard to the community or to the campus, such as assault, driving under the influence of drugs or alcohol, or riotous conduct.
- c. Egregious or flagrant instances of conduct in the community or on campus which violates the

Student Conduct Code and/or is prohibited by statute or local ordinance.

d. Felonious conduct, regardless of where it occurs.

e. *Complicity* with others in violations of this standard.

f. The University will consider as an aggravating factor in determining sanctions, any violation of law or of this code in which the accused student intentionally selected the person or target of the violation based on gender, race, religion, color, disability, sexual orientation, national origin, ancestry, age, marital status, veteran's status (as protected by law), or other basis of discrimination precluded by federal and state statutes.

## **Definitions**

### **Complicity**

is being present during the planning or commission of any violation of the Student Conduct Code in such a way as to condone, support, or encourage that violation. Students who anticipate or observe a violation of the Student Conduct Code are expected to remove themselves from association or participation and are encouraged to report the violation.

### **Controlled substances**

includes, but is not limited to, cannabis, cocaine, ecstasy, heroin, LSD, methamphetamines, prescription medications (for which there is no prescription or that is being abused), other natural or synthetic intoxicants, and any substances prohibited by state statute, Federal statute or regulation.

### **Domestic violence and dating violence**

are harming behaviors that occur between individuals who are or have been in a social relationship of a romantic or intimate nature. Domestic violence is when those individuals are in a shared living arrangement or who have a child in common, and dating violence is when those individuals are not in a shared living arrangement or have a child in common.

### **Hazing**

is any act or situation on or off campus, initiated, planned, sanctioned, or joined in by one or more persons associated with an athletic team or student organization, causing embarrassment, harassment, or ridicule to, or which involves participation in a Code violation or an illegal act by, or which causes or places in danger of causing physical or mental harm to, any member or any student affiliated with the organization.

### **Incapacitation**

is the impairment of one's faculties where physical or mental control is markedly diminished. Intimidation is an action that serves to attempt to limit another person from participating in an activity and/or process.

### **Plagiarism**

is the use, without adequate attribution, of another person's words or thoughts as if they were ones' own, failing to cite outside sources used in completion of the work, improperly citing sources, and submitting work that was previously completed for another class without prior approval from the instructor.

**Sexual misconduct**

is any physical act of a sexual nature without the consent of the individuals involved. Behaviors include, but are not limited to:

- a. any form of sexual penetration without consent
- b. intentional or knowingly touching of another person, either directly or through the clothing, of sex organs, buttocks, or breasts for the purpose of sexual gratification or arousal without consent of the other person
- c. indecent exposure with sexual intent
- d. use of email, text, phone, or any other form of communication to send sexually explicit materials that are unwelcomed by the recipient

**Consent**

must be given each time parties engage in sexual activity. Consent on a prior occasion does not indicate future consent.

Consent is defined as a freely given agreement to sexual activity. Lack of verbal or physical resistance or submission by the victim resulting from the use of force or threat of force does not constitute consent. The manner of dress of the victim at the time of the offense shall not constitute consent.

A person who initially consents to sexual conduct is not deemed to have consented to any sexual conduct that occurs after he or she withdraws consent during the course of that sexual conduct. A person's consent to engage in sexual activity with one person does not constitute consent to engage in activity with another. Consent can be withdrawn at any time. Consent cannot be given when a person is unable to understand the nature of the activity or cannot consent based on circumstances including, but no limited to: a.) Incapacitation due to the influence of drugs or alcohol; b.) The person is asleep or unconscious; c.) The person is not of legal age to consent; or d.) The person is incapacitated due to a mental disability.

**Stalking**

is a repeated and unwanted behavior that threatens or endangers another person's ability to safely be part of our community, or causes another person to fear for their safety, health or well-being. This behavior may be in person, in writing, phone, or through electronic media.

**Student**

means any person registered for and/or taking courses at or through the University, both full-time and part-time, or one accepted for enrollment. Persons who are not enrolled for a particular academic term but who have a continuing relationship with the University are also considered students. Also subject to the behavioral standards of this Code are those students from other post-secondary institutions who may be housed on the campus. The University reserves jurisdiction to adjudicate an allegation of a Student Conduct Code violation, including significant academic fraud, occurring during a student's enrollment which may arise subsequent to a student's leaving or graduation from the University.

**Section 2: Jurisdiction**

This Code applies to student conduct which occurs on campus, off campus, at University events or at functions by University organizations, or elsewhere when the nature of the alleged misconduct, as

determined by the Vice President for Student Affairs or designee, adversely affects the University, including its reputation with its constituents and the local community, or the pursuit of its mission, or which otherwise indicates that the student may pose a danger to the academic community.

The University reserves the right to deny admission or readmission to any person because of previous misconduct which may substantially affect the interest of the University, or to admit or readmit such persons in an appropriate disciplinary status. The University reserves the right to change these behavioral standards and disciplinary procedures at any time upon general notice to the University community.

### **Section 3: Registered Student Organizations**

Resolution of allegations of Conduct Code violations by registered student organizations may be delegated to the Student Life Office for investigation and resolution. When so delegated, the Director of Student Life or Director of Fraternity and Sorority Programs will provide a hearing to determine whether the organization is in violation and, if so, whether recognition should be withdrawn by the University or lesser sanctions imposed on the organization. Hearing procedures applying to organizations need not parallel those accorded by this Code to individual students. Members of Registered Student Organizations may be held accountable for individual violations of this Code in addition to sanctions imposed on the organization.

### **Section 4: Authority for the administration of this Code**

The Vice President for Student Affairs is responsible to the President for the administration of this Code. The primary assistant to the VPSA for matters of student conduct is the Director of Student Standards, to whom the administration of this Code and the disciplinary system is normally delegated. The Vice President retains authority to appoint or dismiss hearing officers, advisors, board, or panel members as may be needed. Decisions of hearing officers or boards are recommendations to the Vice President for Student Affairs. With the exception of recommendations for suspension or expulsion, the Vice President will not normally review a hearing decision in the absence of an appeal from the accused student, or a request from the Director of Student Standards. Any question of interpretation regarding the Student Conduct Code shall be referred to the VPSA or designee for final determination.

### **Section 5: The University Student Standards Board**

The Vice President for Student Affairs (VPSA) shall appoint a University Student Standards Board from among current students, faculty, and staff members to provide a sufficient pool of qualified persons to serve on hearing panels. Board members shall also serve as resource persons for the advocacy of the Student Conduct Code, and for evaluating the effectiveness of the Code, the Office of Student Standards, and the student disciplinary system.

The VPSA shall appoint student, faculty, and staff representatives to the University Student Standards Board to comprise a pool of qualified members sufficient to fulfill their responsibilities. Student members may be appointed by the Student Senate, or they may apply through the Office of Student Standards. Faculty Senate will nominate at least sixteen faculty members, and administrative/professional members may be appointed directly by the VPSA. Faculty and administrative/professional appointments are normally for two-year terms, with half of the Board being appointed in alternate years, and student appointments are made annually. The VPSA shall determine qualifications for appointment and eligibility for continued service on the Board.

## **Section 6: University conduct standards and violations of law**

Student Conduct Code disciplinary proceedings may be instituted without regard to pending civil litigation or criminal arrest and prosecution arising from the same factual situation. Disciplinary action may, but need not, be deferred, at the discretion of the VPSA or designee, until after civil or criminal proceedings have been completed, reduced, or dismissed.

## **Section 7: Allegations of Code violations**

The Director of Student Standards, or designee, will determine if there is reasonable cause to believe that a violation of the Student Conduct Code occurred and, if so, how such allegations are to be resolved in accordance with the provisions of this Code. Staff members to whom informal resolution of cases may be referred will normally include staff in the Office of Student Standards, Associate and Assistant Directors of Housing, Area Directors and Resident or Associate Resident Directors in the case of violations occurring in on-campus housing, the Director of Student Life in the case of a Registered Student Organization, the Director of Fraternity and Sorority Programs in the case of Greek Letter Organizations and faculty members in the case of academic misconduct occurring in their classes.

Students charged with Conduct Code violations are required to meet with the designated staff person to facilitate the resolution of the allegation. Failure to meet with the designated staff person may result in an additional charge of violating Standard IV (f) of this code. Registration for subsequent terms or the conferral of academic degrees may be withheld pending the resolution of allegations of student misconduct.

## **Section 8: Resolution in lieu of a hearing**

In lieu of a formal hearing, the Director of Student Standards, or such other University staff members may be authorized to informally resolve alleged misconduct, may confer with the student to obtain his or her response to the alleged misconduct and to determine whether the allegations have merit and if they may be resolved by mutual consent of the student charged and the staff member.

## **Section 9: Hearings**

The accused student may request, or the Director of Student Standards may require, that the allegation be resolved at a formal administrative hearing provided by a hearing officer, or by a panel of the University Student Standards Board. The Director of Student Standards shall consider the preference of the accused student, the nature of the allegation, and the availability of panel members when assigning the case for an individual or panel hearing. The Director may appoint him/herself as the case hearing officer, or may delegate that role to another appropriately trained staff member. Hearing panels will be selected by the Director or designee from qualified members of the University Student Standards Board. In the absence of a request by the accused student for a smaller panel, it will be scheduled with at least four but not more than seven members. All panels must include at least two students and at least one faculty member. The Director of Student Standards, or designee, shall serve as the presiding officer and advisor to the Board at panel hearings and, as such, shall be a full non-voting participant.

The advisor to the Board may establish a format consistent with this Code for the conduct of the hearing in a fair and reasonable manner. The advisor to the Board may place a reasonable limit on the length of time permitted for statements. They may also determine that a statement, or portion of, is not relevant to the alleged violations and stop the participant. In cases involving more than one accused student, the Director of Student Standards or designee will determine if hearings concerning each student will be conducted jointly or separately.

**Notice**—The accused student shall have not less than 3 calendar days notice prior to the hearing. Notice shall be considered documented communication between the university and the student in person, by phone, delivery by U.S. mail, campus mail, e-mail, or hand delivery to the student's current local address as maintained by the University, or to the student's permanent address if no local address is on file. Failure by the student to have his or her current local address on record with the University shall not be construed to invalidate proper notice. Notification refers to the delivery of the notice and is considered complete regardless of an individual's choice to access, read, or respond to the communication. The student may waive the notice required in consideration of a more immediate disposition of the case. A continuance will be considered if just cause for delay can be substantiated. The written notice shall include:

- a. The time and place of the hearing.
- b. The University conduct standard(s) alleged to have been violated, and sufficient details of the complaint for the basis of the allegation to be understood.
- c. A statement of the respondent student's rights as stated in this section of the Code.
- d. The name of the person(s), group, or University office filing the charges.

Should the accused student choose not to appear, the hearing will be held in the student's absence. No recommendation for the imposition of sanctions will be based solely upon the failure of the accused student to answer questions or to appear at the hearing.

**Participants**—The hearing will be closed to all except the parties to the proceedings unless the accused student requests, and the Director of Student Standards or designee and panel approve that the hearing be open generally, or to specified other parties.

The accused student may be accompanied by one advisor of their choice. The advisor may attend the hearing with the student to counsel him/her, but not act as spokesman or vocal advocate. The accused student and advisor may be present during the entire time of the hearing, except during the deliberations of a hearing panel.

The alleged victim of misconduct may be accompanied by a support person of their choosing. They may counsel and assist him/her, but not act as spokesman or vocal advocate.

The hearing officer or panel may exclude from advising or accompanying the accused student or victim any person who will be called as a witness. If the accused student or other parties to the allegation are unable to locate or receive compliance from any member of the University community asked to testify, he/she may seek the assistance of the Office of Student Standards; however, the University will not compel the person to testify against his or her will.

If, at any time during the hearing proceedings, any participant or advisor is disruptive to the proceedings, the Director of Student Standards or their designee may ask for that individual to remove themselves from the hearing. In the event that they do not do so, the hearing will be stopped until such time that the hearing can be resumed without disruption.

**Evidence**—Both the accused student and the complaining parties may present evidence, including witnesses and written statements. The hearing officer or panel will determine the format of the hearing, and the admissibility of witnesses or written statements, and may elect not to hear such testimony if deemed redundant or irrelevant. The accused student is not required to answer questions of an incriminating nature.

The hearing officer or panel retains authority to question witnesses and parties to the alleged violations and will determine the appropriateness of questions posed by the parties.

**Decision**—Determination of violations shall be made based on the preponderance of evidence. Decisions by hearing panel shall be by majority vote. The hearing officer or panel shall notify the accused student of its findings within three business days after a decision has been rendered. In cases where multiple students are accused of violations, the outcome may be communicated after the last hearing. The decision shall be in writing and will include the resolution of the allegations and, in the case of violations, the sanctions that are to be imposed. Previous disciplinary and relevant academic records of a student found in violation of the Code will be considered in determining the sanctions to be imposed.

In cases where notification to a victim is permitted, notification will be made in writing within three business days.

**Recording**—A recording will be made of all judicial hearings. The recording is the property of the University, and will be retained as part of the student conduct file. The accused student may review the recording after making a request to the Office of Student Standards. Personal transcripts or recordings may not be made at any hearing.

### **Section 10: Appeal**

A written appeal of the process or decision may be submitted to the Vice President for Student Affairs within seven calendar days from the date of the decision letter. There will be a presumption of elemental fairness in the absence of written submission of credible information pertaining to:

- a. A substantial procedural error,
- b. New information of a substantive nature not reasonably available to presenters at the original hearing,
- c. Substantiated bias on the part of a hearing officer or panel member, or
- d. The sanction being inappropriate for the violation.

In considering the request the Vice President, or a reviewing authority of his or her choosing, may deny the appeal for lack of adequate grounds or may accept the appeal and, following a review of the case:

- a. Sustain the decision of the hearing authority,
- b. Dismiss one or all of the violations,
- c. Concur in the determination of violations, but alter (including increasing or decreasing the severity) the sanctions to be imposed, or
- d. Remand the case for a rehearing.

### **Section 11: Interim Suspension**

An interim suspension from the University, or lesser restrictions, may be imposed prior to the resolution of a disciplinary case if, in the judgment of the Vice President for Student Affairs or designee, such measures are necessary (a) to ensure the safety and well-being of members of the University community or preservation of University property; or (b) to ensure the student's own physical or emotional safety and well-being; or (c) if the student poses a likely threat of disruption of or interference with the normal operations of the University. During the interim suspension, the student shall be denied access to the campus, and/or to classes, University housing, and/or all other University activities or privileges for which the student might otherwise be eligible as the Vice President or designee may determine to be appropriate.

Prior to, or within a reasonable time following notice to the student of an interim suspension, upon the student's request a meeting with the Director of Student Standards or designee will be provided to review the reason for the imposition of the interim suspension.

## **Section 12: Self-Injurious Behavior**

Because of Eastern's concern for the well-being of our students, any student receiving medical attention to assess or treat intentionally self-injurious acts will be required to attend a meeting with the Directors of Student Standards and the Counseling Center (or their designees). This meeting is to occur within 24 hours of the notification to the student of this requirement, unless otherwise specified by the University. The purpose of the meeting is to ensure that the student is receiving appropriate medical care and can safely remain on campus, and for the student to complete authorizations to release information allowing appropriate University personnel to openly communicate with treatment providers, one another, and, if appropriate, with the student's parent(s) or identified significant other(s). Continued enrollment may be conditional on the student's adherence to treatment and behavioral guidelines determined by the University.

## **Section 13: Sanctions**

The following sanctions may be imposed upon any student found to have violated the Student Conduct Code. More than one of the sanctions may be imposed for any single violation.

**Academic Penalties**—Upon a finding that academic misconduct occurred, the instructor may impose a reduced or failing grade for the assignment or course in addition to such sanctions as may be imposed by a hearing officer or panel. Academic misconduct may also affect a student's continuation in certain degree programs.

Revocation of conferred degrees may be recommended to the Board of Trustees in instances where conferral of the degree preceded the determination of significant misconduct or academic fraud.

**University Reprimand**—A warning to a student that he or she has violated institutional regulations.

**University Censure**—A written notification to the student that they have engaged in behavior that is not acceptable in our community and that future violations will likely result in more serious sanctioning.

**Fine**—A fine may be assessed in an amount not to exceed \$200 per violation. Fines will normally be due within 30 days of imposition. Upon request of the student at the time of imposition, and with the concurrence of the hearing authority, a reasonable community service assignment may be substituted for all or part of the fine.

**Restitution**—Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.

**Discretionary Sanctions**—Educational papers or projects, mandated attendance at seminars or classes, service to the University or community, or other related discretionary sanctions may be assigned. Where the abuse of alcohol or drugs is a factor in the violation, the University may require satisfactory evidence of assessment and/or treatment at the student's expense as a condition of enrollment.

Registered student organizations found in violation of this Code may have their University recognition revoked, suspended, or subject to appropriate probationary conditions.

**Conduct Supervision**—A requirement that the student meet with a University staff member for one or more meetings following resolution of the case, for the purpose of assuring a continued understanding of and compliance with the Student Conduct Code.

**Housing Probation**—A specified period of observation during which the student must show clear evidence that he/she is capable of conformance to University residential standards as contained in the housing handbook and/or living unit regulations. Students on Housing Probation may not be a member of their living unit governance committee, living unit intramural team, Residence Hall Association (RHA), nor are they eligible for National Residence Hall Honorary or RHA recognition.

Other appropriate restrictions or conditions on housing activities and privileges during the probationary period may be imposed, including but not limited to periodic conferences with professional staff members, imposed reassignment, and denial of privileges associated with the living unit.

Any significant violation of the Student Conduct Code while on Housing Probation will normally result in expulsion from University housing.

**Changes to and Removal from University Housing**—Students may be relocated to other housing units, restricted from some housing and dining facilities, or removed from University housing for disciplinary reasons. Students who are restricted from all or some housing and dining facilities will be held to financial obligations in accordance with the housing contract.

A student who has not completed required on-campus residency in accordance with University policy will be suspended from the University if removed from on-campus housing.

**University Disciplinary Probation**—A status imposed for behavior of such nature as to place the student near removal from the University community. A student on University Disciplinary Probation is not in good standing with the University. He/she may not serve on any student-faculty board or University governance committee, as an officer of the student body or as a member of the Student Senate or University Board.

Other conditions may be imposed, including but not limited to satisfactory completion of educational assignments or programs, mandated standards of class attendance and/or academic achievement, expulsion from on-campus housing, restriction from buildings or facilities, or from participation in University activities, study abroad programs, student employment or other appropriate stipulations.

Any significant violation of the Student Conduct Code while on University Disciplinary Probation will likely result in suspension or expulsion. Scholarships, grant awards or other discretionary financial aid awarded by the University may be canceled or suspended as a condition of probationary status.

**Drug testing as a condition of probationary status**—If specified as a condition of probationary status imposed for a violation of Standard II (f) of this Code, a student may be required to submit to a urinalysis, at his or her expense, to verify the absence of other than legitimate and legal drugs, upon notice by the Director of Student Standards or designee, at a site specified by the University. Testing may be at random or based on a reasonable belief that a drug-related violation of the probation may have occurred. The presence, as certified by a qualified Medical Review Officer, of prescription or non-prescription drugs, controlled substances, or cannabis, for other than legal and legitimate uses, will be considered a violation of the probationary status, and may result in suspension or expulsion from the institution or other appropriate disciplinary action.

**Separation from the University—Suspension** is the disciplinary separation of the student from the University for a minimum specified period of time less than five years. **Expulsion** is a permanent disciplinary separation of the student from the University. Conditions for readmission of suspended students may be specified. A suspended or expelled student is restricted from the campus and from all University events and activities.

#### **Section 14: Implementation**

Sanctions not involving dismissal from the University shall be effective upon written notice to the student. Implementation may be held in abeyance pending the outcome of an appeal at the discretion of the Director of Student Standards. In the absence of an appeal sanctions which include suspension or expulsion must be approved by the Vice President for Student Affairs or designee. Registration for subsequent terms or the conferral of the degree may be withheld until sanctions have been concluded and any conditions imposed by the University have been fulfilled. The VPSA may defer imposing suspension or expulsion pending satisfactory completion of the academic term, or of a satisfactory period of disciplinary probation.

#### **Section 15: Disciplinary Records**

Student disciplinary records will be destroyed after seven years from the time of the last entry, except in cases involving separation from the University or restrictions on reenrollment. Disciplinary sanctions shall not be made part of the student's permanent academic record, except in the case of separation from the institution, where a suspension will be noted on the transcript with "Administrative Suspension" and an expulsion will be noted on the transcript with "Administrative Expulsion". A suspended or expelled student may, following the specified minimum period of separation, request the removal of the sanction from the permanent record, which shall be at the discretion of the Vice President for Student Affairs.

#### **For more information**

Office of Student Standards

Located on the ground floor of the west wing of the MLK, Jr. University Union

(217) 581-3827

Fax: (217) 581-6489

Mailing address:

Eastern Illinois University

600 Lincoln Avenue

Charleston, IL 61920-3099

**APPENDIX I**  
**CAMPUS VIOLENCE PREVENTION COMMITTEE BYLAWS**

## **Campus Violence Prevention Committee Bylaws**

### Article I.

#### Name

The name of this committee shall be the Campus Violence Prevention Committee.

### Article II

#### Purpose

- A. This committee is charged with assisting the EIU community in identifying potential threats to campus and assisting in the prevention of campus violence.
- B. The committee shall serve as an advisory committee to the President's Council.
- C. Objectives of the committee include:
  - 1. Reviewing and recommending methods and strategies useful in the prevention of violence on campus;
  - 2. Educating the campus community about methods, techniques, and strategies employed in the prevention of violence on campus;
  - 3. Creating, editing, and/or updating the interdisciplinary and multi-jurisdictional Campus Violence Prevention Plan;
  - 4. Assisting with the coordination of annual training exercises; and
  - 5. Integrating existing campus programs (e.g. suicide prevention, sexual assault prevention, anti-bullying, etc.) into the Campus Violence Prevention Plan.

### Article III.

#### Membership

- A. Members will be appointed by the President, with consultation with the Vice President for Student Affairs, to serve three year terms.

- B. The Vice President for Student Affairs shall serve as committee chairperson.
- C. The committee shall consist of representatives from the Office of the Vice President for Student Affairs, the Office of the Vice President for Academic Affairs, University Police Department, Student Standards, Health Service, Facilities Planning and Management, Environmental Health and Safety, Human Resources, Counseling Center, Residential Life, General Council, the Coles County Emergency Manager, the Charleston Police Department, the Charleston Fire Department, and other constituencies as needed.

#### Article IV.

##### Meetings

- A. A simple majority of voting members shall constitute a quorum.
- B. Meetings shall be held at least three times per year at times designed to maximize committee attendance.
- C. Special meetings, involving some of the appointed membership, may be convened by the committee chairperson to address and resolve sensitive and timely campus violence threats.

#### Article V.

##### Amendments

These bylaws may be amended by a two-thirds vote of voting members provided that reasonable notice of proposed changes has been provided.

Adopted August 2009

**APPENDIX J**  
**WORKPLACE VIOLENCE**

### WORKPLACE VIOLENCE

As an academic community, Eastern Illinois University does not permit workplace violence. Consequently, the University will not tolerate any type of violence committed by or against employees, including student employees. Incidents involving faculty and staff shall be handled in accordance with this policy, applicable employment regulations, and collective bargaining agreements. Incidents involving students shall be administered by the Student Standards Office in accordance with this policy and the [Student Conduct Code](#).

The following list, while not all inclusive, provides examples of behavior or conduct that is prohibited under this policy:

- intentionally and unlawfully causing physical injury to another person;
- aggressive, reckless or hostile behavior that causes bodily harm or reasonable fear of bodily harm to another person;
- intentionally damaging University property or property of another employee, student, or the public;
- making threatening remarks or issuing verbal challenges of physical harm; or
- provoking violent behavior in others.

Threats, threatening conduct, or any acts of aggression or violence in the workplace shall not be tolerated. Any employee determined to have committed such acts shall be subject to disciplinary action, up to and including discharge.

Any situation which may provoke violent behavior shall be reported to the appropriate supervisor of the employee exhibiting the behavior. The supervisor will investigate the situation and take appropriate disciplinary action when warranted.

Persons, other than faculty, staff and students, engaging in violent acts while on the University's premises or any situation which is imminently violent or perceived to be violent shall be reported to the University Police Department.

Any employee or student who is fearful of reporting an incident or perceived threat may confidentially seek assistance and guidance through the Office of Employee and Labor Relations.

Approved:  
President  
April 24, 2012  
Monitor: Vice President for Student Affairs

