

Adler University Student Handbook 2020 – 2021

**Provided by the
Office of Student Affairs**

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WELCOME TO ADLER UNIVERSITY

The ***Adler University Student Handbook*** and the ***Adler University Catalog*** provide students with important information and serve as references to guide students through the policies and procedures of Adler University. The most current version of these documents can be found online in the Adler Connect Portal. The ***Adler University Student Handbook*** is supplemented by other handbooks and documents covering topics such as practicum, the doctoral internship, the doctoral dissertation, the masters’ thesis, and qualifying examinations. Students are encouraged to view these essential documents on the Adler Connect Portal.

This ***Adler University Student Handbook*** is meant as a guide only and does not serve as a contract between Adler University and its students. Adler University reserves the right to change the policies and procedures outlined in this handbook and to change the schedules, fees, and regulations affecting students. Students are responsible for familiarizing themselves with all policies and procedures set forth in this handbook, and with any updates posted on the Adler Connect Portal.

SECTION I: FEDERAL OR NATIONAL POLICIES

Organization and Governance

Adler University is a private, independent, nonprofit institution of higher education. The University is incorporated in and operates under the provisions of the State of Illinois General Not-For-Profit Corporation Act and is declared a 501(c)(3) tax-exempt organization by the U.S. Department of the Treasury. The University is extra-provincially registered under the laws of British Columbia as Adler University.

Rights Reserved

The catalog and its contents are not to be construed as a binding contract between Adler University and the student. The catalog presents the offerings and requirements in effect at the time of publication. Adler University may amend, without prior notice, the policies or procedures as stated in this catalog, Adler University handbooks, and other documents. These changes include, but are not limited to, changes in admission or academic requirements, rules, policies and procedures, tuition, fees, curricula, courses, course content, and graduation requirements. Changes to Adler University's policies, procedures, and requirements affect all students who have not yet graduated. Clarification of matters contained in this catalog or institutional handbooks can be obtained from the directors of the appropriate administrative or academic departments and offices. The University, while always working to communicate changes that affect its learning community, may make such changes as necessary and with or without advance notice. Degree and course offerings and requirements are continually under examination, and revisions are expected.

Adler University reserves the right to refuse to admit or readmit any applicant. Adler University reserves the right to dismiss any student at any time who fails to give satisfactory evidence of academic or clinical ability, earnestness of purpose, acceptable student conduct, or active cooperation in all requirements for acceptable program completion.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, sets forth requirements regarding the privacy of student records and affords students certain rights with respect to their education records. Although FERPA contains exceptions for the release of "directory information" without a student's prior written consent, students have the right to request that even such directory information be withheld from disclosure to third parties. Applicants who are not admitted to the University or who do not matriculate following admission have no right of access to their submitted education records.

Education records include any information or documentation that is recorded in any way, including records produced by handwriting, computer, email, audio, and video, among others. Educational records contain information directly related to a student, and they are maintained by Adler University or any party acting on its behalf. Adler University does not maintain education records in one central office. Education records are maintained in the Office of the Registrar and in the respective academic program and department offices. Other education records are maintained in Financial Aid (financial aid information), Student Accounts (financial account payment information), Student Affairs, the Office of Community Engagement, the Training

Department, and other offices. Questions regarding individual student records should be directed to the appropriate department.

Adler does not release copies of students' transcripts from other institutions. Students are encouraged to contact their previous institutions for copies of their transcripts.

FERPA provides students the following rights:

- To inspect and review educational records by submitting a written request to the Office of the Registrar. Requests can take up to 45 days. Students should submit to the Office of the Registrar, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- To request the amendment of the student's educational records that the student believes are inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate. The student should write the University official responsible for the record, clearly identify the part of the record they want changed, and to specify why it is inaccurate. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- To consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent, such as directory information. One exception, which permits disclosure without consent, is disclosure to university officials with legitimate educational interests. A university official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff), or a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent). A university official has a legitimate educational interest if the official needs to review an education record to fulfill their professional responsibility.
- Students who believe their privacy has been violated have the right to file a written grievance with the Office of the Registrar by following the procedures of the Grievance Appeal Policy posted online at adler.edu.
- Students are informed of their rights under FERPA each October by the Office of the Registrar. The annual FERPA notice is located on the Office of the Registrar page on Adler Connect. [Review the annual notice.](#)

Given the restrictions of FERPA, Adler University faculty and staff and any entity acting on behalf of Adler University should assume that all students must provide written consent that follows the format specified in FERPA before any education records may be released to anyone other than the student. Information cannot be released to any third party, including a student's parents, relatives, and friends. Particularly sensitive information includes a student's Social Security number, race or ethnicity, gender, nationality, academic performance, disciplinary records, and grades.

Directory Information

Certain information classified by Adler University as "directory information" may be disclosed to the public at the discretion of the appropriate Adler University representative without obtaining the student's permission. The items classified as directory information include:

- student's full name
- local and permanent addresses
- local and permanent phone numbers
- Adler University email address
- date and place of birth
- major and minor field(s) of study, including the college, division, department, or program in which the student is enrolled
- dates of attendance and graduation, and degrees received
- previous colleges/universities attended
- degrees earned at previous colleges/universities
- enrollment status
- picture

Adler University reserves the right to ask for additional information, such as a written release from a student, before releasing directory information.

Students may restrict the release of any item of information considered directory information by submitting a written request via their Adler University email account to their campus's Office of the Registrar. The decision to restrict directory information will apply to all requests for directory information from within and outside Adler University, including prospective employers. These restrictions will remain in effect until the Office of the Registrar is informed in writing to remove the restrictions.

Commencement/Graduation Activities

The Degree Completion and Graduation Application signals that a student is nearing completion of their degree program. By signing the Degree Completion and Graduation Application, the student is giving permission to the University to print the following information in any Adler University graduation program and/or announce this information at any Adler University commencement ceremony: the student's name, the Adler degree, and the student's major.

If a restriction on directory information request was previously submitted, the student's signature and/or submission of the Degree Completion and Graduation Application temporarily releases (for graduation ceremony/program purposes only) the directory information restrictions enacted by the student so that the information can be published in any Adler University graduation program and/or announced at any Adler University commencement ceremony. In addition, the student's signature permits Adler University to release the student's name and address to the external photography vendor with whom Adler contracts, and to have the vendor place graduation photographs of the student on its website. The recording of the graduation ceremony could also appear on the Adler University website and/or social media sites including but not limited to YouTube, Twitter, and Facebook.

If there are questions about how the information will be used for graduation or commencement purposes, please speak with the Office of the Registrar before signing and submitting the Degree Completion and Graduation Application.

Records of Deceased Student

Adler University does not permit the release of education record information of a deceased student unless required by law and/or authorized by the executor of the deceased student's estate, or parents, or next of kin, if an executor has not been appointed. Inquiries regarding this policy should be made to the Office of the Registrar.

Mailing Lists

Adler University does not release the names, addresses, phone numbers, or email addresses of its current or former students as mailing lists unless required to by law (i.e., the Solomon Amendment).

Additional Questions

The Office of the Registrar is the compliance office for FERPA at Adler University. If there are additional questions, please contact your campus office of the Registrar.

Personal Information Protection Act (PIPA)—Vancouver Campus

British Columbia's Personal Information Protection Act (PIPA) sets out the rules for how private sector and nonprofit organizations, such as Adler University, may collect, use, or disclose information about its students.

Adler University collects relevant personal information about its students and has processes in place to protect the privacy of these records. Student records will not be disclosed to a third party unless the student has given written consent or the request qualifies as a legal exception. To release their information to a third party, students must complete and submit the FERPA – PIPA document release form online at adler.edu.

Students have access to their academic file through the Office of the Registrar. Students who wish to see the contents of their academic file should submit a written request to the Office of the Registrar. The Office of the Registrar can take up to 30 days to respond to a student request. Students can submit correspondence to be filed in their academic file to the Office of the Registrar.

Students who believe that their privacy rights have been violated have the right to file a written complaint to the University Commissioner. The designated University commissioner is the Vancouver Campus Dean. The commissioner can conduct an investigation and will respond to the complaint in writing. For questions about confidentiality of records and privacy of students, please contact the Dean of the Vancouver Campus at 604.482.5510. If the concern is not resolved with the University Commissioner, students can contact the Office of the Information and Privacy Commissioner for British Columbia at info@oipc.bc.ca.

Students with Disabilities

Adler University seeks to facilitate an environment where all students thrive academically and professionally. Disability Services within the Office of Student Affairs serves and supports students with disabilities by creating an accessible learning environment, removing barriers that impede full participation, and fostering full inclusion across the Adler community.

Consult Adler's [ADA Policy & Procedure](#) for more detailed information, including appropriate forms of documentation. Any student with disabilities, including psychological, medical, chronic disease, physical, visual, hearing, and learning disabilities is eligible for reasonable accommodations.

Diversity

Celebrating the richness of human diversity is at the heart of Adler University's commitment to social responsibility and is reflected in the content of our curricula and makeup of our community. Apparent differences in race, ethnicity, language, religion, values, beliefs, abilities, class, sexuality, gender, and age are woven into the fabric of excellence at Adler University. At every level of our organization, we invite and embrace diversity of faculty, staff, students, sponsors, trustees, vendors, and our wide range of business partners.

The curricula for all programs provide the opportunity for students to acquire knowledge, skills, and values related to individual and group diversity. Field placements for clinical training are available in areas where the clientele is partly or primarily from traditionally underserved communities.

Recruitment and retention of a diverse student body is important to prepare students to enter a world in which the understanding of individual and cultural diversity is essential for peace and progress. Student organizations provide support and fellowship for members of diverse and marginalized groups. Our commitment to honoring diversity is not only a concept, it is practiced.

Active Military Duty

Adler University will promptly readmit a service member returning from active duty, with the same academic status and enrollment status, to the same program to which they was last admitted. (If that exact program is no longer offered, the student will be admitted to the program that is most similar to the former program, unless the student requests or agrees to admission to a different program.) The student will be readmitted with the same number of credit hours completed previously (unless the student is readmitted to a different program to which the completed credit hours or clock hours are not transferable).

A student going on a military leave must give advance electronic or written notice of service to the University, and to be readmitted, a student must provide proper documentation as listed in 34 CFR 668.18(g). For the Active Duty Military readmission policy to apply, the cumulative length of the absence and of all previous absences from Adler by reason of service cannot exceed five years. A student must apply for readmission not later than three years after the completion of the period of service (unless a student is hospitalized and recovering from injuries suffered during service). Adler is not required to readmit a student, after undertaking reasonable efforts, if it determines that the student is not prepared to resume the program at the point where they left off.

When a student is readmitted to the same program, for the first academic year in which they returns, the student is assessed the tuition and fee charges that they was or would have been assessed for the academic year during which they left the University. However, if their veterans' education benefits or other service member education benefits will pay the higher tuition and fee charges that other students in the program are paying for the year, Adler will assess those fees as well.

Political Activity- 501(C)(3) Policy

General Policy

Adler University's status as a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code prohibits it from participating or intervening in any political campaign on behalf of (or in opposition to) any candidate for public office. Political intervention includes not only making financial contributions but also the publication or distribution of written or oral statements on behalf of or in opposition to a particular candidate.

Despite this policy faculty, staff and students are free to express their individual and collective political views, provided they understand and make clear that they are not speaking for or in the name of Adler University. Faculty and staff may take part in partisan political activities freely on their own time, but they must not do so at the expense of their regular responsibilities to the University and its students.

Policy for University Events

The University's name, or those of a University campus, or department may not be used on any documents to endorse or oppose any candidate for elective public office. This prohibition applies to any University entities supported in whole or part by University funds, such as registered student organizations.

Political forums, candidate speeches, and debates are allowed provided no candidate either directly or indirectly receives an endorsement, preference, or support from Adler. The following guidelines apply:

1. The agenda for the forum or debate should address a wide range of issues and be of significant interest to members of the Adler community.
2. A non-partisan individual should serve as moderator and ensure that all ground rules are followed.
3. The moderator should state, at the beginning and conclusion of the program, that the views expressed by the participants are their own and not those of the university, and that sponsorship of the forum is not intended as an endorsement of any particular candidate.
4. Participants should be allotted equal time in which to present their views and ideas. Selection criteria for participation must be non-partisan.

5. For a primary election, all candidates for nomination by the party being represented at the forum should be invited to participate.
6. Where a general election is the underlying contest for a forum or debate, a non-partisan candidate debate is permissible provided that at least two candidates are invited to participate, and the forum or debate does not promote or advance one candidate over another. Criteria for determining participation must be non-partisan.
7. Forums or debates limited to mainstream parties are permissible.
8. At the beginning of each political forum, candidate speech or debate, a representative of the sponsoring group or organization should deliver the following disclaimer: "This event is sponsored by _____ . The use of Adler University facilities for this event does not constitute an endorsement by the University. Adler University does not endorse or oppose any candidate or organization in connection with this or any other political campaign or election."
9. Politicians and individuals associated with political causes may speak and participate in events if their participation is not political (such as a graduation speaker).
10. Voter education and registration activities are permissible so long as such activities are focused on increasing public understanding of the electoral process or encouraging participation in that process.
11. University events organized around political issues instead of political candidates may be allowed provided that Adler has a longstanding involvement with the issue and the event isn't timed to coincide with an election.

Policy for Student Organizations

Unlike Adler, recognized student organizations may use University facilities to host, sponsor and publicize an event on behalf of a single candidate provided organizations follow Adler procedure for reserving space and hosting an event.

Whenever a student organization hosts, sponsors, or publicizes an event on behalf of a political campaign or a political party, the sponsoring student organization must deliver a disclaimer explaining that the use of University facilities or resources for this event does not constitute an endorsement by the University, the views of those invited to speak on campus are the views of the speaker and not of the University, and that the University does not endorse or oppose any candidate or organization in connection with this or any other political campaign or election.

However, no student organization or individual may:

1. Use the name or seal of the University or any of its campuses on letters or other written materials intended for support of a political campaign on behalf of or in opposition to any candidate for public office, including the solicitation of funds for such purpose or activities.
2. Use University resources, for political campaigns or solicitation of endorsement of, or opposition to, candidates for public office.
3. Use University property for the placement of signs (including flyers, banners, posters, stickers, and chalking) of endorsement of, or opposition to, candidates for public office.
4. Host a campaign rally at University facilities.

Participation

As noted above, these policies are not intended to infringe in any way your individual right to support a particular candidate or participate in a political campaign. You remain entirely free to become involved in the election process as you choose, so long as you do so in a way that does not — either overtly or impliedly — involve Adler University.

Nondiscrimination and Anti-Harassment Policy and Procedures – Chicago & Online Campuses

It is the policy of Adler University that no person shall be the object of discrimination or harassment on the basis of race, color, creed, ancestry, ethnicity, religion, sex, gender, sexual orientation, gender identity or expression, body size and shape, national origin, political belief, age, marital status, family relationship status, parental status, physical or mental disability, status as a victim of domestic violence, arrest record, pregnancy, childbirth (including but not limited to conditions related to pregnancy or childbirth), genetic information, citizenship status, military or veteran status (including unfavorable military discharge), conviction of criminal offense that is unrelated to the employment or the intended employment of that person, or any other status protected by local or federal law in employment or educational settings (“Prohibited Grounds”).

The University is committed to maintaining an environment that is free of discrimination and harassment. In keeping with this commitment, we will not tolerate harassment of University employees, students, or others by anyone, including any supervisor, co-worker, vendor, client, or student of the University or any third party. Adler University reserves the right to take actions that are consistent with its policies and procedures to deal with individuals found to have engaged in harassment, discrimination, and/or retaliation in violation of this Policy.

Prohibited Discrimination

Discrimination means any form of unequal treatment – whether that treatment imposes extra burdens or denies benefits – based on any of the Prohibited Grounds. Discrimination may be intentional or unintentional. It may involve direct actions that are discriminatory on their face, or it may involve rules, practices, or procedures that appear neutral but have the effect of disadvantaging any protected group of people. Discrimination may take obvious forms, or it may occur in very subtle ways. In any case, even if there are many factors affecting a decision or action, if discrimination is one factor, that is a violation of this Policy.

Prohibited Harassment

Harassment is a form of discrimination. Harassment means an incident or a course of comments or actions that are known, or ought reasonably to be known, to be unwelcome. It can involve words or actions that are known or ought reasonably to be known to be offensive, embarrassing, humiliating, demeaning or unwelcome. This includes any microaggression or macroaggression, defined as a statement, action, or incident regarded as an instance of indirect, subtle, or unintentional discrimination against members of a marginalized group such as a racial or ethnic minority.

Examples of harassment include but are not limited to:

- Making remarks, jokes, or innuendos related to an individual's race, disability, religion, age, or any of the Prohibited Grounds of discrimination;
- Displaying or circulating offensive pictures, graffiti, or materials related to any of the Prohibited Grounds, whether in print form or via e-mail or other electronic means;
- Singling out an individual for humiliating or demeaning "teasing" or jokes because the individual is a member of a protected group; and
- Ridiculing an individual because of dress, language, or other characteristic that is related to any of the Prohibited Grounds.

Sexual harassment is a form of harassment that can include:

- Unwelcome remarks, jokes, or innuendoes about gender, sex, or sexual orientation;
- Unwanted comments or questions about an individual's personal life;
- Refusal to work with others because of their sex or sexual orientation;
- Display or distribution of sexually explicit or otherwise offensive material through print or electronic media;
- Derogatory or degrading comments about a person's body;
- Leering or other offensive or sexually aggressive gestures;
- Unwelcome advances, invitations, or propositions of a sexual nature or repeated invitations after previous requests have been refused;
- Advances, invitations or propositions of a sexual nature which might on reasonable grounds be perceived as placing a condition on a person's future employment, assignments, or opportunity for promotion or training; and
- Unwanted physical contact or verbal abuse or threats of a sexual nature.

An extreme form of sexual harassment includes sexual assault. Sexual assault is a form of sexual misconduct and is an attempt, coupled with the ability, to commit a violent injury on the person of another because of that person's gender or sex. Any person who may experience a sexual assault has the right to pursue all options to address this behavior including processes internal to Adler University as well as any legal and civil options. This Policy does not preclude an individual at any time during the process from contacting law enforcement to file a report of sexual assault.

To file a complaint of sexual assault, any person may contact one of the Title IX coordinators identified in this Policy and may also get assistance by calling the police (911) and/or by going to a local emergency room. Click here for the University's [Adler University Title IX Sexual Harassment Policy August 2020](#)

Sexual Harassment – Consensual Relationships

Romantic/sexual relationships that might be appropriate in other circumstances present serious difficulties within the University community. Relationships between individuals in inherently unequal positions (such as teacher and student, supervisor and employee) undermine the real or perceived integrity of the supervision and evaluation process, as well as affect the trust inherent in the educational environment. Consensual romantic or sexual relationships in which one party is in a position to review work or influence the career of the other provides grounds for complaint when that relationship gives undue access or

advantage to, restricts opportunities of, or creates a hostile, unethical and unacceptable environment for one of the parties to the relationship or for others. For these reasons, the University prohibits any employee of the University to engage in a consensual romantic or sexual relationship with any University student or any University employee under their supervision.

Consent will generally not be considered a defense against a charge of sexual harassment in violation of this Policy. The determination of what constitutes sexual harassment depends on the specific facts and the context in which the conduct occurs.

Prohibited Retaliation

Adler University prohibits retaliation and the threat of retaliation against any person (including complainants, respondents, and witnesses) exercising their rights and/or responsibilities in good faith under this Policy or federal or local law prohibiting discrimination, harassment, or retaliation. For purposes of this Policy, retaliation includes any conduct directed against an individual or someone affiliated with the individual, on the basis of or in reaction to the exercise of rights accorded and/or defined by this Policy, or federal, provincial, or local law that is likely to dissuade the individual from exercising their rights in the future.

Claims of retaliation will be investigated and if substantiated, constitute a separate violation of this Policy. Any acts of retaliation will be subject to appropriate disciplinary action, including but not limited to reprimand, change in work assignment, loss of privileges, mandatory training, suspension, and/or termination.

Adler University takes good faith complaints of discrimination, harassment, and/or retaliation seriously. Individuals who knowingly make false allegations under this Policy may be subject to disciplinary action, including but not limited to reprimand, suspension, and/or termination.

Complaints of Discrimination, Harassment, or Retaliation

The Office of People and Culture (OPC) is responsible for receiving, processing, and investigating complaints of discrimination, harassment, and/or retaliation involving employees of Adler University, as well as, vendors, clients, and other third parties.

A student may file a complaint with the OPC as long as it concerns the actions of a University faculty or staff employee, vendor, client, or any third party with whom the University has interaction. Complaints should be directed to the Office of People and Culture (Chicago and Online Campus) at 312.662.4415 or to the Executive Dean, Vancouver Campus (Vancouver Campus) at 236-521-2401.

The Division of Student Affairs (DSA) is responsible for receiving, processing, and investigating complaints of discrimination, harassment, and/or retaliation involving student complaints against other students. Students who wish to make such a complaint may contact the Office of Student Affairs (Chicago and Online Campus) at 312.662.4017 or the Manager, Student Services (Vancouver Campus) at 236-521-2433.

Employees or students who report incidents of discrimination, harassment, and/or retaliation may bring a support person with them to OPC or DSA when filing the complaint. Every effort will be made to help employees and/or students through the process in a respectful and supportive manner. Employees who hear about incidents of discrimination, harassment, and/or retaliation from students are expected to review this Policy with them and work with the student to bring forward the complaint to the appropriate office (OPC or DSA).

There are multiple channels for the reporting of violations of this Policy. If any person believes they have been the subject of, or have witnessed, or are aware of, discrimination, harassment, or retaliation, they should make a complaint as soon as possible to the OPC and/or the DSA, or to their supervisor, Chair or Program Director, or Executive Dean. If an individual contacts their supervisor, Chair or Program Director, or Executive Dean, this person must direct the individual to OPC or DSA based on the nature of the complaint. Formal complaints must be received by OPC or DSA from the person filing the complaint.

The University's ability to investigate a complaint may be harmed if it is not made within a reasonable time period after the alleged occurrence(s). The University therefore strongly encourages complainants to contact the OPC and/or the DSA as soon as possible, to the extent practicable, after the alleged conduct. While the University acknowledges it is often difficult to come forward in a timely fashion, it advises that complaints be filed as soon as possible and within 120 days of the alleged occurrence(s). All members of Adler University who serve in a supervisory capacity are responsible for relaying all complaints of discrimination, harassment, or retaliation that come to their attention as supervisors and that may be in violation of this Policy to the Office of People & Culture at 312.662.4415 or to the Executive Dean, Vancouver Campus at 236.521.2401.

Adler University strongly encourages individuals to make a complaint as soon as possible after the alleged conduct. The quicker a complaint of discrimination, harassment, or retaliation is made, the better the University will be able to investigate the complaint. A complainant should receive an acknowledgement of receipt from the OPC and/or DSA within ten (10) business days of filing a complaint. If this does not occur, then that person should directly contact the OPC and/or DSA to confirm receipt of original complaint.

If a criminal investigation is pursued by a person filing a complaint, such investigations can be conducted concurrently to any internal investigation conducted by Adler University.

Investigation and Resolution Process

When the OPC or the DSA, or both receive a complaint of discrimination, harassment, and/or retaliation, they will promptly designate an individual to investigate the allegation in a fair and expeditious manner. The role of the investigator is to conduct a neutral investigation and then to make a finding as to whether or not a policy violation exists. The investigator can also make recommendations regarding disciplinary actions to be reviewed by the appropriate University officials (see Resolution of Complaint section below). In rare instances, the OPC or DSA may engage an external investigator for some or all portions of the investigation at the discretion of the University.

Every complaint is based on its own facts and circumstances, which can impact the course of the

investigation. The following is an outline of the procedure generally followed once a complaint has been brought to the attention of the OPC and/or the DSA.

At any time in the process, a complaint may be resolved voluntarily prior to the completion of the investigation process when the issues have been addressed to the satisfaction of the parties involved and in consultation with the OPC and/or the DSA.

Filing a Complaint

If any person believes they has been the subject of; or have witnessed; or are aware of discrimination, harassment, or retaliation, they should make a complaint as soon as possible to the Office of People and Culture (OPC) and/or the Division of Student Affairs (DSA). An individual may also contact their supervisor, Chair or Program Director, or Executive Dean who will then support and direct the person to OPC or DSA based on the nature of the complaint. Formal complaints must be received by OPC or DSA from the person filing the complaint.

For a complaint **against an employee** of Adler, as well as **vendors, clients, and other third parties:**

Chicago and Online Campus

Office of People and Culture
17 North Dearborn St., Suite 16-200
Chicago, IL 60602
312.662.4415

Vancouver Campus

Executive Dean, Vancouver Campus
520 Seymour Street
Vancouver, BC V6B 3J5
236.521.2401

For a **complaint against a student:**

Chicago and Online Campus

Office of Student Affairs
17 North Dearborn Street
Chicago, IL 60602
312.662.4017

Vancouver Campus

Manager, Student Services
520 Seymour Street
Vancouver, BC V6B 3J5
236.521.2401

Processing a Complaint

In processing a complaint, the OPC and/or DSA will:

- Acknowledge receipt of the complaint in writing.
- Work closely with the person filing the complaint to provide supportive resources, (e.g., connection with Adler Student Assistance Program or Employee Assistance Program) as they moves through the process. Consideration of the need for self-care and resources to address any trauma response related to the complaint will be a high priority.
- Collect and retain documents and information related to the complaint in a secure and locked location with OPC or DSA as required by law within the jurisdiction in which the complaint is filed.
- Conduct a preliminary assessment of allegations to determine whether the alleged conduct, if substantiated, could constitute a violation of this Policy.

Fact-Finding

The specific fact-finding steps may vary depending on the facts and circumstances of the complaint. Generally speaking, an investigator will:

- Inform the complainant and respondent of the start of the investigation.
- Collect and review relevant documentation.
- Interview complainant, respondent, and witnesses to the reported event or events. The complainant and respondent are permitted and encouraged to bring a support person to this meeting.
- Prepare a summary of the investigation and the findings for the OPC and/or DSA. Findings will be determined utilizing a preponderance-of-the-evidence standard after examining the entirety of the information available at the time of the investigation.
-

Resolution of Complaint

The OPC and DSA are charged, as appropriate, with the responsibility of investigating complaints of discrimination, harassment, and/or retaliation; making findings; and reporting their findings to the appropriate relevant University officials.

Depending upon the nature of the complaint and findings, the appropriate University officials will be notified and may include but are not limited to the supervisors or department heads of the complainant and respondent, the Vice President of Administration, the Vice President of Finance, the Vice President of Academic Affairs or Executive Dean, the applicable Chair or Program Director, and the Office of the President. In cases in which policy violations and/or findings and recommendations are presented involving students, the DSA will also notify the Student Development Committee or Student Comprehensive Evaluation Committee.

The OPC and/or the DSA will provide written notification to the complainant, respondent, and the appropriate University officials of its findings and recommendations. A face-to-face meeting will generally accompany the written documentation.

If the OPC or the DSA, following the investigation, determines that the Nondiscrimination and Anti-Harassment Policy has been violated, it will work with the appropriate University officials to recommend appropriate corrective action, up to and including discharge/expulsion.

Whether or not the Nondiscrimination and Anti-Harassment Policy is deemed to have been conclusively violated, it is acknowledged that conflicts that make their way through a complaint process may result in schisms that create ongoing resentments between parties. It is the goal of the process that examines conflict to acknowledge and not vilify any party to a conflict. Additionally, in an effort to restore the community to its highest form of function, a restorative justice process may be made available to all sides of a conflict, should all sides voluntarily choose to participate. This would entail a restorative justice practitioner meeting with each party to the conflict separately to fully understand the residual harm they are experiencing due to the conflict. Each party will also be asked if they are interested in participating in a restorative justice process that allows each party to bring a support person, to discuss residual harm, and to create a repair-of-harm agreement in collaboration with the restorative practitioner. If all parties desire to participate voluntarily in a restorative justice process, it will be arranged.

Supervisors, department heads, and other Adler University managers have the responsibility for implementing appropriate corrective action. The OPC may advise in the implementation of corrective action and may monitor the implementation of the corrective actions. To the extent that the OPC concludes that other University policies may have been violated by the reported conduct, the appropriate University official(s) will be notified.

Confidentiality

The OPC and DSA are committed to balancing the interests of all parties involved in discrimination, harassment, and/or retaliation complaints. To the extent possible, the OPC and DSA will limit the disclosure of information related to the complaint and its investigation. Nonetheless, due to the nature of the investigative process, the OPC and DSA cannot promise confidentiality of any information received in a complaint or during an investigation.

The files of complaints will be maintained in the appropriate office—either the OPC or the DSA, depending upon the nature of the complaint and the office that is charged with investigation. Documents and information collected by the OPC or DSA through its investigation of the complaint will not be kept in relevant personnel or academic records, except that any discipline or sanction imposed as a result of a policy violation will be documented in the disciplined individual's personnel or academic record in accordance with applicable University procedures.

Other Resources

Although the University encourages employees/students to utilize the complaint process described above to resolve any complaints, use of this process does not prohibit an employee or student from

filing a complaint with external agencies at any time. Employees or students may file a formal complaint with various external agencies, to include, but not be limited to, the government agencies listed below. Online students can file a claim at the EEOC agency in the state in which they live and/or the EEOC in Illinois.

The U.S. Equal Employment Opportunity Commission

500 West Madison St., Suite 2800
Chicago, IL 60661
312.353.2713

Illinois Department of Human Rights

James R. Thompson Center
100 West Randolph St., Suite 10-100
Chicago, IL 60601
312.814.6200

The Office of Civil Rights/Chicago

U.S. Department of Education
Citigroup Center
500 W. Madison St., Suite 1475
Chicago, IL 60661

Discipline for Discrimination or Harassment

Any employee, whether co-worker, supervisor, or manager, who is found to have engaged in discrimination or harassment contrary to this Policy will be subject to appropriate disciplinary action, up to and including termination of employment.

Any employee, whether co-worker, supervisor or manager, who is found to have known about discrimination or harassing behavior and who took no action to report it or to stop it, may be subject to appropriate disciplinary action, up to and including termination of employment.

Any student who is found to have engaged in discrimination or harassment contrary to this Policy will be subject to appropriate disciplinary action, up to and including dismissal from their degree program.

Appeal Procedure

The respondent has the right to submit an appeal.

An individual who wishes to appeal part or all of the outcome of the University's investigation must submit a written appeal to the President of the University within ten (10) days of being notified of the outcome of the investigation. Appeals of the decision or the sanctions may be filed on grounds of:

- 1) new, relevant, substantive information not previously available and sufficient to substantially alter the outcome;
- 2) allegations that the investigator deviated from the investigation and resolution process outlined in the Policy in a way that substantially altered the outcome of the case or influenced the nature of the sanction; and/or
- 3) the sanction is disproportionate with the violation (i.e., excessively harsh or excessively lenient).

The President may affirm the outcome or sanctions, modify either or both, impose new sanctions and/or remedies, or may return the matter for further investigation. The President will issue a determination within fourteen (14) days after receiving the individual's submissions, unless the President determines in their discretion that more time is required. The individual will be notified in writing of the outcome of the appeal within seven (7) days after the conclusion of the review of findings or sanctions, including any changes to the determination of whether a violation occurred, the sanctions, or both. The decision of the President is final.

SECTION II: GENERAL INSTITUTIONAL POLICIES

Acceptable Use of Electronic Mail, the Internet and Other Technology

This policy outlines the acceptable use of the electronic communication tools owned, paid for, and/or operated by Adler.

Recent advances in electronic communications and information technologies present valuable opportunities for Adler. These technologies, when properly used, support our activities and enable us to better serve our students, staff, clients, and customers through closer and timelier communications and nearly instantaneous access to vast stores of information. In recognition of these benefits, Adler has made a substantial investment in its electronic communications and information systems. While Adler encourages the use of its systems, such use carries important responsibilities. The careless or inappropriate use of these systems can have dramatic consequences, harming Adler, the individual users of Adler's systems and others. This policy is intended to minimize the likelihood of such harm by educating users of Adler's electronic communication tools as to proper and improper usage of such tools and by setting forth the conditions that apply whenever Adler's electronic communication tools are being used.

This policy addresses the appropriate use of Adler's electronic "communication tools." These tools include, but are not limited to the following:

- Telephones, pagers, cellular phones and voicemail facilities;
- E-mail systems;
- Fax machines, modems and servers;
- Handheld devices, laptop and desktop computers;
- Software licensed to Adler; and
- All internal and external computer and communications networks (such as Internet browsers, commercial on-line services, e-mail systems) accessible directly or indirectly from Adler's computer network.

Conditions of Access

Access to Adler's communication tools is provided in conjunction with Adler's business and the job responsibilities of everyone working on behalf of Adler. All use of Adler's communication tools is subject to this policy and to other Adler policies and procedures that may be implicated by such use. Adler's communication tools also may be made available to individuals who are not employees of Adler (e.g., students, customers, temporary employees, vendors and subcontractors). Such individuals' use of Adler's communication tools is also governed by this policy.

Communication tools and the data created, entered, received, stored, or transmitted by Adler's communication tools, including electronic files and messages, are Adler property and are subject to inspection by the University at all times. E-mail messages and other electronic files belong to Adler. Use of Adler's

communication tools is a privilege that may be revoked at any time. Anyone who uses or is granted access to such tools must comply with the provisions of this policy.

Acceptable Use

Adler's communication tools may be used to communicate internally with employees of Adler or externally with consultants, suppliers, vendors and other business relations and acquaintances. Adler provides electronic communication tools to facilitate business communications, enhance productivity and improve service. The Internet may be used for appropriate business uses such as: research, updates of business information or news, or for specifically approved projects.

As with the telephone, there may be occasion to use these facilities for appropriate personal purposes. Occasional, limited appropriate personal use of Adler's communication tools is permitted so long as it does not interfere with the performance of an employee's job and/or the transaction of Adler University business, consume significant resources or excessive time, give rise to more than nominal additional costs or interfere with the activities of other employees of Adler.

You have no expectation of privacy in connection with your use of Adler's electronic communication tools. By using these tools, you consent to monitoring of your use. All communications transmitted, received and/or stored using any of Adler's electronic communication tools are subject to being accessed and reviewed by Adler, regardless of the business or personal nature of the communication. Users should not assume that any such communications are private.

Unacceptable Use

Notwithstanding the limited personal use noted above, to further the goals of limiting liability and curbing unlawful or inappropriate behavior, the following uses of Adler's electronic communication tools are inappropriate in any context:

- Users should not monopolize Adler's electronic communication tools to the exclusion of others. Accordingly, activities such as sending mass e-mails or e-mails with large attachments that are not business-related, sending chain e-mails, spending excessive amounts of time on the Internet, engaging in online chat groups, printing multiple copies of documents or otherwise creating unnecessary network traffic are not allowed.
- Because audio, video and picture files require significant storage space, files of this sort should not be downloaded unless they are business-related.
- Users should not install any software products on or modify the operating characteristics of any computer system owned or operated by Adler without permission of the network administrator.
- In addition to the other restrictions and conditions discussed in this policy, Adler's communication tools shall not be used:
 - To engage in activities for personal financial gain (e.g., day trading, gambling);
 - To solicit others for activities or causes unrelated to the Adler's business;
 - To disseminate or publish any defamatory, discriminatory or obscene material;

- To infringe, attempt to infringe or aid in any way in the infringement or attempted infringement on another person's or entity's intellectual property rights (e.g., copyrights);
- To violate, attempt to violate or aid in any way in the violation or attempted violation of any applicable telecommunications license or any laws that govern transborder data flow (e.g., laws dealing with data collection, protection, privacy, confidentiality and security);
- To violate, attempt to violate or aid in any way in the violation or attempted violation of any other law.

Adler shall not be responsible for any losses or damages resulting from or relating to any use of Adler's communication tools.

Unacceptable Content

Material that is or could reasonably be construed as harassing, offensive, embarrassing, sexually explicit, racially demeaning, profane, abusive, threatening, intimidating, pornographic, obscene, defamatory or otherwise unlawful or inappropriate may not be sent or received by, viewed or displayed on, copied to, stored in, accessed from or downloaded to Adler's communication tools. Users encountering or receiving this kind of material should not forward the material and should immediately bring the material to the attention of a supervisor. In addition, any user who believes Adler's communication tools are being used in a manner which violates either this policy or Adler's policies prohibiting harassment should immediately report the matter pursuant to the requirements below and pursuant to Adler's anti-harassment policy. It is the responsibility of all users of Adler's communication tools to see that these tools are used in an appropriate manner at all times.

Examples of unacceptable content include, but are not limited to:

- Sexual, racial, ethnic or religious slurs, drawings, cartoons or jokes
- Pornographic or sexually explicit language or material
- Unwelcome propositions, requests for dates or love letters
- Any message that could reasonably be construed as harassment or disparagement of others based on sex, race, age, national origin, religion, disability, sexual orientation, or other status protected by law
- Any other material which is inappropriate for a business environment

Even personal e-mail, Internet visits, and voicemail messages may be accessed by Adler's management without notice. To ensure the lawful use of Adler's communication tools under this policy, Adler reserves the right to inspect the content of all information and messages generated by or contained in any of its communication tools. Users should not assume that any such usage or communications are private.

Transmitting Confidential Information

In recognition of the significant responsibility of protecting confidential or sensitive information, Adler's communication tools, especially its e-mail system, should not be used to transmit confidential communications.

Keep in mind that deleting e-mail does not necessarily remove the e-mail from the system. There is also a possibility that, when documents are transmitted electronically, earlier drafts of the documents thought to have been deleted may be retrieved. Accordingly, extreme care must be taken when using e-mail to transmit confidential or sensitive communications, even internally.

All users are required to use good business judgment to safeguard Adler University information and to protect against inadvertent disclosure of confidential or sensitive information in situations where there is a need to communicate such information electronically. Failure to exercise an appropriate level of care when transmitting confidential information electronically is a violation of this policy and may result in discipline up to and including discharge.

Etiquette and the University Representation

E-mail and voicemail messages reflect Adler's image. Such messages, therefore, should always be composed in a professional manner that is no different than the manner used to compose letters or memoranda on Adler letterhead. Inappropriate use of Adler's facilities may damage the Adler's reputation and could give rise to Adler and individual liabilities. Accordingly, every effort must be made to be professional in all usage of Adler's communication tools. In addition, employees using Adler's electronic communication tools should be aware that materials created and stored on the Adler's network systems may constitute public records subject to disclosure under the Illinois Freedom of Information Act.

Limits of Privacy

Because communication tools are provided for Adler's business purposes, employees using Adler's communication tools have no expectation that any information transmitted over Adler's facilities or stored in Adler's computers, even deleted information, is or will remain private. These systems are owned and/or controlled by Adler and are accessible at all times by Adler without notice for maintenance, upgrades or any other business or lawful purposes. Use of passwords to gain access to the computer system or to secure particular files or messages does not imply that users have an expectation of privacy in any material created or received on the computer system. Adler has Online passwords that permit it to access all material stored on the system, regardless of whether such material has been password-protected by the user. To protect the integrity and security of the computer system, though, employees should not share passwords with other individuals.

Adler permits limited personal use of its communication tools as set forth herein with the express understanding that it reserves the right to review employee use of and to inspect all material created by or stored on these communication tools. It is essential that Adler be able to ensure that its communication tools, which are provided primarily for Adler's business purposes, are being used in a proper manner consistent with this policy. For this reason, Adler reserves the right to monitor, search, retrieve and/or read any and all aspects of its electronic communication and network systems. Use of Adler's communication tools constitutes each employee's permission for Adler to monitor communications and to access files that are made on or with these communication tools.

Viruses

Viruses can cause substantial damage to electronic communications and information systems. Each user is responsible for taking responsible precautions to ensure they does not introduce viruses into Adler's network. To that end, all material received on floppy disk or other magnetic or optical medium and all material downloaded from the Internet or from computers or networks that do not belong to Adler must be scanned for viruses and other destructive programs before being placed onto Adler's network. Users should understand also that their home computers and laptops may contain viruses and that all disks transferred from these computers to Adler's network must be scanned for viruses.

Regulation and Enforcement

Misuse of any of Adler's communication tools or violations of this policy may result in disciplinary action, including suspension of privileges to users, or termination of employment. Criminal or civil action may result in appropriate instances. If an individual believes that they has been harassed or discriminated against in violation of this policy, the individual should follow the complaint procedure outlined in Adler's EEO and Anti-Harassment Policy. Any questions regarding use of Adler's communication tools should be directed to HR.

Alcohol and Other Substances

Tobacco, Drug and Alcohol Abuse Prevention Program

Smoke Free Environment

Adler University campuses are smoke-free. In addition, smoking is not permitted within fifteen feet of any entrances. If a local law ordinance provides greater protection for the rights of non-smokers, it will apply.

Alcohol Policy

Alcohol beverages may be served to and consumed by persons of legal drinking age on university premises or practicum and internship sites in conjunction with a specifically authorized function. Individuals consuming alcohol and other legal drugs should do so in a responsible manner. Members of Recognized Student Organizations should see the RSO Handbook for further restrictions.

Drug Free Environment

In compliance with the Drug Free Schools and Communities Act (DFSCA), Adler University explicitly prohibits the unlawful possession, use, or distribution of illicit drugs by students or employees on University premises or as part of any of its activities. Controlled substances are subjects of federal and state laws. Information coming to the attention of the University involving the sale, exchange, or transfer of drugs from one person to another may be communicated to public officials for the purpose of prosecution.

Legal Penalties

Students who violate the Alcohol and Drug policy are subject both to Adler's sanctions and to criminal sanctions provided by federal, state and local law.

Federal Law: Under the revised federal sentencing guidelines, federal courts can sentence simple-possession first offenders to one year in prison and a \$100,000 fine. Penalties for subsequent convictions are significantly greater. A sentence of life imprisonment can result from a conviction for possession of a controlled substance that results in death or bodily injury. The most current information can be found on the website of the [U.S. Drug Enforcement Administration](#).

Illinois Law: Possession and delivery of illicit drugs are prohibited in Illinois. Penalties vary with the amount of the drug confiscated; the type of drug found; the number of previous offenses by the individual; and whether the individual intended to manufacture, sell, or use the drug. A first-time conviction of possession of a controlled substance can result in a one- to three-year prison sentence, plus a fine of up to \$15,000. More severe penalties may be imposed for conviction of class 2, 3, or 4 felonies involving manufacture or delivery to a minor. [Further information on Illinois penalties and sanctions](#).

Health Risks Associated with Use of Illicit Drugs, the Misuse of Legal Drugs, and Alcohol Abuse

There are health risks associated with the use of illicit drugs and abuse of legal drugs and alcohol including impaired functioning of the following major organs: liver, kidneys, brain, and other aspects of the central nervous system including impaired immune functioning and impaired lung and pulmonary functioning. The effects are both immediate and long-term. Immediate effects include impaired judgment, impaired attention span, and impaired gross and fine motor control. Long-term effects include the risk of premature death. The use of needles to inject drugs into the blood stream engenders the risk of contracting HIV or hepatitis. These health risks may affect one's daily life activities, as well as familial, social, and working relationships.

Drug and alcohol abuse causes physical and emotional dependence, in which users may develop a craving for a particular substance. Thus, their bodies may respond to the presence of such substances in ways that lead to increased drug and alcohol use. Certain drugs, such as opiates, barbiturates, alcohol and nicotine create physical dependence. With prolonged use, these drugs become part of the body chemistry. When a regular user stops taking the drug, the body experiences the physiological trauma known as withdrawal. Psychological dependence occurs when taking drugs becomes the center of the user's life. Drugs effect the mind and body for weeks or even months after drug use has stopped. Drugs and alcohol can interfere with memory, sensation, and perception. They distort experiences and cause loss of self-control that can lead users to harm others as well as themselves.

Counseling, Treatment, or Rehabilitation Programs

Any student who fails to abide by the terms of the Tobacco, Drug, and Alcohol Prevention Program may be required to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health officials, law enforcement, or other appropriate agency. Specific

programs of counseling or rehabilitation are available within the greater Chicagoland area. If you need assistance finding a program, contact the Office of Student Affairs.

Sanctions

Adler University will impose sanctions against individuals who are determined to have violated the Tobacco, Drug, and Alcohol Prevention Program policies. Sanctions for students who use, possess, sell, or distribute illegal drugs or who violate the University's Alcohol Policy include, but are not limited to the following: warnings; disciplinary probation; and in appropriate cases, suspension or expulsion from the University. Students will also be held responsible for any damages that result from their misconduct or violation of these policies.

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

Civil and Criminal Law

Any student who violates any state, federal or municipal law may be subject to referral to the Student Comprehensive Evaluation Committee for said offense(s) up to and including administrative withdrawal or dismissal. The adjudication of such violations may proceed regardless and/or independently of any action taken by state, federal or municipal agencies. For students on the Online Campus, an immediate referral to the Executive Dean may occur and could result in dismissal.

Continuous Enrollment

Adler University requires students to maintain continuous enrollment throughout their academic program, including summer semesters. Students must request a leave of absence for any portion of their academic program when they cannot enroll. Students must be formally registered in the term in which their degree or certificate is conferred.

Students who have registered for all required coursework must register for Continuous Enrollment (CER-001 – Chicago Campus; CER-002 – Online Campus; CER-003 – Vancouver Campus) for all semesters leading up to the conferral of their degree or certificate. Continuous Enrollment is repeatable for up to one academic year. Students who fail to register for a degree requirement, or Continuous Enrollment each term until conferral of their degree, may be administratively withdrawn from the University. "Administrative Withdrawal" will be indicated on their transcript.

The enrollment status for this course is less than half time. The Continuous Enrollment course is not eligible for financial aid. Students are charged the universal fee of their highest program. Please see the Tuition and Fees section for your program's universal fee.

Copyright Policy

It is the policy of Adler University to comply with federal copyright law and all related law codified at 17 U.S.C. §101 et seq. All faculty, staff, and students must adhere to University copyright policy and are expected to seek consultation and advice from the Library when using the copyrighted works of others in the course of instruction.

Adler University is committed to fostering an environment that provides for the fair use of copyrighted works to achieve the goals of teaching, service, and research while remaining in compliance with applicable laws. Adler University users of copyrighted works are accorded the rights and privileges pursuant to 17 U.S.C. §§107 (Fair Use), 108 (Reproduction by Libraries and Archives), 109 (First Sale Doctrine and Transfers), 110 (Teaching Exception), and other statutory exemptions and limitations to the exclusive rights granted to the owner of a copyright protected work.

It is the policy of Adler University to inform and educate faculty, students and staff regarding federal copyright law, the rights of copyright owners, the legal obligation of the University to comply with applicable law, and the rights of the University community to use copyrighted works.

Under Adler University Copyright Policy, faculty, staff, and students retain all rights in copyrightable materials they create, except when special circumstances or contractual arrangements prevail, including:

- Work which is “work for hire” under copyright law, or for which the author was commissioned in writing by the university to develop the materials as part of the author’s regularly compensated duties;
- Conditions restricting copyright privileges are contained in grant or contract funding.

Criminal Activity While in Attendance

Students who engage in criminal activity are subject to disciplinary action up to and including dismissal from the program. The student has the obligation to report to the Vice President of Academic Affairs and the Director of Student Affairs any criminal charges or convictions that may impact his/her ability to remain enrolled at the university. Students on the Vancouver Campus should contact the Director of Admissions and Student Services. Students on the Online Campus should contact the Executive Dean. Failure to disclose such information within 15 calendar days of the occurrence or event, or the submission of false or incomplete information at any time, including during the application process, may result in disciplinary action up to and including dismissal from the program.

Disorderly, Violent, Intimidating, or Dangerous Behavior to Self or Others

Adler University is committed to providing a safe learning and working environment for the entire community. Members of the Adler community, including the University’s students, faculty, staff, guests, affiliates, and visitors have the right to be free from all forms of violence. In that regard, all employees, independent contractors, vendors, and students are expected to conduct themselves in a manner that does not infringe upon the rights of others.

Adler will not tolerate violence, threats, harassment, intimidation, or other such disruptive behavior perpetrated by any employee, independent contractor, vendor, or student on our campuses, or at any off-campus locations or programs affiliated with or related to the University in any way.

Employees, independent contractors, vendors, and/or students are not to engage by any means in behavior that threatens, harms, or causes anyone, including themselves, to be placed in harm's way, or to exhibit behavior that is illegal, destructive, lewd, indecent, or obscene. This policy applies to in-person interactions, as well as online behavior, including social media and other internet-based communication tools that may affect community safety or the overall quality of the educational experience. Such behaviors include, but are not limited to, the following examples and are applicable for all individuals regardless of campus:

1. Intentionally inflicting bodily harm upon any person;
2. Taking any action for the purpose of inflicting physical harm upon any person;
3. Taking reckless action that results in physical harm to any person;
4. Threatening by any means of transmission the use of force to physically harm or injure any person.
5. Disrupting the educational environment, impeding classes, causing significant emotional harm, and/or endangering the safety, health, or life of any person on campus through actions or words.
6. Obstructing fire escape routes, such as hallways or stairwells.
7. Damaging or defacing University property or the property of students or University faculty, staff, guests, affiliates, or visitors;
8. Brandishing a weapon or firearm;
9. Stalking;
10. Attempting or committing nonconsensual sexual contact;
11. Articulated plans to bring weapons to the classroom or workplace or to use a weapon to harm a person, group of people, or the community;
12. Statements indicating approval of the use of violence to resolve a problem;
13. Intimidation, harassment, hazing, or bullying;
14. Committing acts of an indecent or lewd nature;
15. Retaliating against any individual who, in good faith, reports or otherwise opposes a violation of this policy—or who participates in an investigation of alleged violations of this policy;
16. Aiding or abetting others in any of the above actions; and
17. Enlisting, coercing, or otherwise persuading others to do any of the above actions.

Any employee, independent contractor, vendor, and/or student who is aware of an emergency or has an immediate safety concern should not hesitate to call 911 and go to a safe location. If you are concerned about another person's behavior, and it is not an emergency, please contact the Office of Student Affairs (for matters involving students) or the Associate Vice President of People and Culture (for matters involving employee/independent contractors) to report the matter promptly. Preventing violence at the University depends on members of the community identifying and communicating behaviors of concern.

Violation of this policy is considered to be serious misconduct that can lead to disciplinary and other action up to and including termination in the case of employees, and academic expulsion in the case of students. Additionally, when appropriate, Adler University may pursue civil or criminal prosecutions against employees, independent contractors, vendors and/or students who violate this policy.

All other questions regarding this policy should be directed to the Office of Student Affairs (students) or the Associate Vice President of People and Culture (employee/independent contractors).

False Information

Students are not to provide false information in any form to University officials. Students are not to knowingly misuse, misrepresent or falsify any University record, I.D. card, form, computer resource, or procedure. Students are not to take any actions (verbal, written, or behavioral) based on known incorrect information, with direct intent to be hurtful or harmful to the University.

Student Complaints and Appeal Policy and Procedure

Adler University designates certain administrative offices as responsible for receiving, investigating, and resolving student complaints. Depending upon the nature of the complaint, there are specific policies and procedures, as detailed below. This policy applies to all Adler University students regardless of department, campus, status, or location. No retaliation shall be taken against a student who articulates a complaint.

Students who wish to submit a complaint can do so by following the complaint submission steps listed below.

How to submit student complaints

Type of Complaint Policy	Brief Description	How to Submit Complaint
General Student Complaint and/or Appeal Policy	<ul style="list-style-type: none"> • Most concerns can be resolved informally by speaking directly with the individual; this approach is encouraged. • If the issue is not resolved, students who have a complaint against a faculty or staff member or administrator are expected to pursue the General Student Complaint and Appeal policy and procedure. • Students who are appealing decisions regarding academic status, disciplinary action, or dismissal are expected to pursue the General Student Complaint and Appeal policy and procedure. 	Complete the Student Complaint Form and submit it to StudentComplaints@adler.edu

<p>Non-Discrimination and Anti-Harassment Policy</p>	<ul style="list-style-type: none"> No person shall be the object of discrimination or harassment on the basis of race, color, creed, ancestry, ethnicity, religion, sex, gender, sexual orientation, gender identity or expression, body size and shape, national origin, political belief, age, marital status, family relationship status, parental status, physical or mental disability, status as a victim of domestic violence, arrest record, pregnancy, childbirth (including but not limited to conditions related to pregnancy or childbirth), genetic information, citizenship status, military or veteran status (including unfavorable military discharge), conviction of criminal offence that is unrelated to the employment or the intended employment of that person, or any other status protected by local or federal law in employment or educational settings. 	<p>Complete the Student Complaint Form and submit it to StudentComplaints@adler.edu</p>
<p>Title IX Sexual Harassment Policy (Chicago and Online)</p>	<ul style="list-style-type: none"> Prohibits Title IX Sexual Harassment that occurs within education programs or activities. Sexual Harassment includes Quid Pro Quo Sexual Harassment, Hostile Environment Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, and Stalking. Any person may report Sexual Harassment to the Title IX Coordinator or Deputy Coordinator. In-person reports must be made during normal business hours, but reports can be made by regular mail, telephone, or electronic mail at any time, including outside of normal business hours. 	<ul style="list-style-type: none"> Reports may be made by complainants, third parties, witnesses or bystanders and may be made in person, by regular mail, telephone (Julie Proscia @ 312.662.4304 or Ben Lyon @ 312.662.4103), email (TitleIX@adler.edu), or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Individuals, including third parties and bystanders, can submit a Sexual Harassment report (Chicago & Online) electronically.

Sexual Misconduct Policy (Vancouver)	<ul style="list-style-type: none"> • “Sexual misconduct” includes sexual harassment, sexual assault, and sexual exploitation; is a form of sex discrimination; and is prohibited. “Interpersonal violence” includes domestic violence, dating violence, and stalking, and it is also prohibited. • In-person reports must be made during normal business hours, but reports can be made by regular mail, telephone, or electronic mail at any time, including outside of normal business hours. 	<ul style="list-style-type: none"> • Reports may be made by complainants, third parties, witnesses or bystanders and may be made in person, by regular mail, telephone (Julie Proscia @ 312.662.4304, Suzanne Milner @ 236.521.2433, or Ben Lyon @ 312.662.4103), by email (TitleIX@adler.edu), or by any other means that results in the Title IX Coordinator receiving the person’s verbal or written report. Individuals, including third parties and bystanders, can submit Sexual Harassment report (Vancouver) electronically.
Grade Appeals Policy	<ul style="list-style-type: none"> • Specific criteria, as specified in the catalog, is required to form the basis of a grade appeal. 	<ul style="list-style-type: none"> • Any student may request a grade appeal by contacting their instructor directly.
Student Development Committee (SDC) Appeals Policy	<ul style="list-style-type: none"> • Students have the right to appeal decisions made by their program SDC. • Complete description of SDC and related appeal policy is found in the Student Handbook. 	<ul style="list-style-type: none"> • Students must submit a written appeal stating the grounds for the appeal with supporting documentation directly to the program chair or director of their academic program.

General Student Complaint and Appeal Policy & Procedure

The purpose of the Adler University General Student Complaint and Appeal Policy is to provide students with an avenue to resolve complaints or appeal decisions regarding the implementation of Adler University policies and procedures.

Students must exhaust the General Student Complaint and Appeal Procedure before bringing a legal claim against Adler University.

Informal Complaint Procedure

The initial step is for the student to try to obtain resolution or redress through discussions with the person(s) involved. These discussions should be held as soon as possible. Faculty, staff and administrators should respond in a reasonable and timely manner to answer questions and/or to resolve problems or complaints brought to their attention by students. Students are strongly encouraged to seek support and assistance from their advisor as well as the Office of Student Affairs. If the matter is still not resolved, the student should proceed to the formal complaint procedure.

Formal Complaint Procedure

Upon submission of the Student Complaint Form to studentcomplaints@adler.edu, the student will receive an automated acknowledgement of the complaint. The Office of the Office of People and Culture will review the complaint and assign it to the responsible department or administrator. Complaints processed under the Non-Discrimination and Anti-Harassment Policy, Title IX Sexual Harassment Policy (Chicago and Online), Sexual Misconduct Policy (Vancouver), or Grade Appeals policies will be processed within the procedures and timelines of the respective policy.

Complaints processed under the General Student Complaint and Appeal Procedure will be investigated and resolved within 15 business days. This timeline can be extended to 30 business days with written notice from the responsible administrator. The responsible administrator will advise the complainant if the timeline will be extended. The responsible administrator in receipt of the complaint will issue a written determination of the complaint which will be provided to the student and the affected unit/department or other individual.

If it is evident the complaint has not been previously addressed by the appropriate department/unit for investigation and proposed resolution, the complaint may be referred to the correct level for a decision. The office that receives the complaint may overturn, modify, or uphold the previous decision made by the head of the unit.

The decision of the responsible administrator is final.

Appeal Procedure

A student has the right to appeal decisions regarding academic status, disciplinary action, or dismissal, if the student believes:

1. There is procedural error identified that indicates a substantial breach of institutional policy, procedure or established practice.

Students must meet their approved guests in the first floor lobby and check in with the first floor security guard. The building guard will call the 15th floor security desk to confirm the guest is approved. Once confirmed, the guest will sign in and student and guest will be permitted access to the elevator. At the 15th floor, the student and guest should check-in with the Adler security guard who will issue a guest badge.

Children on Campus

Adler does not permit employees or students to bring children under the age of 18 to the office or classroom. Children are allowed to visit the campus only in exceptional circumstances, and they must be supervised at all times. Any child who comes to campus must be registered with security upon arrival.

Dogs on Campus/Service Animals

The presence of service dogs on campus is permitted for the sole purpose of providing equity of access and mobility to people with disabilities. No animals are allowed on campus building premises with the exception of service dogs.

Any person seeking approval to be accompanied by a guide or service dog should register with Disability Services. Students on the Vancouver campus should contact the Manager of Student and Alumni Services. Anyone who brings a service dog onto campus must ensure that the dog is under control and supervision at all times. The behavior of any dog, including any mess or damage caused by the dog, is the responsibility of the owner. Disability Services can be contacted at DisabilityOffice@adler.edu.

Students may be subject to different policies and procedures for service dogs at their training and community service partner sites. Students are encouraged to work directly with the sites prior to starting to ensure the best possible experience.

Missing Persons Reporting

The report of a missing person is a serious matter. Anyone with information concerning a missing person should notify the Office of Student Affairs immediately. If it is determined by the Office of Student Affairs that the person has been missing for more than 24 hours, Adler University will (1) attempt to contact the student using any confidential contact information that the student has provided to Adler University; (2) notify the Chicago Police Department; (3) contact any person the student has identified to the Registrar as an emergency contact; and (4) notify others at the University, as appropriate, about the student's disappearance. Students on the Vancouver campus should report missing persons to the Registrar/Manager of Campus Operations.

Students are required to update personal and emergency contact information with the Registrar.

Photography Release

Adler University has the irrevocable and unrestricted right and permission to take, use, reuse, publish, and republish photographic portraits or pictures of all members of the Adler University community. Anyone who

registers at, visits, or is employed by Adler University authorizes the use and reproduction by the University, or anyone authorized by the University, of any photographs taken while at Adler University, without compensation.

All negatives and positives, photographic prints, and digital photo files shall be Adler University property, solely and completely. Photographs will be used by Adler University for publications and University purposes only. All members of Adler University waive their right to inspect or approve the products and materials. Any member of the University who does not wish to have their photograph published should declare this in writing to the Office of Student Affairs. Vancouver campus students should contact the Director of Admissions and Student Services.

Reasonable Directives from A University Official or Office

Students are not to disregard the reasonable directives, either verbal or written, issued by a University official or office, or obstruct an official in the carrying out of their assigned duties or responsibilities. Failure to follow reasonable directives may result in the referral to the student's Faculty Advisor, Student Development Committee, the Student Comprehensive Evaluation Committee or the Executive Dean of their campus.

Solicitation

In the interest of maintaining a productive and non-coercive educational and work environment, Adler University does not permit unauthorized persons to promote or sell merchandise or services door-to-door on campus or on campus floors, nor to solicit, distribute information to, or recruit its students or university personnel for any purpose whatsoever. Any group or individual not affiliated with Adler University who wishes to distribute literature or printed materials of any kind, to sell or solicit others to purchase memberships, merchandise or services, or to recruit on campus must be specifically authorized to do so by the Office of Student Affairs. Adler University does not allow credit card companies access to campus under any circumstances.

A "solicitation waiver request" can be obtained through the Office of Student Affairs for the purposes of applying for a table from which to solicit. There is a \$50.00 fee for reserving a table, which must be paid by check or cash prior to arrival on campus; if approved, the solicitation waiver request must be displayed at all times. This approval grants the solicitor the ability to sit at a table with two chairs for the approved time. Under no circumstances is the solicitor allowed to leave the table with the intent to approach students. Solicitation waiver requests for the Vancouver campus will be issued by the Registrar/Manager of Campus Operations.

No solicitation shall interfere or conflict with the mission of Adler University or its occupants. Adler University reserves the right to cancel any event for violations to guidelines.

Student Rights and Responsibilities

Student Rights

Students have the right to express their own ideas, beliefs, and associations. Students can ask questions and appropriately express their opinions without affecting their academic evaluations, as long as such expressions do not interfere with the normal operations of classes or infringe on the rights of other students. Professional comportment is expected in all aspects of student experience. Respect for others is fundamental and is expected at all times regardless of the issue or the location, including cyberspace.

Students have the right to join associations and are free to promote their common interests. This includes the right to become affiliated with any recognized student organization without discrimination or prejudice regarding race, color, ethnicity, religion, national origin, age, disability, marital status, parental status, family relationship status, sexual orientation, sex, gender, gender identity, or other status protected by local, state or federal law in its education settings.

Students have the right to participate in student governance through the Adler Student Government. ASG strives to enhance the university community and the overall student experience. Student engagement and involvement are vital to establishing a thriving academic community. Students are encouraged to actively engage ASG for creating a strong student community that values and appreciates all perspectives. In addition, ASG is a vital conduit in communicating student concerns and issues to the administration.

Students have the right to advising that balances individual student responsibility and accountability with support from the university in understanding degree and program requirements. The advising process should extend well beyond administrative tasks to include the development of an active professional mentoring relationship. This mentoring relationship will be built upon students' openness to engage in active communication with faculty that will enrich their development as students and as professionals.

Statement of Student Responsibilities

Adler University expects students to:

1. Adhere to all applicable University policies and procedures.
2. Uphold University rules applicable to conduct both in on-campus and off-campus settings, including clinical, field, internship, in-service and other activities.
3. Abide by all local, state, and federal laws.
4. Maintain academic honesty and integrity.
5. Comply with all ethical and professional standards applicable to their program of study.
6. Contribute actively to the process of learning, including complying with attendance or participation requirements, completing assignments, and preparing for class.
7. Conduct themselves in an ethical, professional, and civil manner.
8. Demonstrate respect for the rights of others.
9. Regularly monitor their student accounts.

Unauthorized Entry to University Facilities

Forcible or unauthorized entry into any building, facility, room, office, or container (file cabinet, desk drawer, etc.) at the university is prohibited.

Weapons

The presence of weapons on campus poses an unacceptable risk to the health and safety of all members and guests of Adler University community. The storage, possession, or use of firearms, fireworks, explosives, or weapons of any kind, including replicas or facsimiles, anywhere on campus is prohibited. This prohibition applies to all students, employees, independent contractors, and visitors, including those who have a valid permit to carry a concealed weapon. Propellant sprays used for personal protection and self-defense purposes are allowed. Students who are deputized law enforcement officers and are legally qualified to carry firearms may do so while on-campus as long as they are carrying all necessary identification to do so. However, all weapons must be concealed. Absent law enforcement status, no concealed weapons are permitted on campus pursuant to 430ILCS, effective January 1, 2014.

Under 720 Illinois Compiled Statutes 5/21-6, a weapon is defined as "a handgun, sawed-off shotgun, sawed-off rifle, any other firearm small enough to be concealed upon the person, semiautomatic firearm, or machine gun...any other rifle, shotgun, spring gun, other firearm, stun gun or taser as defined in paragraph (a) of Section 24-1 of this Code, knife with a blade of at least 3 inches in length, dagger, dirk, switchblade knife, stiletto, ax, hatchet, or other deadly or dangerous weapon or instrument of like character...a bludgeon, black-jack, slingshot, sand-bag, sand-club, metal knuckles, billy or other dangerous weapon of like character."

SECTION III: ACADEMIC POLICIES

Academic Honesty Policy

Adler University seeks to establish a climate of honesty and integrity. Any work submitted by a student must represent original work produced by that student. Any source used by a student must be documented through required scholarly references and citations, and the extent to which any sources have been used must be expressly stated in the work. The University further considers resubmission of work done partially or entirely by another, as well as resubmission of substantial or entire portions of one's own work done in a previous course or for a different professor, to be academic dishonesty. It is the student's responsibility to seek clarification from the course instructor about what assistance may be used to complete an assignment, examination, or project and what sources may be used. Students found guilty of academic dishonesty or plagiarism shall be subject to disciplinary action, up to and including dismissal from the University.

Academic misconduct generally includes plagiarism and research misconduct—but academic misconduct is more broadly defined to refer to any action that involves illicit, unauthorized, fraudulent, or inappropriate behaviors designed to provide an undue advantage or otherwise aid in whole or part with the completion of required work at the Adler University. Students who commit academic misconduct, including plagiarism or research misconduct, are subject to a failing grade for the assignment and course and, potentially, immediate dismissal from their program and Adler University.

For the purposes of this policy, ***plagiarism*** is the submission, in whole or part, of unoriginal material, represented as original and as the work product of the individual student. Definitions are provided below for the following four types of plagiarism. These definitions are arranged by general level of severity, with auto-plagiarism generally being the least severe form of plagiarism, and fraudulent plagiarism typically being the most severe. That said, all occurrences of plagiarism, whether inadvertent or intentional, will be evaluated on a case-by-case basis, and students should be advised that the potential for sanctions up to and including immediate dismissal from Adler University exists for each type of plagiarism.

- ***Auto-Plagiarism***

Resubmission of work done for one course, assignment, or task for another. This form of plagiarism does not typically involve the submission of the work of others, but, instead, consists of representing as new work what has been previously submitted.

- ***Indirect Plagiarism***

Minimally rephrasing, paraphrasing or revising the work of others without proper citation or credit.

- ***Direct Plagiarism***

Substantial utilization of the published or unpublished work of others without permission, citation, or credit—also known as “*cut and paste*” or “*patch writing*.”

- ***Fraudulent Plagiarism***

Purchasing or otherwise acquiring a work in its entirety and submitting it as one's own is considered the most extreme and egregious form of plagiarism.

Additionally, definitions are provided below for five categories of ***research misconduct***, which involves the misrepresentation of data or material in research. These definitions are also arranged by general level of severity, with misrepresentation of effort or contribution generally being the simplest form of research

misconduct, and data fabrication or falsification typically being the most severe. That said, all occurrences of research misconduct, whether inadvertent or intentional, will be evaluated on a case-by-case basis, and students should be advised that the potential for sanctions up to and including immediate dismissal from Adler University exists even for a first offense of research misconduct.

- **Misrepresentation of how much effort was expended, or the extent of original contribution made to a research project** in which multiple contributors took part.
- **Withholding data or materials** involves the refusal to make available for inspection, raw data and sources for student research.
- **Data manipulation** involves the suppression or changing of study data to facilitate a desired outcome.
- **Data fabrication** involves the intentional production of false or invented study or research data and representing such data as genuine.
- **Data falsification** involves the intentional alteration of study or research data and representing such data as genuine.

Academic misconduct allegations will result in referral to the appropriate Student Development Committee. Depending on the severity of the academic misconduct at issue, the level of training, and circumstances associated with the misconduct, consequences will range from failure on specific assignments, or required supplemental education, to dismissal from the student's program and Adler University. Students should be advised that violations can be intentional or inadvertent, and ignorance of this policy or of any restrictions in place in a particular situation regarding the means by which any assignment, examination, or project can be completed, will be no defense to an allegation of academic misconduct. For that reason, it is imperative that students promptly raise any questions or doubts regarding permitted methods or assistance to the appropriate instructor or advisor.

Academic Status—Chicago & Vancouver Campuses

Academic Good Standing

To remain in Academic Good Standing, a student must

1. Maintain consistent enrollment
2. Take a course load that ensures steady movement toward degree completion within the maximum time limits outlined in the Catalog
3. Meet all academic, comportment, and professional standards as well as applicable program requirements
4. Maintain a minimum cumulative grade point average of 3.0 on a 4.0 scale

Note: The Department of Education additionally requires that students keep their accounts current, and successfully complete ("B" grade or better) 70% of attempted coursework in each term, in order to be eligible for federal student financial aid.

Students in the Doctor of Psychology in Clinical Psychology (PsyD) program, please see the PsyD Program Policies Handbook for additional details on Academic Statuses, SDC referrals, and SCEC referrals.

Academic Alert

Students with a minimum cumulative GPA of 3.0 who earn a B- grade for the first time will be placed on *Academic Alert* status for the following semester.

Academic Warning

Students will be placed on *Academic Warning* when they meet any of the following conditions:

1. Earn a first grade of C with a minimum cumulative GPA of 3.0
2. Earn a second B- with a minimum cumulative GPA of 3.0

This status will be in effect for one semester subsequent to the receipt of the second low grade.

Academic Probation

Students will be placed on *Academic Probation* the first time they meet any of the following conditions:

1. Earn a second grade of C
2. Earn a single D, F, WF or NC grade without a prior history of low grades (B- or C)
3. Earn three (3) or more grades of B-
4. Fall below a minimum cumulative GPA of 3.0 on a 4.0 scale.

Students on Academic Probation shall have a maximum of two (2) consecutive semesters following the status change in which to address the issue that generated probationary status.

Academic Dismissal

Students may be subject to *Academic Dismissal* when they meet any of the following conditions:

1. Earn two (2) or more grades of D, F, WF or NC
2. Earn a third grade of C
3. Fail to maintain a minimum cumulative GPA of 3.0 on a 4.0 scale for two (2) semesters
4. Fail to comply with any prior academic remediation plan.

The transcript of a student who has been dismissed will carry the notation “Academic Dismissal.” Students who have been dismissed are ineligible to re-apply to the University.

Academic Status—Online Campus

To remain in academic good standing, a student must:

1. Maintain consistent enrollment
2. Take a course load that ensures steady movement toward degree completion within the maximum limits outlined in the catalog
3. Meet all Student Responsibilities, and applicable program requirements
4. Maintain a minimum cumulative grade point average of 3.0 on a 4.0 scale
5. Complete each course with no less than a C grade for letter-grade master’s-level courses, a B- for letter-grade doctoral-level courses, or a CR grade for credit/no-credit courses in master’s-level and doctoral-level courses.

Academic Probation

Students may be placed on Academic Probation the first time they meet either of the following conditions:
Fall below a 3.0 cumulative GPA.

Receive a grade below C in a required letter-grade master's-level course, a grade below a B- in a required letter-grade doctoral-level course, or a grade of NC for a credit/no-credit course; see Repeat Course Policy for information on repeating courses.

Students on Academic Probation must meet all aspects of Academic Good Standing within three consecutive course periods, or they may be dismissed.

Dismissal

Students may be subject to dismissal when they fail to meet the Statement of Student Responsibilities outlined in the catalog or any other policies applicable to students as identified in the Student Handbook. Students may be subject to dismissal if they meet the following conditions:

- Student is on probation and does not return to Academic Good Standing within the maximum probationary period.
- Student fails to comply with an academic remediation plan.
- Master's-level student earns two or more grades of D, F, or NC.
- Doctoral-level student earns two or more grades of C, D, F, or NC.
- Student fails to maintain minimum cumulative GPA standards.
- Student admitted on a conditional basis earns one grade of D, F, or NC or falls below a 3.0 cumulative grade point average in their first two courses.
- Student admitted on a provisional basis fails to submit all remaining collateral, as defined in their acceptance letter, prior to the end of student's first course.

Students who meet any of the Online Campus's dismissal criteria and/or have been referred for a potential violation of the Statement of Student Responsibilities will be reviewed by the Online Campus Student Comprehensive Evaluation Committee (SCEC). Where appropriate, students may also be referred to SCEC for alleged violations of the Online Graduate Student Work Expectations. The SCEC will evaluate the referral and determine a final outcome, which may include a plan for remediation or sanctions up to and including dismissal.

The University reserves the right to dismiss students whose accounts are past due and to charge all associated fees.

The transcript of a student who has been dismissed will carry a notation of "Dismissal."

Students who wish to appeal the decision of dismissal can follow the procedures of the Student Grievance and Appeal Procedure listed in the Student Handbook.

Administrative Withdrawal

Once enrolled, students are expected to maintain good academic standing, meet all student responsibilities, maintain satisfactory progress, and register each term until completing the program in which they have been admitted. Students who fail to register for each consecutive term may be administratively withdrawn from the University. The University also retains the right to administratively withdraw students whose accounts are past due and to charge all associated fees.

Administrative Withdrawal will be noted on the transcripts of students who have been administratively withdrawn. Students who have been administratively withdrawn and wish to be reconsidered for matriculation must submit a new application for admission no sooner than one year after their administrative withdrawal and, if admitted, must meet the program requirements and policies in effect at the time of the new admission. Students readmitted to the University may be eligible to receive up to 24 credits for coursework completed either at Adler University or another institution. Students who wish to appeal the decision of administrative withdrawal can follow the procedures of the Student Grievance and Appeal Policy posted online at adler.edu.

In the event a student is administratively withdrawn from the University, the Office of Financial Aid is required by federal law to recalculate a student's eligibility for financial aid awards.

A calculation is used to determine the amount of "earned" and "unearned" aid based on the effective date of the administrative withdrawal. If a student completes 60 percent or less of credits taken during a term, the Office of Financial Aid determines the amount of "earned" aid based on the proportion of credits successfully completed within the term. If a student successfully completes more than 60 percent of the credits taken in a term, s/he is considered to have earned 100 percent of the awards disbursed for the term.

"Unearned" awards must be returned to the lender. The student is responsible for repaying the University for any balances owed as a result of the return of financial aid funds.

Annual Student Review Process

Core Faculty in the Department of Clinical Psychology (PsyD Program) review students annually. The areas of review include academic performance, training, and professional comportment. Students receive written feedback from the Department, noting any needs for improvement, which are addressed with the academic advisor.

Attendance Policy

Chicago Campus Attendance

This policy establishes the obligations of students to adhere to class attendance standards. Students are responsible for maintaining regular and punctual attendance for each class session. Students who expect to miss or arrive late for class should notify the instructor in advance. Students who miss more than two unexcused class sessions, or an accumulation of five hours of class time, due to late arrival or tardiness, may

receive a grade of F (fail) and may be required to repeat the course. Students whose absence or tardiness affects the quality of their work or the work of the class may be given a lower grade at the discretion of the faculty instructor.

Due to the unique structure of the practicum seminar courses, students who miss more than one class session in a semester may receive a grade of NC (no credit) and may be referred to the appropriate Student Development Committee for review.

Application of the Attendance Policy

This policy establishes the obligations of students to adhere to class attendance standards and the rights of instructors to give students lower or failing grades for breaches of the policy.

Instructors consider extenuating circumstances and/or student accommodation needs when applying the class attendance policy and, therefore, have some discretion in providing accommodations to students whose attendance breaches the standard. Thus, instructors may develop an alternative plan for students who are unable to comply with the attendance policy, but only if the plan enables the student to meet the course exit competencies.

In accordance with Title IX of the Education Amendments Act of 1972, the University does treat pregnancy (including, but not limited to, childbirth, false pregnancy, termination of pregnancy, and recovery therefrom) and related conditions as a justification for which no penalty may be imposed for absences deemed medically necessary by the student's physician. Requests for excused absences related to pregnancy or related conditions should be directed to the student's instructor(s), and questions about Title IX should be directed to the University's Title IX Coordinator. Appropriate documentation from the student's physician specifying the length of absence needed for pregnancy or related conditions may be required in order to consider absences excused. At the conclusion of such excused absences, the student shall resume the status held at the time the absences began.

Accommodations due to pregnancy or related issues may need to be made in situations where an extended leave is medically necessary.

Academic Policies and Procedures—Vancouver Campus

Class Attendance

Students are responsible for regular and punctual attendance during each class session. Students who expect to miss or arrive late for a class must notify the instructor in advance. Students whose absence or tardiness affects the quality of their work or the work of the class may be given a lower grade. Students who miss more than two classes in a semester, for courses that meet once a week over a fall or spring semester, will receive a grade of F (fail). For courses that meet on a weekend intensive format, which involves three or fewer class meetings in a semester, missing one class will result in a grade of F (fail). For courses that meet once every other week (e.g., seven full-day class meetings) over a fall or spring semester, students who miss more than

one class in a semester will receive a grade of F (fail). Due to the unique structure of the practicum seminar courses, students who miss more than one class session in a semester will receive a grade of NC (no credit) and be referred to the Training Committee for review.

Summer Term: Students who miss more than six hours of classroom instruction in the summer semester, for courses that meet once a week over a 13-week semester, will receive a grade of F (fail). For courses that meet on a weekend intensive format, which involves three or fewer class meetings in a semester, missing one class will result in a grade of F (fail). For courses that meet once every other week (e.g., six full-day class meetings over a 13-week semester), students who miss more than six hours of classroom instruction in a semester will receive a grade of F (fail). Students who receive a grade of F (fail) for any course must repeat the course.

Online Campus

Students enrolled in online programs for which campus attendance is not required must fulfill the following attendance requirements:

- Students must log on to the course within the first seven days of class (the first seven days commencing with the start date of the course) and participate at least one time.
- Every week (academic week consists of 12:00 a.m. Wednesday through 11:59 p.m. Tuesday), students must participate twice.

Participation Options:

- Student submission of an academic assignment.
- Student submission of an exam.
- Student posting in a discussion forum.

If a student does not participate in the first seven days of a class, or a student's online activity indicates no participation for 14 days from the previous date of participation, then they may be administratively withdrawn from the course or university.

Application of the Attendance Policy—Chicago and Vancouver Campuses

The above policies establish the obligations of students to adhere to class attendance standards and the rights of Instructors to give students lower or failing grades for breaches of the policy. The policy is on an honor system where students are expected to be present for all classes and will notify the instructor if absent. Faculty may use their discretion on how to track attendance and recognize the honor system.

Instructors consider extenuating circumstances and/or student accommodation needs when applying the class attendance policy and, therefore, have some discretion in providing accommodations to students whose attendance breaches the standard. Thus, instructors may develop an alternative plan for students that are unable to comply with the attendance policy, but only if the plan enables the student to meet the course exit competencies.

Basic Student-Trainee Competencies Policy

Adler University expects that socially responsible practitioners will demonstrate competence within and across a number of dimensions. Faculty, training staff, supervisors, and administrators have a duty and responsibility to evaluate the competence of students across multiple aspects of performance and functioning. In consequence, ongoing evaluation addresses student progress not only in the academic arena, but also in other areas of professional development related to skills and attitudes.

Students at Adler University must demonstrate a basic set of core interpersonal, personal, and intellectual skills, as well as attitudes and values, representing the baseline competencies of socially responsible practitioners. It is expected that students will further develop these competencies as they progress through the program. These core skills and attitudes include the following:

- a) **Interpersonal skills:** The student demonstrates the ability to listen to and to be empathic with others, to form relationships, and to interact respectfully with others in spite of differing experiences, values, backgrounds, or points of view.
- b) **Expressive skills:** The student demonstrates the ability to appropriately communicate ideas and feelings in oral, non-verbal, and written forms.
- c) **Cognitive skills:** The student demonstrates appropriate problem-solving ability, critical thinking skills, organized reasoning, intellectual curiosity, and flexibility.
- d) **Affective skills:** The student demonstrates an ability to tolerate and manage internal states, uncertainty, and interpersonal conflict.
- e) **Reflective skills:** The student demonstrates the ability to examine and consider personal motives, attitudes, behaviors, and their effect on others. A reflective skill of special relevance is the ability to be open to and to integrate feedback.
- f) **Personal skills:** The student demonstrates a strong work ethic, motivation to learn, personal organization, punctuality, and appropriate self-presentation.
- g) **Attitudes:** The student demonstrates the desire to help and advocate for others, to be open to new ideas, and to act with honesty and concern for ethics.

It is the responsibility of the faculty to determine the readiness of each student to advance. The Center for Learning and Teaching is available to students who need assistance. Students may be referred to the departmental Student Development Committee for initial remediation. Ongoing concerns are addressed through the Student Comprehensive Evaluation Committee.

Enrollment Status

Federal student loans require a student to maintain at least half-time enrollment as defined by their academic program. Federal work-study does not require at least half-time enrollment. Enrollment status definitions are as follows, with all measures being taken on a per term basis.

Only credits required for degree or certificate completion count in a student's enrollment status for the term.

<u>Program</u>	<u>Full-Time</u>	<u>Half-Time</u>	<u>Less Than Half-Time</u>
All Adler Graduate- Level Programs	6+ credits	3-5 credits	1–2 credits

Exceptions to credit hour requirements for enrollment status are as follows:

- Chicago, Vancouver, or Online Campus graduate students registered for practicum, practicum continuation, dissertation proposal (non-Psy.D students only), dissertation, full-time internship, internship continuation, or externship satisfy the full-time enrollment definition.
- Chicago, Vancouver, or Online Campus graduate students registered for dissertation proposal continuation (non-Psy.D students only), doctoral dissertation continuation, or half-time internship satisfy the half-time enrollment definition.
- Important Note: Effective beginning in the 2017–2018 academic year, dissertation proposal and dissertation proposal continuation have been removed as exceptions to credit hour requirements for enrollment status for PsyD students.

Enrollment Status Considerations When Retaking Coursework

Please note that for the purposes of determining a student's enrollment status, there are special considerations for students who are repeating coursework:

- A student who has failed a course (grade of F, or grade of NC in a credit/no credit course) can have the repeated failed course calculated in their enrollment status as many times as it is necessary to get a passing grade. See the next bullet for an exception.
- A student who is retaking a previously passed course to improve their grade in it may have exactly one repetition of that course included in their enrollment status. In the case when a student retakes the previously passed course to improve their grade and fails the second time, the student may not be paid for retaking the class a third time.

Grading System

The faculty plays an integral role in effective and responsible instruction and training in providing careful, detailed, timely and thoughtful feedback and evaluation of students work. The policies pertinent to grading, as outlined in the Academic Catalog, are as follows:

Traditional letter grades are given for most of the courses offered. A limited number of courses are evaluated on a pass/no pass basis. The grading system for the Chicago Campus is as follows:

Chicago and Online Campuses			Vancouver Campus		
Grade	Description	Grade Point	Grade Point	Description	Grade
A	Excellent	4.0	A+		4.25
A-		3.75	A	Excellent	4.0
B+		3.5	A-		3.75
B	Satisfactory	3.0	B+	Satisfactory	3.5
B-	Marginal	2.75	B		3.0
C	At Risk	2.0	B-		2.75
D	Unsatisfactory	1.0	C		2.0
F	Failure	0.0	D	Unsatisfactory	1.0
AU	Audit	N/A	F	Failure	0.0
CR	Credit	0.0	CR	Credit	0.0
NC	No Credit	0.0	NC	No Credit	0.0
I	Incomplete	N/A	I	Incomplete	N/A
IP	In Progress	N/A	IP	In Progress	N/A
TR	Transfer	N/A	NP	No Progress	N/A
W	Withdrawal	N/A	AU	Audit	0.0
WF	Withdraw Fail	0.0	W	Withdrawal	N/A
			TR	Transfer	N/A
Grade Scale					
95 – 100%	A				
90 – 94%	A-				
85 – 89%	B+				
80 – 84%	B				
77 – 79%	B-				
70 – 76%	C				
60 – 69%	D				
Below 59%	F				

Only two grades of C (for all programs except the Psy.D. in Clinical Psychology), and no grades of D, F, NC, or AU may be counted toward completion of degree requirements. PsyD student who receive a grade of B- or below in a required course must retake the course and pass it with a grade of at least B. If the course is an elective, the student has the option to retake the course and achieve a grade of at least B or elect a different elective and pass it with a grade of at least B. Please see the PsyD Policies Handbook for additional details.

A maximum of six credit hours may be repeated to remediate deficient grades and qualify for graduation. Both the original course grade and the repeated course grade will be calculated in the overall GPA, and both will appear on the transcript.

Audit

Students registered to audit a course will receive, upon successful completion of the course, a designation of “AU” on their transcripts, which signifies neither credit nor a grade. Students cannot change an audited course to the credit option after the add/drop period ends. Please see the academic calendar for dates. Audited courses do not count toward graduation requirements and are not eligible for financial aid. Once an audited course is completed, it cannot be changed to credit at a later time.

Credit/No Credit

A grade of CR (credit) is assigned upon satisfactory completion of undergraduate prerequisite classes, professional development seminars, practicum seminars, practicum/internship requirements, qualifying examinations, the master’s thesis, and the doctoral dissertation.

A grade of NC (no credit) is assigned upon unsatisfactory performance in a practicum or a course offered on a credit/no credit basis. Grades of CR are not used in calculating the grade point average; however, grades of NC are used in calculating the grade point average and are considered failing grades for the purposes of academic Satisfactory Academic Progress.

Incomplete

An I (incomplete) grade will be granted only in exceptional situations when requirements for a course cannot be completed in the time allowed. An incomplete grade is allowed only with the written consent of the instructor and indicates that the student has presented a satisfactory reason for receiving an incomplete grade. Students must request an incomplete grade prior to the due date of the final requirement of the class in question.

For an incomplete grade to be granted, students must complete an Incomplete Grade Agreement form with the instructor. The form is available to faculty only on Adler Connect. The Incomplete Grade Agreement should state specifically what the student must do to satisfy the course requirements, including the instructor’s grading criteria and the agreed-upon completion date. The agreed-upon completion date cannot exceed the final date of the subsequent term in which the course was taken. A Grade Change form must be submitted by the instructor no later than two weeks from the agreed-upon completion date indicated on the Incomplete Grade Agreement. Incomplete grades automatically convert to a failing grade if a Grade Change form is not submitted two weeks after the agreed-upon completion date. The student and instructor must sign the Incomplete Grade Agreement. The instructor must submit the form to the Office of the Registrar via the instructor’s Adler email account. The Office of the Registrar will not accept the Incomplete Grade Agreement from the student. Please see the Incomplete Grade Agreement for complete details.

Receipt of one or more incomplete grades may preclude a student from enrolling in subsequent terms, may render the student ineligible for federal student aid, and may result in the student being referred to the Student Development Committee.

If the coursework is not successfully completed within the time limit established by the instructor, the incomplete grade will be changed to an F (fail) or NC (no credit).

In Progress

A temporary grade of IP (in progress) can be given to students who are engaged in applied field experiences (e.g., practicum, internship) or who are pending completion of a comprehensive exam. The IP will be removed from the transcript when the final grade has been posted. The maximum time frame to complete course requirements for an IP grade is the final date of the subsequent term.

Transfer

A grade of TR is awarded for transfer credit from external institutions. Please see the Transfer Credit policy for details regarding course transferability. Transfer credit grades are not used to calculate a student's cumulative grade point average. The TR grade is not utilized to calculate a student's academic standing or credit attempted.

Withdraw

A W grade indicates the student officially withdrew from a course with written permission of the student's Program Chair, Program Director, or Faculty Advisor through the allowed withdrawal period. Please see the academic calendar for dates. The grade W is not counted in a student's earned credit hours, nor calculated in the student's grade point average. A W grade impacts a student's time to completion for their degree program.

Withdraw Fail

A grade of WF indicates withdrawal from a class or exam without proper authorization and is also assigned for withdrawal after the "W" grade deadline (see the academic calendar for dates), when a student ceases attending a course or exam, or never attends a course or exam. A course with WF is counted as attempted credit hours in the computation of academic standing and is calculated as an F in the student's grade point average and impacts a student's time to completion for their degree program.

Grade Corrections and Grade Appeals

A student may appeal a final course grade for one or more of the following criteria:

- a. The faculty member violated a specific University rule or policy pertaining to grading, including refusal to discuss a grade with the student.
- b. The faculty member did not provide stated grading criteria and a grading scale, did not follow the stated criteria or grading scale, or applied either of them inconsistently.
- c. A clerical or administrative error was made in the process of recording or reporting the grade, and the faculty member has not corrected it.
- d. The faculty member did not report any grade for the individual student.
- e. The grade reflects discriminatory, biased, abusive, exploitive, or otherwise improper conduct toward the individual student. These allegations will be referred to the appropriate office, as determined by legal counsel, for investigation. The scope of the investigation will be limited to the allegation(s) and will not address the grade appeal. Hence, the following appeal process may be placed on hold during the investigation of the alleged discrimination but will not circumvent the grade appeal process. The Program Director and Department Chair (Second Level) will be informed of the determination of the investigation. Should the appeal involve the

Program Director or the Chair as the instructor, their immediate supervisor will be informed. Due to the confidential nature of harassment, discrimination, and Title IX investigations, the substance of the investigation will not be shared, only the outcome. In cases where a violation has been found, the Second Level reviewer will assess whether the violation impacted the appellant's grade. Determination of the final grade will be made through the formal grade appeal process.

Appeal Process

For the purpose of this procedure, "days" means academic/business days, not calendar days. Dates when classes are not in session will not count toward the timeline. "Term" means fall, spring, or summer academic terms.

First Level: Appeal to the Faculty Member

A student who wishes to appeal a grade for any of the criteria (A through D above) must first notify the instructor of record by email their wishes to appeal and discuss the reason(s) for questioning the final grade. If the grade appeal uses criterion E, then students may appeal directly to the Program Director or Department Chair (Second Level).

The deadline for a student to take the complaint to the faculty member is 5 p.m. CST on the 10th business day of the semester following the final grade being appealed. A student having a verbal discussion of an appeal related to criteria A through D above must follow up with an email or written statement to the instructor summarizing the basis of the appeal. In most cases, the discussion between the student and the instructor should suffice to resolve the issue.

The instructor must respond in writing to the student, copying the Department Chair or Program Director, within five business days of the student's email concerning the disputed grade.

Second Level: Appeal to the Department Chair/Program Director

If the student's concerns remain unresolved after discussion with the instructor, or if the instructor does not respond within the allotted time of five business days, the student may submit a written Grade Appeal form according to the following process. The Grade Appeal form must be submitted within 10 business days of the response from the instructor. In the case of receiving no response from the instructor after five business days, students can submit the written Grade Appeal form to the Program Director or Chair directly. This timeline may not apply in situations where criterion E was designated as the basis of the appeal.

- a. Completion of the Grade Appeal Form, to include:
 - i. The criterion for the appeal (see A through E of the grade appeal criteria above);
 - ii. The grounds for challenging the original grade;
 - iii. A description of the remedy sought; and,
 - iv. Full documentation of the efforts to resolve the appeal of the grade taken to date.
- b. Submission of the completed Grade Appeal Form to:
 - i. Chair or Program Director responsible for the degree program; and
 - ii. Instructor of record.

- c. Departmental Review (within 20 business days of Grade Appeal form submission) Upon receiving a Grade Appeal form, the Department Chair or Program Director will review the appeal documents, including the instructor's response to the student, within the department or program. The Chair or Program Director will determine the outcome of the appeal and communicate it to the student and the instructor. The departmental review process, terminating with notification from the Chair or Program Director, is to be completed within 20 business days of Grade Appeal form submission. Departmental review may be governed to an extent by accreditation requirements applicable to the program.

Third Level: Appeal to Academic Affairs Grade Appeal Committee (within 10 business days of departmental determination)

If the departmental review process does not result in resolution of the student's concerns, the student has 10 business days after receiving the determination to notify the Department Chair or Program Director that the student wishes to appeal the decision. The Department Chair or Program Director shall then direct the Grade Appeal form and all associated communications to the Chair of the Faculty Council, who will refer this appeal to the Grade Appeal Committee, an ad-hoc faculty committee that provides a higher level of appeal beyond the department. The ad-hoc faculty committee is to be established by the Executive Committee of the Faculty Council, as needed, and is to consist of no fewer than three faculty members.

The Grade Appeal Committee shall convene a meeting, choose a chair and review all relevant and supporting documents. The committee shall consult with the Vice President of Academic Affairs (VPAA) and make a final decision within 20 business days of having received the Grade Appeal form and supporting documentation. After a final decision is made by the Grade Appeal Committee, the Grade Appeal Committee Chair will respond directly to the student to communicate the decision as well as the basis for the outcome. This written response consists of an e-mail as well as a paper copy sent to the student's address on file in the registrar's office. The instructor, program director/department chair, and the VPAA shall also be included in the communication. The decision of the Grade Appeal Committee is final.

Commonly Cited Exception

If the instructor of record is also serving as Chair or Program Director, the student, after an unsuccessful attempt at resolution with the faculty member, may direct the Grade Appeal form to the immediate supervisor, who will serve as the second-level reviewer. Should the student not be satisfied with the second-level reviewer's decision, the student will request an appeal to the Grade Appeal Committee by notifying the second-level reviewer that they wish to appeal.

Effective Date(s): Initial effective date of policy, and latest revision date, if applicable Faculty Council approved on 11/5/2019

Grade Appeals—Online Campus

A student may appeal a final course grade for the following reasons:

- Breach of written policy or procedure
- Bias
- Clerical or administrative error

Appeal Process

First Level

A student who wishes to appeal a grade for any of the criteria above must first appeal to the instructor. To do so, the student must email the instructor of record via their Adler email account, stating that he/ she wishes to appeal and explaining the reason(s) for questioning the final grade.

The deadline for a student to take the complaint to the faculty member and Student Services advisor is the fifth calendar day of the next eight-week course period. A decision by the course instructor will be communicated to the student within 10 days of the date the appeal was received.

Second Level

A student may appeal the instructor-level appeal decision by submitting a written request to the corresponding program director. The director will review the appeal and respond to the student within 10 days. This decision is final.

Leave of Absence (LOA)—Chicago and Vancouver Campuses

Students may take a Leave of Absence (LOA) due to illness or other extenuating circumstances by completing a Leave of Absence form, including necessary signatures, and submitting the form via their Adler email account to the Office of the Registrar. It is the student's responsibility to obtain the signatures on the leave of absence form and to understand the potential academic and financial implications of taking an LOA. The Office of the Registrar accepts the Leave of Absence request via email. Forms that are missing information and signatures will be returned to the student. An LOA may be taken for up to a total of three terms (one calendar year). The LOA form is located on the Registrar page on Adler Connect. Incomplete forms, including forms with missing signatures, will not be accepted by the Office of the Registrar.

If a student has accepted a practicum or internship prior to requesting a leave or is completing a practicum/internship at the time of the request, the student must contact the Director of Training or Office of Community Engagement prior to submission of the form to their Faculty Advisor. The LOA will be noted on the student's transcript for each term until the student returns to the University. Time approved for an LOA does not impact the maximum time allowed for degree completion.

LOA refers to the specific time period during a program when a student is not in active attendance. Students are strongly encouraged to check their Adler email account during their LOA. Students on an LOA are considered to have withdrawn for financial aid purposes, and their student loans will come due after any applicable grace period.

Students who do not return from an LOA by the agreed-upon term may be administratively withdrawn from the University. In order to be readmitted, administratively withdrawn students must submit a new application for admission no sooner than one year after the date upon which they were dismissed and, if admitted, must follow the program requirements in effect at the time of the new admission.

If a student decides to take an LOA before the term starts or during the add/drop period, they are required to log onto Self-Service and drop all of their courses. Failure to do so will result in the student being charged the drop fee and/or tuition in accordance with the University's tuition refund policy.

Leave of Absence-Online Campus

Students may take a leave of absence (LOA) by completing a Leave of Absence form, including necessary signatures, and submitting it to the Department of Student Experience and Academic Advising.

Master's degree students may take an LOA for no more than two consecutive full-course periods, with a total not to exceed four full-course periods. Doctoral degree students may take an LOA for no more than two consecutive full-course periods, with a total not to exceed six full-course periods.

The LOA will be noted on the student's transcript for each course period. Time approved for an LOA does not change or lengthen the maximum time allowed for degree completion.

LOA refers to the specific time period during a program when a student is not in active attendance. Students on an LOA are considered to have withdrawn for financial aid purposes, and their student loans will come due after any applicable grace period.

Students who do not return from an LOA by the agreed-upon term may be administratively withdrawn from the University.

Professional Communication Skills

Excellent communication skills are a necessity for today's practitioners and are foundational to their professional success. In order to ensure that Adler University students will be ready to become tomorrow's leaders, written and oral communications are evaluated throughout students' educational and training experiences, from admission to graduation. Adler University offers all students opportunities to develop their communication skills through academic coursework and support services.

While students are held to the highest communication standards in the classroom and professional training contexts, they are also encouraged to consider appropriate methods of communication in other contexts, specifically e-mail, text messages, and social networking. In a technologically connected world, students must understand that virtual personas are rarely private. Information sent or posted electronically may reach potential or current employers, clients, classmates, colleagues, or teachers, causing serious and irreparable harm to an individual's personal or professional reputation. While all members of the Adler University community are entitled to their own opinions and have the right of free speech, they are urged to use electronic communication platforms thoughtfully and with caution so as not to harm the University's or their own standing.

Satisfactory Academic Progress—Chicago And Vancouver Campuses

To maintain satisfactory progress, students must remain consistently registered until completion of all degree requirements and take a course load that ensures steady movement toward degree completion within the

maximum time limits for the program. Students who fail to register each term may be administratively withdrawn from the University, and Administrative Withdrawal will be indicated on the transcript.

Masters students should complete a minimum of twelve (12) credit hours every twelve months (12) and must satisfactorily complete all of the requirements for graduation within five (5) years of the date of first registration following admission to the program. For degree programs with more than 60 total credits, students may need to take up to 14 credits every twelve months in order to complete their degree requirements within five years.

Doctoral students should complete at least eighteen (18) credit hours every twelve months and must satisfactorily complete all requirements for graduation within seven (7) years of the date of first registration following admission to the program. Students enrolled in dissertation or internship are considered to be maintaining minimum credit requirements for satisfactory academic progress.

Satisfactory Academic Progress—Online Campus

GPA Standards

In order for students to maintain satisfactory academic progress, they must maintain a minimum cumulative grade point average (GPA) of 3.0 on a 4.0 scale. Students who fall below a 3.0 cumulative GPA may be administratively withdrawn or dismissed.

Satisfactory Academic Progress/Minimum Cumulative GPA Standards

In order for students to maintain satisfactory academic progress, they must maintain a minimum cumulative grade point average (GPA) of 3.0 on a 4.0 scale. Students who fall below a 3.0 cumulative GPA may be dismissed.

Academic Status

Academic Good Standing

To remain in Academic Good Standing, a student must:

1. Maintain consistent enrollment.
2. Take a course load that ensures steady movement toward degree completion within the maximum limits outlined in the catalog.
3. Meet all Student Responsibilities and applicable program requirements.
4. Maintain a minimum cumulative grade point average of 3.0 on a 4.0 scale.
5. Complete each course with no less than a C grade for letter-grade master's-level courses, a B- for letter-grade doctoral-level courses, or a CR grade for credit/no-credit courses in master's-level and doctoral-level courses.

Academic Probation

Students may be placed on Academic Probation the first time they meet either of the following conditions:

1. Fall below a 3.0 cumulative GPA.
2. Receive a grade below C in a required letter-grade master's-level course, a grade below a B- in a required letter-grade doctoral-level course, or a grade of NC for a credit/no-credit course; see Repeat Course Policy for information on repeating courses.

Students on Academic Probation must meet all aspects of Academic Good Standing within three consecutive course periods or they may be dismissed.

Dismissal

Students may be subject to dismissal when they fail to meet the Statement of Student Responsibilities outlined in the catalog or any other policies applicable to students as identified in the Student Handbook.

Students may be subject to dismissal if they meet the following conditions:

- Student is on probation and does not return to Academic Good Standing within the maximum probationary period.
- Student fails to comply with an academic remediation plan.
- Master's-level student earns two or more grades of D, F, or NC.
- Doctoral-level student earns two or more grades of C, D, F, or NC.
- Student fails to maintain minimum cumulative GPA standards.
- Student admitted on a conditional basis earns one grade of D, F, or NC or falls below a 3.0 cumulative grade point average in their first two courses.
- Student admitted on a provisional basis fails to submit all remaining collateral, as defined in their acceptance letter, prior to the end of student's first course.

Students who meet any of the Online Campus's dismissal criteria and/or have been referred for a potential violation of the Statement of Student Responsibilities will be reviewed by the Online Campus Student Comprehensive Evaluation Committee (SCEC). Where appropriate, students may also be referred to SCEC for alleged violations of the Online Graduate Student Work Expectations. The SCEC will evaluate the referral and determine a final outcome, which may include a plan for remediation or sanctions up to and including dismissal.

The University reserves the right to dismiss students whose accounts are past due and to charge all associated fees.

The transcript of a student who has been dismissed will carry a notation of "Dismissal."

Students who wish to appeal the decision of dismissal can follow the procedures of the Student Grievance and Appeal Procedure listed in the Student Handbook.

Enrollment Status

Students enrolled in an Online Campus degree program must enroll in six or more credits to be considered full time. Students enrolled in three to five credits are considered half time, and those enrolled in fewer than three credits are considered less than half time and are not eligible for federally funded financial aid.

Student Referral Policy—Chicago Campus

Adler University requires all students to uphold the highest standards of academic, personal, and professional conduct. The Student Referral Policy applies to all academic and professional training-related conduct, including online, on-campus, and at the training sites. The University reserves the right to exercise jurisdiction over events or actions occurring off campus or in virtual communities, where Adler University's community interest is affected. This policy is designed to contribute to the personal as well as professional growth of the students and to ensure the welfare of the University and its related communities.

Student Development Committee (SDC)

The SDC is a standing committee within each academic department that monitors students' Academic Status and compliance with Student Responsibilities found in this Handbook. The primary function of the Committee is to provide early and structured assistance to students in successfully completing their program.

The Registrar forwards to the appropriate departmental Student Development Committee at the beginning of each term a list of students who have fallen below Academic Good Standing. When students breach one or more of the Student Responsibilities, any employee of the Adler community may alert the appropriate Student Development Committee by submitting a Student SDC Referral Form (available online).

The Student Development Committee reviews the grade reports and referral forms, determines the level of severity of the concern (outlined below), and may direct the student to take remedial action. Depending upon the seriousness of the concern, the student will be referred to the Faculty Advisor, to meet with the Student Development Committee, or to the Student Comprehensive Evaluation Committee. A description of the "Referral Process" is below.

Student Comprehensive Evaluation Committee (SCEC)

Serious or repeated breaches of Academic Good Standing or of the Student Responsibilities policy will be addressed through the Student Comprehensive Evaluation Committee (SCEC). The Committee will evaluate the referral, provide a plan for remediation if appropriate, and deliver a decision on the outcome. This decision may include dismissal or administrative withdrawal.

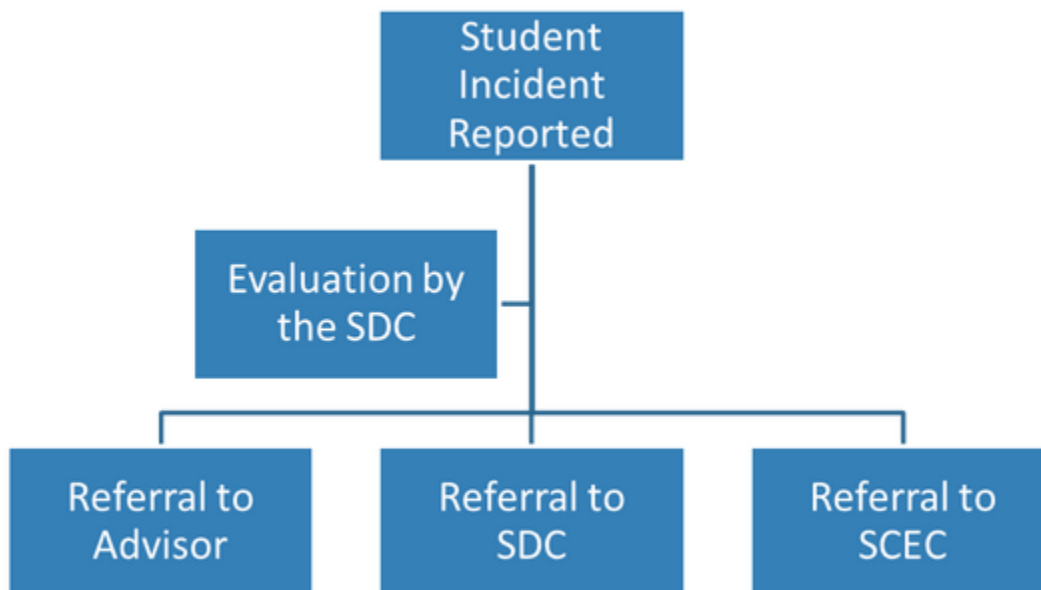
Referral Process

When students breach one or more of the Student Responsibilities, any employee of the Adler community may alert the appropriate Student Development Committee (SDC) by submitting an SDC Referral Form (available online). Examples of why a student may be referred to SDC include, but are not limited to, when students: receive a grade of B- or lower, display a pattern of non-compliance at a training site, have been placed on a practicum or internship remediation plan, and/or demonstrate a lack of professional standards in or out of the classroom. Each academic department has its own SDC, which will complete the initial review of the referral.

At Adler University, our goal is to support students throughout their academic program. Referrals will be directed to the SDC, which will determine the level of severity of the concern in accordance with the criteria, and direct the referral to the student's Faculty Advisor, to review by the SDC, or to the Student Comprehensive Evaluation Committee (SCEC). The student referral process is below, denoting the role of each level of referral.

1. Students who display general difficulty with the process of learning or who fail to regularly monitor their student accounts will meet with their **advisor**. The role of the advisor is to offer support, help students develop an action plan, and monitor improvements;
2. Students who struggle to maintain expected grades, fail to comply with conduct standards, demonstrate a pattern of non-compliance during a field or practicum placement, are placed on a practicum or internship remediation plan, or display ethically questionable behavior will meet with the **Student Development Committee (SDC)**. The role of the SDC is to help the student understand patterns of difficulty, identify recommended resources, and establish a plan for continued success;
3. Students who have a pattern of low grades, display egregious lapses in professional and/or ethical judgment and/or conduct, or fail to comply with earlier levels of intervention will meet with the **Student Comprehensive Evaluation Committee (SCEC)**. The role of the SCEC is to determine whether students are able to continue studies at Adler University in a satisfactory manner.

The diagram below serves as a basic visual illustration of the process:



A more detailed description below describes how and where a student may be referred.

1. Advisor Level Referrals

SDC directs Faculty Advisors to meet with students who do any of the following:

- Fail to adhere to any applicable University policies and procedures (**Student Responsibility 1.**)
- Fail to contribute actively to the process of learning as outlined in the relevant syllabi, including complying with attendance or participation requirements, completing assignments, and preparing for class (**Student Responsibility 6.**)
- Fail to regularly monitor their student accounts (**Student Responsibility 9.**)
- Violations of the Academic Honesty Policy (**Academic Misconduct**)

2. Department Level Referrals

SDC meets with students who do any of the following:

- Earn a single B-, C, D, F, NC, or NP grade. (**Academic Status**)
- Fall below a minimum cumulative GPA of 3.0 on a 4.0 scale for a semester (**Academic Status**)
- Fail to adhere to any applicable University policies and procedures (**Student Responsibility 1.**)
- Conduct non-compliance in off-campus settings including clinical, field, internship, or in-service activities, as outlined in practicum documents or site-specific procedures, or is placed on a practicum or internship remediation plan (**Student Responsibility 2.**)
- Fail to comply with any ethical and professional standards applicable to their program of study (**Student Responsibility 5.**)
- Fail to conduct themselves in an ethical, professional, and civil manner (**Student Responsibility 7.**)
- Fail to demonstrate respect for the rights of others (**Student Responsibility 8.**)
- Violations of the Academic Honesty Policy (**Academic Misconduct**).

3. Institution-Level Referrals

SDC refers to SCEC students who do any of the following:

- Earn two (2) or more grades of B-, C, D, F, NC, or NP (**Academic Status**)
- Fail to maintain a minimum cumulative GPA of 3.0 on a 4.0 scale for two (2) semesters (**Academic Status**)
- Fail to comply with any prior academic remediation plan
- Fail to adhere to any applicable University policies and procedures (**Student Responsibility 1.**)
- Fail to abide by any local, state, and federal laws (United States); or federal, provincial, and municipal laws (Canada). See policies on Criminal Activity, Sexual Offense, Disorderly Behavior, Unauthorized Entry, Weapons (**Student Responsibility 3.**)
- Any form of cheating on examinations, assignments, etc.
- Violations of the Adler University Academic Honesty Policy (**Academic Misconduct**).
- Violations of the Adler University Nondiscrimination and Anti-Harassment Policy

- Demonstrate an egregious lapse(s) in professional and/or ethical judgment/conduct

Please note that the descriptions above represent only a general overview of the student referral process. Further, some Student Responsibilities and policies or violations are listed in more than one level above.

Hence, the unique details of an individual situation will be taken into consideration, and may warrant an approach not specifically outlined above.

SDC & SCEC Student Rights

Purpose: This information provides a general overview of student rights, expectations, and general procedures which are followed by the SDC and the SCEC. Of note, this document is intended to be a guide, but it is not exhaustive, and the University may make exceptions in unusual circumstances that make it unreasonable for any item below to be followed.

Summary of Procedures, Rights, and Responsibilities:

General Notification Procedures

Students shall be notified, either in writing or in-person, that they have been referred to the SDC by the person making the referral. However, there may be exceptions, such as automatically-generated referrals by the Registrar due to grades. In most cases, the content or basis for the SDC referral and/or SCEC meeting will have previously been discussed with the student.

Referrals to the SDC are sent to the Office of Student Affairs and the SDC within the student's respective Department.

The SDC and SCEC meetings are not legal proceedings and as such students cannot bring legal representation. However, the student may invite their advisor. Additionally, the student may bring a liaison from the Office of Student Affairs, as described below.

Students will receive a copy of the SDC Referral incident description completed by the person who has made the SDC referral.

A student will be informed about their SDC referral via letter (email) from the SDC, which will include whether a meeting is required, and what the next steps are.

Meeting with the SDC or the SCEC

Except for extenuating circumstances, all SDC and SCEC meeting are conducted in-person, face to face. Meetings may be held via a video conferencing platform (e.g., Zoom) in circumstances where it is not feasible for the student to attend in-person. Requests for an online meeting must be approved by the SDC or SCEC in advance.

The SDC and SCEC meetings cannot be re-scheduled, in the absence of extenuating circumstances. The SDC and SCEC meetings are of the highest priority above practicum, work, and school, excluding an extenuating

circumstance. The SDC and SCEC reserve the right to request documentation to support the extenuating circumstance rescheduling request. Students who refuse to meet with the SDC, or do not attend without providing acceptable documentation of an extenuating circumstance, will be automatically referred to the SCEC. Students who refuse to meet with the SCEC, or do not attend without providing acceptable documentation of an extenuating circumstance, may be dismissed from the program.

If a student does need to meet with the SDC or SCEC they can generally expect a minimum 20-minute meeting with faculty members of the SDC or members of the SCEC.

During an SDC or SCEC meeting, a student is allowed to take notes, but may not audio/visual record. Students may bring a written statement and/or notes to the SDC or SCEC meeting. The student shall decide whether or not to submit this written statement to the SDC or SCEC.

Students are encouraged to think of strategies that will help them address the concerns stated in the SDC referral, and to share these with the SDC or SCEC during the meeting.

During the meeting, the SDC or SCEC will seek and consider the student's input in creating a remediation plan or other resources to assist the student, as warranted and as feasible.

Advisor Role & Potential Dual Roles

A student may invite their advisor to the SDC or SCEC meeting. This is strongly encouraged as it is the advisor's role to listen to the concerns raised and provide support to the student (e.g., discuss the SDC process, help the student prepare for an SDC/SCEC meeting, provide appropriate assistance to the student in fulfilling a remediation plan, etc.). When asked, the advisor may also provide any additional relevant information or insight that the advisor believes will facilitate the SDC's or the SCEC's decision-making process. Your advisor will usually be asked to provide you with support after the meeting itself, depending on the outcome and recommendations from the SDC or the SCEC. However, it is ultimately the student's decision of whether their advisor will be present during the SDC or SCEC meeting.

An SDC or SCEC member will recuse themselves as a committee member if they are affiliated with the student as their advisor, or as the referral source. Recusal shall mean the faculty member will not be present during the meeting (unless invited by the student; see below), nor make decisions about the outcome of the referral. When an SDC or SCEC member is also the student's faculty advisor, the member of the SDC or the SCEC may still attend the meeting solely in their advisor role, if invited by the student. The student's advisor may then remain after the meeting to provide additional information, if requested by the SDC or SCEC, but will not be allowed to vote as an SDC or SCEC member.

Optional Student Liaison

For any reason, a student may request a staff liaison from the Office of Student Affairs to aid with the SDC or SCEC process, but must do so by sending an email to the Director of Student Affairs at least 5 business days in advance of the scheduled SDC or SCEC meeting. The purpose of the liaison is to serve as a resource for the student in situations where students may not want to seek support from their advisor, or perhaps feel they need additional support beyond what their advisor is able to offer. For example, this may occur when the

advisor is the person who has referred the student to the SDC. However, the liaison is not intended to replace the student's advisor. Further, the SDC and SCEC retain the right to speak with the student's advisor.

In situations where a liaison is requested by the student within the allotted timeframe, the student may meet with the liaison before the meeting with the SDC (or SCEC) to ask questions and obtain additional support. The student may also request that the liaison attend the SDC (or SCEC) meeting, though this is the student's decision. Students are also encouraged to meet with the liaison after the SDC (or SCEC) letter has been received by the student.

In situations where the student has requested a liaison to attend the SDC or the SCEC meeting, the liaison may not answer questions for the student, nor provide any additional information, unless requested by a member of the SDC or the SCEC, and the student has given assent.

The liaison shall have no decision-making powers in the SDC or SCEC outcomes, and cannot be a member of the SDC or the SCEC.

In situations where the Office of Students Affairs is unable to provide the student with a staff liaison, the Program Director or Department Chair, after consultation with the student and prospective designee, shall appoint another University employee to assist the student as a liaison. Because finding another designee may require more time, the timeline stated in Student Referral Process Chart may not apply, but will not circumvent the SDC process.

Outcomes & Remediation

The SDC and the SCEC will review all referrals as a committee in order to make decisions.

In some circumstances, the SDC or the SCEC may request additional informational from the student after the meeting concludes before a decision is made.

A letter which contains feedback from the SDC or the SCEC will be sent to the student, their advisor, the Office of Student Affairs, the Department Chair, and the respective Training Department. The letter will state the decision(s) of the SDC or the SCEC, requirement(s) for the student, and timeline(s) for completion.

If a student has questions about the content of the SDC or the SCEC letter, the student should contact the SDC or the SCEC via the email address which the letter was sent from. Students are also encouraged to meet with their advisor, or the staff liaison from the Office of Student Affairs, to discuss these questions.

In some situations, students will be required to meet with their advisor or other faculty and staff to assist with a remediation process. These individuals may be asked to provide updates on the student.

The SDC or the SCEC may follow-up with both the student and the advisor at the end and start of semesters to track the remediation process, as needed, depending on the remediation.

Students who fail to complete their remediation in the timeframe stated in the SDC letter will be contacted to discuss the next possible steps, including potential referral to SCEC. Students who fail to complete their remediation in the timeframe stated in the SCEC letter may be dismissed from the program.

SDC & SCEC Appeals

Students have the right to appeal the decisions made by the SDC or the SCEC. A student may appeal the decision based on the following criterion:

1. There is procedural error identified that indicates a substantial breach of institutional processes or procedures.
2. There is new information of a substantive nature that was not available at the time the decision was made. New information may require documentation.
3. The initial decision is biased or in violation of stated student rights.

Students who wish to appeal for reasons stated above must present an appeal, in writing, within 10 business days of the initial decision date.

Students who wish to appeal are encouraged to consult with their advisor and/or the Office of Student Affairs.

For SDC appeals, the appeal should be directed to the Department Chair. Students must submit an appeal clearly stating the grounds for the appeal and any supporting statement or documentation. The Department Chair will decide if a meeting with the student is necessary. The Department Chair may also speak with the referral source, or any other individual relevant to the SDC referral. The Department Chair will render a written decision to the student within 10 business days of receipt of the appeal letter. The University reserves the right to extend the decision date depending on the circumstances in order to conduct a full review. This extension will not exceed 30 business days. The Department Chair can, at his/her/their discretion convene an appeal review committee to review any appeal decisions. All decisions on SDC appeals are final.

In situations where the Department Chair is also the person who referred the student to the SDC, the Department Chair shall recuse themselves, and the appeal shall be directed to the Vice President of Academic Affairs (VPAA).

For SCEC appeals, the appeal should be directed to the Vice President of Academic Affairs (VPAA) or the Vice President of Administration (VPA). Students must submit an appeal clearly stating the grounds for the appeal and any supporting statement or documentation. The Vice President will decide if a meeting with the student is necessary. The Vice President may also speak with the referral source, or any other individuals relevant to the SCEC referral. The Vice President will render a written decision to the student within 10 business days of receipt of the appeal letter. The University reserves the right to extend the decision date depending on the circumstances in order to conduct a full review. This extension will not exceed 30 business days. The VPA or the VPAA can, at his/her/their discretion convene an appeal review committee to review any appeal decisions. All decisions on appeals are final.

Withdrawal in Good Standing—Chicago and Vancouver Campuses

Students may withdraw from Adler University in good standing by completing the Student Withdrawal form, including necessary signatures, and submitting the form via their Adler email account to the Office of the Registrar. The Student Withdrawal form is located on the Registrar page on Adler Connect. It is the student's responsibility to obtain the signatures on the student withdrawal form and to understand the potential academic and financial implications of withdrawing from the University. Forms that are missing information and signatures will be returned to the student. To withdraw in good standing, students must be in Academic Good Standing at the time of withdrawal, have completed all requirements for courses and clinical work for which they are registered, and may not be subject to pending disciplinary or academic inquiries. "Withdrawal" is noted on the transcript.

If a student decides to withdraw from the University before the term starts or during the add/drop period, they are required to log onto Student Planner or Self-Service and drop all of their courses. Failure to do so will result in the student being charged the drop fee and/or tuition in accordance with the University's tuition refund policy.

Former students who wish to return to the University after withdrawing in good standing must submit a new application for admission and, if admitted, must follow the policies, procedures, and program requirements in effect at the time of the new admission. Students readmitted to the University may be eligible to receive up to 24 credits for coursework completed either at Adler University or another institution.

Withdrawal in Good Standing—Online Campus

Students may withdraw from Adler University in good standing by completing the Student Withdrawal Form and submitting it to their Student Success Coach. To withdraw in good standing, students must be in academic good standing at the time of withdrawal, have completed all requirements for courses for which they are registered, and may not be subject to pending disciplinary or academic inquiry. "Withdrawal" is noted on the transcript.

Former students who wish to return to the University after withdrawing in good standing must submit a new application for admission and, if admitted, must follow the policies, procedures, and program requirements in effect at the time of the new admission.

SECTION IV: CAMPUS SECURITY INFORMATION

Campus Safety

Adler University's annual crime statistics are traditionally low. Students are encouraged to report any and all crime or suspicious persons immediately to Adler personnel. Students who violate local, state, provincial, and/or federal laws will be subject to criminal prosecution and will face disciplinary action at Adler University which may result in their dismissal.

Adler University complies with its reporting obligations pursuant to the Clery Act. Information regarding Clery Act reports and reporting can be obtained from the Registrar's Office. Anyone seeking information about registered sex offenders enrolled or employed at Adler University contact the Office of People & Culture

Adler University complies with the requirements of the Drug Free Schools and Communities Act. The University shall review this policy on a biennial basis to determine its effectiveness and to ensure that the standards of conduct and judicial sanctions have been consistently enforced.

The unlawful possession, use, distribution, sale or manufacture of controlled substances is prohibited on any premises owned or controlled by Adler University. Under no circumstance will the University tolerate unlawful possession, use, distribution, sale or manufacture of controlled substances or the unlawful use of alcohol on campus or at University-sponsored activities.

The use of drugs and alcohol can have a substantial and detrimental effect on health. These effects can be permanent and can lead to severe physical and psychological impairment, disability and premature death. Any student who has a drug or alcohol related problem may call upon the University for assistance. The Associate Vice President of Student Affairs can provide a confidential referral to a drug or alcohol treatment program.

Use of illicit drugs by any person is illegal and under both the state and federal statutes. Use of alcohol by persons under 21 years of age is illegal under state law. Penalties of conviction under state and federal law include incarceration and fines. Property used in connection with illegal drugs may be confiscated. Federal student loans and grants may be denied to those convicted for a violation of a criminal drug statute.

Emergency Procedures and Notification

While the University strives to provide a safe and secure environment, safety is enhanced when students and employees take precautions such as:

- Never leaving valuables (wallets, purses, books, computers, etc.) unattended
- Traveling with a friend or companion rather than walking alone, especially at night
- Avoiding parking or walking in secluded or dimly lit areas

Students, faculty, and staff are encouraged to report all crimes or suspicious persons immediately. Please report all non-emergency incidents to the Facilities Director at x4411 or the Adler Security Guard at x4455.

In case of an emergency, the Chicago Police Department and Chicago Fire Department can be reached by dialing 911 from any phone.

Emergency Contacts

Police	911
Fire Department	911
Paramedics	911
Bomb and Arson Hotline	773/533-FIRE
Office of the Building	312/781-2410
Security – 1 N. Dearborn	312/781-2557
Facilities Director	312/662-4411
Adler Security, 15 th floor	312/662-4455
Adler Security, 1 st floor entrance	x4643
Building Address	17 N. Dearborn, Chicago IL 60602

Active Shooter Response

Response to an active shooter or violent person is one of the most dynamic situations that anyone will ever face. Prior to the arrival of police personnel, best responses to an active shooter will be dictated by the specific circumstances of the encounter, keeping in mind there could be more than one active shooter involved in the same situation. Anyone who is in an active shooter situation should try to remain as calm as possible and use these suggested actions to help plan a strategy for survival. The entire area is still a crime scene and should be left undisturbed if possible.

If active shooter person comes into classroom or office:

- Flee or Shelter in Place - the decision to flee or seek shelter inside the room can only be made by you and is dependent upon the circumstances.
- Try to remain calm; it will aid you in decision making.
- Call 911 if possible, and alert police to the active shooter's location.
- If you can't speak, leave the line open so the dispatcher can hear what is taking place. Usually the location of a caller can be determined without speaking.
- After all options have been exhausted, you may be faced with the decision to overpower the active shooter with force by whatever means necessary.
- If sheltered, always wait for "All Clear" signal from recognized authority and follow directions of uniformed police.

If active shooter is inside the building:

- Shelter in Place - secure the room you are in by locking or barricading the door using available material.
- If you cannot secure the room, determine if there is a nearby location that you are able to reach safely and then secure; if you can, safely exit the building.

- Call 911 if possible, and alert police to the active shooter's location.
- DO NOT PULL FIRE ALARM.
- If sheltered, always wait for “All Clear” signal from recognized authority and follow directions of uniformed police.

If caught outside in the open:

- Hide behind something and wait for emergency personnel.
- If not in immediate danger, flee the area but do not run in a straight line.
- Call 911 when safely away.
- If you cannot hide or flee, lie on the floor; be still, be quiet, and wait for help.
- After all other options have been exhausted, you may be faced with the decision to overpower the active shooter with force by whatever means necessary.
- If sheltered or lying still, always wait for “All Clear” signal from recognized authority and follow directions of uniformed police.

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When police arrive:

- Wait for “All Clear” signal from recognized authority and follow directions of uniformed police.
- Put your hands in the air to show you are not a threat.
- If you know where the active shooter is located, tell the officers.
- Do not try to move any injured people; leave them where they are and notify authorities of their location.
- Do as the officers tell you.

Building Evacuation Information

If an emergency occurs that threatens the safety of the building occupants and an evacuation is ordered, the primary goal is to help the individuals in danger evacuate safely and quickly. The following evacuation procedures will be followed.

- Building Management will sound the alarm on university floors
- Occupants will be instructed via the building emergency speaker system to proceed to an exit
- Adler’s Life Safety Team will help coordinate the evacuation
- All occupants should walk down the right side of the stairwell in a single file line
- The Life Safety Team will check all offices/areas and place a Post-it note on the door once a room is confirmed to be empty
- Those exiting the building must listen to and follow all directions from Fire Department personnel
- Depending on the situation, Adler University’s Mass Notification System may also be used to notify of an emergency and/or evacuation

General Evacuation Guidelines and Best Practices

- Do not use the elevators.
- Do not bring food or drink in any stairwell.
- Do not break windows.

- Do not go to the roof. Never go to the roof of any building during an emergency. The door will most likely be locked and emergency personnel cannot quickly get to the roof to rescue individuals.
- Stay to the right within stairwells to allow emergency personnel to pass.
- Go down within the stairwell, not up to higher floor (unless directed).

Crime

Security matters such as burglary, vandalism, graffiti, unwanted solicitors, suspicious or intoxicated persons and suspicious activities should be reported to the Security Desk at 312/781-2557, the Adler Security Guard at x4455 and the Facilities Director at x4411. **If the situation is an emergency, immediately call 911.**

Crime Prevention Tips:

- Be aware of your surroundings.
- If you see a suspicious person on your floor, immediately contact security at x4455.
- Lock up all personal valuables, even if you'll "be right back."
- Lock your desk drawers, file cabinets and other storage spaces at the end of the day and take your keys with you.
- After hours and on weekends, be sure to check in and out at the Security Desk.

Fire Safety

If you smell smoke or see fire:

- **Call 911.** Calmly relate the nature of the emergency as you observe it. Answer all questions. Do not hang up until instructed to do so by 911 Operator.
- If time permits, call One North Dearborn Security Desk at 312-781-2557. Inform the security officer of the situation and that you have called 911.
- Notify Adler Security Guard at Extension 4455 who will then alert the Life Safety Team
- Close all doors leading to the fire as quickly as possible. This will help confine the fire until the fire department arrives.
- Life Safety Team will begin to lead everyone on your floor to the stairwells – **DO NOT USE THE ELEVATORS**. Members of the Life Safety Team might utilize whistles or other mobile communication devices to assist in alerting others of danger. However, if you do not have a whistle, do not be shy – shout as loudly as you can to alert others.
- Be familiar with the location of ALL stairwells so that if one is blocked, you know where the nearest alternative is located. **There are four stairwells in this building.**
- You will be instructed, via the building emergency speaker system, to proceed to a specific floor and to exit the stairwell onto that floor. The Chicago Fire Department recommends evacuating 2 floors above and 5 floors below the fire/emergency floor in all high rise office buildings. Exiting the stairwells is done to allow emergency personnel to use the stairs without interference.
- Remain in the designated area until further instructions are issued

If your clothes are on fire, immediately:

- STOP wherever you are

- DROP to the floor that is unobstructed
- ROLL repeatedly to extinguish the flames

If you are in a smoke-filled area:

- Kneel on the floor
- Take short breaths through the nose
- Stay low (air is clearer near the floor)
- Crawl to the nearest exit
- Feel all doors before opening
- If the doors are hot DO NOT OPEN
- If doors are cool, open door slowly and stay behind the door.
- If heat or pressure comes through the door, close the door immediately and tightly.

Medical Emergencies

In the event of an injury or accident in the building:

- Evaluate the situation as quickly as possible using all available information. Ask yourself:
 - Is the situation serious?
 - What kind of accident/illness is it?
 - Is the person coherent?
 - Is the person intoxicated?
 - Is the person complaining of chest pains?
 - How many people are injured?
- If the patient is seriously hurt or too sick to assume responsibility for him- or herself:
 - Call 911 for assistance.
- Try to ensure that someone stays with the patient while you telephone for help.
- Do not hang up until the dispatcher has all the information they needs.
- Arrange to have someone meet the paramedics at the assigned entrance and direct them to the patient.
- Calmly reassure the ill or injured person that help is on the way.
- Notify Security immediately at x4455.
- Do not attempt to move the ill or injured person or assist them without proper training.
- If the patient is coherent, let him or her decide what to do:
 - Rest for a short period
 - Call a taxi cab and go home

Reporting Concerning Behavior

On college campuses, behaviors of concern sometimes have gone unreported until a tragedy occurs, and then people come forward with bits of information that in retrospect may have signaled a larger issue. This information when viewed collectively may be helpful in preventing tragic events and initiating assistance to an individual. Adler University is committed to a proactive approach and relies on all community members for help. Anyone observing concerning behavior in another should report it as follows:

- Students should report information to Student Affairs.
- Employees should report information to the Office of People & Culture.

Severe Weather

When a severe weather watch is issued by the weather service, the Office of the Building will monitor storm conditions in preparation for a potential emergency. If conditions escalate to a warning, the building staff will initiate emergency procedures.

Preparation for severe weather

- Close all windows, blinds and curtains.
- Move loose items away from the windows to reduce flying debris if the window should break.

Severe weather evacuation

- **Security or the Office** of the Building will contact the suite leader to give instructions for evacuation.
- The suite leader will then mobilize the searchers and stairwell monitors and evacuate all employees into the corridors and stairwells. Evacuation into these areas will help prevent injuries from flying glass and debris.
- Doors between outer offices and inner spaces should be closed.
- Turn off and unplug all computers, telecommunications equipment, office equipment and appliances to protect them from power surges.
- Never use the elevators during a weather emergency. If the power goes out, you will be trapped.
- During the evacuation, building security will tour each floor to help supervise and check on tenant needs.
- Stay in your place of shelter until notified it is safe to leave.

University Closing Notifications

In the event of an unexpected university closing, students will receive a text and email through the University's emergency mass notification system. Adler University is also registered with the WGN Emergency Closing Center, a service provided by Tribune Industries. Through this service, Adler University campus closings or late starts will be broadcasted on the WGN television and radio listings of school closings within the Chicagoland area. This service is available at all times, and is accessible online.