



# STUDENT HANDBOOK

## POLICIES

---

### [Absences](#)

[To Attend Off-Campus Conferences and Events](#)

[For Non-emergency Personal Absences](#)

### [Academic Honesty](#)

### [Address Information](#)

### [Alcohol Policies and Procedures](#)

[For Recognized MWU Organizations- On Campus Events](#)

[For Off-Campus Events](#)

### [Audiorecording/Photorecording/Videorecording](#)

### [Bicycles](#)

### [Bonfires](#)

### [Bookstore](#)

### [Cancellation of Classes \(Downers Grove\)](#)

### [Career Planning and Posting Services](#)

### [Computer Services \(See Information Technology Services\)](#)

### [Conduct Code](#)

### [Counseling](#)

### [CPR \(cardiopulmonary resuscitation\)](#)

### [Crime Awareness and Campus Security Act](#)

### [Criminal Background Checks](#)

### [Disability Services](#)

### [Dress Code](#)

### [Drugs and Alcohol](#)

### [Drug-Free Workplace and Substance Abuse Policy and Procedures](#)

[Counseling for Chemical Dependency](#)

[Date Rape Drugs Zero-Tolerance Policy](#)

### [Eating and Drinking in Classrooms](#)

### [E-Mail](#)

### [Emergency Campus Phone Numbers](#)

### [Emergency Message System](#)

### [Extracurricular Activities](#)

### [Facilities](#)

### [Fire Alarms](#)

### [Firearms](#)

### [Fire Safety](#)

[On-Campus Residence](#)

[Food Sales](#)  
[Fund Raising for Student Organizations](#)  
[Gambling](#)  
[Harassment/Unlawful Discrimination](#)  
[Hate Crime](#)  
[Hazing](#)  
[Identification Badges](#)  
[Immunization, Titters, and Tuberculosis Requirements](#)  
[Impairment of Life Safety Devices/Systems](#)  
[Information Technology Services](#)  
    [Requirements and Prohibited Uses](#)  
    [Electronic Mail and Electronic Communication](#)  
    [Privacy and Security](#)  
    [Violations and Enforcement](#)  
[Insurance](#)  
    [Health Insurance](#)  
    [Dental Insurance](#)  
    [Disability Insurance](#)  
    [Liability Insurance](#)  
    [Worker's Compensation Insurance Coverage](#)  
[Intellectual Property and File Sharing of Course Materials](#)  
[Library Policies and Services](#)  
[Lockers](#)  
[Lockdown](#)  
[Lost and Found](#)  
[Mailboxes](#)  
[Marijuana, Medical and Recreational Use](#)  
[Missing Student Policy](#)  
[Name Change](#)  
[Name Tags](#)  
[Needlestick/Exposures or Injury on Clinical Rotation](#)  
[Nondiscrimination Policy](#)  
[Orientation](#)  
[Parking](#)  
[Pet \(Animal\) Policy](#)  
[Phone/Electronics Use in Classroom](#)  
[Pregnancy \(as it relates to laboratory sessions\)](#)  
[Raffles](#)  
[Recreational Facilities](#)  
[Recycling](#)  
[Research \(Student\)](#)  
    [Intellectual Property Ownership](#)  
    [Research Projects Conducted by Student](#)  
[Residence Life and Housing](#)  
[Rollerblading/Rollerskating](#)  
[Security](#)

[Sexual Misconduct, including Title IX Violations](#)  
[Smoking](#)  
[Solicitation](#)  
[Student Organizations, Student Groups, Individual Solicitation](#)  
[Student Financial Services](#)  
[Student Records](#)  
[Student Services](#)  
[Student Government](#)  
[Student Elections](#)  
[Student Organizations](#)  
[Student Services Fee](#)  
[Temporary Medical Conditions](#)  
[Traffic Control](#)  
[Tuition](#)  
[Tutor Program](#)  
[University Representation](#)  
[Vehicle Towing](#)  
[Veterans' Benefits](#)  
[Weapons](#)  
[Web Site Policy for Individual Students and Student Organizations](#)  
[Wellness Center \(Downers Grove\)](#)  
[Wellness Center - Sick Student Clinic \(Glendale\)](#)  
[Wellness/Recreation Center Usage Policy](#)

## **A**

### **Absences**

Unless departmental policy differs, only the Department Chair or the Program/Division/Course Director (or his/her designee) responsible for the course or rotation can authorize an excused absence. In the event that an absence from a mandatory attendance session occurs, the student must immediately notify the Department Chair or the Program/Division/Course Director involved (or his/her designee) of the circumstances causing the absence.

To complete the process for an excused absence, verbal notification must be followed by a written request with sufficient documentation attesting to the reasons for the absence. The student is solely responsible for informing the Department Chair or the Program/Division/Course Director of the circumstances resulting in the absence and for submitting a written request for an excused absence.

### **Absences to Attend Off-Campus Conferences and Events**

A policy has been established for students to be excused from classes/laboratories/rotations to attend approved off-campus functions. This policy includes a procedure for student organizations and individual students to follow.

1. Students seeking permission to attend an off-campus conference or program must be in good academic, disciplinary and professional standing.

2. **Midwestern University**-approved student organizations must seek and be granted permission from the appropriate college dean or program/division director to send student representatives to an off-campus activity. This written request (usually made by the president of the organization) must be made at least one month prior to the activity. Student organizations may offer partial reimbursements for students who travel to approved professional conferences/events within the United States. Expenses for international travel are not eligible for reimbursement by student organizations except for approved clinical rotations for course credit, **University**-approved research conferences (at which the student presents research done at **Midwestern University**), or the **DO Care** medical missions. The process for petitioning for reimbursement and minimum/maximum awards are determined by each awarding student organization. All processes must follow the reimbursement guidelines set forth by the **Business Services Office**.
3. Students who desire to attend an approved off-campus activity must obtain a signature approval from the course directors/coordinators of the course(s) that they will miss through an **Absence Request Form**. These sign-off forms are available in the **Dean's office** of the appropriate college. Completed forms indicate that students are approved to attend the activity because they are performing satisfactorily in the courses to be missed and are in good academic, disciplinary and professional standing. Written requests to attend approved off-campus activities must be submitted to the appropriate college dean or program/division director a minimum of two weeks prior to the activity. Students on rotation need to follow the guidelines for an excused absence that are outlined in their clinical education manual.
4. Students attending off-campus conferences or events must take full responsibility for making up any missed classes, laboratories, examinations, or other course assignments.

## **For Non-Emergency Personal Absences**

A policy has been established for students to be excused from classes/laboratories/rotations for non-emergency personal absences.

1. Students seeking permission to be absent from class for personal reasons should be in good academic, disciplinary and professional standing.
2. Students who are requesting permission to miss class for personal reasons must obtain a signature approval from the course directors/coordinators of the course(s) that they will miss through an **Absence Request Form**. These sign-off forms are available in the **Dean's office** of the appropriate college. Completed forms indicate that students have an approved absence. The forms must be submitted to the appropriate college dean or program/division director a minimum of one month prior to the absence. Students on rotation need to follow the guidelines for an excused absence that are outlined in their clinical education manual.
3. Students with excused absences for personal reasons must take full responsibility for making up any missed classes, laboratories, examinations, or other course assignments.

## **Academic/Professional Honesty and Integrity**

Academic/professional honesty and integrity are expected of all students throughout their course

of study at Northwestern University. Any violation of the Code of Rights and Responsibilities of Students of Northwestern University is considered to be a serious academic violation and may result in a reprimand, monetary fine, written warning, filing of a Student Incident Report, academic and/or disciplinary warning/probation, suspension, dismissal or other penalty deemed appropriate by the student's respective college dean. Academic/professional misconduct constitutes a breach of academic/professional integrity that violates the academic/professional foundation of an institution, contaminates the honesty of its scholarship, and compromises the integrity and wellbeing of its educational programs. The policies on students' academic and professional responsibilities are included in Appendices 1 through 4.

## **Address Information**

Each student has the responsibility to provide the University with their permanent address and telephone number, and a current/preferred address and telephone number, if the student is not residing at the permanent address while attending school. Any change of address and telephone number can be made through the student's personal page at <http://online.northwestern.edu>.

## **Alcohol Policies and Procedures**

Northwestern University does not condone any form of alcohol abuse by its students. No alcohol may be manufactured, consumed, distributed, exchanged, or sold by students on Northwestern University property or in any facility affiliated with, or associated with, Northwestern University. Alcoholic beverages may be served at an on- or off-campus event only with the prior approval of the Dean of Students (see Alcohol Policy and Procedures for On-Campus Events below). Any student who attends class or a rotation or is on the premises of a facility affiliated with Northwestern University while under the influence of alcohol or drugs is subject to an immediate drug screen for cause, and possible disciplinary action, including suspension or dismissal.

### **Alcohol Policy and Procedures for Recognized NWU Organizations; On-Campus Events**

Alcohol, in moderation, is allowed at on-campus student events only with the prior written approval of the Dean of Students. Only recognized student organizations are allowed to sponsor on-campus events with alcohol. On-campus events which are open to the community are prohibited from serving alcohol. Alcohol is not permitted at any athletic event. The following procedures are in force to establish criteria for the responsible use of alcohol on campus and at on-campus student events, and to minimize a student organization's liability should a mishap occur during the event:

1. All student organizations (represented by their president or designee) must complete and submit the Alcohol Application Form in the Office of Student Services.
2. All forms must be filled out and returned 2 weeks prior to the date of the event. Failure to comply with this deadline will result in postponement of the original event date. If the event cannot be rescheduled, it will occur without alcohol.
3. All alcohol served at this event must be purchased from a licensed vendor by the student organization. Students may not bring their own personal alcoholic beverages.
4. All alcoholic beverages must be served by a designated licensed bartender from a vendor who holds insurance for the University. Intoxicated individuals will be refused service.

5. Prior to approval, the student organization president (or designee) must meet with the Assistant Director/Coordinator of Student Activities and/or Assistant Dean of Students at least 2 weeks before the event date. During the meeting, the Student Services staff member will review the event and the organization's responsibilities including:
  - Number of people attending
  - Hours of the event (no more than 4 hours, event must end by 9:00 p.m.)
  - Location (either the picnic area, Wellness/Recreation Center, Hyde Atrium or The Commons for the Downers Grove Campus and the Student Services Lunch Room/Ramada, the Cholla Multipurpose Rooms, or the Cactus Club House for the Glendale Campus. Alcohol is not permitted at any other location on either campus unless designated by the Dean of Students or the University President).
  - Amount and type of alcohol to be served (beer, wine and other approved beverages only)
  - Vendor and bartender arrangements
  - State law on alcohol consumption
  - Amount and type of food to be served
  - Amount and type of nonalcoholic beverages to be served
  - Faculty/staff advisor assignment
  - Limitation of service to guests and termination of alcohol service
  - Consequences for violation of policies and procedures
  - Security
  - Review of campus resources available during the event
  - Publicity
  - Guests
  - Bar location
  - Budget
6. Student Services will have discretion to approve the type (either wine or beer), amount, and service of alcoholic beverages at the event, as well as expected attendance, time, location, and management of the event.
7. Illinois and Arizona State Law prohibits individuals under the age of 21 from consuming or possessing alcohol. It is the responsibility of the sponsoring organization to assure that underage drinking does not occur. The student organization responsible for the event will be asked to end the event immediately if someone under the age of 21 is knowingly served alcohol. If the group does not comply, security will be asked to assist. Students must be prepared to present identification to show proof of age should the bartender request it.
8. Food (not snacks) and non-alcoholic beverages such as soda, coffee, punch, etc., must be available the entire time that beer and wine are being consumed.
9. Service and consumption of alcohol are restricted to the approved area. No containers (unused/partially used kegs, bottles, etc.) may be removed from the approved area. Unused alcohol will be dumped at the conclusion of the event. Unopened bottles of wine will be kept intact and returned to the place of purchase, or, with the approval of the Office of Student Services, may be saved for a later function or purchased by another

student organization for use at a different function. Unopened, repurposed wine must be stored in the Office of Student Services.

10. Admission to the event is restricted to Midwestern University students, faculty, and staff. Individual students (depending on the event) may bring a guest, however, that student is responsible for the actions of their guest.
11. No alcoholic beverages may be brought to an on-campus student function. Any alcoholic beverages brought in from the outside will be immediately poured out by security, staff, faculty, or student leaders responsible for the event. Student organizations are responsible for their students' behavior. Violation of the alcohol policy by students bringing in additional alcohol will result in suspension of alcohol privileges for the sponsoring organization for a period of one year.
12. Anyone found inducing or forcing students to drink an alcoholic beverage against his/her expressed desire (including "spiking" nonalcoholic beverages) or adding a controlled substance to a drink will be escorted from the student activity, and will be subject to disciplinary action and will face possible legal action. Games that promote the rapid consumption of alcohol are prohibited.
13. Anyone suspected of being intoxicated shall be denied further alcohol service and escorted to their room or sent home via a designated driver or taxi.
14. A faculty advisor or approved staff member must be present at the event for the entire time the event is occurring. This individual must be identified and give her/his consent prior to the event.
15. Time limits will be established for each event. Events may last no longer than 4 hours and all events must end by 9:00 p.m. Alcohol service will conclude at least 1/2 hour prior to the scheduled conclusion of the event.
16. MWU Security personnel must be present if alcohol is being served. Security personnel must remain until the close of the event, or until alcohol is no longer being consumed.
17. The presence of alcoholic beverages shall be confined to the following campus locations only: the picnic area, Wellness/Recreation Center, Hyde Atrium or The Commons on the Downers Grove Campus; and the Student Services Cafeteria, the Cholla Multipurpose Rooms, the Wellness/Recreation Hall or the Cactus Club House for the Glendale Campus; or an area designated by the Dean of Students or University President.
18. The Dean of Students, faculty advisor, security personnel, or any other professional staff member of the Office of Student Services may terminate the service of alcohol or the event for any reason.
19. Fees will be assessed to the sponsoring organization for damages incurred.

### **Alcohol Policy for Off-Campus Events**

Any student function that is funded, in part, by the University requires University approval through the Office of Student Services. The University will not authorize the use of any University funds collected and administered by a University office or agency, including funds raised by student organizations, for the purchase, supply, or serving of any alcoholic beverage for off-campus events. The University reserves the right to decide which off-campus events will be approved based on the circumstances of the event.

Student organizations, groups, classes and councils/student government associations, must have administrative approval through the Office of Student Services to sponsor an off-campus social

event with or without alcohol. Sponsoring organizations must complete all necessary paperwork prior to event approval. Depending on the nature of the event, participants may be asked to complete a University waiver form. Failure to complete paperwork and receive authorization could result in termination of the event as a sponsored event of that organization. Off-campus events with alcohol must observe the polices for serving alcohol at on-campus locations. The off-campus event may not be located at an individual's residence, but must be at an establishment, which holds a valid liquor license. In addition, students must comply with all local, state and federal laws regulating consumption of liquor. No persons under 21 years of age may consume alcohol. Off-campus events with alcohol may be advertised via the University e-mail system, but only with prior approval of the Office of Student Services and all e-mails must be routed through this office. The Office of Student Services reserves that right to determine which off-campus social events will be approved.

If a component of the off-campus event is on-campus and alcohol is requested, students must complete all required paperwork as stated previously for on-campus approval. Any event sponsored by a recognized student group or organization that violates any of the provisions of these policies will be subject to cancellation or termination.

### ***Exclusions***

This policy does not include attendance at professional conferences where alcohol may be served at a conference reception as part of the conference registration fee. This policy does not apply to "approved" functions that are directly sponsored and organized by the University, its colleges, or the Alumni Association.

### **Downers Grove Only:**

Individual student organizations and classes may not order busses through Midwestern University when sponsoring an off-campus social event in which the primary purpose is drinking. The University Student Senate and the Student Councils/Student Government Associations may order busses for off-campus events at which alcohol is served if the event is co-sponsored by the particular College/Program and/or the Office of Student Activities.

### **Alcohol Resolution passed by Downers Grove Student Senate, 2009:**

The University Student Senate (Senate) would like to state that, in relation to events with alcohol, the Senate supports conduct befitting a health professional and encourages intelligent decision-making.

Therefore, at events where alcohol will be present and the main purpose of the event is a fundraiser for a Midwestern University (MWU) organization, the MWU organization can benefit from the sales of the alcohol as long as the event is approved by the Office of Student Services. However, if the event benefits a non-MWU organization, proceeds (partial or complete) from alcohol sales may not be the main source of revenue.

In keeping with the promotion of a health-conscious lifestyle, MWU organizations are prohibited from sponsoring and/or using University resources to promote an off campus MWU organization event with an "open bar" / "all you can drink" option.



Furthermore, the Office of Student Services reserves the right to restrict the time frame and/or location(s) of an off campus event that includes alcohol.

## **Audiorecording/Photorecording/Videorecording**

Audiorecording (audiotaping), photorecording, videorecording (videotaping) and/or digital recording in any format, including cell phones, of lectures, lecture material, laboratories, laboratory material, clinical settings, especially surgery and patient encounters, is prohibited without the written permission of the instructor(s), preceptor(s), faculty, or administrative personnel. All requests for such recordings (tapings) must be submitted to the instructor(s) or faculty member(s) in writing prior to the lecture, laboratory or clinical experience. If approved, the student must be present while recording (taping), unless there are previously approved extenuating circumstances. All such recordings (tapings) are for the exclusive use of the student who has been given permission to record (tape), and cannot be distributed to other students without the written permission of the instructor. Distribution of recorded (taped) lectures or lecture materials in any format or venue without written permission will result in disciplinary action. In any event, no recording may be shared or distributed outside of the University without the written permission of the President.

Audiorecording (audiotaping), photorecording, videorecording (videotaping) and/or digital recording in any format of meetings with instructors, faculty and/or administrators is prohibited without the written permission of the instructor(s), faculty member(s) or administrators. Unauthorized recordings (tapings) are unprofessional and will result in disciplinary action under the Midwestern University Student Code of Rights and Responsibilities. In Downers Grove, students may also face prosecution under the State of Illinois Eavesdropping Laws. The Illinois Eavesdropping Act makes it a felony for a person to record others without their consent.

## **B**

### **Bicycles**

Bicycles may not be parked inside University facilities with the exception of individual residence hall rooms or apartments. Bicycles may not be stored in common areas in the residence halls or apartments. Students are encouraged to park their bicycles in the bicycle racks provided on campus. Bicycling is restricted to campus sidewalks and driveways. Students should use common sense and consideration when pedestrians and cars are present.

### **Bonfires (Downers Grove Campus Only)**

On the Downers Grove campus bonfires are allowed at the barbecue pit, only. Student groups wishing to hold a bonfire must seek approval and apply for a burn permit from the Village of Downers Grove through the Office of Student Activities. Children under 18 are not permitted at bonfire events. For the safety of all involved, students are asked to use discretion and common sense regarding this type of event when alcohol is being served to assure the safety of others. A Faculty advisor and MWU Security Officer are required to be present in order to host a bonfire. Approval of such events is at the discretion of the Dean of Students. The Dean of Students reserves the right to cancel a bonfire or the event for any reason.

## **Bookstore**

The campus bookstore is located on the upper level of The Commons on the Downers Grove Campus and in the Cactus Student Center on the Glendale Campus. These bookstores are owned and operated by Matthews Bookstores. The purpose of the bookstores is to work with each teaching faculty member to obtain a list of required and recommended textbooks and supplies for each class offered by the University, and to provide these items for sale in the store. The bookstores also offer a growing selection of health science reference books and equipment, a variety of school and office supplies, greeting cards, imprinted clothing and souvenir items, and a small line of food items and sundries. Their primary goal is to offer excellent customer-oriented service to all members of the Midwestern University community and to be a resource whenever possible to these individuals. The bookstores may buy back textbooks at any time throughout the year, subject to salability determined by current market demand.

The bookstore has exclusive rights to sell books and approved merchandise to MWU students, faculty and staff. Selling of books or merchandise that is typically sold in the MWU Bookstore by students for purposes of fundraising or other purposes is prohibited unless previously arranged with the bookstore.

## **C**

### **Cancellation of Classes**

The University may cancel on-campus classes in the event of exceptionally inclement weather. Students on the Downers Grove Campus should tune in to one of the following stations after 7:30 am.

<b>AM</b>	<b>FM</b>	<b>TV</b>
WLS 890	WLS 94.7	FOX 32
WGN 720	US 99	WMAQ-TV (CH 5)
WBBM 780	B 96	Chicagoland Cable TV

The University also uses the RAVE alert system to inform students, faculty and staff of University closures and re-openings via text messages. The RAVE alert system allows the University to provide instant notification to students, faculty and staff regarding emergency situations on campus. University closures may be the result of weather or other conditions on campus that interfere with the normal conduct of business or that present a potential threat to members of the University community. Student should follow the instructions sent via the RAVE alert. Information is also posted on the Midwestern University website and sent to MWU community members via University email.

### **Career Planning and Posting Services**

Midwestern University hosts an on-line job posting service on the Job Finder heading on the Midwestern University web site ([www.midwestern.edu](http://www.midwestern.edu)). MWU clinical faculty, alumni, preceptors, and other academic and corporate partners are invited to post relevant job

opportunities. MWU students and alumni have exclusive password-protected access to this database to help them in their career placement efforts.

## **Conduct Code**

Students are expected to emulate the legal, moral, and ethical standards expected of professionals in their respective areas and display behavior that is consistent with these qualities. A Code of Responsibilities and Rights of the Students of Midwestern University has been approved. A copy of this document is included in Appendices 1,2 and 4. This code clearly states the mode of behavior that is expected of students in academic and professional settings. This code covers on-campus and off-campus activities. Students are expected to read and follow this code. Students also need to be aware that a lack of professionalism may result in possible disciplinary action, including failure, probation, suspension or expulsion.

## **Counseling**

Personal counseling for students is provided through the Office of Student Services on-campus Student Counselors for counseling issues that may arise while enrolled at Midwestern University. In addition, a Student Assistance Program, underwritten by Aetna Student Health, is available for all MWU students at no cost to the student. The Student Assistance Program is a 24/7 program that allows students to contact an individual who can best assist with their personal counseling needs should the on-campus Student Counselors not be available. The Student Assistance Program, which also allows for assistance with legal issues, is designed to serve as a no-cost, confidential assistance program to help students with an immediate crisis, prior to seeking an in-person professional appointment, or when the on-campus Student Counselors are not available. Students can access the Student Assistance Program through a toll free number (877-351-7889), by email at AskSAP@aetna.com, or via a website at [www.AetnaSAP.com](http://www.AetnaSAP.com).

The Deans of Students, as well as the Academic Deans/Program Directors, and faculty are also available for the professional and academic counseling needs of all students.

The Director of Student Financial Services is available to help students who seek assistance in managing their finances. The Residence Life staff members are available to assist students with issues pertaining to on-campus housing.

Midwestern University understands many students have personal concerns that may affect their academic and personal lives. In most instances, the student can overcome such issues independently. In other instances, normal peer-to-peer, student-faculty, or student-administrative assistance can serve either as motivation or guidance to the student, helping resolve their problem. In some cases, however, the efforts of the student, faculty member, administrator, or peer cannot help resolve the student's problem. A student may be advised to request a leave-of-absence from their Program Director/Dean until their personal issues are resolved.

Midwestern University believes it is in the interest of the student, the student's family, and the University to provide on-campus counseling to help students deal with a variety of personal concerns. The Student Counseling Services will handle such problems in the following way:

1. The University recognizes that almost any human concern can be successfully treated provided it is identified in the early stages and referral is made to an appropriate modality of care.
2. The purpose of this policy is to assure students that if they have personal concerns that are affecting their academic and personal lives, they will receive assistance to help resolve their problem in an effective and confidential manner. Students are assured that utilizing the Student Counseling Service will be confidential, unless otherwise regarded by law.
3. Concerns will be handled in a forthright manner.
4. Students who have a problem that they feel may affect academic performance are encouraged to voluntarily seek counseling and information on a confidential basis by contacting the Student Counseling Service.
5. It is strongly encouraged that the students comply with referrals and recommendations of the Student Counseling Service.

Midwestern University provides the above stated student counseling to help students deal with a variety of academic, professional and personal concerns. Short-term counseling is provided at no cost for all MWU students. Students who present with long-term issues are referred to off-campus specialists for assessment and treatment. All efforts are made to make referrals to providers on the student's health insurance network to minimize additional costs.

### ***Procedures***

To preserve confidentiality, students can make appointments directly with a Student Counselor. The Assistant Dean of Students (Downers Grove – 630-515-7142) or the Manager of Student Counseling (Glendale – 623-572-3629) serve as the initial contact, perform a preliminary assessment and assign the student to the counselor who can best serve the student's needs. A counselor can be reached Monday through Friday during business hours to schedule an appointment, however, accommodations in scheduling are flexible for students off-campus or on rotations. For those students who cannot be on-campus, the counselor can provide assistance via the telephone, or students can access the Student Assistance Program 24/7 when the on-campus Student Counselors are not available.

### ***Mandatory Assessments***

The Dean of Students and the individual college deans reserve the right to require a student to undergo a medical assessment if their physical and/or mental status is determined by the deans to warrant concern. Such circumstances are only enacted when it is determined that the personal well-being of the student is in question, or when the student is suspected of being a threat to his/her own well-being or to the well-being of others. Under such serious circumstances, the Academic Dean or the Dean of Students may place the student on a temporary suspension until it is determined by the clinical evaluator that the student is medically/psychologically able to return to the classroom/clinical setting. In this situation, Midwestern University will be responsible for all arrangements and payments of the initial clinical assessments. The deans may also require the particular student to sign an agreement that allows a treating physician/psychologist/counselor to disclose to the deans documentation that the student is complying with any recommendations that were set forth through the clinical assessment/evaluation of that student. In other situations

that are less severe, the student may be required to sign an agreement that allows the treating physician/psychologist/counselor to disclose to the deans, only that the student is being treated by that particular clinician and is capable of remaining in/returning to the classroom/clinical setting. Knowledge of any clinical assessment will be kept strictly confidential.

## **CPR (Cardiopulmonary Resuscitation)**

All students who are directed by their curriculum to rotate through clinical/hospital sites need to be certified at performing Basic Life Support (BLS) procedures. Medical and physician assistant students also must be certified at performing Advanced Cardiac Life Support (ACLS) procedures. These procedures are usually licensed for two years. Individual colleges/programs typically provide opportunities for their students to obtain these certifications during their academic tenure.

## **Crime Awareness and Campus Security Act**

As required by federal law, Midwestern University must disseminate information to currently enrolled students about policies and procedures to report criminal actions on and close to campus, current policies concerning security and access to facilities on campus, and information on campus law enforcement and statistics concerning incidents of local crime. This information is provided in Appendix 5. Students interested in further information should contact the Office of Safety and Security. See also the section on Security.

## **Criminal Background Checks**

Due to growing nationwide concerns regarding the suitability of today's health care providers, many hospitals, health care systems, clinics, physician offices, or pharmacies providing health care services require disclosure of an individual's criminal history. In addition, many state statutes also require disclosure of an individual's criminal history in order to apply for certain health professional certificates, registrations, and licenses. Existence of a criminal history may subject an individual to denial of an initial application for a certificate, registration, or license to practice in a clinical setting or result in the revocation or suspension of an existing certificate, registration, or license. In response to this growing trend, Midwestern University requires students to submit to criminal background checks.

It is the policy of Midwestern University that all accepted students must submit to a criminal background check prior to matriculation. In addition, students who remain enrolled must submit to a criminal background check as needed to remain eligible for continued participation and/or to participate in clinical rotations. A criminal background check may necessitate one or more of the following: 1) a standard criminal background check conducted through an approved background check agency, 2) a fingerprint background check conducted by an approved agency, in which the prints are submitted to both State Police and the FBI database and/or 3) an International Police Clearance. The procedure utilized to conduct the background check will be based upon the individual's residency status, country of origin, time in residence in the United States and specific program requirements. In accordance with the laws of the State of Illinois, CCOM students are required to undergo fingerprinting as part of the criminal background check process. Students in other programs may also be required to undergo fingerprinting.

The criminal background check involves obtaining an authorization from a matriculating or current student that allows the University to obtain the student's individual criminal history. The

results of the background check are reviewed by the Dean of Students to determine whether or not there is a record of criminal activity, including misdemeanor and/or felony charges and/or convictions. If there is a positive record, the Dean of Students will inform the appropriate Academic Dean and the Director of University Risk Management so the University can make a determination whether the criminal history will negatively impact the student's admission status or ability to complete the practical training/rotation requirements of the degree program. Criminal background checks are conducted through Student Services as part of the initial student matriculation process and on an as-needed basis thereafter while a student is actively enrolled at Midwestern University.

1. All matriculating students must complete the Criminal Background Release and Consent Form to conduct the criminal background check. All newly admitted students who have submitted a matriculation deposit are provided with access to a copy of the University Criminal Background Checks Policy and the Criminal Background Release and Consent Form. By going to the Midwestern University website (<http://www.midwestern.edu>) and selecting MWUNET, the student can complete the Consent Form, which can be found under the Student Services Tab on the portal. The Policy can be accessed by logging into the Student Handbook under the Resource section and selecting 'Criminal Background Check Policy'.
  - a. Incoming pharmacy, optometry and dental students will complete a criminal background check through the appropriate application agency (PharmCAS, OptomCAS or ADEA). The results of those background checks will be forwarded to Midwestern University.
  - b. Incoming international students must complete an International Police Clearance, either under the guidance of Midwestern University or their application agency. If the international student has also resided in the United States within the seven year period prior to matriculation, the student must also complete a criminal background check. The International Police Clearance must be initiated by the student according to the guidelines of the country from which the Clearance is required.
  - c. Incoming students must complete the criminal background check requirement prior to matriculation. For students who are admitted close to their matriculation date, or for students whose situation may necessitate an extension, the criminal background check must be completed by the end of the first month of the first quarter of enrollment for their program. Failure to complete the background check within the stated timeframe jeopardizes their continued enrollment, and the student may be required to take a mandatory leave of absence.
2. The Office of Student Services will contract with a professional service to conduct the criminal background check.
3. The Dean of Students will review all criminal background check reports and determine whether or not a record of criminal activity exists. If a record of criminal activity exists, the Dean of Students will conduct a criminal background investigation.

The investigation may include any of the following components:

  - a. Request for additional detailed information about the positive criminal background check report. This may entail one or more meetings with the student.

- b. Collection of additional data, e.g., Federal Bureau of Investigation fingerprints and report, concerning the positive criminal background check report. Following the criminal background investigation, the Dean of Students, in consultation with the Academic Dean (or their designees), will determine whether or not the student should be disqualified from matriculation or continued enrollment. A record of criminal activity will not automatically disqualify a student from enrollment or continued enrollment. The University will consider such factors as (but not limited to) the nature of the crime, the age of the individual at the time the crime was committed, length of time since the criminal activity, any fines, sanctions or convictions, the nature of the clinical program and the relatedness of the conviction, and whether the University will be able to provide appropriate professional clinical training to the student. Students who are permitted to matriculate with a positive criminal background check are required to sign a waiver stating their understanding of the possible negative impact of their background check on their education, postgraduate training and licensure.
4. Failure to disclose criminal activity or material misrepresentation of information by an incoming student is deemed to be falsification of the application and may result in denial of admission, matriculation and/or dismissal from the program and University. Failure to disclose criminal activity or material misrepresentation of information by an enrolled student is deemed to be a violation of the student Code of Conduct and may result in dismissal from the program and University. Incoming and enrolled students must disclose any criminal activity, including misdemeanor or felony charges/convictions to their Academic Dean and the Dean of Students.
5. Failure of the student to present appropriate forms to the Office of Student Services for the purpose of conducting criminal background checks when requested will bar the student from initial matriculation and/or continued enrollment.
6. Students with a positive criminal background check are individually responsible for checking the licensing and certification requirements in any state where the student is interested in participating in a postgraduate residency training to determine whether or not their criminal background will be a barrier to participation.
7. Students are required to disclose to the Dean of Students and appropriate Academic Dean any arrests, criminal charges, or convictions against them during their entire period of enrollment as a student at Midwestern University. Disclosure must be made immediately after the incident that resulted in charges so the University can assess the impact of the incident on the student's academic progression. Such arrests, criminal charges, or convictions may negatively impact a student's ability to obtain and/or complete clinical rotations or preceptorships, post-graduate residency placement or licensure.
8. Midwestern University does not guarantee clinical rotations, post-graduate residency placement or licensure for students who have a positive criminal history. Clinical rotation placement, post-graduate residency placement, and licensure are governed by separate entities who use their own specific set of standards that may be different than those used by Midwestern University. In such cases, the University confidentially shares information about the student's positive criminal history with potential preceptors and practice site representatives as necessary and on a need-to-know basis. This may include releasing a copy of the original Criminal Background Check report for their review. This gives the preceptor and site representatives an opportunity to decide whether the student is

acceptable to the site. For this reason, scheduling and completion of practical training/rotations and graduation may be delayed. In some instances, it will not be possible to arrange for practical training/rotations at specific sites. Under these circumstances, the college/program will work with the student to find a possible clinical rotation site that will accept a student with a positive criminal background check.

- a. If this information is known by the University prior to the student's matriculation, the Academic Dean (or their designee) will meet with the potential student to discuss the consequences of the positive criminal background investigation on the student's ability to complete degree requirements, post-graduate residency placement and licensure so that appropriate action can be taken.
  - b. If this information is known by the University after the student's matriculation, the Academic Dean (or their designee) will meet with the student to discuss the consequences of the positive criminal background investigation on the student's ability to start/resume practical training/rotations and the student's ability to graduate, secure a post-graduate residency and obtain licensure so that appropriate action can be taken.
9. Records concerning a student's positive criminal background check are stored in a confidential file in the Student Services Office.
  10. In the event that a student is assigned to a practical training/rotation site that requires a copy of the original Criminal Background Check report prior to a student's placement at the site, the student's criminal background check report and cover letter will be scanned into an encrypted password protected PDF file. The encrypted PDF file will be forwarded via email to the rotation site coordinator.

## **D**

### **Disability Services**

It is the policy of Midwestern University to ensure that no qualified student with a disability is excluded from participation in or subjected to discrimination in any University program, activity, or event. Midwestern University makes reasonable accommodations to the physical and mental limitations of students to the extent that such accommodation does not impose an undue hardship on the conduct of its business. Disabled students' rights are protected under Section 504 of the Rehabilitation Act of 1973 and the Americans With Disabilities Act of 1990 (ADA) and its amendments (2008). Section 504 prohibits any program or activity, which receives federal funding from discriminating against qualified persons with disabilities in employment as well as all other activities. The Federal Americans with Disabilities Act 1990 (42 U.S.C. d12101 et seq.) was developed "to provide a clear and comprehensive national mandate for the elimination of discrimination against individuals with disabilities".

### **Technical Standards**

Midwestern University has developed a set of technical standards that are required of all matriculating students. Students must meet the technical standards for their program throughout their period of enrollment. Individual programs at Midwestern University may include additional expectations related to essential functions or job duties specific to the practice of that profession.

### **Definitions:**



**Disability:** The term "disability" means, with respect to an individual; a) a physical or mental impairment that substantially limits one or more major life activities of such individual; b) a record of such an impairment; or c) being regarded as having such an impairment. **(42 U.S.C. § 12102 as amended by the ADA Amendments Act of 2008)** Even if a condition is an impairment, it is not automatically a disability. To rise to the level of a disability, an impairment must substantially limit one or more major life activities.

**Impairment:** A physical or mental impairment means; a) any physiological disorder, or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genito-urinary, hemic and lymphatic, skin, and endocrine; or b) any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities. **28 C.F.R. § 35.104; 28 C.F.R. § 36.104 (under the original ADA)**

**Major Life Activity:** Major life activities include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working. A major life activity also includes the operation of a major bodily function, including but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions. **42 U.S.C. § 12102 (as amended by the ADA Amendments Act of 2008)**

**Substantially Limits:** The term "substantially limits" means; a) unable to perform a major life activity that the average person in the general population can perform; or b) significantly restricted as to the condition, manner or duration under which an individual can perform a particular major life activity as compared to the condition, manner, or duration under which the average person in the general population can perform that same major life activity. **29 C.F.R. § 1630.2(j) - Substantially Limits (under the original ADA)**

## **Policies for Accommodating Students with Disabilities**

Midwestern University is committed to providing reasonable accommodations to students with documented disabilities. Toward this end, Midwestern University policies and procedures ensure that students with a disability will not, on the basis of that disability, be denied full and equal access to academic and co-curricular programs or activities or otherwise be subjected to discrimination under programs offered by the University.

To ensure full implementation, three important areas have to be considered:

1. The right of the University to set and maintain standards for admitting and evaluating the progress of students.
2. The right of the student with a disability to be included on the basis of criteria that does not unfairly discriminate because of the disability.

3. The right of the faculty to establish and monitor standards of academic performance and to assess content domains.

## **Rights and Responsibilities of the University**

### *Rights*

- To establish technical standards for admission of students into MWU programs.
- Maintain University's academic standards.
- Request current documentation from a student completed by an appropriate professional source to verify the need for reasonable accommodations, academic adjustments, and/or auxiliary aids.
- Discuss a student's need for reasonable accommodations, academic adjustments, and/or auxiliary aids with the professional source of his/her documentation with the student's signed consent authorizing such discussion.
- Select among equally effective and appropriate accommodations, adjustments, and/or auxiliary aids in consultation with students with disabilities.
- Deny a request for accommodations, academic adjustments, and/or auxiliary aids if the documentation fails to verify the need for the requested services, or the documentation is not provided in a timely manner.
- Refuse to provide an accommodation, adjustment, and/or auxiliary aids that is/are inappropriate or unreasonable including any that:
  - Pose a direct threat to the health and safety of others;
  - Constitute a substantial change or alteration to an essential element of a course or program; or,
  - Pose undue financial or administrative burden on the University or student.

### *Responsibilities*

- Ensure that University courses, programs, services, job opportunities, activities, and facilities, when viewed in their entirety, are offered in the most integrated and appropriate settings possible.
- Provide information regarding policies and procedures to students with disabilities and assure its availability in accessible formats upon request.
- Evaluate students on their abilities, not their disabilities.
- Provide to a student reasonable and appropriate accommodations, academic adjustments, and/or auxiliary aids following a timely request.
- Maintain appropriate confidentiality of records and communication concerning students with disabilities except where disclosure is required by law or authorized by the student.

## **Rights and Responsibilities of Students**

### *Rights*

- Equal access to courses, rotations, programs, services, jobs, activities, and facilities available through the University.
- Reasonable and appropriate accommodations, academic adjustments, and/or auxiliary aids determined on a case-by-case basis.

- Appropriate confidentiality of all information pertaining to his/her disability with the reasonable choice of whom to disclose their disability to except as required by law.
- Information reasonably available in accessible formats.

### *Responsibilities*

- Meet the University's and individual program's qualifications and essential technical, academic, professional and institutional standards as any other student.
- Identify themselves in a timely manner as an individual with a disability when seeking an accommodation.
- Provide documentation from an appropriate professional source that verifies the nature of the disability, functional limitations, and the need for specific accommodations.
- Follow specific procedures for obtaining reasonable and appropriate accommodations, academic adjustments and/or auxiliary aids.
- Have the responsibility to advocate for their own individual needs and to seek information, counsel, and assistance as necessary, and within reason, to be effective self-advocates.

## **Rights and Responsibilities of the Faculty**

### *Rights*

- Identify and establish the abilities, skills, and knowledge that are fundamental to academic programs/courses and to evaluate each student's performance against these standards. Fundamental program and course standards are not subject to modifications, although a student with a disability is entitled to reasonable accommodations to assist him/her to meet the program/course standards.
- Determine which modification/accommodation it will provide the student with the goal of assuring that such modifications/accommodations are effective and to impose reasonable rules for the provision of academic adjustments and auxiliary aids.

### *Responsibilities*

- Has the responsibility to make reasonable modifications for a student with a disability with respect to the adaptation of the manner in which specific courses are conducted.
- Select and administer tests used to evaluate students so as to best ensure that test results accurately reflect aptitudes or competencies and do not discriminate against a student with a disability. Tests designed to measure specific skills related to fundamental standards are allowable even when those skills are impacted by the disability.
- Has the responsibility to evaluate students in a nondiscriminatory manner.

## **Procedures and Information Regarding Requests for Accommodations:**

The following procedures and information serve as a guide for students seeking special accommodations for disabilities.

A written application for accommodation of a disability must be made by the student (**RADA**). Verbal disclosure prior to or following admission is not sufficient. Students may apply for special accommodations anytime during their academic curriculum, however, if granted, the accommodation is given only for the academic year in which it is requested. Subsequent applications must follow for each academic year the student is requesting accommodations (including requests during clinical rotations, clerkships, preceptorships, internships, or any other off-campus programs that are part of the students' required college/program curriculum). In the following section 'Dean of Students' refers to the Dean of Students or his/her designee.

*How do I request an accommodation and who do I contact?*

A student requesting an accommodation under the ADA for a disability must contact the Dean of Students Office. A written application for accommodation of a disability (**RADA**) can be filled out in the Office of Student Services.

*Do I need to have documentation prior to my meeting with Student Services?*

Although students can apply for accommodations at any time during their academic program, it is strongly advised that if you are seeking accommodations, you have the following paperwork and documentation submitted to the Office of Student Services prior to your request.

- Students must fill out the Request for Accommodations for Disability Application (**RADA**) prior to consideration of such requests. To expedite the process, students are encouraged to have this form completed prior to their meeting with Student Services. In addition, students need to fill out a Confirmation of Request for Accommodations for a Disability (**CRADA**) form, which allows the Dean of Students to disclose to other necessary University Officials the circumstances regarding the student's disability in order that the accommodation(s) will be appropriately met.
- Documentation is required from a qualified health professional or diagnostic service agency and a report must be on file in the Office of the Dean of Students before any accommodation can be granted. Students requesting accommodations should download the appropriate form for their specific disability for completion by a qualified professional. It is the student's responsibility to make sure that all required documentation is forwarded to the Office of the Dean of Students. A student's request for accommodations will not be considered until all supporting documentation has been received.

**Application Forms and Documentation Forms (Select appropriate area(s)):**

[Attention Deficit/Hyperactivity Disorder](#)

[Learning Disability](#)

[Physical/Medical Disability](#)

[Psychological/Psychiatric Disability](#)

[Confirmation RADA Form](#)

[Request for Accommodations for a Disability Application \(RADA\) - AZ](#)

[Request for Accommodations for a Disability Application \(RADA\) - IL](#)

## **Accommodations**

The following is a list of accommodations that may be considered, given the student has provided the appropriate documentation:

- Extra time on timed examinations and/or quizzes
- Extra time on in-class assignments
- Provisions to take examinations and/or quizzes in a distraction reduced environment (smaller room, few test takers). Please note: a private, separate room may not be feasible.
- Audiotaping of lectures, when available
- Front row access in classes with assigned seating
- Other accommodations will be considered as presented

*What happens after I provide documentation and discuss my requests with Student Services?*

Following receipt of the accommodation application and the supporting documentation, the Dean of Students convenes a board consisting of the Dean and Assistant Dean of Students, a representative of the appropriate college's Dean's Office, a counselor and/or a psychologist, and other educational officials who are deemed necessary to consider the request in light of the supporting documentation. Decisions are based on the following criteria:

- Has the student provided appropriate documentation that he/she has a disability?
- Was the request submitted according to the procedures stated above?
- Is the request reasonable within the student's required program of study? That is, the student's program of study is not fundamentally altered by this request.
- Does the request for accommodation interfere with a required component of the student's academic program?
- Without this accommodation, would the student still be able to effectively learn the required material?

If the requested accommodation meets the criteria, the Dean of Students will request the accommodation, in writing, from the Department Chair/Program Director/Course Director in charge of the course or courses within which accommodations are being requested. It is the responsibility of the Dean of Students, in conjunction with the Department Chair/Program Director/Course Director to inform all appropriate instructors of the request for accommodation each academic quarter. It is the responsibility of the Dean of Students to discuss with the student how he/she can communicate to faculty and facilitate initiation of the requested accommodations.

Students are reminded, however, that they must reapply each academic year to be considered for accommodations.

*What are my responsibilities once the request has been made to the department chairs?*

Once the accommodations have been approved and all necessary notifications have been made from the Office of the Dean of Students, it is the student's responsibility to discuss the details of, and to arrange for, the approved accommodations with individual course directors in a timely manner. Courses may have unique examination scheduling concerns, such as for practical exams, so students must do this prior to having the accommodation made available.

It is the student's responsibility to approach the specific instructor of the class they wish to be accommodated and discuss what works best for them, within the parameters of the requested accommodation(s). Students, while having a specific disability and requesting accommodations for one course, may or may not want special accommodations for other courses within their program of study. The course director will not automatically provide accommodations unless the student has specifically requested the accommodations in a timely manner and discussed the details of implementing the accommodations prior to the accommodations being needed.

*What if I encounter problems with receiving accommodations after I have gone through the proper procedures?*

Students are encouraged to immediately bring problems or complaints to the attention of the Dean of Students. It is the responsibility of the Dean of Students to monitor all arrangements regarding disability accommodations. If a student feels he or she is being discriminated against because of a disability, he or she has the right to request an investigation into such a matter through the stated complaint policies and procedures in Appendix Two, Section 1 of the current MWU Student Handbook.

*What do I do if I have not been tested within the required time frame and need documentation or if I feel I have a disability and need testing?*

Students who are in need of testing to provide current documentation should meet with the Dean of Students Office. Information on testing and testing locations can be obtained through the Office of Student Services. Costs of testing and assessments are the responsibility of the student. In addition, the Dean of Students reserves the right to request additional testing of the student before granting accommodations if he/she feels that the documentation provided by the student is not sufficient and/or does not comply with the criteria stated previously for appropriate documentation. Students must pay for all evaluations and assessments.

*What if I have just been diagnosed with a disability? Can accommodations be applied retroactively? Accommodations are only granted starting with the date the student is approved for accommodations by the Disability Committee. Accommodations cannot be applied retroactively to courses/exams that have already been completed.*

*What if my request for accommodations is denied? Is there an appeal process?*

Yes, following notification of a decision from the Dean of Students, a student may appeal the decision. He or she has 7 working days to submit a formal written appeal of the decision to the appropriate college dean. The appeal must be submitted in writing and delivered to the Office of the Dean of the appropriate college within this 7-day period. The request should be accompanied by a narrative explaining the basis for the appeal. An appeal must be based on one of the following premises:

- a. Material or documentable information not available to the involved faculty and staff at the time of the initial decision;
- b. Procedural error and/or
- c. Bias of one or more staff or faculty members involved in the decision.

The Dean will make a decision on the validity of the appeal. If a student is not satisfied with the decision of the Dean, the student appealing may request a personal meeting with the President or her/his designee in accordance with the appeal process stated in Appendix 2, Section 1C of the MWU Student Handbook.

*What happens to my individual reports, assessments, and documentation and who has access to my detailed records?*

Access to these records is restricted. Copies of the detailed assessment are kept under strict confidentiality in the Office of the Dean of Students and may only be viewed by this Office, members of the Disability Board and individuals that the student has identified. If the accommodating department(s) or instructor(s) wish to view a copy of the student assessment, they must show reason why they wish to view the assessment and may do so only with the written consent of the student.

*What about accommodations for licensing board examinations or other licensing certification examinations?*

Students who wish to request accommodations for licensing board examinations or other licensing certification examinations are urged to contact the governing body or institution responsible for the administration of such examinations as early as possible. Requirements for requesting accommodations under the ADA for these examinations may be different from those of MWU and the process involved may be lengthier than that at MWU. Receipt of accommodations from MWU does not guarantee granting of accommodations from a licensing board or licensing certification exam administration.

## **Dress Code**

Students are expected to dress in an appropriately professional manner. Some departments may establish a dress code for particular activities (e.g. scrubs for dental lab; closed-toed shoes for gross lab). The wearing of clothing having caricatures, messages, symbols, etc., that, based on societal norms, can be construed to be vulgar or offensive or to contribute to creating a hostile learning/academic environment demonstrates inappropriate professional judgment that may be subject to review and action by the Dean of Students along with the student's respective college Dean.

Some programs/colleges have established a dress code for particular activities (eg. business casual; scrubs for dental lab; closed-toed shoes for gross lab).

### ***For the Glendale Campus:***

The College of Veterinary Medicine and the Physician Assistant Program have adopted a Business Casual Dress Code for their students who are in the didactic (non-clinical) year(s). Business Casual typically means dress shirts (shirts with collars) or polo-type shirts (not T-shirts). Dress slacks (not jeans or shorts), and shoes but not necessarily ties or suits for the men, and dress shirts, appropriate blouses, or polo-type shirts, slacks, skirts and dresses, but not necessarily suits for women. Flip-flops should not be worn to class or lab. Shoes are required for all labs. Students in the Physician Assistant Program or College of Veterinary Medicine should

check with their administration for details concerning what does and does not constitute Business Casual attire.

If a student is in a facility participating in patient care—no matter how briefly—he or she must comply with the following dress code:

- The photo identification badge must be worn so that it is visible to anyone approaching.
- Clean, professional coats or jackets that clearly identify students according to their professional program and status and that distinguish them from physicians and other health care professionals must be worn by students when with a patient, unless other dress is specified by the program/college or service (eg., scrub suits in surgery, obstetrics or dental labs/clinics).
- Male students are encouraged to wear a tie. When they do not wear a tie, only the top button of their shirt should be open at the neck.
- T-shirts, sweat shirts, halter tops, tank and tube tops, and backless or midriff-baring tops are not allowed.
- Casual slacks, blue jeans, fatigues, white trousers, short skirts, short dresses and shorts are not permitted.
- Dress shoes are required, except in the dental clinic/simulation lab, surgery or obstetrics, where clean athletic shoes may be allowed. Wearing of socks/stockings should be determined by the dress code of the specific facility.
- Sandals are not acceptable.
- Any visible body piercing, except ears, must be removed.
- Visible tattoos should be discretely covered.
- Scrub suits are not to be worn except when the student is on the obstetrics service, in surgical scrub, in the emergency department or in the dental clinic/simulation lab.
- Scrub suits are not to be worn in other areas of medical centers, particularly not on the floors where there are patients or in the cafeteria (except in an emergency situation and only if the scrub suit is covered by a white coat.)
- Hair is to be neat, clean, and properly maintained.

Failure to observe these dress code policies may result in the student being asked to leave the premises. Habitual violators are subject to disciplinary action. Individual sites may have dress code requirements that are more stringent than those outlined above. Students must also comply with the dress code of the facility in which they are rotating.

Students are expected to dress in a professional manner at the commencement ceremonies. No unauthorized decoration (writing or other adornment) is permitted on your graduation gown, hood, or mortarboard.

## **Drugs and Alcohol**

Midwestern University does not condone any form of drug, substance, or alcohol abuse by its students. No alcohol or illegal drugs may be manufactured, consumed, distributed, or sold by students on any Midwestern University property or in any facility affiliated with or associated with Midwestern University. Alcoholic beverages may be served at an on-campus event only with the prior approval of the Dean of Students (see Alcohol Policy and Procedures for On-



Campus Events). Any student who attends class or a rotation or is on the premises of a facility affiliated with Midwestern University while under the influence of alcohol or drugs is subject to immediate disciplinary actions.

## **Drug-Free Workplace and Substance Abuse Policy and Procedures**

A Drug-Free Workplace and Substance Abuse Policy and Procedure has been established for Midwestern University in order to appropriately serve the needs of faculty, staff, and students. This policy has been established to implement a drug-free workplace and academic environment consistent with federal and state law, including the terms and conditions whereby employees, students, volunteers, faculty, physicians, and other professionals may be disciplined for violation of these policies and tested for suspected use of an illegal drug or alcohol.

As part of the Drug-Free Workplace policy, entering students must sign and submit a statement to the Office of Student Services indicating that they are drug-free and that they agree to abide by Midwestern University's Drug-Free Workplace and Substance Abuse Policy. The signing and submitting of this statement occurs as a part of each new student's Orientation Program the week prior to the onset of classes. The Dean of Students maintains these statements in the Office of Student Services. In addition, the Office of Student Services emails a copy of the current Drug-Free and Substance Abuse Policy annually to all students for their review.

Midwestern University maintains a drug-free environment consistent with the principles of the Federal Drug-Free Schools and Communities Act and the Drug-Free Workplace Act. All offers of employment and enrollment of students are conditional on students abiding by Midwestern University's Drug-Free Workplace and Substance Abuse Policy. In addition, a student who is convicted of a state or federal offense involving the possession or sale of an illegal drug (a controlled substance as defined by the Controlled Substance Act and does not include alcohol and tobacco) that occurred while the student was enrolled in school and receiving Title IV aid, is not eligible for Title IV funds. For more detailed information concerning Title IV funds and convictions for the sale of an illegal drug see the Student Financial Services section of the catalog.

The stated policies and procedures apply to all students of Midwestern University on campus, or at all facilities operated by the affiliated entities. The stated policies and procedures also apply to any student who is enrolled at another academic institution but rotating in a clinical service on the premises of a facility operated by MWU. The University reserves the right to evaluate any student if there is reasonable cause to suspect that he/she is abusing or is under the influence of alcohol or illegal drugs/substances. A student is considered to be under the influence when his/her ability to perform usual tasks is diminished or impaired due to the apparent use of an illegal drug/substance, alcohol, or a combination thereof. Any student who attends a class or a clinical rotation under the influence of alcohol or who is suspected of abusing drugs will be required to undergo an immediate drug and/or alcohol screening in accordance with this policy. While the costs of these initial drug screenings are typically the responsibility of the appropriate college or the Office of the Dean of Students, transportation to an emergency room for those

students who are exhibiting signs of physical/mental impairment will be the responsibility of the student.

If a student is found to have a positive drug screen and he/she is taking prescription drugs, he/she will be asked to provide documentation to both the University and/or the Medical Review Officer in the form of either a physician's or pharmacist's name and phone number where they can be contacted for verification. If however, the student is found to have a positive drug screen without documentation of a legitimate prescription, he/she will be subjected to disciplinary action, which may include immediate suspension and/or medical leave. Although extreme cases may result in expulsion, it is the intention of Midwestern University to assist students with chemical dependencies by helping the student receive the appropriate counseling and treatment for his/her dependency (see the following section).

## **Counseling for Chemical Dependency**

The Office of Student Services has developed procedures to assist students and ensure appropriate care for any student who is impaired due to alcohol and/or drug dependency and abuse. Students who are chemical dependent can approach key personnel on campus to get assistance with their dependency, and feel confident that the information they provide will remain confidential to only those individuals who need to be involved. Such personnel on campus may include program directors, faculty advisors, counselors, college administrators, and the Dean of Students. The college dean and Dean of Students are the primary individuals who will work with the student to ensure appropriate care. Clinical preceptors and/or Clinical Coordinators may also need to be notified, depending on circumstances. Midwestern University cannot guarantee clinical rotations for students with chemical dependency issues. All costs involved with counseling/treatment programs for chemical dependency are the responsibility of the student.

Procedures:

1. If a student on campus or at a rotation site displays behavior that is indicative of substance or alcohol abuse, the Office of Student Services should be contacted. The reporting faculty member, staff member or preceptor should provide written documentation of the incidents which led to the initiation of the report. Per University policy, the student may be subjected to an immediate drug screen at a facility designated by the Office of Student Services on each campus. The student must sign a waiver permitting the release of the results of any drug/alcohol screen to the University. Refusal to sign the waiver will be considered as admission of a positive test. A diluted specimen result is also considered a positive test.
2. If a student on campus or at a rotation site appears to be intoxicated or under the influence of drugs, the Office of Student Services should be contacted. The student should not be allowed to leave the premises. The Office of Student Services or the preceptor should call emergency services immediately at 911 to have the student taken to the closest emergency room. The student must sign a waiver permitting the release of the results of any drug/alcohol screen to the University. Refusal to sign the waiver will be considered as admission of a positive test.

If a student is determined to have a positive drug screen as part of the requirements for a rotation, or in response to a drug screen that was administered because of reasonable cause, as stated above and in accordance to the above stated Drug-Free Workplace and Substance Abuse Policy, the procedure will be as follows.

1. The student will be placed on leave or suspended until he/she has successfully completed a chemical dependency evaluation from a provider approved by the University. The student is responsible for the cost of the chemical dependency evaluation. If the student is determined to have a chemical dependency, the student must complete a chemical dependency rehabilitation program that follows the recommendations in the evaluation. The cost of such a chemical dependency program is the responsibility of the student. In order for the student to return to classes/clinical rotations, the student will be required to develop a contractual arrangement with the chemical dependency rehabilitation program that includes random drug screens and which allows for open communication with appropriate MWU administration. The student must submit a copy of the contractual arrangement as well as a letter from the chemical dependency program stating that the student is fit to return to full-time student status. Failure to comply with the stipulations of the chemical dependency program or failure to remain drug free will result in immediate suspension and possible dismissal. The University also reserves the right to discipline the student for violations of its drug free workplace policy in accordance with the Student Handbook.
2. If it is determined that the student does not have a chemical dependency, but has violated the University's drug free policy, then the University reserves the right to randomly drug screen the student through the remainder of the student's tenure with MWU, at the student's expense, to verify that the student is abiding by University policy. The University also reserves the right to discipline the student for violations of its drug free workplace policy in accordance with the Student Handbook.

## **Date Rape Drugs Zero-Tolerance Policy**

The college adopts a “zero-tolerance” policy toward possession, use, distribution, or sale within the University community of date rape drugs including GHB, Rohypnol, ketamine, or any similar illegal drugs that can be given to a student without his or her knowledge. This policy is in effect for all members of the campus community, and extends to residence life and on- and off-campus University and student organization events.

Students who are charged with possession, use, distribution, or sale of date rape drugs are in violation of the University’s “Code of Responsibilities of the Students of Midwestern University” as stated in Appendix 1 and of the University’s “Bylaws and Regulations of the Code of Responsibilities and Rights of the Students of Midwestern University” stated in Appendix 2 of this handbook. Students can be disciplined under the judicial proceedings stated in Appendix 2, Section 2 of the Student Judicial System. Students may be prosecuted under Illinois or Arizona criminal statutes.

## **E**

### **Eating and Drinking in Classrooms**

To ensure a safe, clean, and healthy environment for all students on campus, no eating, drinking, or smoking will be permitted in any classroom, laboratory, lecture hall or auditorium. Students or student groups can provide food in the classrooms or lecture halls only with prior approval from the Dean of Students, Assistant Dean or Assistant Director/Coordinator of Student Activities. Student violators will be referred to the Dean of Students for disciplinary action. Student groups who have prior approval to host events with food that take place in a classroom, atrium or lecture hall must designate a clean-up committee. Student groups and organizations will be subject to sanctions for not cleaning up following approved events.

## **E-Mail**

All students are required to check their University e-mail account on a daily basis. Official, "in writing" college and campus-wide communications are sent to students over e-mail. Students are responsible for information that is transmitted through this electronic medium (see Computer Code of Conduct). The student University email account is the only electronic mailing address recognized by the University. The University and its employees are not responsible for forwarding email to students at personal email accounts that are not held by the University. Information included in student emails should follow the guidelines of appropriate professional conduct. (See Computer Code of Conduct and Appendix 2, Section 2, Subsections a and b under 'Grounds for Action: Academic and Professional Misconduct').

Students are not to send campus-wide e-mails without the prior approval of a student's respective dean or the Dean of Students. Excessive e-mails substantially slow the system's network capabilities. Attempts at minimizing the load to the network should be practiced by all MWU students, faculty, and staff.

### **Please Note:**

Although students are required to check their University e-mail accounts daily, and are able to use their accounts as alumni, it should be noted that a student's university e-mail account is the property of MWU and is to be solely administered by University Information Technology Services. A student is prohibited from contracting with third party software companies that require any type of intervention on the part of other students, staff, faculty or administration when attempting to freely e-mail that student's university e-mail account. University Information Technology Services, through the discretion of the Deans, has the sole authority when limiting or preventing access to a particular student's email account.

**Failure to abide by this policy and any other computer code of conduct violation may result in disciplinary action in accordance to Appendix 2, Section 2 of this handbook.**

## **Emergency Campus Phone Numbers**

In the event of an emergency, use any campus telephone and call the following numbers to contact the proper authorities. Please be prepared to give appropriate information, such as type of emergency, location, phone number, and other information requested by Security. If the emergency is of an extreme nature, call 911 immediately, and then call Campus Security so they can direct the emergency vehicle to the correct location.

### ***Downers Grove Campus***

Security	7111 (Call from off campus: 630/515-7111)
Police	911
Fire	911
Student Services	630/515-6470
Resident Advisor On-Duty	630/515-7111 (Reached through Security)

### ***Glendale Campus***

Security	623/572-3201
Police	911
Fire	911
Student Services	623/572-3210
Resident Advisor On-Duty	623/209-1854

## **Personal Emergency Message Procedure**

A procedure has been designed to relay messages to students regarding personal emergencies. Students are asked to inform family members/friends that only emergency messages will be relayed to students. The caller must clearly state that an emergency situation exists. The caller will be asked for his/her name, his/her telephone number, relationship to the student, and the nature of the emergency. On the Downers Grove Campus, the student emergency message telephone number is 630/ 515-6470. On the Glendale Campus, the student emergency message telephone number is (623) 572-3210. These numbers are only available for use Monday-Friday, from 8 am to 4:30 pm. At all other times, please contact Security (630/515-7111 in Downers Grove, 623/572-3201 in Glendale).

Emergency calls for students on rotations at outside facilities must be directed to those facilities. Students are urged to obtain and familiarize themselves with the necessary information available at these facilities to ensure the expeditious handling of emergency calls. All affiliate institutions will make every attempt to locate a student and deliver an emergency message; however, there is no guarantee that a student can be located. Therefore, it is advisable for students to develop alternative ways of receiving emergency calls and messages.

## **Extracurricular Academic Activities**

Students or student organizations wishing to host events involving extracurricular academic activities (i.e., speakers, mini-courses, drug fairs, or noncredit courses) to which members of the non-MWU community will be invited must have the approval of the Dean of Students or his/her designee. A representative of the Office of Student Services will submit the request to the Administration for approval through the Special Event Request form.

## **F**

### **Facilities**

The regular business hours for the facilities of Midwestern University are 8:00 am to 4:30 pm on the Downers Grove and Glendale Campuses. The following academic and recreational facilities have extended hours:

#### ***Downers Grove Campus***

Wellness/Recreation Center	5:30 am to 12:00 midnight, Monday–Sunday
Haspel/Hambrick Administration Building:	6:00 am to 6:00 pm.,, Monday–Friday
Science Hall	6:00 am to 6:00 pm, Monday–Friday
Centennial Hall	6:00 am to 6:00 pm, Monday–Friday
The Commons Student Center	24-hours, Monday–Sunday
Redwood Hall	6:00 am to 6:00 pm, Monday–Friday
Littlejohn Hall: Library Hours	10:00 am to 12 midnight, Sunday 7:30 am to 12 midnight, Monday-Thursday 7:30 am to 10 pm, Friday 9:00 am to 12 midnight, Saturday 24-hour Study Room
Alumni Hall	6:00 am to 6:00 pm, Monday-Friday
Cardinal Hall	6:00 am to 6:00 pm, Monday-Friday

#### ***Glendale Campus***

Wellness/Recreation Center	5:30am to 12:00 midnight, Monday -Sunday
*Sahuaro Hall	6:00 am – 12:00 midnight, Monday -Friday 7:00 am – 6:00 pm, Saturday 10:00 am – 12:00 midnight, Sunday
*Library Hours	7:00 am – 12:00 midnight, Monday - Thursday 7:00 am – 10:00 pm, Friday 9:00 am – midnight, Saturday
Cholla Hall-Walgreens Lounge	24-hours/day, Monday-Friday

*Library hours during finals week are extended by one hour at the END of each day.*

*Cholla Hall	6:00 am – 12:00 midnight, Monday -Friday 7:00 am – 6:00 pm, Saturday 7:00 am – 12:00 midnight, Sunday
Ocotillo Hall	6:00 am – 12:00 midnight, Monday -Friday 7:00 am – 6:00 pm, Saturday

Barrel Student Center  
Barrel Student Center Study Room

7:00 am – 12:00 midnight, Sunday  
24-hours/day, Monday – Sunday  
24-hours/day, Monday-Friday

*Please refer to posted hours in each building for additional information.*

## **Fire Alarms**

Students must evacuate any campus facility upon the sounding of a fire alarm. Please go to the nearest exit. Do not use the elevators, but move to the nearest stairway to evacuate a building. Stay off of the fire lanes and move to a safe location that is at least 100 yards from the building until it has been determined by the Fire Department or the Office of Safety and Security that it is safe to re-enter the building. Failure to evacuate during a fire alarm may result in disciplinary action.

## **Firearms/Weapons**

No firearms, ammunition, explosive devices, or other weapons may be carried, concealed or otherwise, by any student on institutional property. Violators of this policy are considered to be a threat to the academic environment of the institution and are subject to immediate suspension or dismissal from the University.

## **Fire Safety**

Midwestern University rules and Downers Grove/Glendale ordinances prohibit smoking in designated areas, including classrooms, residence hall rooms, and common areas. In addition, state and city ordinances provide penalties for any purposeful damage of or destruction to property by fire.

### **On-Campus Residents**

- Cooking in the residence hall rooms on the Downers Grove Campus is **strictly prohibited**. Microwaves, popcorn poppers, hot plates, and other types of cooking devices are not allowed in any residence hall room. Microwaves are located in the kitchens on the lower level of Redwood and in the kitchenettes, located on each floor, in Redwood. The University and the Downers Grove Fire Department reserve the right to make regular inspections of student residence hall rooms to minimize the incidence of fires. Students who are found to be in violation of this policy will face severe disciplinary action and may be subject to fines, termination of their housing contracts, suspension, and/or expulsion from the University.
- Cooking is permitted in any apartment that has kitchen facilities.
- Outdoor barbecuing is prohibited on apartment balconies/entryways. Designated areas are made available for outdoor barbecuing.

The issue of fire safety in University housing facilities is a constant concern. On-campus residents can help keep their homes and their neighbors safe from fire by following all housing regulations concerning fireworks, explosives, and the use of electrical equipment and by

following general common sense safety standards. Refer to the MWU Residence Hall Handbook for detailed rules and regulations regarding on-campus residents.

## **Food Service**

On the Downers Grove Campus, food service is available year-round to all resident and nonresident students. The cafeteria service is a la carte, and the University uses a system based on MWU Munch Money. MWU Munch Money is used as a declining balance option on the student ID card. MWU Munch Money can be purchased in \$200 increments up to \$1000 through a quarterly meal plan contract. A \$100/quarter meal plan is also available. Students who enroll in the MWU Munch Money Meal Plan will receive an extra 10% in MWU Munch Money added to their student ID. MWU Munch Money expires at the end of each quarter with no refunds, and does not roll over into the next quarter. MWU Munch Money can only be used at Chartwells food locations: the Commons Cafe or Common Grounds. MWU Munch Money meal plan contracts are available at <http://online.midwestern.edu>. Students not on a meal plan may purchase any meal on a cash basis, or use declining balance monies previously placed on their ID card. In order to ensure satisfaction, students are strongly encouraged to provide regular feedback about the food and service to the Manager of Residence Life and the Director of Food Service. For more information regarding meal plans, please see the Manager of Residence Life.

On the Glendale Campus, food service is available to students in the cafeteria housed in the Wells Fargo Dining Hall, Cactus Student Center from 7:00 am to 2:30 pm, Monday through Friday and from 2:30 pm to 10pm most Sundays through Thursdays, except for vacations and the first week of each quarter.

## **Fund Raising for Student Organizations**

Only formally recognized Midwestern University student organizations and groups, including class officers and student government members are permitted to do fund raising. All fundraisers must be approved through the Office of Student Activities prior to the date of the event. Groups and organizations are encouraged to have at least one fund raiser to raise funds for their organization before soliciting funds from the appropriate student government body or from Student Services (see Solicitation for additional information).

### **Downers Grove Campus Only:**

Organizations are limited to two (2) fundraisers per quarter, each lasting no more than two (2) weeks in duration, and held during quarters when the members of the organization are enrolled in classes. The funds raised through these sales must be used to fulfill the mission of the organization or benefit a 501(c)3 charity. Organizations must register their fundraisers with the Student Activities Office; Registration will open in July for each academic year.

Mock practical and review session fundraisers are popular. To avoid conflicts and to provide equal opportunities for all organizations, practicals/reviews will be assigned to organizations. Organization presidents will be notified when sign-up is open. Mock practicals/Review Sessions will be limited to one per organization per year, and assigned on a first-come/first-serve basis with organizations being given priority for practicals/reviews within their own college. Organizations cannot charge more than \$5/person. Once all interested organizations have been



assigned a mock practical during the academic year, organizations will be allowed to sign up for a second practical.

## **G**

### **Gambling**

Arizona and Illinois law prohibits gambling in any form, the sponsoring of lotteries, and the sale of lottery tickets, with the exception of lotteries and raffles conducted in accordance with state and local law and approved through the Office of Student Activities. (see Raffles for additional information)

## **H**

### **Harassment/Unlawful Discrimination**

Midwestern University believes in the dignity and worth of its students, faculty, staff (including interns, and residents) and therefore maintains a policy of nondiscrimination for all students, faculty and staff regardless of race, color, gender, gender identity, sex, sexual orientation, religion, national origin, ethnicity, disability, status as a veteran, marital status, pregnancy status, or age. Any form of unlawful discrimination or harassment that has the effect of substantially interfering with the individual's performance or creates an intimidating, hostile, or offensive learning/working environment is not tolerated by the University. This policy/procedure establishes a protocol whereby those who believe they have been discriminated against or harassed may obtain redress promptly and equitably through formal and informal procedures of the University.

This policy applies to all members of the University community, each of whom is expected to report promptly complaints about violations. Students found to be in violation of this policy shall be subject to disciplinary action, which may include, but is not limited to, disciplinary warning, disciplinary probation, suspension, or dismissal.

No action shall be taken against anyone who submits a complaint that he or she believes to be valid - regardless of the outcome of the investigation; however, any person found to be intentionally dishonest in making the allegations or to have made them maliciously is subject to University discipline.

### **Definitions**

**Unlawful Discrimination:** Unlawful discrimination refers to unfair or unequal treatment of an individual or group based on protected status, such as race, color, gender, gender identity, sex, sexual orientation, sexual orientation, religion, national origin, ethnicity, disability, status as a veteran, marital status, pregnancy status, age or other protected group status as defined by law.

**Harassment:** Harassment includes all unwelcome conduct (whether verbal, physical, visual or written) based on an individual's protected status, such as race, color, gender, gender identity, sex, sexual orientation, sexual orientation, religion, national origin, ethnicity, disability, status as a veteran, marital status, pregnancy status, age or other protected group status as defined by law. Among the types of conduct prohibited by this policy are teasing, jokes, slurs, epithets, and negative stereotyping based on another person's protected status. Even where the conduct is not sufficiently severe or pervasive to rise to the level of a legal violation, MWU discourages any such conduct in the workplace and/or any of our related educational settings and reserves the right to take remedial action for all conduct it deems inappropriate.

## **Complaint Process:**

### ***1. Informal Complaint Resolution***

Any member of the MWU community may seek advice, or information, on matters related to harassment without having to lodge a formal complaint. Students who feel they are being harassed, or are uncertain as to whether what they are experiencing is harassment, are encouraged to talk to the Dean of Students.

The complaining party (the "complainant"), will be informed as to the options available under this policy, including upgrading the informal complaint to a formal written complaint (see below #2). At the complainant's request, steps will be taken to resolve the complaint informally. The aim of the informal resolution process is to ensure that the alleged offending behavior ceases and that the matter is resolved promptly.

The name of the complainant will be held in confidence during the informal resolution process, unless and until the complainant agrees that additional people must be informed in order to facilitate a solution. The Dean of Students will have the discretion to determine when the situation warrants notification of an alleged offender. If deemed advisable, constructive, confidential informal discussion to increase awareness will be undertaken with the person alleged to have violated this harassment policy.

An informal complaint may also be elevated to a formal complaint by the Dean of Students because of the severity of the factual allegations made by the complainant or because of the frequency of allegations against the alleged offender (see section below).

### ***2. Formal Complaint Resolution***

Prior to any formal action, a formal complaint must be reduced to writing, identifying both the complainant and the alleged offender.

1. After a complaint has been reduced to writing, an investigation of the alleged harassment will be initiated by the Dean of Students, if possible, within 3 working days. For complaints against faculty, staff, administrators and preceptors, the Dean of Students and the Director of Human Resources will initiate a joint, formal investigation of the allegations, with the right to interview other parties in relation to the complaint in order to conduct a fair and thorough investigation.

2. The investigation will include, at a minimum, an interview with the complainant. The alleged offender will be interviewed if it is determined that the allegations, if true, would constitute a violation of this policy. The alleged offender will then be informed of the nature of the allegations, the identity of the complainant, the facts surrounding the allegations, and will be afforded a full opportunity to respond to the allegations. Any other person who may have information regarding the alleged harassment may also be interviewed.
3. Notes and documentation of all interviews relating to the investigation will be maintained. All matters related to the investigation shall remain confidential to the extent permitted by law, provided it does not interfere with MWU's ability to investigate or take corrective action.
4. The Dean of Students will report his or her findings to the college dean/department or division head/program director of the alleged offender for disposition typically within 10 working days of the receipt of the written complaint. For incidents involving faculty, staff, administrators and preceptors, the findings will be reported to the Vice-president of Human Resources, as well as the college dean/department or division head/program director when applicable.
5. The report shall include the allegation, the investigative process, the persuasiveness of the evidence, and the credibility of the witnesses. The report shall arrive at one of the following 3 findings based upon the preponderance-of-the-evidence standard (i.e., that is more likely than not that harassment/unlawful discrimination occurred):
  - a. Harassment/unlawful discrimination has occurred;
  - b. Harassment/unlawful discrimination did not occur; or
  - c. There is inconclusive evidence as to whether harassment/unlawful discrimination occurred.
6. Upon review, the college dean/department or division head/program director or Vice-president of Human Resources responsible for receiving the report will recommend or take appropriate disciplinary action, if applicable.
7. Notification of the findings and disposition as recommended by the college dean/department or division head/program director or Vice-president of Human Resources shall be provided, confidentially, in writing, to both the complainant and the alleged offender.
8. The complainant or the alleged offender may appeal the decision of the college dean/department or division head/program director or Vice-president of Human Resources or Dean of Students.
9. All complaints and associated resolutions will be kept on file in the Office of the President in accordance to HLC/NCA accreditation requirements and in the Office of the Dean of Students when complaints/resolutions involve students.

### ***Appeal by a Student***

1. A student's request for appeal must be submitted in writing to the President within 14 calendar days of the date of notification of findings. The President can designate the appropriate Vice President, Chief Academic Officer to review the case.
2. The appeal shall proceed according to the procedures stated in Appendix 2, Section 4 of this handbook.

### ***Protection Against Retaliation***

MWU shall not in any way retaliate against any individual who informally or formally complains of harassment. Retaliation is a serious violation of this harassment policy. Any person found to have retaliated against another individual for reporting harassment will be subject to disciplinary action up to and including dismissal.

## **Hate Crime**

Arizona and Illinois law provides for criminal and civil penalties against an individual or individuals who assault, trespass upon, or cause damage to the property of, or injure physically or emotionally another person or persons because of such persons of race, color, gender, gender identity, sex, sexual orientation, religion, national origin, ethnicity, disability, status as a veteran, marital status, pregnancy status, or age.

## **Hazing**

Illinois law prohibits hazing. Although Arizona does not have a specific law pertaining to hazing, Midwestern University will not condone any form of hazing. No organization or individual(s) may engage in any form of hazing of any student enrolled in Midwestern University. Students engaged in such activities are subject to suspension or expulsion from the University. Hazing is defined as any action taken against another individual, whether on- or off-campus, for the purpose of inflicting pain, humiliation, embarrassment, or any form of discomfort on another individual by means of horseplay, practical jokes, or trickery. Included in this are any action or actions that force students to participate in activities that are not consistent with the University's mission, rules, regulations, policies, or federal, state, and local laws.

## **I**

### **Identification Badges**

The Office of Media Resources arranges for the issuance of photo identification badges to new students during orientation or the first week of class. ID badges are necessary to gain access onto campus and into all campus buildings, for use in the library, and for identification purposes. This badge must be worn and visible while the student is in any on- campus institutional facility or is participating in a clinical rotation at another facility. Failure to provide proper student identification may result in a member of the security staff requesting the student to leave a University facility, denying the student admission to the University, or referring the student to the Dean of Students. If a student identification badge is damaged, lost, or stolen, the student is required to inform the Office of Safety and Security and arrange for a replacement badge. A fee of \$25.00 is required to replace a lost or damaged ID badge. The replacement fee is waived if the ID badge is stolen and the student can provide a copy of the police report. Once a student has requested a replacement ID badge, the previous ID badge is permanently deactivated. For this reason, it is not possible to issue a refund once the replacement process is initiated, even if the student finds their previous ID badge before receiving a new one. Students should not:

- leave IDs on car dashboards
- punch a hole in the card

- lend cards to anyone

Students may put money in a declining balance account that is accessed through their ID card. Monies in the account may be used in the bookstore, cafeteria and at copy/print machines in the library and computer labs. Money may be placed on the card on-line at <http://online.midwestern.edu> by using a credit or debit card. Students can receive a refund of the balance of the monies remaining on their ID card upon graduation through the Business Office.

## **Immunizations, Titters, Tuberculosis and Other Related Requirements**

To complete the matriculation process, all students must submit completed medical files documenting completion of a physical exam, immunizations, tuberculosis and titer blood testing. Specifically, all students must submit documented laboratory proof of the absence of tuberculosis and proof of immunizations against measles, mumps, rubella, varicella (chicken pox), diphtheria/tetanus/pertussis and hepatitis B. There may be some additional requirements depending on the student's particular program, e.g., Veterinary Medicine students are also required to show documented laboratory proof of rabies vaccinations. In addition, all students in health professional degree programs are required to prove the efficacy of their immunizations through blood titers, to measure the level of circulating antibodies associated with these various diseases. Depending on the program, students may also be required to submit to a drug screen. All students must inform their program if they have a communicative disease as it may directly impact patient contact and classroom/laboratory attendance.

While enrolled, all students in health professional degree programs must submit annually documented laboratory proof of the absence of tuberculosis, must update diphtheria/tetanus/pertussis vaccination if necessary, and must receive an annual seasonal influenza vaccination.

Cost for these requirements must be paid by the student, but may be built into the student's financial aid budget. Any reimbursement from an insurance plan is a matter between the student and his/her insurance carrier. Immunization clinics for some vaccination/inoculations are provided on both campuses to assist students with their compliance requirements. Information on immunizations, titers, cost, and immunization clinics is provided through the Wellness Center (Downers Grove Campus) and the Office of Student Services (Glendale Campus).

### ***Waiver of a University Immunization Requirement***

A student can request a waiver for a University immunization requirement for documented medical or religious reasons from the Office of Student Services and their respective College Dean/Program Director, but the student must be aware that the requirements are established by affiliated rotation sites and Midwestern University. Failure to satisfy immunization requirements will compromise a student's ability to participate at certain clinical rotations sites that require those immunizations. Moreover, procurement of alternate clinical experiences and/or clinical rotation sites that do not require immunizations may not always be possible. As a result, a student's progression through their academic program is likely to be slowed as a result of leaves

of absence, a student's anticipated graduation date is likely to be delayed, or the student may be unable to complete their respective clinical program and not graduate.

If a student's clinical training is at a Midwestern University clinic, the student with an approved immunization waiver will be required to follow the patient contact restrictions stipulated by the University Office of Risk Management and the health professional degree program.

### ***Record Access***

Students are required to keep a copy of all health information turned into the University. A student who wishes to inspect his/her original health and/or immunization file can do so through their online Student Portal. To receive a copy of such record, the student is required to submit a written request to the Wellness Center on the Downers Grove Campus and the Dean of Students on the Glendale Campus. Requests for records will be honored no later than one week from the written request date. Inspection of a student's original health record is made in front of the responsible administrator or designee. Students are allowed copies of their medical records. Students requesting multiple copies of their health and/or immunization records may be charged a copying fee.

## **Impairment of Life Safety Devices/Systems**

A policy has been established to discourage the destruction or impairment of campus life safety systems or devices. The destruction or impairment of campus life safety systems or devices such as fire alarms, defibrillators or exit doors, is a malicious act and could be life threatening. Any student found responsible for such acts is subject to disciplinary action, fines, and/or costs to repair damaged systems or devices.

## **Information Technology Services**

### **Acceptable Use Policy**

The Information Technology Services department is responsible for all administrative and academic computer support at the University. MWU supports an environment of learning and sharing of information through the acquisition and maintenance of computers, computer systems, networks, and associated computing resources and infrastructure. University computing resources are intended to support the University's missions, administrative operations and activities, student and campus life activities, and the free exchange of ideas and information between the University and the greater community in which it operates locally, nationally, and internationally. Information Technology Services is responsible for:

1. Provide administrative microcomputer hardware and software support and consulting for faculty and staff.
2. Provide administrative support for the University's computer system known as CARS. This system provides the computer-based processing necessary for Admissions, Registration, Financial Aid, General Ledger, Business Office, and other major administrative processes at the University.
3. Provide technical hardware and software computer support for the University Library staff and patrons.

4. Design, implement, and provide technical support and administration for the University Computer Network on site and any affiliation attached to our network.
5. Assist faculty in the delivery of computer-based instruction in the classroom.
6. Provide training for faculty, staff, and students in the use of computer technology at the University.
7. Provide technical support for access and use of the Internet at the University.

Campus buildings have access to the University Network. Current network services include electronic mail, Internet access, shared disk space, shared printing, and access to the CARS administrative system.

Misuse of computer facilities, services, and equipment is a violation of Midwestern University rules and regulations, and students who are found to have misused the system will be subject to disciplinary action, including fines, suspension, probation, restitution of funds, and/or expulsion, and may be in violation of Illinois or Arizona laws. Examples of such misuse include but are not limited to: unauthorized use of facilities, services, equipment, account numbers, or files; damage to facilities and equipment; engaging in potential violations, misappropriations, or infringement of intellectual property rights, altering or destruction of programs, files, or accounts; and any other similar activities.

This policy defines the boundaries of acceptable use of MWU computing and communication resources, including computers, networks, electronic mail services, electronic information sources, voice mail, telephone services, and other communication resources. In addition, this policy reflects the goal of MWU to foster academic freedom while respecting the principles of freedom of speech and the privacy rights of MWU administration, students, faculty, staff, and guests.

MWU's computing and communication resources are the property of MWU. They are to be used for the advancement of MWU's educational, research, service, community outreach, administrative, and business purposes. Computing and communication resources are provided for the use of faculty, staff, currently admitted or enrolled students, and other properly authorized users. When a user's affiliation with MWU ends, MWU will terminate access to computing and communications resources and accounts. MWU may, at its discretion, permit the user to have the access to accounts and e-mail forwarded or redirected for a limited period of time.

Users of MWU's computing and communications resources are required to comply with this policy, other applicable MWU policies and state and federal laws. When necessary, enforcement will be consistent with other MWU policies and procedures.

### **Requirements and Prohibited Uses**

#### **Requirements for the Use of MWU Computing and Communications Resources**

1. Users must comply with all applicable local, state, and federal laws and regulations, and with MWU policies.
2. Users must respect academic freedom and free speech rights.
3. Users must be truthful and accurate in personal and computer identification.

4. Users must respect the rights and privacy of others, including intellectual property and personal property rights.
5. Users must not compromise the integrity of electronic networks, must avoid restricted areas, and must refrain from activities that may damage the network, or transmitted or stored data.
6. Users must maintain the security of accounts and are advised to protect and regularly change their account passwords. Individuals responsible for system administration are required to regularly change passwords to protect information and maintain security.

### **Prohibited Uses of MWU Computing and Communications Resources**

1. Unlawful communications, including threats of violence, obscenity, pornography, child pornography, and harassing communications, are prohibited. Any and all violations of this nature will result in disciplinary action, up to and including dismissal.
2. Use of MWU computer resources for private business or commercial activities, fund-raising or advertising on behalf of non-MWU organizations is prohibited.
3. The unauthorized reselling of MWU computer resources is prohibited.
4. Unauthorized use of university trademarks or logos and other protected trademarks and logos is prohibited.
5. Misrepresenting or forging the identity of the sender or the source of an electronic communication is prohibited.
6. Unauthorized attempts to acquire and use of passwords of others are prohibited.
7. Unauthorized use and attempts to use the computer accounts of others are prohibited.
8. Altering the content of a message originating from another person or computer with intent to deceive is prohibited.
9. Unauthorized modification of or deletion of another person's files, account, or news group postings is prohibited.
10. Use of MWU computer resources or electronic information without authorization or beyond one's level of authorization is prohibited.
11. Interception or attempted interception of communications by parties not authorized or intended to receive them is prohibited.
12. Intentionally or recklessly compromising the privacy or security of electronic information is prohibited.
13. Infringing upon the copyright, trademark, patent, or other intellectual property rights of others in computer programs or electronic information (including plagiarism and unauthorized use or reproduction) is prohibited. The unauthorized storing, sharing, copying or use of audio and music files, images, graphics, computer software, data sets, bibliographic records and other protected property is prohibited except as permitted by law. MWU may provide certain personally identifiable information about a network user to third parties in response to a lawfully issued subpoena or otherwise required by law.
14. Interference with or disruption of the computer or network accounts, services, or equipment of others is prohibited. The intentional propagation of computer "worms" and "viruses," the sending of electronic chain mail, and inappropriate "broadcasting" of messages to large numbers of individuals or hosts are prohibited.



15. Failure to comply with requests from appropriate MWU officials to discontinue activities that threaten the operation or integrity of computers, systems or networks, or otherwise violate this policy is prohibited.
16. Revealing passwords or otherwise permitting the use by others (by intent or negligence) of personal accounts for computer and network access without authorization is prohibited.
17. Altering or attempting to alter files or systems without authorization is prohibited.
18. Unauthorized scanning of networks for security vulnerabilities is prohibited.
19. Attempting to alter any MWU computing or networking components (including, but not limited to, bridges, routers, and hubs) without approval or beyond one's level of authorization is prohibited.
20. Wiring, including attempts to create network connections, or any extension or retransmission of any computer or network services unless approved by an authorized network administrator is prohibited.
21. Negligent or intentional conduct leading to disruption of electronic networks or information systems is prohibited.
22. Negligent or intentional conduct leading to the damage of MWU electronic information, computing/networking equipment, and resources is prohibited.
23. Making of a sub-network within the MWU network is prohibited whether it is a wired or wireless connection, without prior approval from the COO and Director of Computer Services.
24. All use of wireless access points and devices must comply with applicable laws, regulations, and University policies including FCC regulations and the university's policies.
25. Wireless network access deployment and operation should be consistent with the strategies, directions, and initiatives of the University Information Technology Services strategic plan.
26. Deployment and use of wireless network access points connected to University infrastructure services must be approved, registered, and configured by the department of Information Technology Services. Unauthorized connection via wired or wireless networking is prohibited.
27. All personal computers used by students in on campus housing or used in public access points provided in the computer labs, common areas or library must have current anti-virus software and have the computer registered with computer services. Anti-virus software must be maintained for the entire time the computer is used on campus. Information Technology Services will provide free of charge anti-virus software to any student requesting it. All on campus housing computers are required to use the anti-virus software provided by computer services.
28. If it is found that through negligence a virus is introduced to our network, your access will be terminated and a service fee of \$25.00 will be charged for reconnection.
29. If your connection is terminated for violating any of the above policies a \$25.00 service fee will be charged for reconnection. All infringements need to be corrected and verified by Information Technology Services before internet service is re-connected.
30. Repeated violations of policy can result in permanent disconnection from the Midwestern network.

---

**Electronic Mail and Electronic Communications**  
**Conditions for Restriction of Access to Electronic Mail**

Access to MWU e-mail is a privilege that may be wholly or partially restricted without prior notice and without consent of the user:

1. if required by applicable law or policy
2. if a reasonable suspicion exists that there has been or may be a violation of law, regulation, or policy

or

3. if required to protect the integrity or operation of the e-mail system or computing resources or when the resources are required for more critical tasks as determined by appropriate management authority

Access to the e-mail system may require approval of the appropriate MWU supervisory or management authority (e.g., department head, dean, etc.).

**Conditions for Permitting Inspection, Monitoring, or Disclosure**

MWU may permit the inspection, monitoring, or disclosure of e-mail, computer files, and network transmissions when:

1. required or permitted by law, including public records law, or by subpoena or court order
2. MWU or its designated agent reasonably believes that a violation of law or policy has occurred

or

3. necessary to monitor and preserve the functioning and integrity of the e-mail system or related computer systems or facilities.

All computer users agree to cooperate and comply with MWU requests for access to and copies of e-mail messages or data when access or disclosure is authorized by this policy or required or allowed by law or other applicable policies.

**MWU Responsibility to Inform of Unauthorized Access or Disclosure**

If MWU believes unauthorized access to or disclosure of information has occurred or will occur, MWU will make reasonable efforts to inform the affected computer account holder, except when notification is impractical or when notification would be detrimental to an investigation of a violation of law or policy.

**Prohibition against Activities Placing Strain on Facilities**

Activities that may strain the e-mail or network facilities more than can be reasonably expected are in violation of this policy. These activities include, but are not limited to: sending chain

letters; “spam,” or the widespread dissemination of unsolicited e-mail; and “letter bombs” to resend the same e-mail repeatedly to one or more recipients. This shall also include streaming audio/video, as well as file sharing between local or internet based computers.

### **Confidentiality**

Confidentiality of e-mail and other network transmissions cannot be assured. Therefore all users should exercise caution when sending personal, financial, confidential, or sensitive information by e-mail or over the network.

Additionally, MWU may disclose aggregate, non-personally identifiable information regarding MWU network users from time to time.

---

## **Privacy and Security**

### **Routine Logging and Monitoring**

Certain central service and network activities from workstations connected to the network are routinely logged and monitored. These activities include:

1. use of passwords and accounts accessed
2. time and duration of network activity
3. access to Web pages
4. access to network software
5. volume of data storage and transfers
6. server space used for e-mail.

### **Detailed Session Logging**

In cases of suspected violations of MWU policies, especially unauthorized access to computing systems, the system administrator, with permission of the Executive Vice President/Chief Operating Officer, may authorize detailed session logging. This may involve a complete keystroke log of an entire session. In addition, the system administrator of the facility concerned may authorize limited searching of user files to gather evidence on a suspected violation.

### **Right to Examine Computers and Equipment**

MWU-owned computers and equipment may be examined to detect illegal software and to evaluate the security of the network.

---

## **Violations and Enforcement**

### **Reporting Violations**

Any actual or suspected violation of the rules listed above should be brought to the Director of

Information Technology Services. In the case of a serious violation, a report may be made to the Executive Vice President/COO.

### **MWU Response to a Reported Violation**

Upon receiving notice of a violation, MWU may temporarily suspend a user's privileges or move or delete the allegedly offending material pending further proceedings.

A person accused of a violation will be notified of the charge and have an opportunity to respond before MWU imposes a permanent action. Appropriate disciplinary action, up to and including termination of employment or academic suspension or expulsion from MWU, will be taken when necessary. In cases where violations of state or federal law are suspected, a user may be referred to the appropriate law enforcement authorities.

In addition to sanctions available under applicable law and MWU policies, MWU may impose a temporary or permanent reduction or elimination of access privileges to computing and communication accounts, networks, MWU-administered computer rooms, and other services or facilities.

If MWU believes it necessary to preserve the integrity of facilities, user services, or data, it may temporarily suspend any account, whether or not the account user is suspected of any violation. MWU will provide appropriate notice to the account user. Servers and computers that threaten the security of University systems will be removed from the network and allowed to reconnect only with the approval of network administration.

---

## **Insurance**

### **Health Insurance**

The University requires that all full-time and part-time students enrolled in any University program be covered under a health insurance plan acceptable to the University. Midwestern University has made Student Medical Health Care Plans available to students. Students may choose health care insurance through Midwestern University or may choose their own plan. Evidence of acceptable non-University health insurance coverage must be provided prior to program matriculation and prior to registration for the fall quarter each succeeding year thereafter by completing an on-line waiver form that can be accessed through the online Midwestern web site (<http://online.midwestern.edu>). Students must also provide a letter from the insurance company verifying coverage or a dated computer screenshot from the insurance company website verifying coverage at the date of matriculation and/or specifying the duration of the coverage with a termination date. Medicaid and other state sponsored health plans provide only catastrophic coverage if the holder is residing outside of the state providing coverage. It is strongly recommended that Medicaid only be used on the Downers Grove campus if the student is a resident of the state of Illinois and will be undertaking his/her academic classes/clinical rotations in Illinois or on the Glendale campus if the student is a resident of the state of Arizona

and will be undertaking his/her academic classes/clinical rotations in Arizona. It is further recommended that students who are carrying Medicaid should acquire additional temporary health insurance coverage if they participate in clinical rotations in a state different than their documented state of residence (Illinois or Arizona) so the student is covered for more than emergency/catastrophic care. It is the student's responsibility to notify Student Services of any change in their insured status. A student's health insurance coverage may be randomly verified. Failure to maintain health insurance may result in immediate suspension or dismissal. The University Student Health Care Plans are underwritten through AETNA U.S. Health Care Insurance Agency and administered by AETNA Student Health. Details of benefit plan coverage and related premium costs are available by calling the AETNA Student Health at 800/927-0783, contacting the Office of Student Services or online at <http://www.aetnastudenthealth.com>.

### ***One-Month Mandatory Extension Period for Graduates - Downers Grove***

Although the University bills students for their AETNA health insurance coverage on a quarterly basis, the final quarter for a graduating medical student includes a mandatory additional month of coverage past the medical student's graduation date. The cost of this built-in one-month health insurance extension is included in the medical student's final quarter bill. The University does not provide additional options for extending a medical student's health insurance coverage past this one-month built-in extension period. Please see the Office of Student Services for further details concerning this mandatory one-month health insurance extension following graduation.

Students are eligible to remain on the AETNA insurance plan during a leave of absence. Students on a leave who wish to maintain coverage must inform the Office of Student Services and work out a payment plan with the Accounts Receivable Office.

### ***One-Month Mandatory Extension Period for All Graduates - Glendale***

Although the University bills students for their AETNA health insurance coverage on a quarterly basis, the final quarter for a graduating student includes a mandatory additional month of coverage past a student's particular graduation date. The cost of this built-in one-month health insurance extension is included in the student's final quarter bill. The University does not provide additional options for extending a student's health insurance coverage past this one-month built-in extension period. Please see the Office of Student Services for further details concerning this mandatory one-month health insurance extension following graduation.

Students are eligible to remain on the AETNA insurance plan during a leave of absence. Students on a leave who wish to maintain coverage, must prepay their premiums upfront for the entire period of the leave.

## **Dental Insurance**

### ***Downers Grove Campus***

Midwestern University has made optional student dental plans available to students through AETNA U.S. Health Care Insurance Agency. Coverage ends upon graduation. Students on a leave of absence have the option to retain dental coverage, but must inform the Office of Student Services and work out a payment plan with the Accounts Receivable Office. Details of the benefit plan coverage and related premium costs are available by calling AETNA's Dental

Department at 800/253-1090 or by contacting the Office of Student Services. The Midwestern University Dental Institute provides lower cost dental services to students as well.

### ***Glendale Campus***

Aetna Student Health in Arizona does not offer a dental insurance plan, but rather includes a dental membership plan that provides discounted rates depending on the dentist and the particular dental services. The Midwestern University Dental Institute provides lower cost dental services to students as well.

### **Disability Insurance**

Students are also automatically enrolled through the University for disability insurance. This charge will appear annually on a student's bill along with his or her tuition, fees, any applicable insurance charges, housing charges and meal plan payments. Coverage ends upon graduation, but can be extended by contacting the insurer directly. Students on a leave of absence must retain disability coverage for the remainder of the current academic year. For information, contact the Office of Student Services. Disability insurance is mandatory for all health professional students in full-time programs, except for post-graduate professionals enrolled in the Doctor of Health Sciences and Doctor of Nursing programs.

### **Liability Insurance**

Professional liability insurance during clinical education is provided by the University. The University does not, however, provide coverage for clinical rotations or other activities outside of the U.S. Rotations in hospitals and/or facilities under the jurisdiction of foreign governments will not be covered under the Midwestern University student malpractice and/or comprehensive general liability insurance. Students who are interested in a rotation site in a foreign country that requires malpractice insurance must pay for their own insurance coverage.

### **Worker's Compensation Insurance Coverage**

Worker's Compensation Insurance coverage is designed to cover employees only. Since students are not employees of either the University or the facility at which they are on rotation for educational purposes, this insurance coverage cannot apply to them, unless otherwise required by law. Expenses incurred due to a needle stick while on clinical rotation (see Needle stick Policy) are not covered through Worker's Compensation and need to be submitted through the student's health insurance provider. Expenses not covered through the student's health insurance provider should be submitted to the Office of Risk Management. Students participating in the Federal Work Study Program are also not covered by Worker's Compensation Insurance.

## **Intellectual Property Rights and File Sharing in Regard to Course Materials**

1. All course materials prepared by the faculty and staff of Midwestern University, including, but not limited to the organization of materials and information, lecture(s), laboratory and workshop notes, study guides, PowerPoint presentations, and audio/video tapes, are the intellectual property of the preparer and Midwestern University. Course materials are subject to copyright protection under applicable law. Individuals are

- prohibited from reproducing or sharing any course materials, either wholly or in part, without express written permission of the course director and the individual instructor.
2. Recording or transmitting of lectures, review sessions, workshops and laboratory sessions by any means, including but not limited to laptops, tablets, video recorders, audio recorders, digital recorders, phones, or other devices, is prohibited unless prior written permission has been obtained from the instructor. If permitted, the recordings are for sole use of the individual student who has permission. Sharing and/or distribution of the recordings is prohibited.
  3. Capture of images, including but not limited to images used in lecture, lab, workshop, review sessions, or Power Point presentations, by any means (including but not limited to video capture applications used to download content from MWU content servers, videotape, digital camera, phone camera, Skype, etc.) is strictly prohibited. Transmission, reproduction, transfer or possession of such images will result in disciplinary action.
  4. Students are responsible for reading and understanding any additional restrictions placed on the use of materials that are listed in course syllabi.

## L

### Library Services

Midwestern University has a system of two campus libraries consisting of the campus in Downers Grove, IL and the campus in Glendale, AZ. The library home page is accessible from the student portal home page (see Library Resources under Resources) or at: <http://library.midwestern.edu>

#### Hours of Operation

##### ***Downers Grove, IL 630-515-6200***

Monday through Thursday:	7:30 am to 12:00 midnight
Friday:	7:30 am to 10:00 pm
Saturday:	9:00 am to 12:00 midnight
Sunday:	10:00 am to 12:00 midnight

##### ***Glendale, AZ 623-572-3308***

Monday through Thursday:	7:00 am to 12:00 midnight
Friday:	7:00 am to 10:00 pm
Saturday:	9:00 am to 12:00 midnight
Sunday:	10:00 am to 12:00 midnight

The Library System is closed during official University holidays, which include Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the Friday after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve and New Year's Day.

The library may also be closed at other times during the year and may have special extended or limited hours during certain periods. For example, there are regularly some extended hours during finals. These special hours will be posted in the library. You may also call the library or check the library homepage to verify the hours of operation.

## Library Policies

Library space is a positive study environment where everyone is respectful of others.

- Drinks are allowed in covered containers
- Food – small snacks that do not make a mess and do not smell are allowed
- Sound (noise)
  - Put cell phone on silent/vibrate. Take phone conversations out of the library
  - Group study rooms are for quiet talking only (sound carries)
  - Quiet talking is allowed around the service desks and computers
  - Silence please in the general study areas
- Study space may not be saved with belongings for more than a short break
- Study room priority is given to groups over individuals
- Unaccompanied guests may use the library Monday – Friday from 9 am – 5 pm. Guests accompanied by a Midwestern student may use the library at any time. The student is expected to remain with the guest, at all times, on evenings and weekends.
- Printing, copying, and materials checkout and return should all be completed 10 minutes prior to closing
- Checkout period – varies by item type, books = 6 weeks
- Renewals – none
- Recall- items will not be recalled except under special circumstances
- Overdue policy
  - 7 days overdue
    - 1st overdue notice with warning of \$10 late fee
  - 14 days overdue
    - \$10 late fee posted to student online billing system (non-refundable)
    - 2nd overdue notice with warning of replacement fees
    - Checkout privileges suspended for non-reserve items
  - 28 days overdue
    - replacement cost plus \$15 processing fee posted to student online billing system (non-refundable, return of item not accepted as substitute for payment)
- Library staff and students together will help maintain a positive, respectful, and professional environment
- Library staff will remind students of policies and professionalism expectations at the time of infraction
- Failure to comply with library policies and staff warnings may result in further action, including escort out of the library
- Library staff will document repetitions and serious offences and report to supervisors and Deans as appropriate

## Library Charges

Replacement costs and non-refundable processing fees will be incurred for lost and significantly overdue materials.

- Library charges include but are not limited to
  - Late fee
    - \$10 incurred on the 14<sup>th</sup> day the item is overdue



- Non-refundable, non-negotiable
- Replacement costs for lost, damaged, overdue items
  - Actual retail cost of latest edition
  - posted to the online billing system as incurred
  - incurred on the 28<sup>th</sup> day the item is overdue
  - non-refundable, non-negotiable
  - return of the item after 28 days overdue is not accepted as substitute for payment
- Processing fee
  - \$15 per item
  - posted to the online billing system on the 28<sup>th</sup> day the item is overdue
  - non-refundable, non-negotiable
  - return of the item after 28 days overdue is not accepted as substitute for payment

### **The Collection**

Subjects include clinical and biomedical sciences in all Midwestern degree and program areas. Collection depth is at the instructional support level. Books, journals and audio-visual materials are listed in the catalog as well as our online Discovery service. Most e-resources are accessible from off campus by regular campus login and password.

- Books: primarily published in the most recent 15 years.
- Reserve textbooks: very limited number of copies of current required and recommended textbooks on Reserve for in-library use only
- Electronic full text books: (on and off-site access)
- Special collections: historic osteopathic and medical titles
- Journals: primarily electronic full text formats, some print available only on campus
- Audio-visual materials: anatomical models, bones, video and audio formats
- Online databases and bibliographic indexes: some full text links, some databases limited to on campus access only. See [library homepage](#) for listing.

### **Technology/Computers**

Desktop computers are available for individual drop-in use as well as scheduled classes. Microsoft Office production software is available as well as full Internet access. Wi-Fi and laptop printing are also available. Outlets are available in a variety of areas for charging. Printing is \$.07 per page using student ID cards. Check at each library for availability of specialized medical education software.

### **Photocopying and Scanning**

Photocopiers are available in various locations within each library. Photocopying is available for \$.07 per page using student ID cards or \$.10 per page using cash. Scanning to email is available free.

### **Services**

Reference Assistance: Expert assistance is available from reference librarians during business

hours and limited weekend hours. They can be contacted in person, by phone call to the main desk, chat, or by email at: [reference@midwestern.edu](mailto:reference@midwestern.edu)

*Educational Services:* Reference librarians at the Downers Grove and Glendale campuses are pleased to provide educational services to library users. Please contact them to arrange tours, research seminars, or other instruction for individuals, small, or large groups.

*Interlibrary Loan:* If a desired book, journal article, or multimedia item is not in the Midwestern collection, then it is usually possible to obtain it from another library by completing an [Interlibrary Loan/Photocopy Request Form](#). The MWU Libraries are linked electronically to thousands of medical and other libraries nationwide.

## Lockers

The Downers Grove Campus is currently developing a procedure for locker use in Science Hall. CCP students may request a locker in Alumni Hall at the time of orientation. CHS students may request a locker in Alumni Hall from their specific program. At the end of the academic year, locks will be forcibly removed, and the contents discarded.

Glendale Campus lockers are available in Sahuaro Hall, Cholla Hall, Agave Hall, Glendale Hall, Cactus Wren Hall and Ocotillo Hall. Locker selections are available online through your student portal. From the Student Services tab, click on Locker Selection under General Information. Please contact Student Services if you have any questions concerning lockers.

In Glendale, locks are recommended however, locks must be removed at the end of the locker assignment. If locks are not removed in a timely manner (within one week after the conclusion of the locker assignment period), the student(s) assigned to the locker(s) will receive a written notice with a compliance date from the Office of Student Services. Failure to remove the lock by the date indicated in the notice from the Dean of Students will necessitate the forcible removal of locks by Campus Security.

Midwestern University assumes neither liability nor responsibility for personal property lost or stolen from student lockers.

## Lockdown

By definition, a lockdown involves the confining of persons to a secure location following a public announcement, typically through the mass notification system, in response to a violent disturbance or threat of imminent danger. Please note: experts advise to *Run, Hide, and Fight if necessary*, given the circumstances. The following information pertains to a Lockdown scenario in which the option is to shelter in place should it be unwise to run or fight.

All faculty and staff are informed on how to identify the closest lockable internal room that has no windows. There may be circumstances where lecture halls or laboratories are the closest and most accessible lockable room.

Lockdown drills are necessary and must be followed as though an actual lockdown is occurring.

The University community will be notified of a lockdown situation via the emergency notification system. Immediate responses to a lockdown notification in which the option is to shelter in place are as follows:

1. Obey a faculty or staff member in terms of being directed to a lockable room or leaving the premises.
2. If you are in a classroom, quickly check the corridors for any recognizable person and direct them into the room with you.
3. Most classrooms, offices, and conference room doors will automatically lock during a lockdown. However, if you are in a classroom, office, or conference room that has a lockable door handle, press the thumbbolt lock into the locked position.
4. Turn off the lights.
5. Go to the furthest corner of the room away from the door (and windows if present) and remain silent.
6. Do not open the door for any reason until the local authorities grant an “all clear” or unlock the door with a key.
7. Do not leave the room if you hear a fire alarm. Wait for the alarm to be verified by the emergency notification system.
8. Remain in lockdown until local authorities grant an “all clear”

If you are unable to make it quickly enough to a lockable room, find cover as best as possible. Individuals should be aware of their surroundings and must use discretion in an emergency situation.

## **Lost and Found**

The Lost and Found on the Downers Grove Campus is located in the Office of Safety and Security (lower level of the Commons). Students and employees are encouraged to turn in items and articles found on campus to this office. The Office of Safety and Security is responsible for completing a “Found Item Receipt” form and maintaining a log (i.e., the date the item was received, a description identifying the article, and its disposition) of all items received and detail any attempt to contact the owner of the item, if known. If the item is of value (i.e., jewelry, cash, etc.) it is turned over to the Vice President of Business Services with a notation to this effect in the log. Items turned in to Lost and Found will be held for one year and then, if unclaimed, will be donated to a charitable organization.

The Lost and Found on the Glendale Campus is located at the lobby Security desk in Sahuaro Hall. Students and employees are encouraged to turn in items and articles found on campus to the Lost and Found. The Lost and Found items will be stored in the security office, and a log will be kept of the items. Items turned in to Lost and Found will be held for one year and then, if unclaimed, will be donated to a charitable organization. The Department of Student Services also serves as an area for lost and found items only on a temporary basis, and are shortly sent to the Sahuaro Hall Lost and Found.

# M

## **Mailboxes**

Mailboxes for students enrolled in classes on the Downers Grove Campus are located in The Commons and are assigned by the Supervisor of the Mailroom. Students enrolled on the Glendale Campus have mailboxes located in Barrel 3 and are assigned by the mailroom personnel. Students will be responsible for their mailbox key. The cost to replace a lost key is \$35.

When students become involved with clinical rotations, other professional training assignments, graduate, or leave the Downers Grove Campus for an extended period (eg, summer vacation), they are required to complete a forwarding address form and return it to the Mailroom Supervisor or the University will not be responsible for forwarding mail.

The MWU student mailboxes cannot be used for the purpose of solicitation by or for outside businesses, associations, or vendors. All students and student groups who wish to distribute information to the student population via the student mailboxes must have prior approval of the Office of Student Services.

Mailboxes are not provided for students on the Glendale Campus, other than through the U.S. Postal Service for those students living in On-Campus Student Housing.

## **Marijuana, Medical and Recreational Use**

Medical Marijuana is now permitted if prescribed by a physician in both the State of Arizona and State of Illinois. The state laws permit the use of medical marijuana by individuals possessing lawfully issued State medical marijuana cards. However, federal laws prohibit marijuana use, its possession, and/or its cultivation at educational institutions that receive federal funding. The use, possession, or cultivation of marijuana for medical purposes is therefore not allowed in or on the premises of any Midwestern University property, including student housing apartments; nor is it allowed at any University sponsored event or activity off campus.

All students sign a Drug-Free Workplace Certification Document prior to matriculation attesting their willingness to abide by the Midwestern University Drug-Free Workplace and Substance Abuse policy. Multiple states and one district currently allow recreational marijuana use. Although students may participate in clinical rotations in those states, regardless of state law, Midwestern University and its affiliated clinical rotation sites prohibit students from the use of drugs, including marijuana, which are illegal under the federal Controlled Substances Act (CSA) of 1970. Students testing positive for recreational marijuana use will be subject to University disciplinary procedures irrespective of the state in which the marijuana was used.

## **Missing Student Policy**

Midwestern University recognizes its responsibility to its students, particularly those students residing on campus, and, in compliance with the Missing Student Notification Policy and Procedures 20 USC 1092 C; (Section 488 of the Higher Education Opportunity Act of 2008) has formalized a Missing Student policy and procedure. It is required that all students complete the

'Emergency Notification' form that is accessible through the [online.midwestern.edu](http://online.midwestern.edu) website. The student must enter the name of a person or persons whom they would wish to have contacted if there is a concern that they are missing. The contact will be made no later than 24 hours after a student is determined to be missing. Emergency contact information is confidential, is password protected and is accessible only by qualified individuals. If the student is under the age of 18, and is not emancipated, a parent or custodial guardian will be notified that the student is missing, even if the student has not listed their parent/custodial guardian as their contact. Midwestern University will also notify the local police department and any other appropriate law enforcement agency no later than 24 hours after the student is determined to be missing.

**Process for campus-based students:**

Campus-based students are those students whose activities are primarily based on campus.

A missing student is any student who:

1. is reported to have an unexplained absence from a mandatory class activity or examination. Course directors are required to notify the Office of Student Services and the appropriate Academic Dean immediately if a student is absent from a mandatory activity and has not contacted the course director with a reason for the absence. Course directors must notify Student Services of any student absence, regardless of whether or not the student is living in student housing.
2. is reported to have a prolonged unexplained absence from campus, either from academic activities or from student housing. Resident advisors and fellow students should direct their concerns to the Manager of Campus Housing, who will contact the Office of Student Services.
3. has been reported to have been the victim of possible criminal activity.

**Procedure when a student is reported missing from campus, but not a victim of possible criminal activity:**

When the Office of Student Services receives a notice that a student is missing, the following procedure will be followed:

1. The student's registered telephone number will be obtained from the CARS system and the student will be called. The student will also be sent a text message and email via University student email. If there is no response, the Office of Student Services will proceed to Step 2. The Office of Student Services will continue to call, text and email the student while the procedures outlined below are conducted.
2. It will be determined if the student lives in campus housing. If the student lives in housing, the following process will be followed:
  - a. The Office of Safety and Security (Security) will be contacted.
  - b. The Manager of Campus Housing, Dean of Students or other representative of the Office of Student Services, in company with a member of the Office of Safety and Security, will proceed to the student's on-campus housing unit to determine if the student is present. If the student fails to respond after the University representatives have identified themselves and have knocked on the door three

times, the door will be opened with a master key to determine whether the student is present in the unit.

- c. The Office of Media Resources will make a copy of the ID photo of the student available to Security.
  - d. Security will search campus locations to find the student. These locations may include the library, classrooms, student center and gymnasium. Security will use student vehicular registration to determine whether the student's car is parked on campus.
  - e. Academic Departments will be contacted to determine if the student has been attending class. The Office of the Academic Dean of the college in which the student is enrolled will be notified that the student is missing.
  - f. Building access logs will be examined to determine when the student last used his/her ID card to access campus grounds and to enter campus buildings.
  - g. Information Technology Services may be asked to provide records documenting student use of the University network server and student email program.
  - h. In the event that the student is not found after implementing the procedures outlined above, the individual listed on the Emergency Contact form will be contacted. The President, Chief Operating Officer and Emergency Response Team will also be notified.
3. If the Student does not live on campus, the following procedure will be followed:
- a. The Office of Safety and Security will be contacted.
  - b. The Office of Media Resources will make a copy of the ID photo of the student available to Security.
  - c. Security will search campus locations to find the student. These locations may include the library, classrooms, student center and gymnasium. Security will use student vehicular registration to determine whether the student's car is parked on campus.
  - d. Academic Departments will be contacted to determine if the student has been attending class. The Office of the Academic Dean of the college in which the student is enrolled will be notified that the student is missing.
  - e. Building access logs will be examined to determine when the student last used his/her ID card to access campus grounds and to enter campus buildings.
  - f. Information Technology Services may be asked to provide records documenting student use of the University network server and student email program.
  - g. In the event that the student is not found after implementing the procedures outlined above, the individual listed on the Emergency Contact form will be contacted. The President, Chief Operating Officer and Emergency Response Team will also be notified.
4. If the location of the student has not been determined after a 24-hour period, the University will notify local police authorities. If extenuating circumstances come to light during the investigation that raise issues of concern, local authorities may be brought before 24-hours have elapsed.

**Procedure when a student is reported missing from campus, and may be the victim of possible criminal activity:**

1. The student's registered telephone number will be obtained from the CARS system and the student will be called. The student will also be sent a text message and email via University student email. If there is no response, the Office of Student Services will proceed to Step 2. The Office of Student Services will continue to call, text and email the student while the procedures outlined below are conducted.
2. The Office of Safety and Security will be notified.
3. The Office of Safety and Security will call the local police department to report a possible crime. The Office of Safety and Security will contact all witnesses and make them available for interview by the local authorities.
4. The Office of Student Services will notify the President of Northwestern University, Chief Operating Officer, Emergency Response Team and Academic Dean of the situation. The individual listed on the Emergency Contact form will be contacted.
5. The following procedures will be followed. Any information gathered will be transmitted to the local authorities to assist them in their investigation.
  - a. The Office of Media Resources will make an ID photo of the student available to local authorities and Security.
  - b. Security will search campus locations to find the student. These locations may include the library, classrooms, student center and gymnasium. Security will use student vehicular registration to determine whether the student's car is parked on campus.
  - c. Building access logs will be examined to determine when the student last used his/her ID card to access campus grounds and to enter campus buildings.
  - d. Information Technology Services may be asked to provide records documenting student use the University network server and student email program.

**Process for Students on rotations:**

A student on rotation is any student whose primary activities are conducted at an off-campus site.

**Definition:**

A missing student is any student who:

1. is reported to have an unexplained absence from a rotation or other clinically based activity. Preceptors are required to notify the appropriate clinical coordinator immediately if a student is absent and has not contacted the preceptor with a reason for the absence.

**Procedure:**

1. The clinical coordinator should contact the Office of Student Services.
2. When the Office of Student Services receives a notice that a student is missing, the following procedure will be followed:
  - a. The student's registered telephone number will be obtained from the CARS system and the student will be called. The student will also be sent a text message and email via University student email. If there is no response, the Office of Student Services will continue to call the student at regular intervals throughout the day.

- b. After 4 hours, the Office of Student Services will notify the President of Midwestern University, Chief Operating Officer, Emergency Response Team and Academic Dean of the situation.
- c. If the student has not returned the call within 24 hours, the individual listed on the Emergency Contact form will be contacted.

## N

### **Name Change**

The University adjusts its records appropriately if a student legally changes his/her name. A student who has a legal change of name must submit to the Registrar the legal documents (court order, marriage license, etc.) related to the change. All permanent records are changed to conform to the student's legal name. Name changes can be submitted at <http://online.midwestern.edu>.

### **Name Tags (See [Identification Badges](#))**

Students enrolled in programs at Midwestern University and involved in patient-related activities are required to wear a name tag (identification badge) that clearly shows their name and identifies the program and college in which they are enrolled.

## **Needle stick/Exposures or Injury on Clinical Rotation**

### **Procedure for Needlestick/Exposure Incident**

Students should always contact Risk Management at 623-572-3940 for exposures, needle sticks, or other types of injuries incurred while on clinical rotations.

Students exposed to a patient via blood or potentially infectious body fluid should:

1. Immediately cleanse the affected area in accordance with medical standards;
2. Once the patient is stable (if applicable), notify the preceptor or supervisor of the occurrence and immediately seek evaluation and treatment following established medical guidelines and the protocols of the medical facility;
3. If the facility does not provide guidelines for treatment, go promptly to an urgent care facility, medical provider's office or emergency room. Keep copies of all documentation;
4. Fill out injury and treatment forms following the protocol of the rotational facility or physician's office where they are assigned;
5. Students who incur expenses related to treatment of an accidental needle stick should seek reimbursement first through their health insurance company. Please note that expenses incurred due to a needle stick or injury while on clinical rotation are not covered through Worker's Compensation, unless otherwise provided by law. Any expenses that are not covered through a student's own health insurance company thereafter should be referred to the Director of Risk Management.

Students shall within 48 hours send a copy of the injury and treatment forms to their preceptor and clinical coordinator. When making out an injury report for an exposure incident, the student



and/or preceptor should give the name of the source individual and medical record number, if known or feasible. If an exposure occurs, the following information should be recorded in the student's confidential medical record:

1. Date and time of exposure;
2. Duty being performed by student;
3. Whether protective equipment (gowns, gloves, masks, protective eyewear) or engineering controls were used (i.e., recapping device or a needle disposal device or mechanical pipette);
4. Details of exposure, including amount and type of fluid or material, and severity (eg, depth of percutaneous exposure and whether fluid was injected; extent and duration of skin or mucous membrane contact);
5. Description of source material, including HIV, HBV, HCV status if known. In the event the source individual is a dialysis patient, a current HBsAg report should be used.

### **Student Consent**

The consent of the student must be given, according to the directives of the rotation hospital/clinic and/or physician's office, before collection of his/her blood and before serologic testing can be done.

### **Source Individual**

The source individual is defined as any individual whose blood or other potentially infectious materials may be a source of exposure to the health care worker. Illinois and Arizona state statutes generally provides that “when a health care provider or employee of a health care facility is involved in an accidental direct skin or mucous membrane contact with the blood or bodily fluids of an individual which is of a nature that may transmit HIV, written informed consent of the source individual (patient) to perform an HIV test is not required.” The source individual should be identified by the student. Situations when it is not feasible to identify the source individual include incidents of needlesticks or cuts from Sharps of unknown sources, e.g., unmarked needle or blood sample. The source individual should be tested for hepatitis B, hepatitis C, and HIV in accordance with the directives of the rotation hospital/clinic or physician's office where exposure occurred.

## **Nondiscrimination Policy**

Midwestern University maintains a policy of nondiscrimination for all students regardless of race, color, gender, gender identity, sex, sexual orientation, religion, national origin, ethnicity, disability, status as a veteran, marital status, pregnancy status, or age.

Any alleged violation of this policy or questions regarding this policy should be directed to the following:

Downers Grove Campus:

Dean of Students

The Commons

630/515-6470

Glendale Campus:  
Dean of Students  
Barrel Student Center  
623/572-3210

## **O**

### **Orientation**

New student orientation programs are planned each year by the Office of Student Services in conjunction with each college to welcome and facilitate the integration of new students into each of the colleges of the University. As part of the orientation program, students receive financial aid information, and learn about college services available on campus. Students are provided opportunities to interact socially with their peers, meet faculty, administration, and staff members, and develop a sense of belonging to the University and individual college communities.

## **P**

### **Parking**

All students enrolled at Northwestern University must register their car(s) with the Office of Safety and Security and obtain and display a parking permit sticker for each vehicle that will be driven on campus. The parking permit sticker must be placed on the inside of the windshield in the lower left-hand corner for automobiles. For motorcycles, please contact Security for the best location to place a parking sticker.

Whether students reside off-campus or on-campus determines where they park on campus. On the Downers Grove Campus, students who reside off-campus must park their vehicles on the upper floors of the parking structure, in the south parking lot, in the Wellness/Recreation parking lot or in designated parking areas along the roadways. Residence hall occupants must park in the lots directly adjacent to the halls. Parking spaces for apartment occupants are available in the parking lot directly adjacent to the units. Housing residents are not permitted to park in areas designated for commuter students.

On the Glendale Campus, students are required to park in the Cholla and Ocotillo parking lots, or floors 2-4 of the on-campus parking structure, except where indicated. Please note that the ramp up to the second level is still considered the first level. Housing residents are the only students who are allowed to park in the housing parking lots, and only those students who are registered for covered parking will be issued a numbered parking space in the covered parking area. All other vehicles inappropriately parked will be ticketed and/or towed at the owner's expense.

Illegally parked vehicles are subject to disciplinary actions ranging from warnings and monetary fines to citations issued by local police and fire departments. After receipt of a third parking ticket, driving privileges on campus may be revoked. Student parking ticket fees will be sent to Student Financial Services and added to the student's account. Outstanding parking ticket fees may negatively impact registration and/or graduation. Faculty and staff parking ticket fees are collected by the Office of Safety and Security. Parking ticket fees start at \$10.00.

Students, faculty and staff are required to observe all University motor vehicle operation and parking policies. These policies include registration of all vehicles, display of the parking permit sticker in the designated location, adherence to the posted 15 mph speed limits and observance of stop signs. Additional information about regulations can be found on the Safety and Security webpage ([https://www.midwestern.edu/ert\\_home.html](https://www.midwestern.edu/ert_home.html)). Vehicular registration and applications for a University parking permit can be obtained through the [online.midwestern.edu](http://online.midwestern.edu) website. Northwestern University is not responsible for damage to student, faculty or staff vehicles due to improper parking or poor driving by others on campus grounds.

Students attending educational requirements or rotations off-campus must contact the Security Office at each location for site-specific parking information and regulations. Northwestern University is not responsible for fines received as a result of vehicular moving or parking violations by the students of the University while on clinical assignments. All questions regarding tickets or any other issue related to this section must be addressed to the Office of Safety and Security.

### **Pet/Animal Policy (Downers Grove)**

Pets of any kind are not permitted on the campus proper or in any University facility including residence hall rooms and apartments. Students found to have a pet in their residence hall room or apartment will be subject to disciplinary proceedings, which may include, but are not limited to, verbal and/or written warning(s), removal of the pet from the unit, fines, restitution of funds in the case of damage or additional cleaning, and nullification of an on-campus housing contract.

Service animals are permitted on campus, but must be registered with the Office of Student Services under the Disability Policy.

### **Pet/Animal Policy (Glendale)**

MWU Student Housing does allow for animals within Units A-D, which are designated as animal friendly apartments. At no time will animals be allowed outside of Units A-D unattended, including balconies/patios, hallways, or any common areas since those areas are not secured to an individual student's apartment. Birds shall be maintained in appropriately constructed cages at all times. Animals going into and out of apartments must be on a leash and under the resident's control. Animals may not be taken off leash on any University grounds. Animals are not allowed in any University building other than the approved housing apartments (A-D) and are never allowed in classrooms unless the animal is designated as a Service Animal under the Americans with Disability Act and Arizona State Law and registered with the Office of Student Services. All animals must be cared for properly and residents must abide by the Pet/Animal Policy stated in the Residence Life Handbook. In accordance with the Residence Life Handbook, residents with animals are responsible for ensuring his/her animal(s) do not make loud noises, disturb, annoy, or cause any nuisance to neighbors, or other members of the campus or community. Visitors and guests are not allowed to bring any animals on or about the premises or grounds unless permission has been granted in writing in advance by the Residence Life Animal Committee or a designee. Overnight animal guests and animal-sitting is not allowed without prior approval from the Office of Residence Life. All animals must be maintained in accordance

with applicable Arizona State and Maricopa County laws. Arizona temperatures can be extremely hot and animals cannot be maintained in automobiles, campers, pickup trucks, etc., in order to house the animal for any length of time. Dogs and cats must wear current vaccination/identification/license tags at all times. The Housing resident is fully and solely responsible for disposal of animal waste, both inside and outside the apartment. It is the resident's responsibility to remove feces from University grounds, dispose of it in a plastic bag, and place that bag in the garbage dumpsters. Cat owners must place soiled cat litter in tied plastics bags and dispose of bags in garbage dumpsters. If the University, in its sole discretion, determines that the presence of an animal constitutes a risk in any way, including to any person or property, or if an animal attacks, bites, or behaves in an aggressive or threatening manner, the animal is subject to immediate removal from the MWU property and the resident will be in breach of the terms and conditions of this policy as well as the Housing Pet/Animal Policy and subject to disciplinary proceedings.

## **Phone Use in the Classroom** (see [Classroom/Exam Etiquette](#) in Catalog)

## **Pregnancy (as it relates to laboratory sessions and organic solvents)**

Midwestern University has developed a Pregnancy Policy that pertains to female students taking gross anatomy, neuroscience and other lab based courses in which there is preserved laboratory material, or to female students who will participate in biomedical research that involves the use of organic solvents. It is University policy that pregnant students must inform the Chair/Course Director of laboratory based courses using organic solvents, such as Anatomy/Neuroscience, of their pregnancy prior to the onset of the course. Pregnant students engaged in bench research must notify their faculty research advisor prior to their participation in any biomedical research project that involves the use of organic solvents. Students who suspect that they may be pregnant must inform the Chair/Course Director or faculty research advisor as soon as they suspect they may be pregnant. University policy states that all female students participating in courses/laboratory work that involves organic solvents are required to sign an Informed Statement on Organic Solvents. Pregnant or breast-feeding students have the option to participate in lab based coursework or research involving organic solvents as long as the student wears personal protective equipment (PPE) at all times while in the laboratory. Personal Protective Equipment (PPE) includes a respiratory mask with cartridges (specified for organic solvents and fit-tested), nitrile disposable gloves with forearm protectors, and any additional PPE as required by the course director or research lab director. It is also strongly advised that the student discuss the risks during pregnancy and breastfeeding with her physician. To aid in this discussion, the University will provide the student with the Material Safety Data Sheets for the organic solvents used in the laboratory setting. Pregnant or breast feeding students also have the option to postpone participating in the course or research project until after the delivery and/or cessation of breastfeeding. In the latter case, provisions may be made for a leave of absence or an extended course of study depending on the program and the student's preference.

## **R** **Raffles**

All raffles occurring in the Village of Downers Grove or the City of Glendale and conducted by University student organizations must have a Downers Grove or Glendale raffle license. The approval process and paperwork for such events must be initiated through the Office of Student Activities in Student Services. Applications for raffle licenses may be obtained through either the Village of Downers Grove or the City of Glendale.

## **Recreational Facilities ([see Wellness/Recreation Center](#))**

The beneficial relationship between physical fitness and intellectual development is well established. A variety of recreational activities, both unstructured and structured as well as team-oriented and individualistic, are available. Students are encouraged to participate in activities during leisure time that involve physical, mental, emotional, and social experiences that promote a healthy lifestyle. Only MWU students, faculty, and staff may participate in intramural sports in the Wellness/Recreation Centers. Guests are allowed as long as the guest is accompanied at all times by an MWU student, faculty, or staff member.

## **Recycling**

Midwestern University promotes an atmosphere where students, faculty, and staff are encouraged to recycle. Recycling receptacles are available in each University facility and outside the apartment complexes. Recycling bins for paper products and commingled items are available. Improper use of these receptacles results in contamination of these bins.

## **Research (Student)**

### **Intellectual Property Ownership**

This policy refers to all ideas, data, software (including source code), artworks, compositions, conceptions, and materials prepared by a student while participating in a project, for which the student is supervised by a Midwestern University faculty member(s). In this case, Midwestern University acquires complete, absolute, and world-wide ownership in all inventions made by the faculty member and student, whether patented or patentable or not, provided such invention was made:

- a. During a special research assignment given to a faculty member pursuant to a research contract of Midwestern University or otherwise; or
- b. In utilization of the facilities, equipment, funds, or other contributions of Midwestern University; and/or
- c. Provided that Midwestern University has not entered into a research grant contract with express provisions to the contrary.

In the circumstance where a student is responsible on his/her own initiative for making an invention, discovery, improvement, trade secret(s) or secret process(es) (collectively referred to as "invention,") and which was not developed but was intellectually conceived in the course of research supported by funds or utilizing facilities administered by Midwestern University, the ownership of such invention will be as described in the Midwestern University Faculty

Handbook. For a copy of the policy, please contact the Office of the appropriate Academic Dean or the Midwestern University Office of Research and Sponsored Programs.

### **Research Projects Conducted by Students**

A student may be conducting a research project as a required or elective component of his/her academic program. In this case, the student is supervised by a faculty member and the student is responsible for following all the relevant policies (including, but not limited to, those of the Institutional Review Board, Institutional Animal Care and Use Committee, Biosafety Committee, and Radiation Safety Committee) and all standard operating procedures that refer to the use of any chemicals, equipment, or procedures in the laboratory of each faculty or principal investigator.

## **Residence Life and Housing**

On-campus residence halls and apartments are available to students on the Downers Grove Campus. On-campus apartments are available to students on the Glendale Campus. These apartments are assigned to students only. Due to the limited number of apartments that are available, apartments cannot be reserved for out of town visitors. A limited number of residence halls and apartments are available per academic year. Housing is assigned on a first-come/first serve basis and is available to enrolled students only. Students on leave of absence longer than one month must forfeit their housing contract and move off-campus or petition the Dean of Students to maintain/extend their housing contract. Late fees or penalties for early forfeiture of contract will not be assessed for leaves of absence. Information regarding the availability of these facilities can be obtained from the Office of Residence Life. Information regarding specific on-campus housing policies can be obtained in the MWU on-campus Residence Life Handbook. Students who reside on campus, and their guests, are subject to all policies, procedures, rules, and regulations stated in this Student Handbook and the Residence Life Handbook. Questions concerning residence life and housing issues should be directed to the Office of Residence Life in Downers Grove at 630/971-6400 and in Glendale at 623/572-3848. All students must pay housing charges upfront at the beginning of the quarter. Students moving into housing during the middle of a term must pay a prorated housing charge prior to move in.

## **Rollerblading/Rollerskating/Bicycling**

Rollerblading, rollerskating and bicycling inside University facilities are prohibited and are restricted to campus sidewalks and driveways. Students should maintain a certain amount of common sense and consideration when pedestrians and cars are present.

## **S Security**

<b>City</b>	<b>Emergency Phone</b>	<b>Non-Emergency Phone</b>
Downers Grove	7111 (off-campus: 630/515-7111)	630/971-6081
Glendale	3201	623/572-3201

Campus Safety and Security, a division of Campus Administration, is available 24 hours a day, 7 days a week. Security guards are stationed at the Welcome Center Security Booth along the driveway entering either campus. Security personnel are also stationed in the lobby outside of each campus library. Campus Security is responsible for crime prevention, law enforcement, parking control, and emergency management. Questions regarding Campus Security may be answered through the following location and telephone numbers during regular business hours:

Downers Grove Campus: The Commons, lower level	630/515-7217
Glendale Campus: Welcome Center	623/572-3201

As a private institution, Midwestern University has created certain policies and procedures to ensure the rights and safety of its community. Policies, procedures, and regulations outlining, among other things, visitation and use of University property and facilities have been established. Campus visitors must check in with security personnel before visiting campus facilities.

### **Authority of Campus Security**

Campus security has the authority to:

- Investigate any alleged infraction of the law;
- Detain students attending classes on the Downers Grove Campus who have allegedly violated Illinois law or Downers Grove ordinances and students on the Glendale Campus who have allegedly violated Arizona law or Glendale ordinances, or University rules and/or regulations;
- Question the legitimacy of a person's presence or actions on campus;
- Request the identification of any and all persons on campus;
- Escort individuals from campus who have not shown a legitimate purpose for their visitation;
- Administer parking, stop sign violation and speeding tickets.

### **Procedures for Reporting an Emergency or Crime on Campus**

Any student who is involved in or witnesses an emergency situation or has been the victim of a threat or crime, including sexual assault or other potentially threatening situations, should contact Campus Security immediately (Downers Grove, dial 7111; Glendale, dial 3201). If Campus Security is contacted in an emergency, they will notify the police and the Dean of Students. The Manager of Residence Life will also be notified if emergencies occur in the evening and on weekends or occur within campus housing. All information is kept strictly confidential. The following is a list of emergency campus telephone numbers.

#### ***Downers Grove Campus***

Security	630/515-7111
Police	911
Resident Advisor on-Duty (Reached through Security)	630-515-7111
Dean of Students	630/515-6470

### ***Glendale Campus***

Security	623/572-3201
Police	911
Resident Advisor on Duty	480-258-3247
Dean of Students	623/572-3210

### **Counseling Services for Crime Victims or Witnesses**

The University has counseling services for students who are victims of any crime including harassment, assault, and sexual assault (including rape, attempted rape, date rape, and sexual abuse). In addition to seeking assistance from the Dean of Students, students may also seek assistance from the following University personnel or outside resources:

#### **In Illinois:**

##### ***University Personnel***

Dean of Students	630/515-6470
Manager of Residence Life	630/971-6400
Assistant Dean of Students	630/515-7142
Wellness Center Personnel	630/515-7676
Student Counselor	630/515-7142

##### ***Community Resources***

YWCA of DuPage	630/790-6600
Family Shelter Service	630/469-5650
Northwest Action Against Sexual Assault	847/806-6526
Mutual Ground	630/897-8383
Y.W.C.A.R.E.S. (South Suburban YWCA)	708/748-5672

#### **In Arizona:**

##### ***University Personnel***

Dean of Students	623/572-3329
Associate Dean of Students	623/572-3357
Assistant Dean of Students	623/572-3213
Manager of Residence Life	623/572-3848
Office of Student Services	623/572-3210
Student Counseling	623/572-3629

##### ***Community Resources***



Glendale Police Victim Assistance Hotline	623/930-3000
Domestic Violence Hotline	1-800-799-7233
Maricopa Crisis Line	1-800-631-1314

### **Liability**

The University is not responsible for loss, theft, or damage to students' personal property. Any occurrences of this nature should, however, be promptly reported to Campus Security.

### **Reporting of Crime Statistics**

Statistics concerning the occurrence on campus of criminal offenses reported to campus security, local police, or any official of the University who has significant responsibility for student and campus activities are located in Appendix 5 of this handbook.

## **Sexual Misconduct, including Title IX Violations**

The University is committed to ensuring the safety and security of all its members. Sexual misconduct is a serious violation of the standards set by the University community since it creates an atmosphere of distrust and inequality and will not be tolerated. Sexual misconduct includes sexual harassment, sexual abuse, sexual assault or rape, domestic violence, dating violence and stalking. This policy/procedure establishes a protocol whereby those who believe they have been subjected to sexual misconduct may obtain redress promptly and equitably through the policies and procedures of the University.

This policy applies to all members of the University community, regardless of position/status, gender, gender identity, sex, sexual orientation, marital status or pregnancy status. Each member of the University community is expected to report promptly complaints about violations. Any student found to be in violation of this policy shall be subject to disciplinary action, which may include, but is not limited to, disciplinary warning, disciplinary probation, suspension, or dismissal. Any action taken by the University is independent of actions taken by external law enforcement agencies.

No Retaliation Statement: No action shall be taken against anyone who submits a complaint that he or she believes to be valid - regardless of the outcome of the investigation; however, any person found to be intentionally dishonest in making the allegations or to have made them maliciously is subject to University discipline.

### **Title IX**

Title IX of the Educational Amendments of 1972 prohibits sexual discrimination. Sexual harassment and sexual violence are considered forms of sexual discrimination, and are therefore violations of Title IX. Violations of the University Sexual Misconduct Policy must be reported to Dr. Teresa Dombrowski, Dean of Students - Title IX Coordinator, Downers Grove campus or Dr. Ross Kosinski, Dean of Students- Title IX Coordinator, Glendale Campus.

### **Confidentiality**

Employees of the University, including Resident Advisors in Housing, are required to report incidents of sexual misconduct to the Title IX Coordinator regardless of whether the student

reporting the violation requests confidentiality. Campus counselors are not required 'to report, without the student's consent, incidents of sexual misconduct to the school in a way that identifies the student' (OCR) and therefore can be approached in confidence.

Nonetheless, Midwestern University will make every effort to maintain the confidentiality of the student reporting the violation. However, requests for complete confidentiality may hamper the ability of the University to fully respond to the incident and restrict the University's ability to pursue disciplinary action. Furthermore, the University may determine that its requirement to provide a safe, non-hostile and nondiscriminatory environment for all students supersedes the confidentially request of the student reporting the violation. Evaluations of requests for confidentiality will be made by the Title IX coordinator on each campus.

### **Midwestern University Definition of Consent**

Consent is a freely given agreement to the act of sexual penetration or sexual conduct in question that may be withdrawn at any time. Lack of verbal or physical resistance or submission by the victim resulting from the use of force or threat of force by the accused shall not constitute consent. Silence is not consent. The absence of refusal is not consent. The manner of dress of the victim at the time of the offense shall not constitute consent. A current dating relationship or past sexual relations does not imply consent. A person who initially consents to sexual penetration or sexual conduct is not deemed to have consented to any sexual penetration or sexual conduct that occurs after he or she withdraws consent during the course of that sexual penetration or sexual conduct. Consent to engage in sexual activity with one person does not extend to another person.

Consent can only be given by an individual that understands the nature of the activity. The following individuals cannot give consent:

An individual who is impaired due to alcohol or drug ingestion.

Sleeping or unconscious person.

An individual under the age of 17.

An individual who is incapacitated due to a mental disability.

### **Illinois - Sexual Misconduct Definitions**

#### *Dating Violence*

Dating violence means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.

#### *Domestic Violence*

Domestic violence includes asserted violent misdemeanor and felony offenses committed by the victims current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

#### *Force or threat of force*

Force or threat of force means the use of force or violence or the threat of force or violence,

including, but not limited to (1) when the accused threatens to use force or violence on the victim or on any other person, and the victim under the circumstances reasonably believes that the accused has the ability to execute that threat; or (2) when the accused overcomes the victim by use of superior strength or size, physical restraint, or physical confinement.

### *Sexual Abuse*

A person commits criminal sexual abuse if that person: (1) commits an act of sexual conduct by the use of force or threat of force; or (2) commits an act of sexual conduct and knows that the victim is unable to understand the nature of the act or is unable to give knowing consent:

### *Sexual Assault*

Sexual assault is:

An act of sexual penetration under the use or threat of force; or

An act of sexual penetration where the accused knows that the victim is unable to understand the nature of the act or is unable to give knowing consent; or

An act of sexual penetration in which the accused delivers (by injection, inhalation, ingestion, transfer of possession, or any other means) any controlled substance to the victim without the victim's consent or by threat or deception for other than medical purpose; or

An act of sexual penetration on a victim under the age of consent by Illinois definition.

### *Sexual Conduct*

Sexual conduct means any knowing touching or fondling by the victim or the accused, either directly or through clothing, of the sex organs, anus, or breast of the victim or the accused or any part of the body of a child under 13 years of age or any transfer or transmission of semen by the accused upon any part of the clothed or unclothed body of the victim, for the purpose of sexual gratification or arousal of the victim or the accused.

### *Sexual Harassment*

Sexual harassment is a form of harassment that may involve the behavior of a person of either sex against a person of the opposite or same sex, and occurs when such behavior constitutes unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome verbal or physical behavior of a sexual nature where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education or employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting the individual's welfare; or
3. Such conduct has the purpose or effect of substantially interfering with an individual's welfare, academic or work performance, or creates an intimidating, hostile, offensive, or demeaning education or work environment.

### *Sexual Penetration*

Sexual penetration means any contact, however slight, between the sex organ or anus of one person and an object or the sex organ, mouth, or anus of another person, or any intrusion, however slight, of any part of the body of one person or of any animal or object into the sex

organ or anus of another person, including, but not limited to, cunnilingus, fellatio, or anal penetration. Evidence of emission of semen is not required to prove sexual penetration.

### *Stalking*

A person commits stalking when he or she knowingly engages in a course of conduct directed at a specific person, and he or she knows or should know that this course of conduct would cause a reasonable person to: (1) fear for his or her safety or the safety of a third person; or (2) suffer other emotional distress.

## **Arizona - Sexual Misconduct Definitions**

### *Domestic Violence*

Domestic violence means any act which is a dangerous crime against children as defined in section 13-705 (dangerous crimes against children) or an offense defined in section 13-1201 through 13-1204 (endangerment, threatening or intimidating, assault, aggravated assault), 13-1302 through 13-1304 (custodial interference, unlawful imprisonment, kidnapping) 13-1502 through 13-1504 (criminal trespass in the third, second and first degree) or 13-1602, (criminal damage); section 13-2810 (interfering with judicial proceedings), section 13-2904, subsection A, paragraph 1, 2, 3 or 6 (disorderly conduct), section 13-2916 (use of telephone to terrify, intimidate, threaten, harass, annoy or offend) or section 13-2921 (harassment), 13-2921.01 (aggravated harassment), 13-2923 (stalking), 13-3019 (surreptitious photographing, videotaping, filming or digitally recording or viewing), 13-3601.02 (aggravated domestic violence ) or 13-3623 (child or vulnerable adult abuse), if any of the following applies:

1. The relationship between the victim and the defendant is one of marriage or former marriage or of persons residing or having resided in the same household.
2. The victim and the defendant have a child in common.
3. The victim or the defendant is pregnant by the other party.
4. The victim is related to the defendant or the defendant's spouse by blood or court order as a parent, grandparent, child, grandchild, brother or sister or by marriage as a parent-in-law, grandparent-in-law, stepparent, step-grandparent, stepchild, step-grandchild, brother-in-law or sister-in-law.
5. The victim is a child who resides or has resided in the same household as the defendant and is related by blood to a former spouse of the defendant or to a person who resides or who has resided in the same household as the defendant.

### *Oral Sexual Contact*

Oral sexual contact means oral contact with the penis, vulva or anus.

### *Sexual Abuse*

A person commits sexual abuse by intentionally or knowingly engaging in sexual contact with any person who is fifteen or more years of age without consent of that person or with any person who is under fifteen years of age if the sexual contact involves only the female breast.

### *Sexual Assault*

A person commits sexual assault by intentionally or knowingly engaging in sexual intercourse or oral sexual contact with any person without consent of such person.

### *Sexual Conduct*

Sexual contact means any direct or indirect touching, fondling or manipulating of any part of the genitals, anus or female breast by any part of the body or by any object or causing a person to engage in such contact.

### *Sexual Harassment*

Sexual harassment is a form of harassment that may involve the behavior of a person of either sex against a person of the opposite or same sex, and occurs when such behavior constitutes unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome verbal or physical behavior of a sexual nature where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education or employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting the individual's welfare; or
3. Such conduct has the purpose or effect of substantially interfering with an individual's welfare, academic or work performance, or creates an intimidating, hostile, offensive, or demeaning education or work environment.

### *Sexual Intercourse*

Sexual intercourse means penetration into the penis, vulva or anus by any part of the body or by any object or masturbatory contact with the penis or vulva.

### *Stalking*

A person commits stalking if the person intentionally or knowingly engages in a course of conduct that is directed toward another person and if that conduct either: 1) Would cause a reasonable person to fear for the persons safety or the safety of that persons immediate family member and that person in fact fears for the persons safety or the safety of that persons immediate family member 2) Would cause a reasonable person to fear death of that person or that persons immediate family member and that person in fact fears death of that person or that persons immediate family member.

### *Without Consent*

Without consent includes any of the following: 1) the victim is coerced by the immediate use or threatened use of force against a person or property. 2) The victim is incapable of consent by reason of mental disorder, mental defect, drugs, alcohol, sleep or any other similar impairment of cognition and such condition is known or should have reasonably been known to the defendant. For purposes of this subdivision, "mental defect" means the victim is unable to comprehend the distinctively sexual nature of the conduct or is incapable of understanding or exercising the right to refuse to engage in the conduct with another. 3) The victim is intentionally deceived as to the nature of the act. 4) The victim is intentionally deceived to erroneously believe that the person is the victim's spouse.

## **Reporting Sexual Misconduct:**

All complaints will result in a formal investigation with a subsequent resolution. Students reporting violations have the right to file complaints with external law enforcement agencies as well as the University. University and law enforcement investigations will usually be conducted independently and simultaneously. The University standard for determining the validity of a complaint is the ‘preponderance of evidence’ standard.

Investigations of student complaints that involve another student or students will be undertaken by the Dean of Students - Title IX coordinator; however, investigations involving student complaints against a MWU employee(s) or employee complaints against a student are undertaken jointly by the Dean of Students-Title IX coordinator and the Director of Human Resources. Student complaints concerning non-sexual harassment and unlawful discrimination are governed under the Student Handbook’s section on Harassment and Unlawful Discrimination, which can be found in the Policies Section of the Student Handbook.

Students who are charged with sexual misconduct are in violation of the University’s “Code of Responsibilities of the Students of Midwestern University” as stated in Appendix 1 and of the University’s “Bylaws and Regulations of the Code of Responsibilities and Rights of the Students of Midwestern University” stated in Appendix 2 of this handbook and can be disciplined under the judicial proceedings stated in Appendix 2, Section 4 of the Student Judicial System. Disciplinary sanctions imposed by the University on students may include, but are not limited to, disciplinary warning, disciplinary probation, suspension, or dismissal. Students charged with violations may also be prosecuted under Illinois or Arizona criminal statutes. Employees will be disciplined according to University Human Resources guidelines. Employees charged with violations may also be prosecuted under Illinois or Arizona criminal statutes.

## **Procedure:**

### **Initiating an investigation of sexual misconduct:**

To institute proceedings regarding allegations of sexual misconduct, the following procedures shall be followed:

1. Nature of the act and related circumstances are to be reported in written detail and submitted to:
  - a. The involved student(s) or employee(s),
  - b. The appropriate College Dean, and
  - c. The Dean of Students.
2. The written statement must include the name of the involved student or employee, the name and status of the reporting person, and the nature of the alleged act. The confidentiality of the student reporting the violation will be maintained if possible. The written statement may be sent to the involved student via the University email/mail system or delivered in person. Should a student so involved refuse or fail to accept delivery of the statement after a bona fide attempt is made to deliver, the requirement of notification will be considered to have been met. All correspondence related to the

proceedings is considered to be confidential material. Correspondence to employees will be handled via Human Resources.

3. Temporary suspension: Should a student action be of such a nature that it is felt that he/she must be relieved of his/her right to attend Midwestern University, the student may be temporarily suspended from the college on recommendation of the Dean of Students. Any temporary suspension may continue until such time as the issue in dispute is resolved under the process outlined below. Suspension of employees will be handled by Human Resources.
4. Academic Adjustment: Should a student action be of such a nature that it is felt that he/she must be removed/separated from the accuser, such action will be taken, including reassigning lab/group/rotation assignments and on-campus housing locations on the recommendation of the Dean of Students. Any temporary academic adjustment may continue until such time as the issue in dispute is resolved under the process outlined below.

#### *Resolution of conduct matter*

Any issue concerning student conduct will be resolved by utilizing the office of the Title IX Coordinator (Dean of Students). The Title IX Coordinator is authorized to receive complaints regarding sexual misconduct, conduct investigations and determine the validity of the charges. The Title IX Coordinator also makes recommendations regarding appropriate disciplinary action to the applicable Academic Dean. The Dean of Students has been assigned this role to ensure consistent and fair resolution of student conduct issues. In sexual misconduct cases involving a student(s) and an employee(s) of the University, the investigation will be jointly conducted by the Title IX Coordinator (Dean of Students) and the Director of Human Resources. Complaints against vendors will be conducted by the Title IX Coordinator in the same fashion as a student - student complaint.

#### *Method of resolution*

- a. Upon receipt of the written complaint lodged against the student, the Title IX Coordinator will set a time to meet with the student charged with the violation regarding the issue. The interview will preferably be conducted in person, although a phone interview is acceptable if the student is at a distant location. The Title IX Coordinator has the right to interview other parties in relation to the incident to determine the validity of the complaint. The student filing the complaint will also be interviewed. Both the student filing the complaint and the accused student have the right to have an advisor present during all meetings/interviews/proceedings.
- b. After interviewing the student accused of the violation, the student filing the complaint and other involved persons, the Title IX Coordinator will render a decision regarding the validity of the complaint. The validity will be based upon whether it was more likely than not that the incident occurred (preponderance of the evidence standard). If the complaint is deemed valid, the Title IX Coordinator will recommend disciplinary action for the accused student (s) to the appropriate Academic Dean. The Academic Dean will be notified of the recommendation

within 5 school days of the aforementioned interview unless prevented by extenuating circumstances. A copy of the Title IX Coordinator's investigation into the complaint, including all supporting evidence, will be submitted to the Office of the President in Glendale and the Office of Accreditation in Downers Grove.

- c. In a joint investigation with Human Resources, a copy of the investigation and all supporting evidence will be submitted to the Vice-President of Human Resources. If the complaint is determined to be valid and the perpetrator is an employee, the Human Resources Department will impose the appropriate sanction per HR policy. If the complaint is determined to be valid, and the perpetrator is a student, the process outlined above in subsection b in which the appropriate Academic Dean determines sanctions will be followed. A copy of the joint investigation into the complaint, including all supporting evidence, will also be submitted to the Office of the President in Glendale and the Office of Accreditation in Downers Grove.
- d. Typically within 5 school days after receiving the recommendation of the Title IX Coordinator, the Academic Dean will notify the accused student in(s) writing of his/her decision including, if applicable, any disciplinary action. Any disciplinary action must conform to Appendix 1, Section Five of the Code of Responsibilities and Rights of Students of Midwestern University. A copy of the Academic Dean's decision must be sent to the Title IX Coordinator and the Office of the President in Glendale and the Office of Accreditation in Downers Grove for inclusion in the student's disciplinary file. The student or employee reporting the violation will also be notified, in writing, of the outcome of the investigation. The total investigation should be completed within 60 days from its onset.
- e. In a joint investigation with Human Resources, the Vice-President of Human Resources will notify the accused employee in writing of disciplinary action. The student reporting the violation will also be notified, in writing, of the outcome of the investigation. The total investigation should be completed within 60 days from its onset.
- f. If the student/employee does not accept the Academic Dean/Vice-President of Human Resources' decision, the student/employee may appeal to the President within 5 school days of notification of college dean/Vice-President's decision, by submitting a written statement containing the basis and reasons for the appeal including all relevant facts. The President will request a copy of the Title IX Coordinator's findings and decision, as well as all relevant information from the investigation. Meetings with the President will be audio recorded with the permission of the student. The student may request a copy of the recording. The President will act upon the appeal by (a) confirming the original decision, (b) altering any penalties imposed, or (c) requesting the student/employee, the Coordinator, and/or the applicable college dean/Vice-President of Human Relations to submit additional information prior to rendering a decision. Both the student/employee reporting the incident and the accused student/employee have the right of appeal utilizing the guidelines listed above. Both the student/employee reporting the violation and the accused student/employee must be notified of the outcome of the appeal in writing.



- g. The final decision rests with the President. A copy of the President's decision must be sent to the Academic Dean, Coordinator and the Office of the President in Glendale and the Office of Accreditation in Downers Grove for inclusion in the student's disciplinary file.

*Record keeping in conduct matters*

Records of the above proceedings shall be kept in accordance with the following guidelines:

- h. All records related to disciplinary investigations/actions are secured in the Office of the Title IX Coordinator (Dean of Students).
- i. All records related to disciplinary appeals are secured in the office of the President.
- j. All records related to disciplinary investigations/actions/appeals are maintained in perpetuity
- k. A student may see any and all records related to his/her disciplinary investigation/action/appeal in accordance with the college regulations concerning inspection of records as spelled out in Guidelines for Access to and Disclosure of Educational Records Maintained by Midwestern University. The identity of the student reporting the violation will be redacted, if the reporting student's has requested confidentiality.
- l. All documentation related to disciplinary investigations/actions/appeals are kept on file in the Office of the President in Glendale and Office of Accreditation in Downers Grove in accordance with the Higher Learning Commission of the North Central Association of Colleges and Schools requirements.
- m. The University will disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the University against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, the University will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

**Procedures for Reporting a Sexual Assault on Campus**

Any student who is involved in or witnesses a sexual assault should contact Campus Security immediately (Downers Grove, dial 630/515-7111; Glendale dial 623/572-3201). Students have the option to notify law enforcement authorities, including local police, and the option to be assisted by campus authorities in notifying such authorities.

It is extremely important to preserve any evidence related to the crime as may be necessary to provide proof of the assault. The student should not bathe or shower, use the restroom, change clothes, comb his/her hair, clean up the crime scene or move or touch anything the offender may have touched. If Campus Security is contacted in an emergency, they will notify the police and the Title IX Coordinator. The Manager of Residence Life will also be notified if emergencies occur within campus housing. The following is a list of emergency campus telephone numbers.

*Downers Grove Campus*

Security	7111
Police	911
Resident Advisor on-Duty	630/515-7111
Dean of Students	630/515-6470

***Glendale Campus***

Security	
Police	911
Resident Advisor on duty	480-258-3247
Dean of Students	623/572-3210

**Counseling Services for Sexual Assault Victims and Witnesses**

The University has counseling services for students who are victims of or have witnessed an act of sexual misconduct (including sexual assault, attempted sexual assault, sexual abuse, dating violence, domestic violence or stalking). Student victims of an alleged act of sexual misconduct have options for requesting a change in academic situations and on-campus residence arrangements if such requests are reasonably available. In addition to seeking assistance from the Title IX Coordinator, students may also seek assistance from the following University personnel or outside resources:

**In Illinois:**

***University Personnel***

Title IX Coordinator	630/515-6470
Manager of Residence Life	630/971-6400
Assistant Title IX Coordinator	630/515-7142
Assistant Title IX Coordinator	630/515/6474
Wellness Center Personnel	630/515-7676
Student Counselor	630/515-7142

***Community Resources***

YWCA of DuPage - 24 hour Crisis Hotline	630/971-3927
Family Shelter Service Hot line	630/469-5650
Northwest Action Against Sexual Assault 24 Hour Hotline	847/228-0990
Mutual Ground	
24-hour Sexual Assault Hotline	630/897-8383
24-hour Domestic Violence Hotline	630/897-0080
Y.W.C.A.R.E.S. (South Suburban YWCA)	708/748-5672

**In Arizona:**  
***University Personnel***

Title IX Coordinator	623/572-3329
Manager of Residence Life	623/572-3348
Associate Title IX Coordinator	623/572-3357
Assistant Title IX Coordinator	623/572-3772
Office of Student Services	623/572-3210
Student Counselor	623/572-3629

***Community Resources***

Glendale Police Victim Assistance Hotline	623/930-3000
Domestic Violence Hotline	1-800799-7233
Maricopa Crisis Hotline	1-800-631-1314

## **Sexual Misconduct Education and Awareness**

Midwestern University provides educational programming that consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students, faculty, and staff that:

1. Identify sexual misconduct which includes sexual harassment, sexual abuse, sexual assault or rape, domestic violence, dating violence and stalking as prohibited conduct;
2. Define what behavior constitutes sexual harassment, sexual abuse, sexual assault or rape, domestic violence, dating violence and stalking;
3. Defines ‘consent to sexual activity’ under University policy and state regulations
4. Covers information on reporting sexual violence, assisting victims and survivors of sexual violence, and preventing sexual violence through bystander training.
5. Explains rights of accuser and accused, including the right to file reports with external law enforcement agencies and the right to an advisor.

## **Smoking**

The University recognizes the health, safety, and benefits of smoke-free air and the special responsibility that it has to maintain an optimally healthy and safe environment for its faculty, students, staff, and guests. Midwestern University is committed to the promotion of good health, wellness, and the prevention of disease and to compliance with any local clean indoor air acts. Smoking on campus is restricted and is limited to designated areas on campus. Both the State of Illinois and the State of Arizona have "No Smoking" policies for any public area. In both states, smoking in a non-designated area is prohibited. Adherence to state law is mandatory. Designated on-campus smoking areas comply with minimal state standards and prohibit smoking within a minimum of 20 feet from any entrance. The University also forbids smokers from congregating near the entrance of buildings, in walkways between buildings, or on the sidewalks adjacent to any entrance. Every effort must be made to avoid exposure of non-smokers to

second-hand smoke. Additionally, moving of smoking receptacles from their designated locations is not allowed. All public buildings within the institution are designated as smoke-free. Smoking restrictions also apply to electronic cigarettes. Please contact the Office of Student Services for more detailed information about where smoking is or is not permitted. Violators are subject to disciplinary action. In addition, smoking materials shall not be sold or in any other way distributed under the auspices of Midwestern University.

## **Solicitation**

The MWU student mailboxes (Downers Grove Campus) or the University e-mail cannot be used for the purpose of solicitation by or for outside businesses, associations, or vendors. All students and student groups who wish to distribute information to the student population via the student mailboxes or the University e-mail must have prior approval through the Office of Student Services. Areas are designated on campus for posting of information, such as personal ads, upcoming events, and conferences. Outside vendors are not allowed to solicit on campus unless invited by a recognized student group and with prior approval of the College Dean and/or the Dean of Students. Students shall avoid receipt of gifts of any kind from any vendor, including but not limited to meals, medically related equipment, books, subscriptions, or free samples of prescription medications, without the prior approval of their college dean and/or the Dean of Students.

## **Student Organizations, Student Groups, and Individual Solicitation**

Solicitation of the colleges, faculty, staff, student organization/club or individual student is prohibited without the approval of the College Dean and/or the Dean of Students.

## **Student Financial Services**

The Office of Student Financial Services provides students with information about federal, state and private sources of financial assistance. Additionally, we assist students by setting up tuition payment plans and handling tuition payments. Utilizing state of the art technology, students can easily apply on line for aid, review award letters, check indebtedness levels, pay tuition bills or arrange for payment plans through <http://online.midwestern.edu>.

Information on programs, application processes and resources is frequently updated as changes occur. To access the most current information, students at the Downers Grove campus should go to our online catalog at [https://www.midwestern.edu/downers\\_grove\\_campus/catalog.html](https://www.midwestern.edu/downers_grove_campus/catalog.html). Students in Glendale should go to [https://www.midwestern.edu/glendale\\_campus/catalog.html](https://www.midwestern.edu/glendale_campus/catalog.html) for the most current catalog information. Both campuses can access our common, shared financial aid website, [https://www.midwestern.edu/programs\\_and\\_admission/student\\_financial\\_services.html](https://www.midwestern.edu/programs_and_admission/student_financial_services.html).

Additionally, you may contact our staff at:

Midwestern University

Midwestern University

Office of Student Financial Services  
Haspel/Hambrick Hall  
Suite 102 C  
555 31st St  
Downers Grove, IL 60515  
630.515.6101  
[ilфинаid@midwestern.edu](mailto:ilфинаid@midwestern.edu)

Office of Student Financial Service  
Barrel III  
Suite 400  
19555 N. 59th Avenue  
Glendale, AZ 85308  
623.572.3321  
[azфинаid@midwestern.edu](mailto:azфинаid@midwestern.edu)

## **Student Records**

Once the admissions process is completed, students are matriculated into a program. Midwestern University establishes and maintains 3 to 5 sets of records for each student: an academic file, a directory file, a disciplinary file (if applicable), a medical file, and a financial aid file (if applicable).

### **Academic Records**

The Registrar's Office maintains the academic file for each student. The Registrar audits all student records prior to advancement and certifies all students for graduation. All final grades are reported to the Registrar and are added to the student's permanent record. The academic file is maintained in perpetuity.

### **Directory Records**

The Registrar maintains the Student Directory information for each student. Directory information includes: student's name, address (permanent and local), telephone number, date and place of birth, undergraduate institutions attended and degrees obtained, class level, marital status, home state, dates of attendance, and degrees obtained at MWU. A student must request, in writing, within 30 days of the beginning of each academic year, to have any portion of the directory information held confidential from the campus community. Such requests must be addressed to the Registrar in writing. Disclosure and access to student directory information are controlled by institutional policy. It is Midwestern University policy not to disclose student directory information to outside constituencies without the written permission of the student(s) or prior approval of the Dean of Students, or when required to do so by Federal Law. The Solomon Act (1998) requires that MWU send directory information to military groups that request this information for the express purpose of recruitment.

### **Disciplinary Records**

The disciplinary file (if applicable) is maintained by the Office of the President on the Glendale Campus, Office of Accreditation on the Downers Grove campus and the Office of the Dean of Students in a confidential, secured area.

### **Medical Records**

Information provided by students at matriculation (eg, immunization/titers records and emergency medical form) is collected and retained by the Office of Student Services. The medical file is maintained separately from the other student files in a section of the Wellness Center on the Downers Grove Campus and the Office of Student Services on the Glendale Campus.

## **Disclosure and Access to Records**

Disclosure and access to a student's educational records are controlled by institutional policy, a copy of which is found in Appendix 3. A student who either is, or has been, enrolled in a program offered by the institution has the right to inspect and review his or her educational records in accordance with the rights established under the Federal Education Rights and Privacy Act of 1974. A student desiring to inspect and review his or her records is required to submit a written request directly to the person in charge of the desired records. The request will be granted within a reasonable period, not to exceed 45 days. Inspection of records is made in front of the administrator or designee responsible for maintaining the records being inspected.

Information provided by students at matriculation (eg, immunization/titer records and medical emergency form) are accessible to only those University personnel who have a legitimate educational purpose in accessing those records. All other medical information not related to immunization or titer requirements (eg, other visits to the Sick Clinic and other campus clinics on the Glendale campus or to the Wellness Center and other clinics on the Downers Grove campus) may only be accessed by the appropriate clinical staff in accordance with HIPAA).

It is standard institutional practice to obtain the written consent of a student before disclosing personally identifiable information from the educational records of that student. Disclosure and access to student directory information are controlled by institutional policy. It is Midwestern University policy not to disclose student directory information to outside constituencies without the written permission of the student(s) or when required to do so by Federal Law (see Appendix Three of the Student Handbook).

## **Student Services**

The mission of the Office of Student Services is to offer a broad range of services in the arena outside the formal boundaries of the classroom that support, enhance, nurture, and promote the growth and development of Midwestern University students by contributing to their cultural, social, intellectual, physical, and emotional wellbeing. It is within the mission of Student Services to promote awareness, understanding, and acceptance of all individuals in a diverse world society and to promote a sense of respect, appreciation, and community between the colleges that can be carried on throughout students' professional lives.

The Office of Student Services on the Downers Grove Campus is composed of the Offices of the Dean of Students, Assistant Dean of Students, Assistant Dean of Student Activities, Student Counseling, Residence Life, Campus Recreation, and the Wellness Center. The Office of Student Services on the Glendale Campus is composed of the Offices of the Dean of Students, Associate Dean of Students, Assistant Dean of Students, Student Activities, Residence Life, and the Center for Student Counseling and Academic Support.

The Office of Student Services is located on the second floor of The Commons on the Downers Grove Campus and in the Barrel Cactus Two Student Services Building on the Glendale Campus. Each of these Offices coordinates a variety of student support service functions within the University. The Office of Student Services supports all colleges.

Student Services interacts with students to develop and offer support programs and services that enrich students' experiences on campus. Examples of these programs include: MWU Student Government, MWU Student Tutoring Program, student social and recreational activities, orientation, stress and time management seminars, multicultural and diversity programming, crisis intervention and interpersonal counseling, intramural sports and non-athletic recreation, and other developmental activities. The Office of Student Services has an open door policy and is available to students on a continuing basis offering support, advice, and encouragement needed to meet student concerns and challenges.

### **On-Campus Student Events**

All student groups (organizations, classes, individuals, etc.) seeking to have an on-campus student event including lectures, speaker visits, and workshops must have prior approval of the Office of Student Activities who will advise the student organizer of the necessary steps to follow in order to schedule the event. Certain types of events will also require the approval of the Dean of Students and University administration.

Approval of the Office of Student Activities and completion of all paperwork for events should occur no later than two weeks prior to the event to ensure adequate service. Students who are planning a large event such as a picnic or dance must have all paperwork in three weeks prior to the event. All events require a completed room reservation form. Reservation of areas not specified on the form requires the approval of the Dean of Students and members of the University administration. On the Downers Grove campus, the Director of Recreation must be contacted for events that will be held in the gymnasium of the Wellness/Recreation Center.

Once approval has been obtained for the on-campus student event, the Office of Student Activities will coordinate the scheduling of the event by contacting Campus Facilities, Media Resources and Safety and Security. In the event of inclement weather, events may be moved to another approved on-campus location. Any event sponsored by student groups (organizations, classes, etc.) that violates any of the provisions of the policy on campus student events will be subject to cancellation or termination. Any and all forms of campus advertisement need to be approved by the Dean of Students. Advertisements that will be sent the external community must also be approved by University Relations. (see University Representation).

Student Organizations are not allowed to host events during final exam weeks or break periods, except for graduation related events. In addition, for the spring quarter, events are prohibited starting finals week and through the end of June, except for orientation/graduation related events.

### **Off-Campus Student Events**

It is mandatory that students and student groups (organizations, classes, individuals, etc.) looking to initiate and organize off-campus events in which they will represent the University meet with a representative of the Office of Student Services in addition to the appropriate college official or faculty advisor well in advance of the event date to ensure consistency with college and University policies. Any off-campus event that occurs during class time or necessitates a student missing an exam or mandatory class time must be approved by their respective college dean through the filing of an Absence Request Form. Any and all advertisements for off-campus events must be approved by the Office of the Dean of Students and University Relations. (See

University Representation.) All student groups sponsoring events off-campus must fill out the Off-Campus Waiver form. Any University services that are required for the off-campus event (Media Resources, University equipment) must be coordinated through the Office of Student Activities.

**Downers Grove Only:** To ensure student organization and class council/student government association funds are primarily being used to fulfill the mission of the organization or council/SGA, groups may only use their organization and class account funds to cover up to \$20.00 per person at an off campus dining outing. If the cost of the dinner exceeds \$20.00 per person, the difference must be paid out of pocket by each individual member attending the dinner.

### **Alcohol Policy for Off-Campus Events**

(see pg. 24 of Alcohol Policies & Procedures)

### **Student Government**

Student government provides a forum for discussing and resolving student concerns, initiating recognition of new student organizations, and conducting reviews of student organizations. Student government functions at two levels: (1) the University and (2) the college. The following is a brief description of how student government functions at both levels. Note: The Dean of Students has jurisdiction over student governing bodies and assists with their parliamentary procedures.

#### *University Level*

All students at each campus are represented through a campus-wide Student Senate. Each campus Student Senate is required to develop and publish bylaws that describe: (1) name of the senate; (2) purpose; (3) objectives of the senate; (4) operations and relationship with the college student councils/student government associations; (5) membership and procedures for the election of officers/representatives and their terms of offices; (6) duties of student senate members; (7) meeting schedules; (8) parliamentary procedure (9) procedure considerations (quorums, role of individuals class officers, etc.); and (10) adoption and amendment procedures.

#### *Downers Grove Campus*

The University Student Senate on the Downers Grove Campus, the Student Senate is composed of thirty-seven (37) members, twenty-five (25), representing each college and program. The executive board of the Senate consists of the Speaker, Vice Speaker, the Treasurer and the Secretary. Meeting every month, the Student Senate provides a mechanism for governance of campus-wide activities and functions. The presiding University Student Senate Speaker or presiding officer will vote only in the case of a tie. The Vice Speaker, Treasurer and Secretary shall not vote unless they are presiding. Monthly meetings shall be scheduled by the Speaker at times convenient to all participants.

#### *Glendale Campus*

The University Student Senate on the Glendale Campus is composed of 34 members. Five members represent AZCOM, five represent AZCOPT, five represent CDM, nine represent CHS, 5 represent CPG and 5 represent CVM. The roles of Speaker of the Student Senate, Vice-



Speaker/Secretary, and Treasurer rotate among the 5 SGA Presidents from the University colleges. The presiding University Student Senate Speaker or presiding officer will vote only in the case of a tie. The Vice Speaker/Secretary and Treasurer shall not vote unless they are presiding. Meeting quarterly, the Student Senate provides a mechanism for governance of campus-wide activities and functions.

### ***College Level***

Individual college Student Councils/Student Government Associations function to provide governance for student issues related to the individual colleges, as well as conducting all class and college-wide elections. College student councils/student government associations are encouraged to adopt bylaws that are consistent with the bylaws of the other college student councils/student government associations. Individual College Student Councils/Student Government Associations are required to develop and publish bylaws that describe: (1) name of the student council; (2) purpose; (3) objectives of the council; (4) operation and relationship with other college Student Councils/Student Government Associations; (5) membership and procedures for the election of officers/representatives and their terms of offices; (6) duties of student council members; (7) meeting schedules; (8) parliamentary procedure; (9) procedure considerations (quorums, role of individual class officers, etc.); and (10) adoption and amendment procedures.

### **Student Elections**

Elections are held under the supervision of the individual college Student Councils/Student Government Associations or Student Senate. Copies of college election codes can be found in the Office of Student Services. Please note Section One, "Representation in Midwestern University Affairs," in the Bylaws and Regulations of the Responsibilities and Rights of Midwestern University Students (see Appendix 2) for eligibility of students serving as elected officers. Students running for or holding any elected or appointed office representing their class, organization, college, or the University must be in good academic, professional and disciplinary standing and remain in good standing while holding any office. Students on academic warning, academic probation, disciplinary warning, disciplinary probation or leave of absence for longer than one month must relinquish their elected office. Students on academic warning or academic probation may choose to petition the Dean of Students along with their respective college dean in order to request an exemption to this policy. Students seeking such an exemption need to submit a formal written explanation to the Dean of Students and their respective college dean as to why they should be exempted from this policy and how they will maintain the necessary academic requirements of their program while performing their duties as an officer of their class, or particular student organization/club.

### **Student Representation**

Student representation is provided on appropriate college/University committees. Any full-time student in good academic, professional or disciplinary standing is qualified to seek appointment or election to serve in a representative capacity on these college/University committees. Interested students must apply by the posted deadlines to the respective college's Student Council/Student Government Association for consideration. The processing of applications shall be in accordance with the provisions stipulated in the Bylaws and Regulations of the Code of Responsibilities and Rights of the Students of Midwestern University.

## **Student Organizations**

To ensure that organizations seeking recognition meet the high standards of MWU and its student population, the Student Senate and/or appropriate college Student Council/Student Government Association shall recommend the petitioning organization for approval to the Dean of Students. The Dean of Students shall have the authority to determine the final status of the petitioning organization.

### **Organizations are categorized as:**

1. Executive Council
  - Established by College
  - Allowed same privileges as Recognized – Independent Organizations
  - No requirements to maintain active status
2. Class
  - Established by College Council/Student Government Association
  - Allowed same privileges as Recognized – Independent Organizations.
  - No requirements to maintain active status
3. Recognized – Independent
  - Allowed to reserve on campus spaces/host large community based events
  - Allowed to fundraise
  - Must meet minimum standards on an annual basis as set forth by Student Senate and College Council/Student Government Association
  - Provided on campus account code
  - Responsible for oversight of any dependent organization activity, including financial transactions and review of annual report.
  - Can determine status of any dependent organizations under their leadership. Must notify, in writing, the Student Senate or College Council/Student Government Association of a change in a dependent organization status.
4. Recognized – Dependent
  - Allowed to reserve on campus spaces, may not host large community events
  - Not allowed to fundraise
  - Not allowed a probationary period - if organization is inactive for one academic year, it will be considered defunct.
  - Must meet following requirements, annually:
    - appoint officers who are not on the executive board of parent organization
    - host one event per quarter that meets the goals set forth in charter
    - host two service projects per year
    - submit report through parent organization
  - Must function under the umbrella of an existing organization (including finances) for three academic years before being considered for independent status.
  - After three years, if desired, organization can re-petition to Student Senate or College Council/Student Government Association for Recognized – Independent status, citing activity from previous three years.
5. Affiliate
  - Community based clinics staffed by Midwestern students

- Professional organizations that require student representative (for example: Illinois State Dental Society, Illinois Osteopathic Medical Society, etc.)
- Allowed to reserve on campus spaces, may not host large community events
- Allowed to fundraise
- Provided an on campus account code if needed.

Student organization, club and class accounts are maintained on campus in the Office of Business Services unless said groups can provide documentation of requirement of an independent account from the respective national organization. Groups that meet this criterion and wish to hold off-campus accounts, may not hold a simultaneous on-campus account.

### **Renewal of Recognition**

Each Student Senate and college Student Council/Student Government Association (hereafter referred to as “Council”) conducts an annual review of all approved college student organizations to determine whether the organizations are indeed providing activities and services that are consistent with their charter and will enable them to accomplish their organization’s goals. To maintain tracking of student organizations, the Student Senate requires each council/student government association to submit an annual report on the activity of the clubs they recognize. Based on the results of its annual review, a Council, by vote of its members, makes a recommendation to the Dean of Students regarding the renewal of an organization’s approved status.

A student organization whose activities have been consistent with its charter and have resulted in progress toward achieving its goals shall be recommended for approval to renew recognition. A student organization whose activities have been substantively inconsistent with its charter or have failed to lead to progress toward its goals shall be recommended for probationary status. Continued failure of a student organization while on probation to provide activities consistent with its charter and goals shall result in a recommendation to deny renewed recognition. Once a student organization is determined to be defunct (inactive), any remaining funds in their accounts will be returned to the Council/Student Government Association/Senate that recognized them. Each class, as they graduate, is required to submit a report designating the recipient of any remaining funds. If this report is not submitted, any leftover funds will be allocated to the class in the same program that will graduate the following year.

### ***Recognition of Organizations***

#### ***Student***

1. The students and faculty advisor seeking group recognition must complete a petition of recognition.
2. Students in the clinical portion of their academic programs are prohibited from petitioning to start a new organization.
3. The petition must include the organization’s goals (letter of intent), proposed charter (constitution/bylaws), faculty advisor, and list of at least 15 charter members. For campus-wide organizations, the 15 charter members must represent at least 2 academic colleges.

4. Before requesting approval from the Council, the new organization must schedule a meeting with the Office of Student Activities to review their documents at least one week before being scheduled to present at Council meeting. Original, signed documents must be completed at the time of the meeting.
5. A group submitting an unapproved application may resubmit its application at any time after having satisfied the objections of the appropriate Council.

*Student Senate (for campus-wide organizations) and/or Appropriate Student Council/Student Government Association*

6. The appropriate Council will review the petition.
7. The appropriate Council has the authority to recommend to the Dean of Students that the organization be approved or approved with additional conditions (for example: a one-year probationary period, additional advisor, participation in a particular event, etc.). In the case that an organization is not approved, the appropriate Council will notify the petitioners and Dean of Students of their decision. Students may re-petition after a three month waiting period. Appeal of the Student Senate or Student Council decision may be made to the Dean of Students.
8. A majority vote of those Council members shall determine the recommendation for the applicant group.
9. If an applicant group is recommended as Recognized-Dependent organization, they are responsible for finding a sponsoring organization within the timeline set forth by the Dean of Students.
10. The appropriate Council has the right to review annually any organization's status
11. The Student Senate and Council/Student Government Association requires every approved organization to submit an annual report. Annual Reports are submitted through the Student Activities Office and are then distributed to the appropriate Council for review. Organization status (Active, Probation, Defunct) will be determined by Student Activities Office based on the Council review of the annual report. Organizations will be notified of any change in status in writing within one month of the end of the academic year.
12. An organization may appeal a change in status to the Dean of Students.

*Dean of Students*

The Dean of Students, in consultation with Student Activities office staff, will review the recommendation the Council and will determine the final status of the organization petition.

***Professional Student Organizations***

The following student organizations are recognized by the appropriate Student Senate, respective Student Councils/Student Government Associations, and the Dean of Students. Students interested in obtaining more information about any of these organizations or having any questions concerning how to apply for membership, should contact the president(s) of the respective organization(s). A list of the officers is available from the Office of Student Activities.

## **Downers Grove Campus**

### *Senate Organizations*

**Fellowship of Christian Healthcare Providers:** The Fellowship of Christian Healthcare Providers is an interdenominational group of Christian students and faculty brought together for the purpose of encouraging spiritual growth. The Fellowship provides the opportunity for both small and large group participation. Bible or topical study groups meet once every other week and fellowships meet once per month. Various activities are planned throughout the year with special emphasis given to serving the underserved in practical ways.

**GLASS (Gay, Lesbian And Straight Students):** GLASS is designed to promote awareness and understanding of gay, lesbian, bisexual and transgender issues to the University. GLASS will also strive to educate the University regarding health care issues related to the gay, lesbian, transgender and bisexual communities.

**Health Care for All:** Health Care for All strives to provide Midwestern University students with opportunities for education and critical debate on issues of health policy, equitable health care access and public health, to make available informational resources on health policy through speakers, panels, documentaries, literature and web sites, and to promote awareness of the problems of the uninsured and underinsured to the community through service and education.

**Integrative Medicine Club:** Integrative Medicine Club is dedicated to promoting awareness of complementary and alternative medicine with regard to new expanded use in clinical settings. In addition, the Integrative Medicine Club will focus on developing healthcare professionals who understand and will be able to apply this information in their careers.

**Jewish Student Union:** The Jewish Student Union's goal is to increase awareness and understanding of the Jewish faith in an effort to promote religious and cultural diversity. In addition the Jewish Student Union works to unite Jewish Students at Midwestern University and serve as a resource on Jewish issues for the Midwestern community.

**Midwestern Alliance of Secularists and Humanists (MASH):** MASH shall promote the acceptance and advancement of all healthcare professionals holding Atheistic, Agnostic, or Freethinking beliefs.

**Primary Care Progress:** Primary Care Progress shall work to increase awareness and interest in primary care, serving as a platform to spread a reinvigorated vision of primary care. PCP will work directly with healthcare providers and other health and social service providers for the purpose of exposing students to, and involving them in, the improvement of and innovation within the field of primary care. Primary Care Progress will also provide an environment for students across disciplines to collaborate and develop partnerships beneficial to the team-based approach of healthcare.

**Muslim Student Association(MSA):** The purpose of the Muslim Student Association (MSA) shall be to increase awareness and understanding of the Islamic faith in an effort to promote religious and cultural diversity. This organization shall strive to serve the community by

presenting the religion, its belief, and rituals to all students in order to aid in global understanding of the world's various religions.

**Newman Catholic Community:** The Newman Catholic Community is committed to promoting community service involvement, providing a forum to discuss current Catholic issues, increasing awareness and understanding of the Catholic faith in an effort to promote religious and cultural diversity, and showing the faith relation to the health care professions.

**Sports Medicine Club:** The Sports Medicine Club offers students with an interest in athletics and medicine an opportunity to combine these activities in the rapidly developing area of sports medicine. Students can be updated on the latest medical approaches in this field by attending guest lectures. Students also have the opportunity to utilize this information in shadowing a collegiate athletic physician or by performing athletic physicals. Sporting events are offered throughout the year to raise club funds and test students' athletic abilities.

**Students for Environmental Awareness and Action (SEAA):** The Midwestern University Students for Environmental Awareness and Action will provide an open forum for students to learn about and discuss environmental problems as well as plan and partake in specific actions to benefit the environment. SEAA will seek to educate further healthcare professionals on the important connections between environmental health and human health.

**Students for Organ Donation:** The Students for Organ Donation run programming in an attempt increase enrollment by members of the MWU Community in state organ donation programs. The organization also educates the surrounding lay community regarding the value of organ donation.

**Underserved Medicine Club:** The purpose of the Underserved Medicine Club is to contribute to the welfare and education of students in the area of rural medicine. Members of the organization are provided with information on higher educational opportunities in the field of rural medicine, given information on job opportunities in rural clinics, informed of necessary skills needed to maintain a successful clinic in rural communities, and taught about the various medical problems and issues related to people who reside in rural areas. The Underserved Medicine Club strives to inform others of the intricacies of rural medicine.

### *Chicago College of Osteopathic Medicine Organizations*

**American Association of Physicians of Indian Origin (AAPI):** The goals of AAPI-MSRF are to represent medical students of South Asian origin, increase osteopathic representation on the national body of AAPI, to promote, uphold, and maintain standards of excellence, professionalism, ethics and service, to provide a channel for networking and support, and promote health awareness and involvement.

**American College of Osteopathic Family Practitioners (ACOFP):** ACOFP is the largest college of the American Osteopathic Association and continually strives to improve the standards and training of family medicine physicians. The CCOM chapter of ACOFP encourages

interest in family medicine by providing lectures, primary care information, and paid externships for its members.

**American Medical Association/Medical Student Society (AMA/MSS):** MSS seeks to connect the American Medical Association (AMA), the Illinois Association of Osteopathic Physician and Surgeons (IAOPS), Chicago Medical Society (CMS), and Illinois State Medical Society (ISMS) in an effort to both expand new roles and increase the awareness of osteopathic medicine in the medical field. The organization helps members increase contact with other Chicagoland medical students in an effort to provide a support network for coping with difficulties of medical school.

**American Medical Student Association (AMSA):** The American Medical Student Association is committed to improving health care and health care delivery to all people; promoting active improvement in medical education; involving its members in the social, moral, and ethical obligations of the profession of medicine; assisting in the improvement and understanding of world health problems; contributing to the welfare of medical student, interns, residents and post-MD/DO trainees; and advancing the profession of medicine.

**American Medical Women's Association/National Osteopathic Women Physicians Association (AMWA/NOWPA):** AMWA/NOWPA is a national organization of female osteopathic physicians. The goal of AMWA/NOWPA is to provide the common link to achieving personal and professional goals, primarily using networking with role models. Members have the opportunity to meet and talk with female medical students, interns, residents, and attendings. Monthly meetings for first- and second-year students are held on campus, and bimonthly meetings for the general membership on special topics are held off campus. All women are urged to join in order to represent and address the needs of female osteopathic physicians. Male osteopathic physicians and medical students are always welcome at meetings and as members.

**American Military Osteopathic Physicians and Surgeons (AMOPS):** AMOPS provides CCOM with a military organization that will establish unity among the students on Armed Services scholarships. The organization will seek to provide members with osteopathic mentors working in the Armed Forces.

**Asian/Pacific Medical Student Association (APAMSA):** This organization has a mission to bring together Asians and others interested in health issues that affect Asians so they can directly promote the health and well-being of the Asian community as well as help all health care workers who work in Asian communities understand how to care for the Asian patient in a culturally sensitive manner. They sponsor speakers, host quarterly events and participate in charitable fund raisers.

**Emergency Medicine Club:** This club was formed to stimulate student interest in the field of Emergency Medicine. The Club's activities include advanced first aid certification, an introduction to advanced cardiac life support, an ambulance ride-along program, and guest lecturers from the field of Emergency Medicine.

**Gold Humanism Honor Society (GHHS):** The purpose of the Gold Humanism Honor Society is to recognize and honor CCOM students who have demonstrated humanism in medicine through leadership, attitude and behavior; to demonstrate humanism in our community through service, leadership and education; to promote the attributes of Dr. Arnold P. Gold, including integrity, excellence, compassion, altruism, respect, empathy and service; and to uphold and incorporate osteopathic philosophies, values and approaches to medical care and health promotion into the mission of this body.

**Internal Medicine Club:** The Internal Medicine Club strives to represent aspiring osteopathic internists by stressing the understanding of osteopathic principles in relationship to disease in the practice of internal medicine and all of its subspecialties. Affiliated with the American College of Osteopathic Internists, the Internal Medicine Club works to maintain the highest educational, moral, ethical standards in the teaching a practice of internal medicine as well as to serve as a liaison in providing career and training opportunities.

**International Health Club:** This organization promotes increased awareness of international health, education, and awareness. International Health Club also strives to be a resource for information and referrals for students and faculty interested in learning more about global health and related issues.

**Medical Business Association (MBA):** The goals of the organization are to foster an understanding of the business aspects of medicine for physicians-in-training; to enhance and advance the professional development of all members by introducing them to, and expanding their understanding of, subject matter beyond the scope of the traditional curricular aspects of the biomedical and psychosocial sciences; to promote the holistic virtue of Osteopathy and augment the benefits it offers to medical professionals and the public.

**Midwestern Psychiatry Association:** The Association will provide an open environment for students to increase their passion, learn and discuss the field of psychiatry through speakers, community service, mentoring, participation in conferences and research. The Association will also provide insight into residencies, placement and the characteristics of a good candidate for residency.

**Physical Medicine and Rehabilitation Club (PM & R):** The Physical Medicine and Rehabilitation Club provides an open environment for students to increase their passion, learn and discuss the field of physical medicine and rehabilitation. The club sponsors speakers, arranges for shadowing experiences and mentoring, encourages research and facilitates the process of obtaining residencies through information sharing.

**Sigma Sigma Phi:** The Epsilon Chapter is a student chapter of National Sigma Sigma Phi, an honorary osteopathic service fraternity. Students who have shown a high degree of scholarship and service to CCOM and/or the profession are offered membership. The goals of the fraternity are to further osteopathic medicine and its standards of practice, to promote fellowship and scholastic achievement, and to promote the betterment of CCOM and the fraternity as a whole.



**Student American Osteopathic Association of Orthopedics:** This is a local branch of the national SAOAO which is working to bridge the gap between orthopedic physicians and student physicians. The organization plans to host speakers and provide opportunities for students to shadow and assist medical professionals in the community doing orthopedic-related community service. The organization is also a pipeline of shared information and knowledge accumulated and disseminated from medical professionals to residents and CCOM students of all years.

**Student Component of the American Society of Anesthesiologists:** The CCOM-SCASA is dedicated to enhancing awareness of the anesthesiology specialty by encouraging education, research, and scientific progress in medical students interested in pursuing careers in anesthesiology.

**Student Ear, Nose and Throat and Ophthalmology Society (SENTOS):** The goal of this organization is to provide students with opportunities to learn about the fields of otolaryngology and ophthalmology. The Society will provide opportunities to learn about the field in general, including specialization, current research and the process of applying to residency.

**Student Interest Group in Neurology (SIGN):** SIGN seeks to provide opportunities for medical students to participate in activities related to the field of neurology including discussions by neurologists, patient presentations, seminars, journal clubs, learning materials and through shadowing of neurologists in the workplace. SIGN will offer opportunities for students to participate in mid-year and annual conferences.

**Student Osteopathic Medical Association (SOMA):** SOMA strives both to improve the quality of the health care delivery system for all people and to contribute to the welfare and education of osteopathic medical students. It also seeks to familiarize its members with the purposes and ideals of osteopathic medicine and attempts to establish lines of communication with other health science students and organizations. Concurrently, SOMA prepares its members to meet the social, moral, and ethical obligations of the osteopathic profession.

**Student Osteopathic Obstetricians and Gynecologists Association (SOOGA):** The Student Osteopathic Obstetricians and Gynecologists Association (SOOGA) was developed to educate future osteopathic obstetricians and gynecologists, increase the awareness of women's health care and medical issues, and provide an educational setting to exchange information through seminars, workshops, and guest speakers. SOOGA serves as a liaison with medical professional organizations for the provision of information on training and career opportunities obstetrics and gynecology.

**Student Osteopathic Pediatric Association (SOPA):** The purpose of the Student Osteopathic Pediatric Association (SOPA) is to explore and study the principles of osteopathic medical care pertaining to infants, children, and adolescents. SOPA strives to facilitate interaction among students and faculty expressing interest in these issues and to conduct activities that are congruent with their concerns. SOPA provides a forum to present topics of interest. SOPA members participate in community and campus projects related to pediatric health issues.

**Student Osteopathic Radiology Association (SORA):** The goal is to help students, especially those in their preclinical years, to explore the field of Radiology. The organization will provide opportunities to learn about the field and its many modalities, such as diagnostic radiography, CT, MRI, fluoroscopy, Vascular Interventional radiography, PET, nuclear medicine and ultrasound and the widespread use of medical imaging across all specialties and subspecialties of medicine. For those wishing to pursue a career in radiology, the organization will provide information on applying to radiology residencies through guest speakers.

**Student Osteopathic Surgery Association (SOSA):** SOSA is a national organization affiliated with the American College of Osteopathic Surgeons (ACOS). The purpose of SOSA is to represent and educate the future osteopathic surgeon. Through its local chapters, SOSA both stresses understanding of osteopathic principles in relationship to disease in the practice of surgery and provides a forum for discussion among students and surgeons. Additionally, SOSA promotes education in the field of surgery, including gowning and gloving, scrubbing, sterile techniques, suturing and tying techniques, operating room behavior, instrumentation, universal precautions, osteopathic manipulative management of the surgical patient, pre- and postoperative management of surgical patients, and surgical documentation.

**Student American Academy of Osteopathy (SAAO):** SAAO is the collegiate arm of the American Academy of Osteopathy. The purpose of the UAAO is to develop the art and science of osteopathic medicine. Monthly meetings are held at which students join members of the faculty and guest lecturers in exploring the principles and practices of osteopathic medicine.

**Wilderness Medicine Society:** The Wilderness Medical Society is an organization for medical professionals and wilderness medicine enthusiasts that is dedicated to wilderness and travel medical issues. Physician and professional members are committed to expanding their knowledge of the prevention, diagnosis and treatment of wilderness diseases and injuries. Membership to this organization offers resources, professional publications, and accredited continuing education opportunities. Student Interest Groups (SIGs) offer students an opportunity to cultivate their interest in the field of wilderness and travel medicine and also have connection with the professional community.

### ***Chicago College of Pharmacy Organizations***

**American Pharmacists Association/Academy of Student Pharmacists (APhA/ASP):** ASP is the student branch of America's largest and oldest association of pharmacists, the American Pharmacists Association (APhA). Within APhA, ASP has its own standing committee on education programs, publications, awards, and policy. Each member of ASP also receives the full benefits of membership in APhA and, through periodic publications and meetings, can keep up-to-date on the developments and events that affect the practice of pharmacy. At the local level, student members can participate in service projects that benefit both the College and the community, as well as social activities that foster school spirit. Any pharmacy student can be a member of ASP and still be eligible for participation in any other campus organization.

**Academy of Managed Care Pharmacy:** AMCP is a national, professional managed care organization which promotes the development and application of pharmaceutical care in order to

empower its members to serve society by using sound medication management principles and strategies to improve health care for all.

**American Association of Pharmaceutical Scientists (AAPS):** The AAPS-MWU student chapter aims to enhance educational, research and employment opportunities in the pharmaceutical sciences. The purpose of AAPS-MWU shall be to conduct activities to increase member's awareness of career opportunities in the pharmaceutical sciences, and to gain access to educational opportunities where they will learn various aspects of drug development.

**American Society of Consultant Pharmacists (ASCP):** The Chapter will exist to encourage all pharmacy students to become more knowledgeable about senior care pharmacy practice and its operation within the society by encouraging student attendance at chapter, regional and national ASCP meetings, to increase student awareness of current issues facing senior care pharmacy, to provide appropriate consultant pharmacy resources to pharmacy students and to support student pursuit in the area of senior care pharmacy.

**Association of Indian Pharmacists in America (AIPhA):** AIPhA brings together pharmacy students to achieve common goals in promoting and educating others about Indian culture, and to increase awareness and understanding to promote community and social diversity within the pharmacy profession. This chapter exists to involve students of Indian descent in issues that affect their practice of pharmacy, to foster brotherhood among Indian pharmacists to achieve a more unified profession, to assist practitioners in achieving the highest quality of practice, to expose students to the many roles available to pharmacists and to develop leadership and community-service skills in all members.

**Community Pharmacy Club:** A new club on campus that helps students network with Corporate Community Pharmacy Chains and helps students get hands-on experience with clinical services in the community setting.

**College of Psychiatric and Neurologic Pharmacists (CPNP):** CPNP is devoted to the improvement or advancement of education, practice and science and/or the interests of those who practice or desire to practice in the area of psychiatric or neurologic pharmacy.

**Illinois Council of Health-System Pharmacists (ICHP):** The Illinois Council of Health-System Pharmacists has been organized to make students aware of pharmacy practice in health systems, provide information to students about career directions in and the credentials needed for pharmacy practice in health systems, and encourage membership and participation in the state society as a student and upon graduation. ICHP also encourages development of all pharmacy students into knowledgeable and competent health care professionals.

**Kappa Psi Pharmaceutical Fraternity:** Kappa Psi is the world's largest and oldest professional pharmaceutical fraternity. The purpose of Kappa Psi is to develop industry, sobriety, and fellowship and to foster high ideals, scholarship, and pharmaceutical research. Kappa Psi actively participates in and supports projects within the College, University, and the community that advance the profession of pharmacy. Any pharmacy student is qualified to be a member of

Kappa Psi. Kappa Psi will enable students to form friendships that will not only last throughout the students' academic years but continue throughout their practicing careers.

**Phi Delta Chi Pharmacy Fraternity:** Phi Delta Chi is a professional pharmacy fraternity that seeks to develop its members academic, leadership, and interpersonal communication skills necessary to become a competent pharmacist. These skills are developed through meeting management, professional projects, social events, fundraising activities, and alumni involvement through interaction between members, other chapters, and the national office. Phi Delta Chi intends to promote leadership in pharmacy.

**Phi Lambda Sigma:** Phi Lambda Sigma is the pharmacy leadership society. Its mission is to foster and recognize student leaders and to support leadership commitment.

**Rho Chi:** Rho Chi is the national pharmacy honor society. Membership is by invitation only.

**Rho Pi Phi International Pharmaceutical Fraternity, Gamma Rho Chapter:** Rho Pi Phi is a professional as well as social organization dedicated to providing an opportunity for students to develop leadership and organizational skills while they are receiving their pharmacy education. The pharmacy fraternity has chapters in Canada, Puerto Rico, and the United States. Rho Pi Phi originated at the Massachusetts College of Pharmacy in 1818.

**Student National Pharmaceutical Association (SNPhA):** SNPhA, a national organization of pharmacy students, focuses on pharmacy issues, professional development, and minority representation in pharmacy and other health-related professions. SNPhA plans, organizes, coordinates, and executes programs geared toward improving the health, educational, and social environment of the community. All pharmacy students are welcomed to attend meetings and activities and to become members.

### *College of Health Sciences Organizations*

**Behavioral Medicine Club:** The Behavioral Medicine Club was established to explore and enhance the understanding of the important role of health care professionals like physician assistants, physical therapists, and occupational therapists in addressing behavioral issues when treating patients. Activities include but are not limited to guest speakers, field trips to clinics and conferences, and orientations to broad topics and issues in behavioral medicine.

**Pediatric Medicine Club:** The Pediatric Medicine Club is a club designed to promote awareness of pediatric medicine within the University community. The purpose of this organization is to educate others on the role of physician assistants, physical therapists, and occupational therapists in the care of children; increase CHS students comfort level during their interactions with the pediatric population; sponsor speakers and activities that provide opportunities for members to meet and connect with the pediatric population; and to promote discussion and learning of health-related issues relevant to the pediatric community.

**Student Advocates for Oral Health:** Student Advocates for Oral Health is a professional student organization open to all Midwestern students. The goal of this organization is to educate

students, as future health care providers, on pertinent issues of oral health. This organization will examine the increasing focus by the NIH on the connection between oral health and overall physical wellness from the perspective of each health care field represented. By addressing oral health issues during students' educational training, this organization hopes to provide professional development for each member. Lastly, this organization will serve as a networking tool for future students of the Colleges of Dental Medicine on the Glendale and Downers Grove campuses.

**Student Occupational Therapy Association (SOTA):** The Student Occupational Therapy Association (SOTA) gives occupational therapy students a service organization in which to promote the profession of occupational therapy by providing members with opportunities to participate in volunteer services, additional educational experiences, and social interactions within the University and the greater community.

**Student Physical Therapy Organization (SPTO):** The goal of this club is to get all the people interested in the profession to come together and collaborate on ideas to fundraise for the Marquette Challenge, raise money for conferencing and bring leaders in the field to Midwestern University to speak about issues in the field. There is a strong need for the Physical Therapy Organization because the students interested in the field of physical therapy and rehabilitation need a place where they can unite and share a passion.

**Women's Health Organization:** CHS Women's Health Organization is a group that sponsors speakers and activities that provide opportunities for members of the Women's Health Organization and the University to meet and connect with the female populations. They strive to increase the comfort level of interactions between health care providers and the female populations as well as to promote discussion and learning of health related issues relevant to the female community.

### *College of Dental Medicine Illinois Organizations*

**American Student Dental Association (ASDA)** The American Student Dental Association is a national student-run organization that protects and advances the rights, interests and welfare of dental students. It introduces students to lifelong involvement in organized dentistry.

**Delta Sigma Delta:** The mission of Delta Sigma Delta is to keep high the standards of dentistry by inculcation in the mind of dental students and practitioners a spirit of fraternal cooperation toward scientific, ethical and professional progress.

**Pediatric Education and Dental Outreach (PEDO):** The purpose of this organization is to explore and study the principles of dental and social care pertaining to infants, children and adolescents and to facilitate interaction among students and faculty expressing interest in these issues and to conduct activities congruent with their concerns.

**Sports Dentistry Club:** The CDMI Sports Dentistry Club is a professional organization of dental students and other interested individuals committed to the advancement of sports dentistry

research and the prevention and management of oral/facial sports injuries within our community and around the Chicago-land area.

**Student Professionalism and Ethics Association in Dentistry (SPEA)** The Student Professionalism and Ethics Association in Dentistry promotes lifelong thought and action in the arena of dental ethics that will accompany students throughout their professional careers.

## **Glendale Campus**

### *Senate Clubs*

**Active Minds:** Active Minds is a national organization that promotes awareness of mental health issues and encourages those who are struggling to seek help.

**Athletics Club:** The Athletics Club at Midwestern University is dedicated to providing a variety of intramural sports in conjunction with the Department of Student Services for the enjoyment of students, faculty, and staff.

**Christian Medical and Dental Association (CMDA):** CMDA is an interdenominational group of Christian students and faculty brought together for the purpose of encouraging spiritual growth. CMDA provides the opportunity for both small and large group participation. Bible or topical study meet once every other week and fellowships meet once per month. Various other activities are planned throughout the year with special emphasis given to serving the underserved in practical ways.

**Cycling Club:** The MWU Cycling Club is organized to provide both competitive and non-competitive cyclists an opportunity to ride and train together. Weekly rides are arranged during the school year and the club participates in several races throughout the year.

**Gay Straight Alliance (GSA):** The Gay Straight Alliance is designed to promote awareness and understanding of gay, lesbian, bisexual, transgender, and allies issues to the University. The GSA also strives to educate the University about health care issues related to the gay, lesbian, bisexual, and transgender community.

**IGNITE:** Our mission is to identify, build, support, & shape the future direction of health education related to tobacco cessation on MWU's campus, as well as achieve beneficial policy change & engage in significant community outreach activities.

**Interdisciplinary Research Club:** Group for MWU students interested in advancing knowledge and exposure to scientific research for future medical professionals.

**Jewish Student Union:** The goal of the **Jewish Student Union** is to increase awareness and understanding of the Jewish faith in an effort to promote religious and cultural diversity.

**Latter Day Saints Student Society (LDSSA):** LDSSA strives to motivate members to develop spiritually, mentally and socially; and to be a positive influence on MWU and AZCOM.

**Newman Catholic Club:** The Newman Catholic Club is committed to promoting community service involvement, provides a forum to discuss current Catholic issues, increase awareness and understanding of the Catholic faith in an effort to promote religious and cultural diversity, and show the faith relation to the healthcare profession...

**Muslim Student Association (MSA):** The purpose of the Muslim Student Association (MSA) shall be to increase awareness and understanding of the Islamic faith in an effort to promote religious and cultural diversity. This organization shall strive to serve the community by presenting the religion, its belief, and rituals to all students in order to aid in global understanding of the world's various religions.

**Students for One Health (SOH):** Midwestern University's Students for One Health club utilizes students' knowledge and skills in combination with One Health principles to build a healthier future for humans, animals and the environment.

*Arizona College of Osteopathic Medicine*

**American Association of Physicians and Surgeons-Medical Students of AZCOM (AAPS-MSAZCOM):** The American Association of Physicians and Surgeons is dedicated to upholding the highest ethical standards of the Oath of Hippocrates and to preserving the sanctity of the patient-physician relationship and the practice of medicine.

**College of Osteopathic Family Practitioners (ACOFP):** ACOFP is the largest college of the American Osteopathic Association and continually strives to improve the standards and training of family medicine physicians. The AZCOM chapter of ACOFP encourages interest in family medicine by providing lectures, primary care information, and paid externships for its members. All osteopathic medical students are encouraged to join (formerly ACGP).

**American Medical Association/Medical Student Society (AMA/MSS):** AMA/MSS is dedicated to representing medical students, improving medical education, developing leadership and promoting student activism in the community and at the national level. The AMA/MSS is an advocate for all medical students.

**American Medical Student Association (AMSA):** The American Medical Student Association is committed to improving health care and health care delivery to all people; promoting active improvement in medical education; involving its members in the social, moral, and ethical obligations of the profession of medicine; assisting in the improvement and understanding of world health problems; contributing to the welfare of medical student, interns, residents and post-MD/DO trainees; and advancing the profession of medicine.

**Association of Military Osteopathic Physicians and Surgeons (AMOPS):** AZCOM has a consistent percentage of its students on military medical scholarships. In view of this, a student chapter of the Association of Military Osteopathic Physicians and Surgeons (AMOPS) was recently founded. AMOPS provides information concerning all aspects of uniformed service and military medicine in particular; promotes the practice and philosophies of osteopathic medicine in the military community; and fosters inter-service relations and camaraderie among its members and their families.

**Anesthesia Club:** Organized to promote early education and information dissemination regarding the field of anesthesiology. Members are encouraged to enroll in the American Society of Anesthesiologists (ASA) as well as to attend a variety of workshops and lectures.

**Asian Pacific American Medical Student Association (APAMSA):** We are an inter-professional organization where students can learn about health issues within the Asian Pacific American population and help serve the APA community in Maricopa County.

**Association of Women Surgeons (AWS):** The Association of Women Surgeons is committed to helping women prepare for a career in surgery by having them engage in their goals, empowering them to succeed, and excelling in their aspirations.

**AZCOM HOME (Health Outreach Through Medicine & Education):** HOME provides free health care and preventative education to underserved persons of Maricopa County. Students work in two homeless shelters in downtown Phoenix. HOME alternates visits to these shelters.

**Business of Medicine (BOM):** The Business of Medicine is a medical student organization that provides educational resources and expert speakers on topics of financial relevance for medical students attending schools in the United States. BOM works to empower medical students with financial perspectives that are not readily accessible within medical school curricula.

**Cardiology Club:** The Cardiology Club was established to facilitate education of and expose interested students to the field of Cardiology through lectures, workshops, events and community outreach activities.

**Clinical Rotations Prep Club (CRPC):** CRPC seeks to provide a positive learning environment for students to improve on skills required for rotations including: case presentations, public speaking, SOAP/H&P notes, patient interviewing, rotation specialty specifics, and more!

**Dermatology Club:** This organization aims to guide and direct medical students as they prepare to get into the competitive field of dermatology by fostering an environment of interpersonal networking and early exposure to the profession; discussing the process of becoming a competitive applicant and broadening dermatologic understanding to common techniques utilized in dermatology.

**DOCARE:** The MWU-Glendale Student Chapter of DOCARE, International, NFP, is established in recognition and support of the humanitarian outreach programs of DOCARE physicians and other health care professionals in the quest to provide medical and surgical care to underserved people in any geographic area of the world.

**Emergency Medicine Club:** This club was formed to stimulate student interest in the field of Emergency Medicine. The Club's activities include advanced first aid certification, an introduction to advanced cardiac life support, an ambulance ride-along program, and guest lecturers from the field of Emergency Medicine.



**ENT-Otolaryngology (Interest Group):** The goal of this organization is to provide students with opportunities to learn about the fields of otolaryngology. The organization aims to provide opportunities to learn about the field in general, including specialization, current research and the process of applying to residency.

**IMPACT Club:** The IMPACT Club of Midwestern University is an organization whose goal is to raise awareness about traumatic brain injury (TBI), the resultant sequelae, and its impact on athletics, society, and the biomedical field.

**Integrative Medicine Club:** The purpose of the Integrative Medicine Club is to enhance the medical education of students by introducing them to complementary modalities used in the art of medicine. Awareness is made of alternatives to osteopathic medicine that may be incorporated into treatment. This awareness is intended to improve the physician's ability to appropriately counsel patients should they inquire about other forms of treatment.

**Internal Medicine Club:** It is the purpose of the Internal Medicine Club to represent aspiring osteopathic internists. This is accomplished through the following activities: (1) providing AZCOM students with early exposures to the field of internal medicine through participation in local health fairs and free/homeless clinics; (2) stressing the understanding of osteopathic principles in relationship to disease in the practice of internal medicine and its subspecialties; (3) affiliation with the American College of Osteopathic Internists to establish and maintain the highest educational, moral, and ethical standards in the teaching and practice of internal medicine; (4) serving as a liaison with the AOA and ACOI for the provision of information on training and career opportunities in internal medicine to AZCOM students; and (5) keeping members informed of the latest developments in the field of internal medicine.

**Interdisciplinary Research Club:** Group for MWU students interested in advancing knowledge and exposure to scientific research for future medical professionals.

**Lifestyle Medicine:** The LMA is a branch of the national professional organization, the American College of Lifestyle Medicine (ACLM). Lifestyle Medicine involves the therapeutic use of lifestyle, such as a predominately whole food, plant-based diet, exercise, stress management, tobacco and alcohol cessation, and other non-drug modalities, to prevent, treat, and, more importantly, reverse the lifestyle-related, chronic disease that's all too prevalent.

**Medical Spanish Club:** This club promotes health care education and participates in health fairs for the underserved Hispanic community in the Phoenix metropolitan area. It also provides continuing Spanish language and cultural education for its members and other students on campus.

**Medical Students for Choice (MSFC):** Medical Students for Choice is dedicated to ensuring that women receive the full range of reproductive healthcare choices. As medical students and residents, MSFC works to make reproductive health care a part of standard medical education and residency training.

**National Osteopathic Women Physicians Association (NOWPA):** NOWPA is a national organization of female osteopathic physicians. The goal of NOWPA is to provide the common link to achieving personal and professional goals, primarily using networking with role models. Members have the opportunity to meet and talk with female medical students, interns, residents, and attendings. Monthly meetings for first- and second-year students are held on campus and bimonthly meetings for the general membership on special topics are held off campus. All women are urged to join in order to represent and address the needs of female osteopathic physicians. Male osteopathic physicians and medical students are always welcome at meetings and as members.

**Neurology Club:** The AZCOM Neurology Club represents a chapter of the national Student Interest Group in Neurology (SIGN). The goals of the Neurology Club are to further student interest in the field of neurology, enhance basic clinical neurological skills, and increase members overall neurological knowledge through case presentations, lectures, and skill workshops.

**Obstetrics and Gynecology Student Interest Group:** The Ob/Gyn Student Interest Groups exists to: facilitate the development of knowledge pertaining to the obstetrics and gynecology field with regard to residency option, practice options, career options, and lifestyle; provide a forum for informal interaction between the Student Interest Group and the following two national organizations: the American College of Osteopathic Obstetricians and Gynecologists (ACOOG) and the American College of Obstetricians and Gynecologists (ACOG); participate, when appropriate, in community projects or with other campus organizations on issues relevant to obstetrics and gynecology; learn concepts in women's health issues related to wellness and heal maintenance/disease prevention.

**Oncology Club:** The purpose of the oncology club is to raise awareness of the different oncology specialties available and to promote medical students volunteer opportunities to work with cancer patients through established organizations in the Phoenix area.

**Ophthalmology Club:** The Ophthalmology Club aims to provide students with information about ophthalmology as a profession and to assist these students in obtaining ophthalmology resident positions.

**Pediatric Medicine Club:** This club is designed to promote awareness and understanding of pediatric medicine within the University community. The purpose of this organization is to educate others in the role of physicians and physician assistants in the care of children, increase AZCOM and CHS students' comfort level during the interactions with the pediatric population, sponsor speakers and activities that provide opportunities for members to meet and connect with the pediatric population, and to promote discussions and learning of health-related issues relevant to the pediatric community.

**Physical Medicine and Rehabilitation:** The Physical Medicine and Rehabilitation Club provides an open environment for students to increase their passion, learn and discuss the field of physical medicine and rehabilitation. The club sponsors speakers, arranges for shadowing

experiences and mentoring, encourages research and facilitates the process of obtaining residencies through information sharing.

**Psychiatry Club:** To expose students at AZCOM to the field of psychiatry through the use of speakers, community activities, and communication with established physicians and fellow students. The group will function as a central hub for the exchange of ideas, information, and resources for student coalitions in psychiatry. It also promotes the discourse for psychiatric education in the medical school community and for advocacy and justice in mental health as an integral part of health overall. By working to connect students, interest groups, psychiatry faculty, and area psychiatrists to the mental health care needs in the community, the club hopes to promote a heightened involvement and immediacy in psychiatry at each of these levels.

**Radiology Club:** The goal of the Radiology Club is to prepare educational material to help first and second year medical students orient themselves with radiographs. This would include developing tutorials on radiographic physics and steps to interpretation. It is planned to be in a modular form and integrated with the various courses that students are currently taking.

**Sigma Sigma Phi:** The Epsilon Chapter is a student chapter of National Sigma Sigma Phi, an honorary osteopathic service fraternity. Students who have shown a high degree of scholarship and service to AZCOM and/or the profession are offered membership. The goals of the fraternity are to further osteopathic medicine and its standards of practice, to promote fellowship and scholastic achievement, and to promote the betterment of AZCOM and the fraternity as a whole.

**Sports Medicine Club:** The Sports Medicine Club offers students with an interest in athletics and medicine to combine these activities in the rapidly developing area of sports medicine. Students can be updated on the latest medical approaches in this field by attending guest lectures. Students also have the opportunity to utilize this information in shadowing a collegiate athletic physician or by performing athletic physicals. Sporting events are offered throughout the year to raise club funds and test students' athletic abilities.

**Student American Academy of Osteopathy (SAAO):** The Student American Academy of Osteopathy focuses on helping osteopathic medical students to acquire a better understanding of osteopathic principles, theories, and practice, and improve public awareness of osteopathic medicine.

**Student American Osteopathic Academy of Orthopedics (SAOAO):** The SAOAO shall promote and advance interest in the specialty of Orthopedic Surgery, contribute to the knowledge, welfare, and education of osteopathic medical students in the specialty of Orthopedic Surgery.

**Student Osteopathic Medical Association (SOMA):** SOMA strives both to improve the quality of the health care delivery system for all people and to contribute to the welfare and education of osteopathic medical students. It also seeks to familiarize its members with the purposes and ideals of osteopathic medicine and attempts to establish lines of communication with other health science students and organizations. Concurrently, SOMA prepares its members to meet the social, moral, and ethical obligations of the osteopathic profession.

**Student Osteopathic Surgery Association (SOSA):** SOSA is a national organization affiliated with the American College of Osteopathic Surgeons (ACOS). The purpose of SOSA is to represent and educate the future osteopathic surgeon. Through its local chapters, SOSA both stresses understanding of osteopathic principles in relationship to disease in the practice of surgery and provides a forum for discussion among students and surgeons. Additionally, SOSA promotes education in the field of surgery, including gowning and gloving, scrubbing, sterile techniques, suturing and tying techniques, operating room behavior, instrumentation, universal precautions, osteopathic manipulative management of the surgical patient, pre- and postoperative management of surgical patients, and surgical documentation.

**Wilderness Medical Society (WMS):** The goal of the WMS is to promote a forum for those students interested in wilderness medicine; provide lectures and workshops relating to wilderness medicine; educate students about rotations and residencies in wilderness medicine; and promote involvement in outdoor recreational activities by the student body.

### *College of Health Sciences-Glendale*

**Biomed Club:** The Biomed Club is the social and community awareness-service effort of both the graduate and undergraduate students in the Biomedical Department. The set of officers include the president, vice-president, secretary and treasurer. They provide leadership and continuation of the club's activities. A wide variety of community outreach activities are planned and voted upon by the members as are lectures on health care, research opportunities and the biomedically related professions. In addition to the club's general membership, student are also involved in Special Interest Group in order to refine and explore their particular interest in the complex biomedical world.

### *Clinical Psychology Program*

**Psi Chi:** Psi Chi aims to encourage, stimulate and maintain excellence in scholarship of individual members in all fields, particularly in Psychology, and to advance the science of Psychology.

### *Occupational Therapy Program*

**American Occupational Therapy Association (AOTA):** The AOTA is a national professional organization representing over 55,000 occupational therapists, occupational therapy assistants, and occupational therapy students throughout the United States. Students are eligible and are encouraged to join AOTA. Applications for membership in the AOTA are available in the Occupational Therapy Program Office. Additional information concerning the services and activities of the AOTA can be obtained by contacting the Occupational Therapy Program office or from the American Occupational Therapy Association, Inc., 4720 Montgomery Lane, P.O. Box 31220, Bethesda, MD 20824-1220; Telephone:(301) 652-2682.

**Arizona Occupational Therapy Association (ArizOTA):** The Arizona Occupational Therapy Association is the membership organization of the occupational therapy profession in the state of Arizona. ArizOTA acknowledges and promotes professional excellence through a proactive, organized collaboration with occupational therapy practitioners, the health care community, governmental agencies, and consumers. Students are eligible and encouraged to join ArizOTA. Applications and additional information are available in the Occupational Therapy Program

office or from the Arizona Occupational Therapy Association, Inc., P.O. Box 1531, Glendale, AZ 85311-1531; Telephone: (623) 937-0920.

### ***Physician Assistant Program***

**SAMPAS:** Students have established the Society of Arizona Midwestern Physician Assistant Students (SAMPAS) within the Physician Assistant Program of the College of Health Sciences. This society is a chartered chapter of the Student Academy of the American Academy of Physician Assistants (SAAAPA). Further information is available from the PA Program Director.

**The Arizona State Association of Physician Assistants (ASAPA):** The ASAPA is a state organization and constituent chapter of AAPA for graduate physician assistants in Arizona. Activities include public relations and liaisons with the state government. Further information is available upon request from the PA Program Director and from the ASAPA: Arizona State Association of Physician Assistants, 810 West Bethany Road, Phoenix, AZ 85013; Telephone: (602) 246-8901. Rural Medicine Club: The Rural Medicine Club is designed to promote issues and health care concerns affecting the people of a rural community. Opportunities are provided to visit rural sites, attend conferences, and attend lectures by speakers.

**Student Occupational Therapy Association (SOTA):** The Student Occupational Therapy Association (SOTA) gives occupational therapy students a service organization in which to promote the profession of occupational therapy by providing members with opportunities to participate in volunteer services, additional educational experiences, and social interactions within the University and the greater community.

### ***Podiatric Medicine:***

**Academy of Physicians in Wound Healing:** The purpose of APWH is to discover and learn ways to enhance the treatment and decrease the pain, suffering and dysfunction of patients with complex wounds.

**American Academy of Podiatric Practice Management (AAPP):** The AZPOD American Academy of Podiatric Practice Management exists to advance the study of podiatric practice management and promote success through sharing knowledge.

**American Academy of Podiatric Sports Medicine (AAPSM):** AAPSM strives to provide students an opportunity to advance their understanding of evaluation, treatments, management, and prevention of lower extremity injuries in sports and fitness through educational seminars and workshops.

**American Association of Women Podiatrists (AAWP):** AAWP is professional organization for women physicians/podiatrists. AAWP provides support for career development and advocacy for women's health issues; recognizes that women physicians face unique challenges in their profession; and strives to increase the opportunities for women in medicine and provides a strong network for women medical students and women physicians.

**American College of Foot and Ankle Orthopedics and Medicine (ACFAOM):** The purpose of ACFAOM is to enhance the students' course of study in podiatric orthopedics and primary podiatric medicine and to provide programs that allow the student to learn and practice podiatric orthopedic and primary podiatric medical skills.

**American College of Foot and Ankle Pediatricians (ACFAP):** ACFAP aims to educate students about the entire scope of practice within podopediatrics; educate students about the role podopediatrics as a part of their future practice; contribute to the community by participating in outreach events.

**American College of Foot and Ankle Surgery (ACFAS):** The American College of Foot and Ankle Surgery seeks to promote the art and science of foot, ankle, and related lower extremity surgery, address the concerns of foot and ankle surgical students, and advance and improve standards of education and surgical skill.

**American Podiatric Medical Student Association (AzPMSA):** AzPMSA seeks to: unite for the mutual benefit of the student body; strengthen the desire of every podiatry student to expand his/her knowledge; further relations among podiatric students, faculty, administration, and practitioners; and to establish liaisons between students and the American Podiatric Medical Students' Association.

**Student National Podiatric Medical Association SNMPA):** The SNMPA exists to foster the philosophy of disadvantaged/minority recruitment, retention, achievement and professional development.

### *College of Pharmacy–Glendale*

**Academy of Managed Care Pharmacy (AMCP):** The mission of the Chapter of the Academy of Managed Care Pharmacy, in keeping with the mission of the AMCP, is to encourage the education, development, and promotion of the principles and practices of managed care pharmacy.

The purposes for which the Chapter is organized are:

- 1) to encourage the education and support the advancement of managed care pharmacy
- 2) to enhance the common academic and professional interests of the Chapter members.
- 3) to offer professional opportunities and leadership within managed care pharmacy.
- 4) to establish, develop, promote, and conduct educational programs relating to and improving the health and welfare of human beings, especially as it relates to the delivery of pharmacy services in a managed care setting.
- 5) to carry out such other acts and to undertake such other activities as may be appropriate or desirable, in furtherance of the Chapters' and/or AMCP's purposes, so far as permitted by the rules and regulations of Midwestern University College of Pharmacy-Glendale.

**American Pharmacists Association-Academy of Student Pharmacists (APhA/ASP):** APhA is America's largest and oldest association of pharmacists, and is the only pharmacy organization to represent all practice settings. ASP is the student branch of the APhA and has more than 26,000 student members representing all of the schools and colleges of pharmacy across the country. The mission of the APhA/ASP is to be the collective voice of student pharmacists, to provide opportunities for professional growth, and to envision and actively promote the future of pharmacy. At the local level, student members have the opportunity to assume leadership positions and participate in service projects that benefit the College, the profession, and the community.

**Midwestern University Student Chapter of Health-System Pharmacists (MWU-SSHSP):** This is the student chapter of the American Society of Health-System Pharmacists (ASHP). The ASHP is the national professional organization that represents more than 30,000 members who serve patients in organized health care settings. Health-system pharmacists are defined as those who practice in hospitals, health maintenance organizations, long-term care facilities, home health care, clinics, research, and managed/ambulatory care. The mission of MWU-SSHSP is to foster a complete understanding of the roles of pharmacists. Members of MWU-SSHSP are advocates of patient centered care and will work together with other healthcare professionals to accomplish this goal. MWU-SSHSP will educate others through service and example to better understand the profession of pharmacy.

**Arizona Pharmacy Association (AzPA):** The purpose of this organization is to represent the student pharmacist membership of the parent organization, the Arizona Pharmacy Association (AzPA). AzPA and AzPA-SPA will foster safe and effective medication therapy, promote innovative practice, and empower its members to serve the health care needs of the public.

**Christian Pharmacists Fellowship International (CPFI):** Christian Pharmacists Fellowship International (CPFI) is a worldwide ministry of individuals working in all areas of pharmaceutical service and practice. The purpose of this student affiliate group is to serve as a source of love and encouragement for others, both in the community and within the college of pharmacy. Our mission is also to challenge and promote spiritual growth within CPG, to encourage the advancement of knowledge and ethics in the practice of pharmacy, and to encourage the integration of faith into practices.

**Kappa Epsilon (KE):** The purpose of Kappa Epsilon is to unite women students of pharmacy, to cooperate with the faculties of the college, to stimulate in its members a desire for high scholarship, to foster a professional consciousness, and to provide a bond of lasting loyalty, interest and friendship.

**Kappa Psi Pharmaceutical Fraternity:** Kappa Psi is the world's largest and oldest professional pharmaceutical fraternity. The purpose of Kappa Psi is to develop industry, sobriety, and fellowship, and to foster high ideals, scholarship, and pharmaceutical research. Kappa Psi actively participates in and supports projects within the College, University, and the community that advance the profession of pharmacy. Any pharmacy student is qualified to be a member of Kappa Psi. Kappa Psi will enable students to form friendships that will not only last throughout the student's academic years but also continue throughout their practicing careers.

**National Community Pharmacist Association (NCPA):** The NCPA serves the owners, managers, and employees of 25,000 independent pharmacies across the country. The central mission of the CPG student chapter of the NCPA is to encourage and nurture creativity, entrepreneurship, and the spirit of innovation in community pharmacy practice.

**Phi Delta Chi Pharmacy Fraternity:** Phi Delta Chi is a professional pharmacy fraternity that seeks to develop its members academic, leadership, and interpersonal communication skills necessary to become a competent pharmacist. These skills are developed through meeting management, professional projects, social events, fundraising activities, and alumni involvement through interaction between members, other chapters, and the national office. Phi Delta Chi intends to promote leadership in pharmacy.

**Phi Lambda Sigma:** Phi Lambda Sigma, chartered on October 3, 1967, is the leadership society in pharmacy. The purpose of Phi Lambda Sigma (PLS), also known as the National Pharmacy Leadership Society, is to promote the development of leadership qualities, especially among pharmacy students.

**Rho Chi:** The Rho Chi society, founded on May 19, 1922, is the academic honor society in pharmacy. It was created to encourage critical inquiry, intellectual excellence, and to develop lifelong leaders in the profession of pharmacy. Rho Chi has become a network of lifelong members who are invited to join based on cumulative grade point average and class rank. Rho Chi is the only honor society sanctioned by the American Association of Colleges of Pharmacy.

As a local chapter, we are focused on fostering and maintaining a relationship between alumni and student members, and becoming active in the community as positive role models of the pharmacy profession.

**Student College of Clinical Pharmacy (SCCP):** The American College of Clinical Pharmacy (ACCP) is a national organization that was founded in 1979 by a small group of clinical pharmacists. Over the years the organization has grown to over 12,000 members and 27 student chapters. ACCP's mission is to expand the clinical pharmacy profession by continuous education of clinical and student pharmacists through research and cooperation. The Student Network of ACCP (SCCP) offers invaluable networking opportunities, leadership positions as well as job and residency preparation for all its members.

**Society of Nuclear Medicine (SNM):** The Society of Nuclear Medicine at MWU exists to provide student pharmacists with opportunities to increase their knowledge of nuclear medicine through meetings, guest speakers, site visits and resources available through the SNM; and to encourage student pharmacists interested in nuclear medicine to become involved in the field through joint activities with the SNM and national SNM meetings.

#### *College of Dental Medicine:*

**Academy of General Dentistry (AGD):** MWU Student AGD is established for the express purpose of developing leadership skills, fostering intra-chapter relationships, an association with



the national Academy of General Dentistry, as well as an awareness of social responsibilities to encourage students to participate in public affairs.

**Alpha Omega International Dental Fraternity – Gamma Delta Chapter:** The Alpha Omega International Dental Fraternity strives to enhance the dental profession and lives of dental professional worldwide by promoting and supporting ideals of global oral health, education and the bonds of fraternity.

**Predoctoral chapter of the American Academy of Pediatric Dentistry (AAPD):** The AAPD is an organization whose primary concern is in the area(s) of practice, education and/or research specifically related to the specialty of pediatric dentistry. Its purpose shall be the advancement of the specialty of pediatric dentistry for the benefit of the oral health of the public through the efforts of the dental profession.

**American Association of Public Health Dentistry (AAPHD):** The American Association of Public Health Dentistry aims to promote the advancement of public health in the field of dentistry; encourage participation in the student chapter and public health dentistry events; foster loyalty to the AAPHD; provide students with learning opportunities through volunteering and community services; and to work and ultimately function as the student arm of the national organization of the AAPHD.

**American Association of Women Dentists (AAWD):** The MWU chapter of the American Association of Women Dentists was established to be the leading resource for advancing, connecting and enriching the lives of women dentists.

**American Student Dental Association (ASDA):** MWU American Student Dental Association is a student run organization that protects and advances the rights, interests, and welfare of students pursuing careers in dentistry. It introduces students to lifelong involvement in organized dentistry and provides services, information, education, representation and advocacy.

**Dental Anesthesiology Club for Students:** The Dental Anesthesiology Club for Students (DACs) is a national club that aims to educate dental students about the many aspects of anesthesia in dentistry by way of lunch and learns, hands on skill development, and CE events.

**Dental Business Academy (DBA):** The Dental Business Academy strives to enable students to create a solid business foundation by educating them on relevant business practices and providing them with tools and opportunities that will help them succeed financially after graduation, upon entering the workforce.

**LDS Academy of Student Dentists:** The MWU Student Chapter of the Academy of LDS Dentists is part of a worldwide organization with emphasis on education, service and fellowship. This organization strives to reach out to serve our communities while helping each other succeed as dentists and students. While founded by members of the LDS faith, all are welcome and encouraged to join our service mission and local projects, social activities and seminars for continuing education.

**Student Research Group (SRG):** MWU SRG is a student run organization for students interested in or who are already partaking in research related to dentistry. It provides students with information and education of ongoing research and how to start research of your own. It gives students an opportunity to talk to their colleagues about their research and to become involved in the community with research related events.

**Tau Sigma Military Dental Club:** The TΣ Military Dental Club seeks to promote oral health in the local community, to welcome new military-sponsored students into the Midwestern University College of Dental Medicine, provide information and support to military-sponsored students and to participate in fund raising initiatives for area veterans in need.

**Xi Psi Phi Dental Fraternity (ZIPS):** The Beta Xi chapter of the Xi Psi Phi Dental Fraternity at Midwestern University aims to promote dental health and goodwill. Our Fraternity has progressed for more than 125 years because of its high ideals and worthy purposes to give each member a richer life and by living up to its simple motto: "Hospitality is the Life of Friendship."

### *Arizona College of Optometry*

**American Optometric Student Association (AOSA):** The members of the AZCOPT American Optometric Student Association assembled to connect AZCOPT students to the national optometric community by way of the American Optometric Student Association (AOSA) whose mission is "to improve the visual welfare and health of the public, to promote the profession of optometry and to enhance the education and welfare of optometry students."

**Canadian Association of Optometry Students (CAOS):** The Canadian Association of Optometry Student (CAOS) of Midwestern University is a chapter of the international CAOS organization. The CAOS organization is comprised of optometry students desiring to practice optometry in Canada.

**EnVision:** The objective of EnVision shall be to promote excellence in optometric private practice through first-hand education and experience with leaders in the industry. Members of this organization shall strive to be pioneers in the optometric field and continue their pursuit of excellence into the private practice optometry field.

**Fellowship of Christian Optometrists (FCO):** A club dedicated to providing eye care for the needy while furthering the Gospel of Jesus Christ as recorded in the Bible, and promoting and maintaining fellowship with other Christians in the eye care community.

**Future Optometric Residents (FOR):** Provides information about Optometric Residencies and the selection process.

**Lions Club:** Aims to be the global leader in community and humanitarian service. Strives to empower volunteers to serve their communities, meet humanitarian needs, encourage peace and promote international understanding through Lions clubs.

**Sports Vision Club:** The Arizona College of Optometry Sports Vision Club's main purpose is to promote the benefits and importance of sports vision training. The Sports Vision Club will

promote these benefits through community events showing people the necessity of optimal vision in sports in addition to the services the Midwestern University Eye Institute can provide in order to help people become better athletes through sports vision training. The Club will also help educate members on various procedures and tests that can be performed to improve a patient's sports vision, and then allow them to take those skills to wherever they practice after completion of optometry school. To assist this education process, the club will also work on bringing in guest speakers to help educate members on the benefits of sports vision.

**Student Volunteer Optometric Service to Humanity (SVOSH):** SVOSH is the student chapter of VOSH International. SVOSH assists VOSH programs on its mission trips to provide eyeglasses, treat eye disease and refer patients for eye surgery.

### *College of Veterinary Medicine*

**American Association of Equine Practitioners (AAEP):** The AAEP's mission is to improve the health and welfare of the horse, to further the professional development of its members, and to provide resources and leadership for the benefit of the equine industry. These principles have guided the AAEP for more than six decades in the activities and services it provides.

**Emergency and Critical Care Club:** The Emergency and Critical Care Club's mission is to provide supplemental information and skills to those interested in veterinary emergencies.

**Integrative Veterinary Medicine Club:** The Integrative Veterinary Medicine Club is for veterinary students. IVMC will hold lectures, workshops, and other events and projects that will serve to increase our understanding of complementary veterinary medicine.

**Student Association for Veterinary Surgery (SAVS):** The purpose of SAVS is to stimulate interest in veterinary surgery among future veterinarians. SAVS will help share and facilitate opportunities that allow students to strengthen their understanding of veterinary surgery.

**Student Chapter of the American Association of Bovine Practitioners (SCAABP):** The SCAABP is a student chapter of veterinary students that wish to gain experience and understanding in large animal industry (specifically bovine, ovine, and caprine) procedures and current issues.

**Student Chapter of the American Association of Feline Practitioners (SCAAFP):** SCAAFP, fondly referred to as the feline club, will work with the community, rescue organizations, and patients in an effort to advance feline medicine through research, volunteer work, and collaborative student-doctor efforts.

**Student Chapter of American College of Veterinary Internal Medicine (SCACVIM):** SCACVIM promotes the specialties of cardiology, neurology, oncology, large animal internal medicine and small animal internal medicine through the advancement of knowledge to veterinary medical students.

**Student Chapter of the Association of Shelter Veterinarians (SCASV):** Our mission is to expose, promote interest and educate veterinary students to the field of shelter medicine. We

hope to impart on our members a knowledge of the issues and the role they as future veterinarians can play to improve animal welfare.

**Veterinary Business Management Association (VBMA):** VBMA is a student-driven organization dedicated to advancing the veterinary profession through increasing business knowledge, creating networking opportunities, and empowering students to achieve their personal and professional goals.

**Veterinary Imaging Club:** The goal of the Midwestern University Veterinary Imaging Club is to advance the knowledge and awareness of various diagnostic veterinary imaging techniques such as radiology, ultrasonography, CT and MRI.

**Wildlife Exotics Zoo Avian Aquarium Medicine (WEZAAM):** The Wildlife Exotic Zoo Avian and Aquatic Medicine Club will provide a forum for students to learn about the many career opportunities available in the veterinary field outside of small and large animal medicine.

## **Student Services Fee**

All enrolled full and part-time degree seeking students are required to pay the Student Services (SS) Fee annually. The charges will be billed according to the first registered term of the academic year. No adjustments will be made for students on a leave of absence. The SS Fee funds academic and non-academic services and activities including graduation, on-line training programming, counseling services, tutoring, student councils/student government associations, student organizations and the University Student Senate.

## **T**

### **Temporary Medical Conditions**

Student Services will provide assistance to students who experience temporary medical conditions that interfere with their ability to fully participate in their academic program. Examples of temporary conditions include, but are not limited to, broken bones, hand or back injuries, pregnancy complications, short term impairment following surgery or other medical procedures or nursing after pregnancy. Documentation may be required from a health care provider to support the student's request. The manner and type of assistance will be determined in consultation with the faculty of the student's program of study. Students with temporary medical conditions are still required to meet the educational and technical standards of the University and their program. If a student is not able to meet the educational and technical standards with reasonable assistance, the student will be placed on medical leave of absence.

### **Traffic Control (Also see Parking)**

The following traffic regulations are current University policy:

- Observation of all stop signs

- Speed limit of 15 mph on surface streets and 5 mph in parking garages

Tickets are issued as follows:

- First offense: \$25
- Second offense: \$50
- Third offense or any offense that is deemed reckless and/or dangerous will be dealt with by the Dean of Students as a formal written complaint.

## **Tuition**

Tuition rates are established annually for each college-based program. As such, the annual tuition charged is subject to change for each new academic year. Any change in tuition for the academic year beginning in June or September is usually announced on or before the end of the previous quarter. Please contact the Office of Student Financial Services for specific information concerning tuition changes. Tuition for full-time students is an annual tuition and may be payable over 2,3, or 4 quarters per year depending on the academic schedule of a student. Students attending full-time will pay full-time tuition. Students attending part-time or taking a course overload are charged accordingly, and should refer to the partial course load and course overload policies in the Student Financial Services section of the Midwestern University Catalog.

## **Tutor Program**

### **Tutoring Services**

Midwestern University offers student peer-to-peer tutoring services through the Office of Student Services. Tutoring is available during all academic years and is designed to help enhance test-taking skills, modify study habits, and/or focus on critical material and content. The peer-to-peer tutoring services that are provided must never take the place of class attendance, face-to-face meetings with faculty/course directors, or meetings with peer study groups. As part of the tutoring approval process, students who request tutoring services must regularly attend classes and meet with faculty prior to being approved for tutoring. Students who are approved to receive tutoring must come prepared to all tutoring sessions, i.e., coming to sessions prepared with specific questions, attend all sessions scheduled with the tutor, and be an active participant during the tutoring sessions. Tutoring sessions are not meant to be reiterations of the lectures, but are interactive sessions on material with which the tutee is struggling.

A student can request tutoring services through a faculty member, a representative from the appropriate dean's office, or by visiting the Office of Student Services. A student must obtain from, and submit a tutoring request form to, the Office of Student Services. In order for tutoring to be approved, the Office of Student Services needs to have the approval from the appropriate course director or designated representative of the academic dean's office, based on the student's academic needs. Any student who is in academic difficulty in a course will be given priority in the program.

Academic difficulty is defined by the college, however, students typically need to be failing or near failing in order to be approved for tutoring. In CHS only, students who fail to achieve the

required grade point average may also request tutoring assistance. Students participating in the program must understand that priority is given to students in academic difficulty. Students may not be eligible or may lose eligibility to receive a tutor if their test scores improve, in order to accommodate other students that are in more serious academic difficulty, or if the student fails to meet the requirement of attending lecture, laboratory and workshop sessions. Students requesting a tutor must be registered in the Office of Student Services in order to benefit from tutoring services.

### **Requests To Tutor**

All requests to become a tutor must be approved and must originate in the Office of Student Services. The Office of Student Services will then obtain the appropriate college administrative approval for that student. Students must be able to communicate effectively, have mastered the course material, and be in good academic and professional standing. Tutors receive an hourly honorarium for their services. Student tutors must have registered in the Office of Student Services in advance of services in order to be eligible for reimbursement. Applications to tutor and requests for tutoring services are available in the Office of Student Services and on the Student Services webpage.

## **U**

### **University Representation**

All student or campus organizations must have the prior approval of the Dean of Students, the appropriate Academic Dean and the Department of University Relations, Office of Communications when using any form of communication (i.e., stationary, email, letters) bearing the University and/or college seal. In addition, all flyers used to advertise a student, organization, class or club event must have the prior approval of the Dean of Students. Use of non-pay university copiers and faxes for the purposes of disseminating such information must have prior approval of the Dean of Students. Student or student organization business cards bearing the college and/or university seal are allowed, but must be approved by the Dean of Students and the Department of University Relations, including their Office of Communications. Items used for fundraising (t-shirts, bookbags, etc.) that contain the University/College seals must be approved prior to submission of the purchase order.

To ensure that a positive image of MWU is maintained, MWU students may not officially represent the University and/or its colleges at any local, state, or national student-oriented organization that is not recognized by MWU.

## **V**

### **Vehicle Towing**

Vehicles parked illegally are subject to towing. The cost of the towing and retrieval of the vehicle is the responsibility of the owner. Midwestern University assumes neither liability nor responsibility for operational or structural damage incurred as a result of towing or storage of a vehicle in such instances.

## Veterans' Benefits

Most academic programs at MWU are approved to offer veterans' educational benefits. For further information, contact the Registrar's Office.

## W Weapons

Possession of weapons while on school property is prohibited. This includes bringing, use, control, or transfer of any object that may be used to cause bodily harm, look-alike weapons, and any other device defined by law as a weapon. Under the Federal Gun-Free Schools Act of 1994 a weapon includes any firearm, explosive device, knife, or any other device or look-alike defined as a weapon in the Act.

## Website Policy for Individual Students and Student Organizations

The official web page of Midwestern University is at [www.midwestern.edu](http://www.midwestern.edu). Midwestern University students are prohibited from creating any external web site that violates the trademarks of the University by doing any of the following:

1. Uses the University name, the College name, or any acronym of these names.
2. Use the University seal or any College seal.
3. Includes links to the official MWU web site.

Student groups/organizations are required to use the Collegiate Link program at MWU for webposting of information.

## Wellness Center (Downers Grove)

The Wellness Center offers a variety of services for the faculty, staff, and students of Midwestern University at the Downers Grove Campus. These services include immunizations, triage, basic diagnosis, osteopathic manipulation, and wellness information. The fees for all faculty, staff, and students are posted. All laboratory tests and special procedures may incur additional fees. The Center accepts Visa, MasterCard, Discover checks, and cash.

A medical assistant, physician assistant and a physician staff the Wellness Center on the Downers Grove Campus. The Center is closed during recognized University holidays. Special hours may be posted at other times during the year. The usual hours of service from September to June are as follows:

<i>Day</i>	<b>Medical Assistant on Duty</b>	<b>Physician/Physician Assistant on Duty</b>
Monday	8 am to 1 pm 1:30 pm to 4 pm	8:00 am to 11:00 am (DO)

Tuesday	8 am to 1 pm 1:30 pm to 6:00 pm	8:30 pm to 7:30 pm (PA) 1:30 pm to 6:00 pm (PA)
Wednesday	8 am to 1 pm 1:30 pm to 6:00 pm	1:30 pm to 6:00 pm (PA)
Thursday	8 am to 1 pm 3 pm to 6:30 pm	8:30 am to 1 pm (PA) 3:30 pm to 6:30 pm (DO)
Friday	8 am to 1:30 pm	8:30 am to 1:30 pm (PA)
Saturday*	8 am to 12 pm	8 am to 12 pm (PA)

Selected Dates

The Wellness Center is located in the Wellness/Recreation Center. Midwestern University reserves the right to alter hours, services, and fees for services.

### **Wellness Center - Student Sick Clinic (Glendale)**

The Student Sick Clinic offers immediate care to students who have acute medical needs. Students with chronic, non-acute medical needs should make appointments with their own personal clinician. The Student Sick Clinic is located in the on-campus Medical Specialty Clinic from 7am to 7:45am, Monday - Friday as well as 8am to 11:45am on Mondays, Tuesdays, Wednesdays, Fridays and Saturdays. There is no cost or co-pay for the Student Sick Clinic and any medical expenses are generally not submitted to the student's health insurance carrier with the exception of lab fees or special tests. See the Office of Student Services for information related to the Student Sick Clinic.

## **Wellness/Recreation Center Policies and Procedures**

### **Mission/Purpose:**

- The Wellness/Recreation Center provides faculty, staff and students with a holistic setting with expansive healthy options of recreation. By supporting a healthy environment, the University recognizes the value of extracurricular activities in encouraging positive social interaction, reducing stress, and promoting a healthy lifestyle.
- The Wellness/Recreation Center is intended for the students, faculty and staff of Midwestern University. Use of the Fitness and Wellness/Recreation Center is a privilege. Disrespectful or inappropriate behavior will result in the denial of access to the Center on a temporary or permanent basis.

### **Membership/ Access:**

1. Individuals who are eligible to use the Wellness/Recreation Center are currently enrolled students, administration, faculty and staff employees of the University, and Interns and Residents employed by the University. All individuals entering the facilities during regular hours must present a valid



Midwestern University ID. The building is accessible by electronic ID access only.

2. Eligible individuals are permitted to host one guest per visit only. Additional guests will be asked to leave. The guest must sign in at the reception desk, and sign a waiver form upon their first visit. The hosting member must remain with the guest at all times. Unaccompanied guests will be asked to leave the facility. Hosting members are responsible for the conduct of their guest.
3. Eligible members may bring in up to two-members of their family as guests, as long as the additional guest is a minor child. Family is defined as spouse, significant other, children, stepchildren, sibling or parent.
4. The University reserves the right to temporarily or permanently revoke an individual's eligibility to access at any time for violations of University Wellness/Recreation Center Policy. Such decisions will be made at the discretion of the Director of Campus Recreation/Assistant Director of Student Activities and the Dean of Students.

### **Hours of Operation**

1. The Wellness/Recreation Center may be closed on a temporary basis for special University events. Notices of the pending closure will be posted and emailed in a timely manner to faculty, staff and students.
2. Hours of Operation: Sunday through Saturday - 5:30 AM – 12 Midnight
3. Hours of Operation will be regularly reviewed and may be adjusted depending on usage.
4. The Center is closed on all University Holidays

### **Regulations**

1. Users are responsible for knowing and following the policies of the Wellness/Recreation Center. Ignorance of Wellness/Recreation Center policy is not an excuse for violation. The Director of Recreation/Assistant Director of Student Activities and Dean of Students reserve the right to deny access to or eject from the facility any individual who fails to meet all requirements and standards.
2. All participants must present a valid ID upon entrance to the facility.
3. Food and drink are not allowed in the facility, except in designated areas. In the workout areas, water (exclusively) in a closed, reusable plastic container is allowed.
4. Tobacco use in any form, including chewing, is not allowed.
5. Participants in all activities are expected to display sportsmanlike behavior. Aggressive behavior in any form and use of profanity is strictly prohibited.
6. Members must show the proper respect to other individuals using the facility, including student monitors and Security personnel. Violations may result in a penalty, up to and including loss of the privilege to use the facility.

7. Drugs and alcohol are strictly prohibited.
8. Spitting on the floor is not allowed.
9. Chewing gum is not permitted in the facility.
10. Bicycles, skateboards, and roller blades are prohibited inside the building.
11. Animals are not allowed (except guide/aid animals).
12. The Wellness/Recreation Center facilities cannot be used by an individual to provide services for profit, including private instruction and personal training on the weight equipment. All activities must be approved by the Director of Recreation/Assistant Director of Student Activities and Dean of Students.
13. The use of cameras, including cell phone cameras, is strictly prohibited.
14. Cell phone usage is not allowed in the locker rooms.
15. Close-toed shoes must be worn at all times. Shoes may be removed if it is appropriate to a scheduled activity, such as yoga.
16. Athletic attire must be appropriate, non-revealing and not contain graphics that may be offensive. Shirts must be worn at all times except on the basketball court.
17. Flyers may not be posted without the approval of the Director of Recreation Assistant Director of Student Activities or Dean of Students. Posted materials must contain a stamp of approval and may only be posted on approved bulletin boards. Postings may not be adhered to doors, windows or walls.
18. Personal belongings must be stored in a locker in the locker room. Personal items such as backpacks are not permitted in the workout area. Northwestern University is not responsible for the safety of personal belongings. In Downers Grove, lockers may be rented on a quarterly basis from the Director of Recreation. In Glendale, locks are only permitted on a locker while a student is present in the facility. Overnight locker use is not permitted.
19. Lost items will be returned to the Security Office in the F Lodge (Downers Grove)/Sahuaro Hall (Glendale).
20. All children must be under direct parental supervision at all times while in the Recreation & Wellness Center.
21. No strollers are allowed in the exercise/workout rooms.
22. Children under the age of 16 are limited to using the gym, racquetball courts, music and craft rooms.
23. Children must be 16 or older to use the exercise/workout rooms and must be under direct supervision of their parent/guardian at all times while using these areas. Children under the age of 16 are not allowed to be in the exercise/workout rooms while their parent/guardian is working out. This is a safety hazard and no children under the age of 16 are allowed in these areas.

### **Free Weight/Workout Room Rules**

1. Towels must be used to protect the equipment and improve sanitation. All users must bring a personal towel to place on the equipment and to wipe it down after use. If you do not have a towel, you will not be permitted to use the equipment.
2. Do not drop the weights, ease them down gently.

3. Damaged or defective equipment should be reported immediately to the Director of Recreation/Assistant Director of Student Activities or to the Dean of Students. Do not remove damaged or out-of-order signs from equipment.
4. Do not monopolize equipment. Be mindful of other users.
5. Read instructions before using equipment.
6. If lifting heavy weights, use a spotter.
7. Please replace free weights in their designated place.
8. Report all injuries immediately to the Recreation Monitor. If necessary, call Security at ext. 7111 (Downers Grove)/ext. 3201 (Glendale) to receive emergency assistance.
9. Members and guests assume all risk for personal injury. Should University personnel think it necessary for an injured person to receive medical assistance, they will contact appropriate medical personnel at the injured person's own expense.
10. The stereo system and channels for TV's will be operated by Fitness Center personnel ONLY.
11. Do not place weights, bars or dumbbells on the benches.
12. Use paper towels and disinfectant to clean the equipment after using it.

### **Equipment Check-out Rules**

1. Only members may check out equipment using their Midwestern University ID. Guests are not permitted to borrow equipment
2. Equipment may be checked out from the Recreation Monitors. Borrowers are solely responsible for any damages that occur to any equipment that is checked out on their account.
3. Equipment in the Craft Room must also be checked out from the Recreation Monitors. Members using the sewing machines and other craft equipment must return the equipment to the appropriate storage area and clean up their work surface when they are done. The University is not responsible for supplying sewing supplies except for the machines and rotary cutters. All other supplies, including thread and needles, are the responsibility of the user. If thread is placed on a bobbin, it must be removed when the user is done borrowing the machine. Users may wish to purchase their own bobbins (Singer) and bring them with them to the Craft Room.