



# Student Handbook

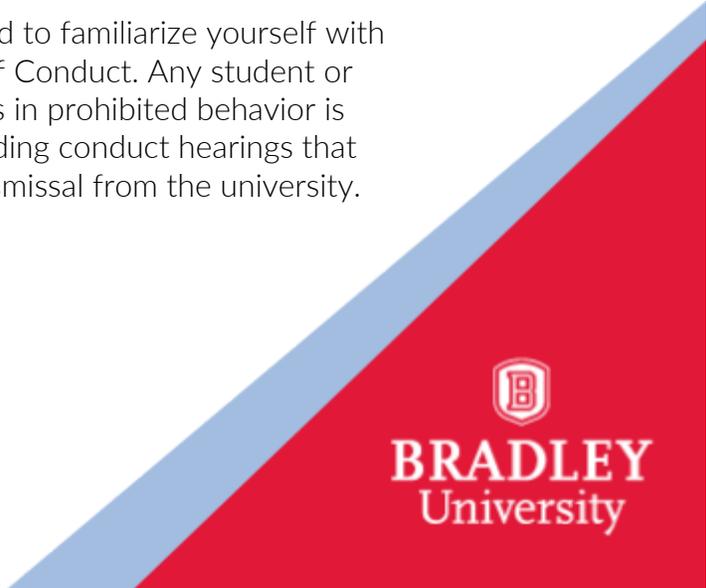
## *Standard of Conduct, Policies, Protocols & Regulations*

The Student Code of Conduct outlines your rights and responsibilities as a student, setting the foundation for appropriate behavior and consequences for violations at Bradley. Designed to support your academic and personal growth, these policies, protocols and regulations also promote the continued health, safety and success of our university community.

As a Bradley student, you're expected to familiarize yourself with the policies in the Student Code of Conduct. Any student or student organization who engages in prohibited behavior is subject to disciplinary action, including conduct hearings that may result in fines, probation or dismissal from the university.



**BRADLEY**  
University



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# Standards of Conduct

The following is a summary of possible unacceptable individual or group behaviors. This summary is not intended to provide an exhaustive list of all possible infractions, but to provide a foundation for sanctioning. Individual students or groups engaging in these behaviors on or off campus may be held accountable through the student conduct process and subject to conduct sanctions.

1. Dishonesty. This includes but is not limited to the falsification of any paper, project, test, examination, application, recommendation, grades or transcript, by means of cheating or plagiarism; the illegitimate acquisition of honors, awards, certification or professional endorsements, degrees, and academic credits; knowingly providing false information or failure to provide correct information; misrepresentation; aiding or abetting another person to do so, or by any other dishonest means.
2. Forgery. This includes but is not limited to the use of another person's name, personal identification, credit documents, student ID numbers, telephone numbers, or computer accounts and alteration for misuse of Bradley University documents or records of identification.
3. Disruption of the Learning Environment. This includes but is not limited to any act or conduct which threatens to disrupt the educational process or other legitimate function of the University or which endangers the health, safety, or property of any individual or group of individuals such as unauthorized interference with access, obstruction; or causing the disruption of teaching, study, research, administration, disciplinary procedures, athletics, or other University activities, including its public service functions, or of other authorized activities on University premises, or inciting others to commit such acts; or indecent, obscene, or inappropriately loud conduct, expressions, or actions.
4. Discrimination. Discrimination against any member of a protected class. Publicly displaying discriminatory words and/or images on campus is prohibited. For further details, please refer to the university's Nondiscrimination Statement.
5. Alcohol. This includes but is not limited to the use, possession, manufacture, or distribution of alcoholic beverages except as expressly permitted by law or University policy; including the sale of items or the receiving of donations to cover the cost of alcoholic beverages without a liquor license;
6. Controlled Substances. This includes but is not limited to the use, possession, manufacture, or distribution of non-prescribed possession of controlled substances such as amphetamines, barbiturates, cocaine, illegal narcotics, marijuana/cannabis, hallucinogen, or other controlled substances including "date rape drugs," or use or possession of drug paraphernalia, or the trafficking and

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serving of substances misrepresented as drugs to other persons. The possession or use of medicinal or recreational marijuana/cannabis in any form is prohibited on campus.

7. Possession of Unauthorized Property. This includes but is not limited to the possession of lost or stolen goods, unauthorized possession or duplication of any University key, theft, forgery
8. Damage to Property. This includes defacing, littering, or damage to property of the University, or theft or damage to property of a student, faculty member, employee, or organization of Bradley University or of a campus visitor
9. University Policy Violations. This includes but is not limited to violating published University policies or campus regulations, housing regulations, campus regulations, the registration of student organizations and organization officers, the use of University facilities, and noise policies.
10. Sexual Misconduct. This includes but is not limited to sexual assault, sexual harassment or sexual misconduct of any person on or connected with the campus or at any University sponsored or supervised function or event. (Note, sexual misconduct may follow different hearing procedures and hearing procedures will be provided directly to student(s).)
11. Threats and Abuse. Assaulting, threatening, threatening behavior, physically abusing, hazing, harassing, or endangering in any other manner the health or safety of any person or any University sponsored or supervised function or events. Threatening behavior includes any statement, communication, conduct, or gesture, including those in written form, that causes a reasonable apprehension of harm to a person or property. Threatening behavior may impact the person who is the object of the threat even if the person does not observe or receive it, so long as a reasonable person would interpret the maker's statement, communication, conduct, or gesture as a expression of intent to harm. Hazing includes but is not limited to, any behavior and/or acts of servitude that is designed or intended to humiliate, degrade, embarrass, harass, or ridicule an individual, or that which a reasonable person would deem harmful or potentially harmful to an individual's physical, emotional, or psychological wellbeing, as an actual or perceived condition of new or continued affiliation with any organization, and/or team. Hazing also includes knowingly or recklessly engaging in such behavior and/or acts.
12. Gambling. This includes but is not limited betting on, wagering on, or selling pools on any athletic event; possessing on one's person or premises (e.g., room, residence unit, car) any card, book or other device for registering bets; knowingly permitting

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the use of one's premises or one's telephone or other electronic communications device for illegal gambling;

13. Unauthorized use of Facilities. This includes but is not limited to unauthorized entry to or use of University facilities, including the use of University equipment (such as telephones, computers, internet linkage) or facilities (such as residence halls, fraternity/sorority houses, academic buildings, etc.) in such a manner that violates federal, state or local laws including sales, fund raising, donation, or any solicitation of funds except as authorized through the Director of Student Activities.
14. Fire Alarms. This includes but is not limited to tampering with, disabling, or unnecessarily setting off a fire alarm, fire extinguishers, fire sprinkler, AED devices, etc.
15. Failure to Comply. This includes but is not limited to the failure to comply with directives of University administrative officials acting in the performance of their duties.

# Alcohol Policy

## **General**

1. The University expects its students to be knowledgeable of and abide by the law of the State of Illinois, which requires that persons be 21 years of age or older to purchase, possess, or consume alcoholic beverages, including wine and beer.
2. Use, possession, manufacture, or distribution of alcoholic beverages except as expressly permitted by law or University policy is strictly prohibited.
3. All student organizations are required to check for a Bradley ID, which is required for admission to the event.
4. The University does not permit kegs (including cooler balls, beer bongs, etc.) in any University supervised housing including residence halls, fraternities, sororities, and apartments.
5. The University does not allow the unapproved consumption of alcoholic beverages by any student, regardless of age, in any public area of the University.
6. The University does not condone the abuse of alcohol (including drinking games) by any student regardless of age.
7. The University does not permit sponsorship of registered activities by an alcohol distributor or company.

## **Alcohol at Student Organization Events on Campus**

1. Alcohol will be permitted in the student center and Hayden-Clark Alumni Center only under the following conditions:
  - a. Student organizations may submit a written request to sponsor an event in which alcohol is served.
  - b. The request must clearly state the purpose of the event, who will be invited and why the organization feels it is necessary to serve alcohol.
  - c. Permission will be granted by the Director of Student Activities and the Assistant Director of Event Services after consultation with the student organization's advisor.
  - d. The appropriate University office will hire bartenders or servers who will also verify the ages of those purchasing alcohol.
  - e. A student organization advisor or a designee must be in attendance for the duration of the event. The designees must be approved by the Director of Student Activities and the Assistant Director of Event Services.
2. Alcohol will not be permitted on the campus grounds reserved by student organizations.

# Alcohol Policy

## **Alcohol at Sorority or Fraternity Housing Events**

All sorority and fraternity organizations with housing facilities are expected to abide by all local, federal, campus and inter/national organization rules and laws. Further the Social Event Policy within the Fraternity and Sorority Risk Management Guidelines must be followed.

## **Alcohol Counseling Services**

Full and part-time students may use the services of the Counseling Center. Individual counseling, assessment, and referral are available on a strictly confidential basis. There are a variety of services available to help educate students on their alcohol usage and alcohol assessments available from a counselor within Health Services.

## **Violations**

Students who violate University policy associated with the use of alcohol may be subject to University conduct sanctions.

# Animal and Pet Policy

## **General**

1. For purposes of this policy, the term "animal" includes any wild or domesticated, warm-blooded or cold-blooded animal or insect.
2. All dogs and other pets are to be tagged and inoculated in accordance with county and city regulations.
3. Dogs and pets will be under leash by the owner at all times.
4. No dogs or pets (including fish) are allowed in campus buildings or classrooms; unless for purposes of a service animal and/or emotional support animal as defined within the American with Disabilities Act. For more information contact Student Access Services at sas@bradley.edu or (309) 677-3654.
5. The person or persons who continually violate the above will have the appropriate disciplinary action taken.
6. Exceptions will be made, as mutually agreed upon, for students and/or student organizations whose primary responsibilities is training animals for use as a service animal.
7. Exceptions will be made, as documented and approved through Student Access Services, for those students with emotional support animals in the residence halls and/or St. James Apartments.

## **Prohibition Against Animal Abuse**

Animals may not be used in pranks or otherwise for amusement or ceremony in connection with any individual or group function or activity. Violation of this policy or any other abuse of animals shall be grounds for disciplinary action.

## **Violations**

Students who violate University policy associated with animals and pets may be subject to University conduct sanctions.

# Cannabis/Marijuana Policy

## **General**

Under the Illinois Cannabis Regulation and Tax Act in 2019 and the federal Drug-Free School and Communities Act in 1898, Bradley University prohibits the possession and use of medical or recreational cannabis or marijuana products on campus regardless of age.

## **State Law**

The Illinois Cannabis Regulation and Tax Act mandates:

1. An individual must be over age 21 to purchase, possess or use recreational cannabis in the State of Illinois.
2. A state resident is limited to possess:
  - a. 30 grams of cannabis flower,
  - b. or no more than 500 milligrams of THC contained in cannabis-infused product,
  - c. or 5 grams of cannabis concentrate.
3. A non-state-resident is limited to possess:
  - a. 15 grams of cannabis flower,
  - b. or no more than 250 milligrams of THC contained in cannabis-infused product,
  - c. or 2.5 grams of cannabis concentrate.
4. Driving under the influences is prohibited and is subject to legal sanctions.

## **Residential Living Investigations**

Residential Living and Student Conduct may investigate and enter residence hall rooms for a possible drug policy violation based on reasonable evidence. Evidence of drug policy violation can include, but is not limited to, presence of cannabis odor or smoke, seeds, residue, fans, towels near or under doors, open windows, attempts to mask scents, drug paraphernalia, plant cultivation, etc.

## **Second Hand Cannabis Odor**

Cannabis odor that permeates on University property, Possession or use of items that conceal or disguise drug use odor. The use of any substance which creates an odor that

# Cannabis/Marijuana Policy

may be confused with illegal substances is prohibited. This includes, but is not limited to, odors that smell like cannabis.

## **Violations**

Permitting any person to violate the drug policy in University Residence Halls. Supporting a violation of the drug policy by being present when other people are violating the policy. Students who violate University policy associated with cannabis/marijuana may be subject to University conduct sanctions.

# Cheating and Plagiarism Policy

## General

According to University Senate rules, all occasions of cheating and plagiarism must be reported to the Executive Director of Residential Living and Student Conduct, together with a statement of the penalty imposed by the faculty member. If, in the opinion of the Executive Director of Residential Living and Student Conduct, other problems of a personal or an emotional nature are present, a referral or conduct sanction may be made.

1. Cheating is officially defined as giving or attempting to give, obtaining or attempting to obtain, information relative to an examination or other work that the student is expected to do alone and not in collaboration with others, or the use of material or information restricted by the instructor. Each instructor will indicate beforehand work that may be done in collaboration with other students.
2. Plagiarism is no lesser an offense than cheating. Examples of plagiarism as stated in the Modern Language Association's MLA Handbook for Writers of Research Papers include but are not limited to repeating another's sentences as your own, adopting a particularly apt phrase as your own, paraphrasing someone else's argument as your own, and presenting someone else's line of thinking in the development of a thesis as though it were your own.
  - a. A "zero," or whatever is the equivalent of the lowest failing grade possible, shall be assigned for that piece of work to any students cheating on a non-final examination or other piece of work.
  - b. A "zero," or whatever is the equivalent of the lowest failing grade possible, shall be assigned on a final examination to any student cheating on a final examination.
  - c. An "F" shall also be assigned as the course grade to any student cheating on a comprehensive final examination. A "zero," or whatever is the equivalent of the lowest failing grade possible, shall be assigned for the piece of work to any student plagiarizing on a non-final piece of work. In the case of a student plagiarizing on a final research paper or project, an "F" shall also be assigned as the course grade.

## Repeated Offenses of Plagiarism and Cheating

For repeated or aggravated offenses additional action, including dismissal from the University may be taken pursuant to the Student Conduct Policy for violation of University regulations.

# *Cheating and Plagiarism Policy*

## **Grievance Procedure**

If the student objects to the instructor's conclusion that cheating or plagiarism has occurred, the student may consult the University Ombudsperson and/or appeal the instructor's conclusion through the instructor's director or chairperson to the dean, or to the dean's designee(s), of the college in which the course is offered within 20 days of the time that the student receives written notification of the instructor's conclusion. A copy of the notification will be filed with the Executive Director of Residential Living and Student Conduct.

Due process requirements for a fair hearing before the Dean or the Dean's designee(s) shall consist of written statements of the instructor and student in support of their positions provided prior to the hearing and a tape recording or transcript of the hearing itself. An appeal of the decision of the dean or the dean's designee(s) may be made within 10 days of the decision by written appeal to the University Student Grievance Committee.

In the event of an appeal, the dean shall transmit the decision of the University Student Grievance Committee, and, if the dean's designee(s) rendered the decision, the dean shall indicate whether or not he or she agrees with the decision.

## **Violations**

Students who violate University policy associated with cheating or plagiarism may be subject to University conduct sanctions.

# Contracting Policy

Students are never authorized to sign any sort of contract on behalf of the University.

The Director of Student Activities (or designee) is required to sign performance contracts under the following conditions:

- The program is funded by the Student Activity Budget Budget Review Committee (SABRC).
- The program is to be held on campus and is open to all students. In this case, proof of available funds to settle the contract must be presented to the Director or designee.

Agreements for fundraisers and events held off-campus may be signed by a student organization's advisor. The Director of Student Activities is available to review all contracts.

If any contracts or legal agreements are negotiated and entered by any unauthorized person, Bradley University will not accept legal or financial responsibility for these contracts or agreements.

## **Violations**

Students who violate University policy associated with contracting may be subject to University conduct sanctions.

# Drug Policy

## **General**

The use, possession, sale, or manufacture of any illegal drugs including cocaine, nitrous oxide and other inhalants, methamphetamine, heroin, rohypnol (roofies), Gamma Hydroxy-Butyrate (GHB), ketamine (Special K), LSD, ecstasy, etc. is strictly prohibited.

The misuse, illegal possession, sale, or distribution of prescription drugs and controlled substances is strictly prohibited.

Drug-related paraphernalia is not permitted under any circumstance and may not be used as decoration.

## **Violations**

Students who violate University policy associated with drugs may be subject to University conduct sanctions

# Ethical Use of Information Technology

## Resources Policy

### **General**

The purpose of this policy is to provide guidelines for the ethical, legal, and efficient use of information technology resources at Bradley University. This policy supports the mission of the university and applies to all authorized users of any Bradley University information technology resource. The principles specified here are consistent with respect for personal privacy, academic freedom, data integrity, and information technology resource availability. This policy is in addition to other University policies, state and federal laws and assumes that authorized users will apply common sense and exercise common courtesy.

### **Authorized Users**

Individuals who are members of the Bradley University Community are considered authorized users covered by this policy. In addition, all non-University individuals having access to University resources as part of external, collaborative agreements are, for the purposes of this document, considered authorized users and must also abide by this policy. All other individuals are considered to be unauthorized users and may be subject to legal action and/or sanctions by the university.

Resources covered by this policy include, but are not limited to:

All computer hardware, software, network and associated services (email, web access, etc.)

- All production and recording related technologies
- All print (books, newspaper and journals) and non-print (audio and video tape, film, DVD, audio CD, electronic resources, special collections, microform, curriculum kits, etc.) resources
- Telecommunications services (voice mail, audio/video conferencing, radio messaging, etc.)
- Intellectual property in any format

### **Authorized Use**

# Ethical Use of Information Technology

## Resources Policy

Authorized use is predicated on access by an authorized user. Authorized use is that which is consistent with the academic, research and service goals of this institution and falls within the guidelines of this policy. Use of all resources must comply with federal, state and local statutes. In addition, use of some resources, for example software and hardware, may also be limited by contractual agreement between the University and the supplier.

### **Individual Rights**

1. **Privacy:** Bradley University recognizes the desire for privacy of each authorized user. However, it is impossible to guarantee such privacy. For example, electronic mail messages are not secure because of the technology used and users should not assume that they are private. In the normal performance of their job functions, some University technical support personnel may need to view an authorized user's files, confidential information or activities. These employees are bound by professional ethics to respect individual privacy and not to disclose any information. All other viewing or monitoring of an authorized user's files, confidential information or activities requires the establishment of probable cause and approval by the Provost.
2. **Freedom of Expression:** Subject to existing laws and university policies, freedom of expression is a right afforded to all authorized users. Authorized users should be aware that exercising this right may occasionally produce material others consider offensive. All users should realize the potential of accessing resources offensive to themselves and to others does exist (e.g., the content of web pages); therefore, users take responsibility for their own use of resources.
3. **Harassment Policy:** Bradley University reaffirms the principle that its authorized users have the right to be free from any action that constitutes harassment in any form. Individuals who believe they have been harassed should follow University procedures and contact the Ombudsman or other appropriate official.

### **Individual Responsibilities**

1. **Morals and Ethics:** Authorized users are expected to respect the right to privacy of other individuals. It is expected that explicit permission from the owner of any non-public resource be obtained before it is used. Authorized users are expected to respect the freedom of expression of other individuals.

# Ethical Use of Information Technology

## Resources Policy

2. Expected Behaviors: This section details some guidelines relating to specific expected behaviors described below.
3. User Authentication and Password: Authorized users are not permitted to use any user identification that is not assigned to them to access any resource. Authorized users may not share any user password or authentication with other individuals. A user identifier is granted to an individual and that individual is responsible for any use of that identifier. If information needs to be shared with others, this should be done without the sharing of an identifier or a password.
4. Providing Services: Authorized users are not permitted to use University resources to provide services to others without prior written permission from the department or division responsible for providing the service. This applies to all computerized services such as network, web, FTP, etc. as well as to all other services.
5. Unauthorized Use: Authorized users are only entitled to use those resources, such as computers, networks and other information resources, which they have been granted permission to use. No user is allowed to attempt to guess or use another individual's password or other private identification to access any information technology resources. If an account has been compromised, it should be reported to the appropriate administrative unit.
6. Unauthorized Monitoring: Authorized users are not permitted, except as noted in section V(A), to use University resources to attempt to monitor or intercept electronic transmissions. Use of all resources must comply with federal, state and local statutes.
7. Disruption of Services: Deliberate attempts to disrupt the operation or degrade the performance of information technology resources are prohibited. Authorized users should be aware of potentially disruptive consequences of their actions and refrain from them.
8. Fair Share of Resources: Authorized users may not engage in activities that require heavy use of resources without obtaining appropriate permission. For example, hosting a web site might place a heavy demand on University resources. Mass electronic mailings such as University wide mailings require heavy resource usage. Information Technology (IT) can provide advice on efficient means to share information.
9. Business Use: Authorized users are not permitted to use University resources for non-University employment. However, open access to library resources is

# Ethical Use of Information Technology

## Resources Policy

permitted for all authorized users unless otherwise noted. Limited use of resources for sponsored projects is permitted with proper authorization. Note that some resources (especially some software programs) may not be used under any conditions for any purpose that is not directly related to credit education.

10. **Use of Copyrighted or Licensed Materials:** Bradley University is committed to the observance of all aspects of Federal copyright law and will not tolerate unlawful infringement. All authorized users are responsible for adherence to Federal guidelines. If an authorized user fails to adhere, the University will not provide any defense or indemnification to any claim of copyright infringement resulting from willful infringement or other unauthorized duplication. The University reserves the right to take all reasonable steps to prevent such violations.
11. **Internet Services:** Authorized users must abide by the established rules of conduct, for the Internet services used. Internet services normally include the rules of conduct in their usage agreements. For example, some services do not permit users to misrepresent themselves.
12. **Personal Identifying Information:** Authorized users may not use another person's personal identifying information. Exceptions may occur with that person's documented consent. Existing law makes it a public offense to use another person's personal identifying information to obtain credit, goods or services without the person's consent.
13. **Personal Use:** Personal use of Bradley University information resources by faculty and staff is permitted so long as it does not interfere with the regular duties of the employee. Examples of personal use are receiving, sending and responding to email of a private and/or personal nature and searching the web for information not directly related to the duties of the employee. Of course, employees are expected to resist use of such resources within guidelines of state and federal laws as well.
14. **Harassment:** Authorized users are not permitted to harass others. Examples of this include sending or broadcasting annoying, obscene, libelous or threatening messages.
15. **Damage of Information:** Technology resources authorized users are not permitted to intentionally damage University information technology resources.
16. **Peer-to-Peer Sharing:** Bradley University is committed to the observation of all aspects of Federal copyright legislation and will not tolerate unlawful infringement activities. While it is recognized that peer-to-peer applications serve a legitimate purpose, it is the responsibility of the user to ensure that their use in transferring

# Ethical Use of Information Technology

## Resources Policy

files adheres to established federal guidelines. Acquisition or distribution of music, video, game, or program files without express permission violates federal legislation and the University Policy on the Ethical Use of Information Resources. Users found in violation of this policy will be subject to sanctions listed in the Policy of Misuse of Information Resources located on the Bradley website.

### **Violations**

Authorized users are expected to understand this policy and abide by it. This policy is widely distributed and easily accessible. Lack of knowledge of this policy is not an excuse for failure to observe it. Questions regarding this policy can be directed to the Chief Information Officer (CIO) in Information Technology (IT). Disregard for this policy can result in conduct sanctions.

# Facilities Regulations

## **General Policies**

1. Registered Student Organizations, Bradley University departments, offices, facilities, and individuals, as well as non-University businesses and organizations, are expected to adhere to all policies and procedures set forth by the University.
2. Smoking is prohibited in all buildings on Bradley's campus
3. Any user will be required to pay for any damages and/or extraordinary cleanup costs which have resulted due to room usage.
4. Event Services may change room assignments in order to better accommodate all scheduled groups on a particular day.
5. Failure to cancel a Student Center room that you will not be using at least 72 hours in advance may result in rental charges. Charges will be equal to 50% of the rental rate for that space.

## **Assemblies/Protests**

1. Any student organization requesting use of campus grounds for assembly must obtain approval from the Director of Student Activities who will consult with appropriate University officials.
2. The proposed assembly must allow individuals to enter buildings, walk freely on campus and be free from harassment.
3. If the assembly is held when classes are in session, noise may not be heard inside academic classrooms.
4. Due to the possibly sensitive nature of planned assemblies, the confidentiality of the proposed event will be maintained if requested by the student organization.
5. Non-compliance with these procedures and/or a threat to the health, safety, or welfare of Bradley students will be referred to the Director of Student Activities and individuals who violate these policies may be subject to University Disciplinary Procedures. There must be a 24-hour period between protest activities.

## **Michel Student Center**

1. Registered student organizations in good standing will have priority in reserving Michel Student Center rooms. Organizations may reserve rooms up to 180 days in advance. Conflicting date requests will be resolved on a first come, first served basis. The Activities Council of Bradley University will have first priority for the Marty Theatre on Friday and Saturday nights for their weekend film series.

# Facilities Regulations

2. University offices/departments may reserve rooms up to 270 days in advance.
3. Open scheduling for the University spaces will begin following completion of the academic schedule for the upcoming semester. This is generally around April 15. At this point, student organizations, University offices/departments, individuals and groups from outside the University may reserve space will be reserved on a first come, first served basis.
4. Space reservations may be requested before the dates outlined above – but in no case more than one year in advance by contacting the Event Services Office.
5. Student organizations may submit a written request to sponsor an event at which alcohol is served. The request must clearly state the purpose of the event, who will be invited (all attendees must be at least 21 years of age) and why the organization feels it is necessary to serve alcohol. Permission will be granted by the Director of Student Activities and the Assistant Director of Event Services. All alcohol will be served/distributed by Event Services Staff.
6. Student organizations, campus departments and non-University groups may reserve table space on the first floor of the Michel Student Center. Table reservations are limited to two days per week per event.
7. Non-University organizations and businesses will be charged \$50 per day. Organizations may host a table TWO times per semester in each location listed but not in consecutive days or in the same week. Table rentals may not exceed a 4-hour period of time. The cost to rent a table is \$50 and payment must be made no less than three business days in advance. Payments can be made to the Event Services office over the phone with a credit card or in person via cash, check or credit. If payment is not received at least three business days in advance, the reservation will be cancelled.
8. Requests not made at least 3 business days in advance will not be approved. Reservations for the Student Center Ballroom must be received at minimum 7 business days in advance.
9. The collection of funds for personal gain is prohibited.
10. All Bradley regulations including the posting policy must be adhered to.

## **Campus Grounds (Outdoor) Reservation Requests**

1. Reservations for the use of Alumni Quad, Bradley Hall Patio and Olin Quad are made by completing an event space request via the EMS Web App and must be made at least three business days in advance.

# Facilities Regulations

2. Non-University organizations and businesses may request tabling space for a fee of \$50 per request. See External Table Rental Form for a full list of policies.
3. When the activity involves the distribution of information, selling of goods, etc., members of the sponsoring organization must stay behind the table.
4. In the event of harassment of people passing by, the group will be asked to leave the premises and will not be allowed to continue the event if it is scheduled for another day.
5. The sale and use of alcohol is prohibited.
6. Arrangements for serving or selling food at events must be arranged through Campus Dining Services.
7. No heavy equipment or vehicles may be placed on the Quads.
8. Staking of signs, tents, inflatable, etc. must be approved by Event Services.
9. The collection of funds for personal gain is prohibited.
10. All Bradley regulations including the Posting Policy must be adhered to.
11. All events must adhere to the Noise Policy.

## **Registered Student Organization Events (when charging admission)**

1. Student Organizations registered with the Student Activities Office and in good standing are able to reserve space free of charge if a simple majority of the attendees are Bradley students, faculty or staff. If Markin is requested, any non-members must pay the \$5 guest fee.
2. If an admission fee, registration fee or similar is assessed, the organization must pay the student organization rental rate for that space. Fees collected to purchase prizes, awards, etc. are not considered donations and rental fees will still apply. Any support services such as staffing, custodial, etc. may apply.
3. If collected fees are 100% donated (minus operating expenses) to an outside organization, rental fees will be waived. Organizations must show proof of donation with a valid receipt from the benefiting organization. Validation is completed through the Event Services Office. A receipt must be submitted within 30 days of the conclusion of the event or will be charged the rental fee for the space.
4. Event Services recognizes that events are sometimes co-sponsored by multiple organizations and entities; however, student organizations shall not use their privileges for access to Bradley University space and services inappropriately to “front” for a non-university group or commercial vendor in order to avoid or reduce expenses and /or provide access to campus for those entities. Student

# Facilities Regulations

organizations are not to reserve space for events, which they are not directly involved in, and present at. All instances of “fronting” for other student organizations, off-campus groups, or commercial vendors will result in an adjustment of all related fees to the non-university rate and may result in the loss of reservation privileges.

# Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) of 1974, also known as the Buckley Amendment, helps protect the privacy of student records. The Act provides for:

- the right to inspect and review education records
- the right to seek to amend those records
- the right to consent the disclosure of information from the records
- the right to obtain a copy of the school's Student Records policy

The Act applies to all institutions that are the recipients of federal funding. Students who are currently enrolled in higher education institutions or formerly enrolled regardless of their age or status in regard to parental dependency are protected. Deceased students are protected under FERPA as long as they were formerly enrolled. Students who have applied but did not attend an institution **are not protected**.

The following is a list of those who are entitled to student information.

- The student and any outside party who has the student's written consent
- School officials who have "legitimate educational interest" as defined in FERPA
- Parents of a dependent student as defined by the Internal Revenue Code
- A judicial order or subpoena which allows the institution to release records without the student's consent, however, a "reasonable effort" must be made to notify the student before complying with the order

Bradley University is allowed to release the following directory information on any student, unless the student signs a request to limit its release:

- Student's full legal name
- Photograph
- Local, permanent address and e-mail
- Telephone listing
- Parent name and address (for news releases only)
- Major field of study
- Dates of attendance
- Class and full-time/part-time status
- Approved candidacy for graduation
- Degrees and awards received

# Family Educational Rights and Privacy Act (FERPA)

- Most recent educational institution attended
- Participation in officially recognized activities and sports
- Weight and heights of athletic team members
- Birth date (will be validated only when furnished by the person making inquiry, for positive identification of the student)

In order to prevent the publication of any personal data in the Student Directory, a signed "**stop of release**" must be filed in the Registrar's Office (forms available there). The Registrar will accept a request to stop release for other off-campus uses at any time the student signs such a request in the Registrar's Office. The stop of release will remain in effect until the Registrar's Office is notified. Notification to remove the stop of release must be made in person or in writing by the student, and notarized. In person requests will be asked to provide a photo ID.

## **Parental Access to Student's Educational Record**

When a student reaches the age of 18 or begins attending a post-secondary institution, regardless of age, FERPA rights transfer from the parent to the student. Parents must obtain a signed consent Permission to Discuss Education Record Information form from their child to receive non-directory information. The completed and student signed form should be kept in the student's file within the appropriate unit in which the student's education record was discussed.

## **Posting of Grades by Faculty**

The public posting of grades by the student's name, ID number or social security number without the student's written permission is a violation of FERPA. This includes the posting of grades for students taking distance education courses.

Instructors and others who post grades should use a system that ensures that FERPA requirements are met. This can be accomplished either by obtaining the student's written permission or by using code words or randomly assigned numbers that only the instructor and individual student should know.

Notification of grades via a postcard violates a student's privacy rights.

# *Family Educational Rights and Privacy Act* *(FERPA)*

Notification of grades via e-mail is not recommended. There is minimal guarantee of confidentiality on e-mail. The institution would be held responsible if an unauthorized third party gained access, in any manner, to a student's educational record through any electronic transmission method.

## **When in Doubt, Don't Give it Out**

Please contact the Registrar's Office if you have further questions or concerns.

# Fundraising Policy

## **General**

All fundraisers must comply with University, state and local ordinances and laws. Student organizations may choose to fundraise for charitable causes or to help with the costs of their organization. When conducting a fundraiser for a charitable cause, we encourage student organizations to report their donations to the Assistant Director of Leadership and Service.

## **Games of Chance, Raffles, Casino Nights**

All fundraisers must comply with University, state and local ordinances and laws. Due to the number of legal, tax and operational issues associated with games of chance, raffles and casino nights, student organizations are not permitted to sponsor them in order to raise funds.

## **Bradley Merchandise – T-shirt, Mugs, etc.**

Only an approved vendor may print an item with the Bradley University logo, “Bradley.” A list of local approved vendors is available in Student Activities.

## **Alcohol**

Fundraisers associated with the sale or consumption of alcohol are prohibited.

## **Date Auctions**

Date auctions are not permitted. Bradley University values all individuals and as such does not allow the sale of people or people for service.

## **Canning and Fund Collections**

The act of canning or collecting of funds at the intersection of Main and University will not be approved for safety reasons, per the request of the City of Peoria. Request for fundraising events that have an overnight component must schedule an appointment with the Director Student Activities no less than two weeks prior to the event. Advertisement of fundraising activities must comply with the Posting Policy.

# Fundraising Policy

## **Violations**

Students who violate University policy associated with fundraising may be subject to University conduct sanctions

# Good Samaritan Policy

Bradley University recognizes the importance of prompt and appropriate medical assistance and/or treatment for severe alcohol intoxication, overdose, or physical injury. In an attempt to diminish the barriers for treatment, reduce the harmful consequences of excessive substance use, and increase the likelihood campus community members will call for medical assistance when needed, the Good Samaritan Policy has been created.

1. If a student calls for medical attention for another student because of severe alcohol intoxication, overdose, or physical injury by calling 911 or campus police (309-677-2000), then the individual initiating the call will not be subject to disciplinary proceedings through the University student conduct system.
2. A representative of an organization hosting an event who calls for medical attention for an individual present at their event and works cooperatively with responders shall not receive conduct sanctions that might arise from the possession and/or consumption of alcohol, if the situation is an isolated event. Repeated violations of the Bradley University Conduct Policy by an organization will warrant conduct consequences. Failure of an organization to seek appropriate medical assistance may also result in a conduct sanction against an individual or organization.
3. Responsibility for determining applicability of this policy will be made by the Center for Residential Living and Student Conduct. This policy is not intended to address possible violations of criminal laws or their consequences.
4. This policy is intended to be a support mechanism for students in need. Any abuse of this policy or any other University policy may result in University conduct sanctions.

# Housing Regulations

## **On-campus Housing**

All full-time first and second-year students must live in the residence halls, except those second-year students who reside in sorority or fraternity houses. The only exceptions are:

- Veterans
- Those who are 21 years of age by September 1 of the current academic year
- Those who live with nearby, immediate relatives (sister or brother who are non-Bradley students, aunt, uncle, parents, grandparents) within a 40-mile radius of campus
- Cases involving documented medical reasons that accommodations cannot be made for within the residence halls
- Part-time undergraduate students may live in the residence halls.

Please see Residence Hall Agreement for more details.

## **Appeals to Housing Requirements**

### **Fraternity and Sorority Housing**

Students requesting to live in fraternity or sorority housing can appeal the two-year on campus residence requirement.

### **Other Housing**

Students requesting to live off campus and appeal the two-year on campus residence requirement may not have received more than one conduct sanction., Students may appeal this policy decision through the Executive Director of Residential Living and Student Conduct.

### **Overnight Guests**

Students may have guests stay in their room. The University reserves the right to limit the frequency of guests' visits. There is no charge for guests, but the guest must be sponsored by a resident and the resident must make the arrangements with their Resident Advisor and must have a roommate's consent. Guests must observe all regulations of the Residence Hall system, and guests are the responsibility of the resident.

# Housing Regulations

## **Off-campus Housing**

Students residing off campus are subject to the same city ordinances and state housing laws as other Peoria residents. The University supports the enforcement of all city and state ordinances and encourages all students to be knowledgeable of the law. Additionally, all students living off-campus are subject to the University's Conduct Policy.

## **Co-Ed Housing**

As is appropriate, Residential Living and Student Conduct will make decisions on the use of residence halls and their floors by gender. There will be no residence hall assignments or student apartment complex leases made where members of the opposite gender will be assigned to live together in the same room.

## **Open Housing**

The open housing floor provides residence hall living space for all gender identities, including trans and gender nonconforming students, as well as allies. Students may share a room with anyone of their preference, regardless of sex or gender identity. It is not intended for students in an intimate relationship. Residents of this residence hall floor will share a communal bathroom with stalls and showers similar to other residence hall floors. The open housing floor will function like other floors in terms of programming and residence hall policies. The open housing model seeks to create an environment that's inclusive and celebrates diversity.

## **Health and Safety**

For the health and safety of residents and guests, the behaviors outlined below are strictly prohibited:

1. Unauthorized access or use of residential facility roofs
2. Tampering with fire safety or other safety equipment, this includes, but is not limited to, tampering with or covering smoke detectors and/or carbon monoxide detectors
3. Possessing or storing flammable decorations, appliances, a gas engine vehicle or any form of combustible fuel and/or other property that may be deemed a fire hazard
4. Causing a fire or false alarm in or about a residential community

# Housing Regulations

5. Failing to respond and evacuate appropriately, if required, at the sounding of the fire alarm system
6. Improper disposal or collection of trash or debris that could lead to room/suite entry obstruction, unsanitary hazardous conditions and/or fire safe hazards.

## **Entering Resident's Rooms**

Residential Living & Student Conduct may enter a residence hall room or apartment for health and safety concerns.

Residential Living & Student Conduct may investigate and enter residence hall rooms or apartments for a possible drug policy violation based on reasonable evidence. Reasonable evidence of drug policy violation includes, but is not limited to, presence of cannabis odor or smoke, drug paraphernalia, plant cultivation, attempts to mask scents such as fans, towels near or under doors, open windows, etc.

## **Residential Living Posting Policy**

Residential Living and Student Conduct may remove posted language or imagery from Bradley residence hall and apartment interior and exterior areas that may be considered offensive or discriminatory.

## **Violations**

Students who violate University policy associated with housing may be subject to University conduct sanctions

# Noise Policy

## **Residence Halls**

1. Quiet Hours are standardized across all residence halls.
2. Quiet Hours are as follows:
  - a. Sunday - Thursday: 10 p.m.-10 a.m.
  - b. Friday - Saturday: Midnight - Noon
3. 24-hour Quiet Hours are in effect during study days and final exam periods.
4. 24-hour Courtesy Hours: During Courtesy hours, excessive noise should be avoided such as noise that can be heard outside the room or may disturb anyone in the living or surrounding areas (including common areas such as lobbies, conference rooms, study rooms, etc.).

## **Outside Spaces**

1. All set-up requiring amplification or speakers on Olin Quad is to be done in the grass in front of the cement bench.
2. All set-up requiring amplification or speakers on Alumni Quad is to be done on the cement directly in front of the Hayden-Clark Alumni Center
3. Music amplification, i.e. live band and DJ, will be allowed after 6pm, Monday-Thursday.
4. Music amplification will be allowed after 3pm Friday.
5. Amplification is to end by 10pm, Sunday-Thursday and 11pm, Friday and Saturday.
6. Amplification is not to interfere with classes in session.
7. Sponsors will be given one warning to adjust their volume if a complaint is received. A second complaint will result in the event being shut down.
8. Exceptions to this policy must be approved in writing by the Director of Student Activities. Exceptions will only be considered for all-campus special events such as Welcome Week, Homecoming and Family Weekends.

## **Violations**

Students who violate University policy associated with the noise policy may be subject to University conduct sanctions

# Non-smoking Policy

## **General**

1. The Smoke-Free Illinois Act became effective January 1, 2008. The Act mandates Illinois facilities are smoke free with very few exceptions. The Act also prohibits outdoor smoking within 15 feet of building entrances, exits, windows that open and ventilation intakes.
2. The University is smoke free in all University owned buildings and vehicles. “No smoking” signs are posted at all entrances, exits and throughout all university buildings as required by the act. Bradley University prohibits the use of any vaporizers within campus facilities.
3. The amendment of the Illinois Cigarette Tax Act became effective July 1, 2019. The amendment mandates 21 years of age as the minimum legal age to purchase and use any tobacco products.

## **Violations**

Students who violate University policy associated with smoking may be subject to University conduct sanctions

# Posting Policy

## **General**

1. Only currently registered Student Organizations and Bradley University departments are permitted to post. We do not permit flyers/posters from outside entities.
2. Materials should clearly detail:
  - a. The name of the sponsoring organization
  - b. The date of the event/activity
  - c. Flyers should be in good taste and may not include offensive language or photos and may not advertise the sale of alcohol
3. Materials may be only posted on bulletin boards in public areas of Bradley buildings.
  - a. Only one piece of printed material per bulletin board (for each event/service announcement, etc.)
4. No materials may be handed out to individuals in public areas or from door to door unless requested and approved in writing from the Director of Student Activities.
5. Yard signs are also included in this posting policy. Yard signs should not be displayed for more than 14 consecutive days.
6. The sponsor must remove all materials within 24 hours of completion of the event/posting expiration.
7. If you wish to have flyers placed in Residence Hall mailboxes, please contact Residence Life for count and distribution information.

## **Illegal Areas to Post**

- Floors/Hallways
- Trees/Shrubs
- Painted Surfaces
- Doors/Windows
- Cars
- Benches
- Hallways
- Trash Cans
- Lamp Posts
- Statue of Lydia Moss Bradley or any other campus statues/art
- Buildings Exteriors/Signs
- Other Signs (Stop, Parking, etc)

# Posting Policy

## **Chalking**

- Only sidewalk chalk may be used. No spray chalk is to be used.
- Chalking can occur on sidewalks that are exposed to the elements. No red brick or textured brick surfaces should be chalked on.
- Chalking must be at least five feet from the entry of any building.
- No chalking of steps or curbs is permitted.
- Chalking of the exterior of a building is strictly prohibited.
- Organizations are encouraged to inform Student Activities of chalking plans in advance.
- Failure to follow guidelines will result in clean up fees being assessed to the student organization.

## **Handouts**

Handouts will be limited to distribution from reserved tables in the Michel Student Center, Markin Recreation Center, and outside grounds, with the approval of the Student Activities Office and the appropriate dean or director. Handouts may also be distributed at meetings and events such as lectures when the materials are those of the sponsoring organization. No person-to-person distribution of handouts in public places is allowed. Door-to-door handouts and solicitation are also prohibited.

## **Businesses**

Businesses must register with the Event Service prior to circulating and/or posting materials. Non-University businesses are encouraged to distribute literature through The Scout, informational tables, mailboxes, and designated posting areas.

## **Violations**

Students or organizations who violate University policy associated with posting may be subject to University conduct sanctions.

# Sexual Misconduct and Title IX

## **Statement on Discrimination**

Bradley University reaffirms its Core Values through a commitment to maintaining a community in which students, faculty, and staff are free from discrimination of any kind. This includes, but is not limited to, any unfair or inappropriate treatment based on age, color, creed, disability, ethnicity, gender identity and expression, marital status, military status, national origin, pregnancy, race, religion, sex, sexual orientation, veteran status, or any other characteristic protected by applicable law.

Bradley University does not tolerate such discrimination and is dedicated to educating its community about these critical issues. This commitment aligns with the Bradley Core Curriculum's goal to provide students with diverse knowledge and skills for lifelong learning and success in a complex world. By promoting understanding and sensitivity, Bradley University lays the groundwork for continuous intellectual growth.

Bradley University complies with all applicable laws regarding nondiscrimination, harassment, and equal opportunity. Any member of the University community who believes they have been subjected to discrimination is encouraged to seek redress through established University procedures and resources. The University is committed to addressing such concerns promptly and effectively.

Further, Bradley University does not discriminate on the basis of sex and prohibits sex discrimination in any educational program or activity that it operates, as required by Title IX and its regulations, including in admission and employment. To report concerns that may constitute sex discrimination or to make a complaint of sex discrimination under Title IX, please contact Bradley University's Title IX Coordinator, the [U.S. Department of Education's Office for Civil Rights](#), or both. Bradley University's Title IX Coordinator is Jocelyn Watkins, [titleixcoordinator@bradley.edu](mailto:titleixcoordinator@bradley.edu), (309) 677-2081, or Bradley Hall 246.

## **Sexual Assault**

Bradley University is a community of trust whose existence depends on strict adherence to the Standards of Conduct as found in the [Bradley University Student Handbook](#). Sexual assault is a violation of these standards, specifically #5. If a person engages in sexual penetration without consent, by use of physical force, coercion or threat (actual or implied), the act is considered sexual assault. A person who is asleep, unconscious, mentally incapacitated or physically helpless due to drug or alcohol consumption is considered unable to consent.

# Sexual Misconduct and Title IX

Sexual misconduct means any intentional or knowing touching or fondling by the victim or the accused, either directly or through clothing, of the sex organs, mouth, anus, or breast of the victim or the accused. Sexual misconduct includes any sex crime including, but not limited to, sexual assault, rape, sexual harassment, sexual exploitation, sexual coercion, and sexual exposure.

The University encourages all members of the University community to be aware of both the consequences of sexual assault and misconduct and the options available to survivors. If your or a friend has been subjected to any form of sexual misconduct please use the following procedures:

1. Get the person to a safe and secure environment.
2. Preserve all physical evidence. (This means refraining from washing, using the toilet, or changing clothing.) A person may or may not choose to press charges, but preserving physical evidence will give them the option to do so later on.
3. Seek medical treatment.
4. Report the incident. You have several options to do so:
  - Title IX Coordinator \*
    - Jocelyn Watkins
      - (309) 677-2081
      - [jmetzger@fsmail.bradley.edu](mailto:jmetzger@fsmail.bradley.edu)
  - Deputy Title IX Coordinator \*
    - Crystal Elliott
      - (309) 677-3223
      - [celllott@fsmail.bradley.edu](mailto:celllott@fsmail.bradley.edu)
  - Executive Director of Student Support Services/Deputy Title IX Coordinator \*
    - Anne Hollis
      - (309) 677-3658
      - [ahollis@fsmail.bradley.edu](mailto:ahollis@fsmail.bradley.edu)
  - Executive Director of Residential Living and Judicial \*
    - Ryan Bair
      - (309) 677-2697
      - [rbair@fsmail.bradley.edu](mailto:rbair@fsmail.bradley.edu)
  - Bradley University Police
    - (309) 677-2000
  - Bradley Counseling Center
    - (309) 677-2700 – confidential reporting
  - Peoria Center for Prevention of Abuse
    - (800) 559-7233 – confidential reporting

# Sexual Misconduct and Title IX

- EthicsPoint Reporting
  - 1(877) 226-2407 – Anonymous reporting option

\*When reporting the incident to Jocelyn Watkins, Crystal Elliot, Anne Hollis or Ryan Bair a student will be made aware of options for pursuing charges against the offender(s) through the criminal courts and the university disciplinary system. Filing a report does not obligate a person to continue with University disciplinary actions or legal proceedings. At the reporting party's request, special provisions such as temporary alternate campus housing or no contact orders may be arranged during the period of investigation and adjudication.

Additional resources may be found by downloading **Reach Out – College edition**. It is a free app that is customized to Bradley specific policies, resources and contact information.

Additionally, you may download a copy of the "Student Guide on Sexual Misconduct" from the Bradley University website.

A student charged with sexual assault or misconduct may face disciplinary actions under the University Standards of Conduct and may be prosecuted under Illinois criminal statutes. Even if the criminal justice authorities choose not to prosecute, the University can pursue disciplinary action. Both the accuser and the accused will be informed of the outcome of any University disciplinary proceeding brought alleging a sex offense.

## **Sexual Harassment**

Bradley University reaffirms the principle that its students, faculty, and staff have a right to be free from sexual harassment by any member of the University community. Bradley University does not tolerate harassment in the enlightened society in which it operates, and will commit its efforts to educate its students and staff that the understanding of and sensitivity to these issues are paramount in the world both inside and outside the University.

Sexual harassment in any situation is inexcusable, but even more reprehensible when it influences decisions impacting the student's academic status or career goals, or when they exploit the educational dependence and trust between student and faculty.

Bradley University is in compliance with the US Department of Education, Office of Civil Rights, requirements in Title IX. Jocelyn Watkins serves as the University's Title IX Coordinator.

# Sexual Misconduct and Title IX

## **What is Sexual Harassment?**

Sexual harassment is defined as an attempt to coerce an unwilling person into a sexual relationship, to subject a person to unwanted sexual attention, to punish a refusal to comply, or to create a sexually intimidating, hostile, or offensive working or educational environment. Sexual harassment is understood to include a wide range of behaviors from the actual coercing of sexual relations to the unwelcomed emphasizing of sexual identity.

## **Sexual Harassment in Higher Education is Illegal**

The Illinois Human Rights Act (“Act”) prohibits sexual harassment in institutions of higher education. The Act specifically prohibits unwelcome advances or conduct of a sexual nature, and requests for sexual favors of students by an executive, faculty or staff member.

## **Examples of Sexual Harassment in Higher Education**

1. A professor who continually makes jokes of a sexual nature in the classroom.
2. An advisor who tells a student he or she might be able to get into a class if the student dates the advisor.
3. An admissions representative who tells a prospective student they will put in a “good word” for the prospective student if he or she dates the representative.
4. A financial aid advisor who tells a student that “if you have sex with me, I can look out for scholarships for you.”

## **Protection Against Retaliation:**

- Opposing sexual harassment
- For participating in an investigation (internal or external) of sexual harassment; or
- For filing a charge

Any charge alleging sexual harassment in higher education must be filed within 180 days of alleged incident(s). Complaint forms are available on the Department of Human Rights website at: [www.state.il.us/dhr](http://www.state.il.us/dhr)

## **It's Never Okay**

If sexual conduct is criminal in nature, contact Bradley University Police, (309) 677-2000 or 911 immediately. Any student who believes they are being subjected to sexual harassment or retaliated against should report it immediately to Bradley University, Jocelyn Watkins (Title IX Coordinator) at (309) 677-2081, Crystal Elliott (Director of Human Resources/Deputy Title IX Coordinator) at (309) 677-3223, Anne Hollis (Director,

# *Sexual Misconduct and Title IX*

Center or Student Support Services/Deputy Title IX Coordinator) at (309) 677-3658 or to the Department of Human Rights at (217) 785-5100.

## **Additional Title IX Resources**

Find a comprehensive list of Title IX policies and resources on the official Bradley University website.

# Skating Policy

## **General**

This policy establishes the conditions under which individuals may utilize in-line skates, roller skates, skateboards, bicycles and self-balancing personal transportation devices on Bradley University property and is intended to protect the safety of students, faculty, staff, and visitors of the Bradley University campus by prohibiting the use of such equipment inside university facilities while reducing the risk of injury to persons and damage to university-owned property

## **Scope**

This policy applies to all persons (students, faculty, staff, other employees, contractors, subcontractors, vendors, volunteers, visitors and members of the public, who are on university property (including facilities owned, leased, or controlled by Bradley University).

## **Use**

The safe use of in-line skates, roller skates, skateboards, bicycles, and self-balancing personal transportation devices, to travel directly from one point to another is permitted. The use of such equipment inside university facilities is prohibited. Furthermore, the performance of acrobatic techniques with such equipment is prohibited on campus. The aforementioned tricks and stunts can cause significant damage to university railings, stairs, benches, walls, sidewalks, curbs and receptacles. Violation of this prohibition is subject to University disciplinary action under the Student Code of Conduct and potentially criminal prosecution.

\*This prohibition does not apply to special events that may commence when authorized by appropriate members of the University Administration.

## **Expectations**

For safety reasons, individuals using in-line skates, roller skates, skateboards, bicycles, self-balancing personal transportation devices, or any other mobile conveyance should wear proper safety equipment at all times.

# Skating Policy

## **Violations**

Students who violate University policy associated with skating may be subject to University conduct sanctions

# Smith Career Center & Springer Center for Internships Policies

## **Misrepresentation Policy**

1. Pursuant to the Bradley University Student Handbook Conduct Policy, students who misrepresent their credentials are in violation of the University's Conduct Policy, specifically "dishonesty, including the acquisition of honors, awards, certification or professional endorsements, degree, and academic credits or grades by means of cheating, plagiarism, unauthorized use of a computer, or the University's computing resources, or falsification with respect to any examination, paper, project, application, recommendation, transcript, test, knowingly providing false information or failure to provide correct information, misrepresentation, aiding or abetting another person to do so, or by any other dishonest means whatsoever."
2. If any information provided in a student's Bradley netWORK account, resume, or other application materials/activities is found to be inaccurate, disciplinary action through the Smith Career Center and/or the University's conduct system may be taken. Examples of misrepresentation, as they apply to the Smith Career Center, would include falsifying information provided during an interview, at a career fair, in a written résumé or cover letter, and in Bradley netWORK profiles, résumé books, and uploaded résumés.
3. Process for Reviewing Probable Misrepresentation
  - a. The student will meet with the Senior Director of Employer Services.
  - b. The Senior Director of Employer Services will determine if the case is referred to the Smith Career Center Student Team.
  - c. The Smith Career Center Student Team will determine if sanctions will be imposed by the Smith Career Center and/or if the case should be referred to the Student Conduct System.
  - d. The Student Team of the Smith Career Center will notify the student regarding the final decision.

## **Violations**

1. The student will be suspended immediately from the Bradley netWORK database.

# Smith Career Center & Springer Center for Internships Policies

2. The Smith Career Center Student Team will determine how long the student will be suspended from Bradley netWORK and reserves the right to suspend a student for up to one academic year.
3. The student may be referred to the Bradley University Student Conduct System. Decisions made by the Smith Career Center are separate from any rulings and possible actions from the Student Conduct System.

## **Campus Interview and Special Event Cancellation/No-Show Policy**

1. Cancellations: If you MUST cancel a scheduled campus interview with an employer visiting Bradley University or a pre-registered Smith Career Center event, the deadline for doing so is 24 hours prior (8 a.m.-5 p.m., Monday-Friday) to the interview or event. You are responsible for contacting the Smith Career Center's receptionist at (309) 677-2510 and requesting that your name be removed. Failure to cancel 24 hours prior to the interview will result in the interview being classified as a "no show."
2. No-Show: A "no show" is defined as a missed scheduled interview or pre-registered event where the student does not attend and has not notified or given sufficient cancellation notification (as defined above) to the Smith Career Center. Campus interviews and pre-registered events are an important service provided by the Smith Career Center. Failure to follow cancellation procedures means an opportunity denied to other students. It could also mean time and money lost to the employer and a less favorable view of Bradley University and its candidates.

## **Violations**

If you violate the interview and pre-registered event cancellation policy - regardless of the reason (including illness, emergencies, etc.) - your Bradley netWORK account will be immediately deactivated and you will be required to meet with a Smith Career Center professional staff member within five (5) working days subsequent to the missed interview or special event. You will also be required to submit a ready-to-mail letter of apology to the employer or event host. The letter of apology is to be given to the Smith Career Center's receptionist within three (3) working days from meeting with a Smith Career Center professional staff member. Upon receipt of the letter of apology, your Bradley netWORK account will be re-activated. If you fail to meet with a professional staff

# Smith Career Center & Springer Center for Internships Policies

member and submit a written letter of apology and/or violate the interview and special event cancellation policy more than once, your Bradley netWORK account will remain inactive and your interview privileges will be revoked indefinitely by the Smith Career Center. (Note: This policy also applies to after job fair interviews, mock interviews as well as select events as noted at the time of registration).

## **Appeals**

Written appeals may be submitted to the Interim Executive Director of the Smith Career Center within five (5) business days of the decision.

# Statements on Discrimination

## **Affirmative Action Statement**

Bradley University is committed to a policy of non-discrimination and the promotion of equal opportunities for all persons regardless of age, color, creed, disability, ethnicity, marital status, national origin, race, religion, sex, sexual orientation, gender identity and expression or veteran status. The University is also committed to compliance with all applicable laws regarding non-discrimination, harassment and affirmative action.

## **Non-Discrimination Statement**

Bradley University reaffirms its Core Values through a commitment to maintaining a community in which students, faculty, and staff are free from discrimination of any kind. This includes, but is not limited to, any unfair or inappropriate treatment based on age, color, creed, disability, ethnicity, gender identity and expression, marital status, military status, national origin, pregnancy, race, religion, sex, sexual orientation, veteran status, or any other characteristic protected by applicable law.

Bradley University does not tolerate such discrimination and is dedicated to educating its community about these critical issues. This commitment aligns with the Bradley Core Curriculum's goal to provide students with diverse knowledge and skills for lifelong learning and success in a complex world. By promoting understanding and sensitivity, Bradley University lays the groundwork for continuous intellectual growth.

Bradley University complies with all applicable laws regarding nondiscrimination, harassment, and equal opportunity. Any member of the University community who believes they have been subjected to discrimination is encouraged to seek redress through established University procedures and resources. The University is committed to addressing such concerns promptly and effectively.

Further, Bradley University does not discriminate on the basis of sex and prohibits sex discrimination in any educational program or activity that it operates, as required by Title IX and its regulations, including in admission and employment. To report concerns that may constitute sex discrimination or to make a complaint of sex discrimination under Title IX, please contact Bradley University's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both. Bradley University's Title IX Coordinator is Jocelyn Watkins, [titleixcoordinator@bradley.edu](mailto:titleixcoordinator@bradley.edu), (309) 677-2081, or Bradley Hall 246.

## **Statement on Harassment**

## *Statements on Discrimination*

Bradley University reaffirms the principle that its students, faculty and staff have a right to work in an environment free from sexual harassment. Bradley University will not tolerate sexual harassment and will commit its efforts to educate its students and staff that the understanding of and sensitivity to this issue is paramount in the world both inside and outside of the University.

Employees in the University community who feel they have been the victims of sexual harassment are encouraged to seek redress through established University grievance procedures of the Human Resource Department.

# Statements on Discrimination

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Employees in the University community who feel they have been the victims of sexual harassment are encouraged to seek redress through established University grievance procedures of the Human Resource Department.

# Student Grievance Policy

A student academic grievance is appropriate in cases in which the student claims unfair, prejudicial, or capricious evaluation or treatment of an academic nature. A grievance is not appropriate on actions which would impair the exercise of academic freedom. A student non-academic grievance is appropriate in cases involving access to and participation in course offerings, sexual harassment, racial discrimination, or any other act by a University faculty member that is derogatory or discriminatory in nature. No student may pursue the formal part of the following grievance procedure before exhausting all informal procedures. What follows does not preclude a faculty member's appeal to the Faculty Grievance Committee.

The grievance process is intended to deal with matters as expeditiously as possible. Although the times listed below are recommended guidelines for handling the steps of the process, it is expected that they will not be exceeded except under compelling circumstances.

A student who claims grievance as described may consult with the Ombudsperson or meet directly with the instructor involved. The grievance process is as follows

## **Informal Procedure**

1. The student shall meet with the instructor in an attempt to resolve the issue within 15 days on a non-academic grievance and normally within 15 days of the beginning of the next semester on an academic grievance. (The student may consult with the Ombudsperson.)
2. Should the issue not be resolved to mutual satisfaction, the student may, within five days, appeal an academic matter to the Chair of the given Department who shall provide the student and faculty member with a decision within five days of appeal, or appeal a non-academic matter to the office of the Vice President for Student Affairs, who will attempt to resolve the matter within 10 working days from the time of appeal. In cases involving a conflict of interest with the Vice President for Student Affairs, the student may appeal a non-academic matter to the Provost and Vice President for Academic Affairs. If any unfair or unjustifiable injury or disadvantage occurred, the decision shall include specific remedies to rectify the situation.
3. Should an academic issue not be resolved to the satisfaction of the parties, the student or faculty member may, within five days, appeal the decision of the Chair to the Dean(s) of the College(s) in which the given academic concern resides and to the Dean of the Graduate School if a graduate student is involved. This appeal shall

# Student Grievance Policy

specify in writing the alleged grievance. The Dean(s) or Dean(s)' designee(s) should meet with the relevant parties within five days of the appeal. The Dean shall deliver a decision within five days after said meeting. If any unfair or unjustifiable injury or disadvantage occurred, the Dean's decision shall include specific remedies to rectify it.

## **Formal Procedure**

Should the issue not be resolved to the satisfaction of the parties, the student or faculty member may, within five days of the final written decision from the informal procedure, initiate the formal phase of the grievance procedure by written appeal to the Chairperson of the University Student Grievance Committee. Legal counsel may be used by the parties at the parties' cost, as part of the formal procedure. Legal counsel for either party shall act in an advisory capacity only and not be permitted to speak on behalf of any party. The Committee shall have access to the University attorney on procedural matters.

1. The Student Grievance Committee shall accept for hearing only those cases considered grievances as described above.
2. The Student Grievance Committee shall meet at the call of the Chairperson upon receipt of a formal grievance. The Chairperson will:
  - a. Obtain written statements from all parties involved in the appeal.
  - b. Call for a meeting of the Committee to review the statements from the parties involved within 10 days of submission of the appeal, unless extraordinary circumstances require a delay, and determine a date and time for the hearing.
3. The Committee will:
  - a. Notify all parties of the time, date, and place of the hearing at least five days in advance.
  - b. Call on other faculty, staff, and students if it would serve the purposes of due process.
  - c. Retain records of all written matters dealing with each case.
  - d. If the committee decides that a grievance is not in order and the alleged grievance concerned discrimination, a copy of the minutes of the meeting will be sent to the Affirmative Action Officer.
4. The Committee shall submit its findings and decision to the appropriate academic officer for review within 45 days after the matter has been formally submitted to the Committee. This time period shall not include University holidays and times when the faculty are not under contract such as during the summer. If the

# *Student Grievance Policy*

Committee finds that unfair or unjustifiable injury or disadvantage has occurred, it shall forward to the appropriate academic officer its specific suggestions for rectifying it. The appropriate academic officer, within 30 days of the receipt of the findings and recommendations of the Committee, shall notify all concerned parties of agreement or disagreement with the Committee's decision, stating the reasons in writing. Upon agreement of the parties, the grievance process can be concluded at any time before notification by the appropriate academic officer.

5. In cases where there are findings of unfair or unjustifiable treatment of students in a non-academic matter, the Vice President for Student Affairs is responsible for rectifying the situation per the Committee's findings.

# Parking Regulations

Any motor vehicle parked on University property in regulated spaces must display a valid Bradley University parking permit or pass. The type of permit indicates the areas where the vehicle may be parked.

Any vehicle which has accumulated five (5) or more unpaid parking citations or which inhibits traffic flow, hampers fire protection, is parked illegally in a reserved or handicapped space, blocks handicapped access, displays a lost/stolen or forged/altered parking permit is subject to immediate towing and impoundment.

Parking permits are required from 7:00 a.m. to 6:00 p.m. Monday through Friday. The Visitors lot is a reserved area. All faculty, staff and students are prohibited from parking within this area unless otherwise notified.

These regulations are subject to change without notice when necessary to facilitate the parking or safety program of the University. When changes are necessary and have been approved by the University, an announcement will be made, if possible, in appropriate University publications, prior to the effective date of the change.

## **Driver Responsibility**

1. **Finding Authorized Space** – The responsibility of finding an authorized parking space rests with the driver. Lack of parking space, mechanical problems, inclement weather or other conditions are not considered valid excuses for violation of traffic and parking regulations.
2. **Space Availability** – A parking permit does not guarantee the holder a parking space, but only an opportunity to park within a specified area or areas. Drivers should be aware that spaces in prime areas tend to fill up first. Depending on arrival time, perimeter lots may be the best choice for parking.
3. **Enforcement** – Failure of the University to strictly enforce any parking regulation shall not be construed as a waiver for the future enforcement of the regulation.
4. **Family Responsibility** – An individual is responsible for citations issued to vehicles registered in his/her name or to his/her family.
5. **Permit Ownership** – A parking permit signifies an individual has been granted the privilege of parking on University property. Ownership of the parking permits remains with the University. Individuals are not allowed to transfer ownership. The loss or theft of a permit should be reported to the University Police Department immediately. Possession or use of a lost/stolen or forged/altered permit will result in a fine, equal to the cost of the permit, and loss of parking privileges. Recovered

# Parking Regulations

lost or stolen permits should be returned to the University Police Department immediately.

6. **Permit Display** – Parking permits or passes must be displayed according to the parking regulations or special instructions provided at the time of issuance. A parking permit is not considered valid unless it is displayed correctly on the vehicle.

## Parking Regulations

### Stall Designations

Parking is permitted only within marked stalls in paved lots and bumper blocks in gravel lots. Vehicles will be parked "front end" into a parking space and not "backed in."

- **White Stalls** – Stalls are marked by two white lines on either side of designated space. Only one vehicle per space is permitted.
- **Blue Stalls** – Stalls are marked by two blue lines on either side of designated space. Only one vehicle per space is permitted.
- **Bumper Blocks** – Blocks are placed in gravel lots to indicate space, unless they are painted yellow or designated differently by color or wording. Only one vehicle per bumper block is permitted.
- **Yellow Markings** – Yellow curbs and hashed out areas are designated fire lanes, handicapped parking, or no parking zones. In most instances, signage will help the motorist distinguish the spaces. Yellow marked areas are tow-away zones and must be kept clear at all times for designated or emergency vehicles.

## Regulations

The traffic laws as provided by the State of Illinois Vehicle Code, Compiled Statutes shall apply on Bradley University property.

1. Unless otherwise posted, the maximum speed for motor vehicles on University property is 10 miles per hour.
2. No person shall operate a motor vehicle at a greater speed than is reasonable and prudent under existing conditions.
3. Driving on grass or sidewalks is prohibited at all times.

# Parking Regulations

4. Exceeding the speed limit or operating a motor vehicle in a reckless manner is grounds for revocation of parking and driving privileges on Bradley property.
5. Motorcycles and motorbikes, including mopeds, will be operated only on motor vehicle thoroughfares.
6. Motor vehicle accidents that occur on University property should be reported to the University Police. Accident reports are available for insurance purposes.

Any student, faculty, staff or person with University business, who regularly parks a vehicle on property owned or controlled by the University must purchase or obtain a valid Bradley University parking permit. The purchase of a permit does not guarantee a parking space. Lack of space is not considered a valid excuse for violation of any parking regulation.

Parking privileges are determined by the type of parking permit issued. Parking areas are indicated on the University parking map and in the parking lots by color code or signs. In all cases of conflicting signage, signs and markings should be presumed to be correct and will take precedence over any conflicting map designation. All areas not specifically designated for parking shall be considered "NO PARKING" zones.

Student Permits allow parking in student designated areas or designated Parking Decks. Commuting students may park in any student-designated area on campus or the Main Street Parking Deck. Students living in the residence halls are restricted to parking in the Main Street or Duryea Parking Deck, as assigned. Students in residence halls may park in other areas (faculty/staff or student) after 6:00 p.m. Friday through 7:00 a.m. Monday, except for the St James Apartments area where a special permit is required, 24 hours a day 7 days a week. See parking regulations for St. James.

Faculty/staff permits allow parking in the assigned areas and in areas designated General Parking and the Main Street Parking Deck.

Special Permits (visitor or special occasions) allow parking in the areas stated on the permit.

Day Parking – a vehicle must display a valid permit to park in any University parking area. Permits are required from 7:00 am until 6:00 pm Monday through Friday.

Evening Parking – any vehicle may park in any blue, white, or yellow area on campus after 6:00 pm The vehicle must be moved to the appropriate area (defined by permit) by 7:00

# Parking Regulations

am Monday – Friday. Excluded are the Visitors lot, the two Parking Decks, and the St. James Apartment area.

University parking rules and regulations are in effect all year (including periods when classes are not in session, i.e. Christmas and Spring breaks).

It is not possible to mark with signs or paint all areas where parking is prohibited. However, the following guidelines will be strictly enforced.

Parking is prohibited when it is:

- without a valid permit.
- without displaying a permit.
- in "No Parking" areas.
- in a handicapped space without a valid handicapped and University permit.
- blocking a space for the handicapped.
- blocking fire lanes or within 15 feet of a fire hydrant.
- blocking or parking in spaces reserved for service vehicles, loading, or construction.
- double parked.
- on the lawn, sidewalk, crosswalk, driveways, straddling painted lines, or bumper blocks.
- exceeding time in time-limited areas.
- in areas where permit is not valid.
- along curbs.
- against the flow of traffic.

In addition:

1. Vehicles must be parked in a designated space. The fact that a vehicle is parked in such a manner as to occupy more than one space is not an acceptable excuse for another operator to do the same.
2. A vehicle is not allowed to park in an area or space closed by barricades or other traffic control devices.
3. The same rules as for cars apply to the safe operation of motorcycles. A motorcycle must display a valid University parking permit to park on University property. A motorcycle can be parked only in areas designated motorcycle parking **and not in those spaces reserved for vehicles.**
4. University property can only be used to make emergency repairs to a vehicle.

# Parking Regulations

5. All vehicles parked on campus must display valid license plates (one on the front and one on the rear unless State of origin provides only one) regardless of the State of origination.
6. University property will not be used for extended periods as a storage lot for personal vehicles which are either disabled or for sale.

## **Parking Penalties and Fines**

**The person who purchases a parking permit will be held responsible for non-moving parking violations by any vehicle bearing that permit.**

University parking fines are payable online, at the cashier's window, or by mail at 1501 W. Bradley Avenue, Peoria, IL 61625.

## **Schedule of Fines**

- No valid permit on vehicle —**\$30**
- Valid permit not properly displayed —**\$30**
- No parking - loading/dumpster zone —**\$30**
- No parking - fire lane/curb/barricade —**\$50**
- Blocking walks, driveway, dumpster —**\$30**
- Parked over line or in two spaces —**\$30**
- Parked in area restricted by permit —**\$30**
- Backed into a space —**\$30**
- All moving violations (per offense) —**\$100**
- Parked in a handicapped space —**\$350**
- Tow fee —**\$100\***
- All other violations —**\$30**
- Possession or use of lost/stolen or forged/altered permit — **Value of the permit and revoked parking privileges for the remainder of the year and/or disciplinary action.**

\* This fee does not include the wrecker or storage charges.

**Note:** Students and University employees with unpaid parking citations will not be allowed to purchase a parking permit until fines are paid. A person found to be a "habitual violator" will be denied permission to park or operate a vehicle on property owned or controlled by Bradley University.

# Parking Regulations

## **Appeal Procedure**

Anyone who wants to appeal a parking citation should print out the [appeal form](#) or may pick one up at one of the following locations: General Services, 100 MacMillan Hall or Financial Services - Cashiers, 103 Swords Hall. The written appeal form must be turned in to General Services, 100 MacMillan Hall within seven (7) days of receiving the citation. Parking appeals will not be accepted after seven (7) days. The Parking Citation Appeal Committee is composed of faculty/staff and students.

The Parking Citation Appeal Committee has the authority to waive fines, require payment of fines, revoke (temporarily or fully) privileges to park or operate a vehicle on University property.

## **Removal or Impoundment of Vehicle**

The University Police Department is authorized to remove, impound, or immobilize, at the owner's expense, motor vehicles from University property under the following circumstances:

1. When a vehicle is unattended or left under circumstances which indicate it has been abandoned.
2. When a vehicle is parked illegally in or blocking a handicapped space
3. When a vehicle is parked in a reserved space and the authorized user requests the vehicle be removed.
4. When a vehicle displays a lost/stolen or forged/altered permit; or when a vehicle is parked in a fire lane, driving lane, blocking a fire hydrant.
5. When any vehicle is determined to have five (5) or more unsatisfied parking citations charged against it. Impounded vehicles will be held until all outstanding citations and charges have been paid.

## **Towing Warning**

As a courtesy, illegally parked vehicles found to have five(5) or more outstanding citations may have a tow warning affixed to the driver's side window. The owner/operator has two (2) business days from date of the tow warning to clear all citations or fees outstanding. Any vehicle with six (6) or more citations will be towed immediately if found anytime on campus property.

## **Tow Fee**

# Parking Regulations

The fee for towing and impoundment is set by the towing company. Special equipment or unusual circumstances may increase the charge. A storage fee may be assessed for each day a vehicle is not claimed.

## **Impoundment**

A vehicle is deemed to be impounded when it has been located by a University Police Officer and the tow process has been initiated, even though the tow truck has not yet arrived. Procedures have been established for the release of an impounded vehicle without tow in some situations, and will be explained to the owner/operator returning to an impounded vehicle. A tow company may charge a fee if they are on site, or if they have a vehicle on hook and the owner/operator returns to a vehicle. A parking ticket will be issued.

## **Permits**

### **Permit Registration**

Any student, faculty, staff or person with University business desiring to park on property owned or controlled by the University must display a valid Bradley University parking permit 7:00 am to 6:00 pm Monday through Friday. Permits must be displayed on all vehicles in the St. James Apartment Complex 24 hours a day, 7 days a week.

Parking permits are to be purchased [online](#). Temporary or other special permits may be obtained at Financial Services - Cashier windows, 103 Swords Hall, M - F, 10:00 am to 2:00 pm. A parking permit will not be issued to an individual who has unpaid parking citations, unless the citation is on appeal.

Student parking permits are available to full and part-time students. Students in the residence halls are restricted to parking in the Main Street or Duryea parking deck, as assigned. Residency will be verified prior to purchase. The University Quick Card will be activated to allow for deck parking. All other students are required to park in the surface areas designated for student parking. Proof of vehicle ownership may be required to purchase a parking permit.

Faculty and staff parking permits are available to full and part-time employees.

### **Placement of Permit**

# Parking Regulations

To be valid, a student permit must be clearly visible and permanently attached to the **OUTSIDE of the rear window, in the lower left corner**. Taping a permit to the window or inside the vehicle window is not permitted.

To be valid, a hanging permit must be clearly visible and hanging from the rear view mirror post of the vehicle. The permit number must face the windshield. A permit must not be defaced or altered in any way.

## **Use of Multiple Vehicles**

A commuter student may purchase additional permits for vehicles registered to him/her. Faculty/staff who purchase a hanging permit may transfer the permit to another vehicle provided the vehicle is owned by the employee and registered with the University. The faculty, staff or student who purchases a permit will be responsible for parking violations by any vehicle bearing the permit.

## **Theft or Loss of Permit**

The theft or loss of a parking permit should be reported to the University Police Department immediately upon discovery. After a report has been filed, the permit will be replaced on a prorated schedule. Recovered lost or stolen permits should be returned to the University Police Department as soon as possible.

## **Temporary Permits**

Individuals may obtain a temporary permit for a nominal fee if the vehicle registered with the University is being repaired or serviced. Temporary permits have a time limit of two weeks. Affected individuals should contact Financial Services - Cashiers for specific details.

## **Permit Charges**

Students or Faculty/Staff Permits (full-time status): effective August 1, 2024

	<b>Faculty/Staff</b>	<b>Returning Student</b>	<b>Incoming Student*</b>
Aug - Oct	\$55	\$125	\$225

## Parking Regulations

Nov - Dec	\$45	\$110	\$200
Jan - Feb	\$35	\$70	\$140
March - April	\$25	\$50	\$100
May - July	\$15	\$30	\$60

\*Incoming is defined as the first school year enrolled at Bradley

Students (part-time status, 8 credit hours or less) and Faculty & Staff (part-time status):

	<b>Faculty/Staff</b>	<b>Returning Student</b>	<b>Incoming Student*</b>
Aug - Oct	\$30	\$75	\$150
Nov - Dec	\$25	\$60	\$120
Jan - Feb	\$20	\$45	\$90
March - April	\$15	\$30	\$60
May - July	\$10	\$15	\$30

\*Incoming is defined as the first school year enrolled at Bradley

Motorcycle permit fees are the same as vehicle permit fees.

All permits are sold based on an academic year - valid from August 1 of each academic year and expire July 31 of the following year. Permits become invalid on the date a student, faculty or staff member withdraws from the University. Student, faculty or staff will be required to present their Bradley Quick Card and required vehicle information when obtaining a parking permit.

### **Permit Replacement**

Replacement permits are available at Financial Services - Cashiers.

# Parking Regulations

Employees of the University who need to obtain a replacement hang tag must pay the applicable pro-rated permit fee. A reduced permit fee may be charged depending upon circumstances and appropriate documentation (i.e. accident report).

Students who need to obtain a replacement permit decal must present the permit decal being replaced. In lieu of providing the permit decal being replaced, a student must provide written documentation that the registered vehicle is no longer in their possession. Such documentation would include a vehicle accident report or bill of sale denoting the year, make and model of the vehicle involved in the accident or sale. The replacement fee is \$10 for the first permit replacement, \$20 for the second permit replacement and for each subsequent permit replacement the fee will increase by \$10. A replacement permit will void the previously issued permit.

## **Permit Reimbursement**

Parking Permits are generally non-refundable. The following fee schedule applies if a student withdraws from the University, or a faculty or staff member terminates his/her employment from the University, prior to April 1 and returns the permit(s).

If the last day on campus is during:

Sept – Oct     80% of original purchase amount

Nov – Jan     50% of original purchase amount

Feb – March     30% of original purchase amount

No Refunds After April 1

All refunds will be handled through Financial Services - Cashiers. Prior to refund, all outstanding parking citations must be resolved. Faculty/Staff or Students who purchased a part-time permit will receive a refund as outlined above. Once all verifications have been made, a refund check will be sent in the mail.

## **Special Permit and Visitor Parking**

# Parking Regulations

Persons attending special University sponsored workshops or seminars must obtain the short-term parking permit from Financial Services - Cashiers, or the sponsoring unit. All visitor parking is restricted to the Visitor lot located at the intersection of Duryea Place and St. James or designated visitor parking spots unless otherwise noted. Any vehicle registered with the University and/or assigned a parking permit is prohibited from parking in the visitor parking space.

Students inviting friends or family to the University should contact Financial Services - Cashiers for parking instructions prior to the guest's arrival. If guest(s) arrive unannounced Monday-Friday, you should direct them to the Visitors Lot. The exit machine in the Visitor Lot is setup to take quarters to exit the parking lot. The visitor must vacate faculty/student parking areas by 7:00 a.m. or have a valid parking permit for the area. Faculty, staff, students, or divisions of the University sponsoring seminars or special events should contact Financial Services - Cashiers to make arrangements for parking in advance of the event.

A visitor/guest is defined as anyone other than a student or employee of Bradley University or an employee of Barnes & Noble, ARAMARK or University Contractor.

## **Vendor/Loading Zone Parking**

Vendors conducting business with the University are required to have a parking permit prior to parking on the campus. Vendors should use the Visitors Lot as the designated parking area when on the campus except for deliveries. Applications for all vendor permits and special parking arrangements are available in General Services, 100 MacMillan Hall .

## **Handicapped Parking**

A Bradley University parking permit and a State handicapped permit are required by all student or employees parking in designated handicapped spaces at the University.

## **Special Events and Lot Maintenance**

The University Police have the authority to close individual parking lots, driveways or other parking facilities, when necessary to accommodate the needs of the University. These include but are not restricted to street cleaning or maintenance and parking for special events sponsored by or held at the University. When practical, the University will post closing as far in advance as possible using various University publications.

# *Parking Regulations*

Additional information on parking is available by contacting Financial Services - Cashiers, General Services or the University Police Department.

# Weapons Policy

## **I. Purpose**

Bradley University ("Bradley") has adopted this Policy to regulate the presence and use of Weapons on its properties and to comply with the Firearm Concealed Carry Act, 430 ILCS 66/1, et seq. ("Act") and regulations adopted under the Act ("Regulations"). Bradley is committed to providing a safe and secure environment for the Bradley community and visitors. In support of this commitment, Bradley restricts the possession or use of Weapons on all property owned, leased, or controlled by Bradley ("Bradley Property").

## **II. Persons Covered by this Policy**

This Policy applies to all persons who in any capacity for any reason are on Bradley Property or in a vehicle owned, leased or controlled by Bradley ("Bradley Vehicle"). It also applies to all Bradley employees when acting within the scope of their employment.

## **III. Prohibited Activities and Exceptions**

### **A. Possession of Weapons**

No Weapon may be possessed on Bradley Property or in a Bradley Vehicle. No Bradley employee may possess a Weapon when acting within the scope of their employment.

### **B. Exceptions**

The prohibitions in Section III.A do not apply to the possession of Weapons if:

1. The Weapon is being used in connection with a weapons safety course or weapons education course approved and authorized by Bradley.
2. The Weapon is possessed by an on duty law enforcement officer or an off duty law enforcement officer who is required to carry a weapon or firearm at all times as a condition of his or her employment.

*This policy was approved for implementation by the Bradley University Board of Trustees on 1st day of August 2014.*

# Weapons Policy

3. The Weapon is being used in connection with sanctioned classes, athletics, or recreational sports practices, games, matches, tournaments or events when the activity requires the use of such weapons or firearms (e.g., fencing, starter pistols, and archery).
4. The Weapon is a replica being used in connection with Bradley-related theatrical productions.
5. The Weapon is a Concealed Carry Firearm being used in a Lawful Parking Activity.
6. There is a written determination, which was applied for in advance, by the Chief of the Bradley Police Department and approved by Bradley's President that an exception should apply.

## **IV. Signage**

Bradley Property shall be posted with signs as provided in the Act and Regulations stating that the carrying of firearms is prohibited. Weapons which are not Concealed Carry Firearms are always prohibited regardless of compliance with any requirements of the Act or Regulations concerning signs.

## **V. Sanctions for Violations**

Bradley students who violate this Policy are subject to discipline for violating the Code of Conduct as provided in the Bradley Student Handbook.

Bradley employees who violate this Policy are subject to discipline according to the terms and conditions of their employment.

Any other person who violates this Policy is subject to being banned from Bradley property.

All persons who violate the Act or Regulations are subject to prosecution in accordance with the Act and other applicable Illinois laws.

## **VI. Definitions**

- A. "Concealed firearm" means a loaded or unloaded Handgun carried on or about a person completely or mostly concealed from view of the public or on or about a person within a vehicle.
- B. "Handgun" means any device which is designed to expel a projectile or projectiles by the action of an explosion, expansion of gas, or escape of gas that is designed to be held and fired by the use of a single hand. "Handgun" does not include:
  1. a stun gun or taser;
  2. a machine gun as defined in item (i) of paragraph (7) of subsection (a) of Section 24-1 of the Illinois Criminal Code of 2012;
  3. a short-barreled rifle or shotgun as defined in item (ii) of paragraph (7) of subsection (a) of Section 24-1 of the Illinois Criminal Code of 2012; or

*This policy was approved for implementation by the Bradley University Board of Trustees on 1st day of August 2014.*

# Weapons Policy

4. any pneumatic gun, spring gun, paint ball gun, or B-B gun which expels a single globular projectile not exceeding .18 inch in diameter, or which has a maximum muzzle velocity of less than 700 feet per second, or which expels breakable paint balls containing washable marking
- C. "Lawful Parking Activity" means: (1) a Licensee carrying a concealed firearm on or about his or her person within a vehicle into a parking area and storing a firearm or ammunition concealed in a case within a locked vehicle or locked container out of plain view within the vehicle in the parking area; or (2) a Licensee carrying a concealed firearm in the immediate area surrounding his or her vehicle within a parking area only for the limited purpose of storing or retrieving a firearm within the vehicle's trunk, provided the Licensee ensures the concealed firearm is unloaded prior to exiting the vehicle. For purposes of this definition, "case" includes a glove compartment or console that completely encloses the concealed firearm or ammunition, the trunk of the vehicle, or a firearm carrying box, shipping box, or other container.
- D. "Licensee" means a person holding a valid license under the Act to carry a concealed handgun who is otherwise acting in compliance with the Act and Regulations.
- E. "Weapon" means:
1. any device, whether loaded or unloaded, that shoots a bullet, pellet, flare or any other projectile including those powered by CO<sup>2</sup>. This includes, but is not limited to, machine guns, rifles, shotguns, handguns or other firearm, BB/pellet gun, spring gun, paint ball gun, flare gun, stun gun, taser, or dart gun and any ammunition for any such device. Any replica of the foregoing is also a Weapon under this Policy;
  2. any explosive device including, but not limited to, fireworks of any kind and black powder; and
  3. any device that is designed and traditionally used primarily to inflict harm including, but not limited to, bows and arrows, throwing knives, daggers, swords, bayonets, or machetes.

## **VII. Administration of Policy**

The Bradley Police Department, under the direction of the President and in consultation with other affected Bradley Departments and Administrators, shall be responsible for the development and promulgation of procedures and protocols for implementation and administration of this Policy.

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