

---

# University of Illinois at Urbana-Champaign

## Campus Violence Prevention Plan

---

---

---

Updated: November 2011



# UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN CAMPUS VIOLENCE PREVENTION PLAN

## **CONTENTS**

<u>FOREWORD</u> .....	<u>ii</u>
<u>RECORD OF CHANGES</u> .....	<u>iii</u>
<u>DISTRIBUTION LIST OF CVPP RECIPIENTS</u> .....	<u>v</u>
<u>CAMPUS VIOLENCE THREAT ASSESSMENT POLICY</u> .....	<u>vi</u>
<b><u>CAMPUS VIOLENCE PREVENTION PLAN</u></b>	
<u>CAMPUS VIOLENCE PREVENTION PLAN</u> .....	<u>1</u>
<u>I. INTRODUCTION</u> .....	<u>1</u>
<u>II. CAMPUS VIOLENCE PREVENTION COMMITTEE</u> .....	<u>1</u>
<u>III. CAMPUS THREAT ASSESSMENT TEAMS</u> .....	<u>1</u>
<u>IV. UNIVERSITY POLICIES RELATED TO VIOLENCE AND VIOLENCE PREVENTION</u> .....	<u>4</u>
<u>V. VIOLENCE PREVENTION PROGRAM FOR STUDENTS</u> .....	<u>5</u>
<u>A. Thresholds Applying to Students:</u> .....	<u>5</u>
<u>B. Response to Students Who Cross One or More Threshold(s)</u> .....	<u>6</u>
<u>C. Training &amp; Education/Awareness Building</u> .....	<u>7</u>
<u>D. Additional Oversight and Coordination</u> .....	<u>7</u>
<u>E. Privacy Protection</u> .....	<u>8</u>
<u>VI. VIOLENCE PREVENTION PROGRAM FOR FACULTY AND STAFF</u> .....	<u>8</u>
<u>A. Thresholds Applying to Faculty/Staff</u> .....	<u>8</u>
<u>B. Responses to Faculty/Staff Who Cross One or More Threshold(s)</u> .....	<u>9</u>
<u>C. Training &amp; Education/Awareness Building</u> .....	<u>10</u>
<u>D. Privacy Protection</u> .....	<u>11</u>
<u>VII. VIOLENCE PREVENTION PROGRAM FOR THE PUBLIC</u> .....	<u>11</u>
<u>A. Thresholds Applying to the Public</u> .....	<u>11</u>
<u>B. Responses to the Public Who Cross One or More Threshold(s)</u> .....	<u>12</u>
<u>C. Employees who have Filed an Order of Protection</u> .....	<u>13</u>
<u>D. Training &amp; Education/Awareness Building</u> .....	<u>13</u>
<u>Attachment A Special Situations Group</u> .....	<u>14</u>
<u>Attachment B Mandated Assessment Following a Suicide Threat/Attempt</u> .....	<u>15</u>
<u>Attachment C General Policies and Regulation (Alcohol)</u> .....	<u>16</u>
<u>Attachment D Response to Suicide, Threats and Attempts Among Faculty, Academic Professionals and Staff</u> .....	<u>18</u>
<u>Attachment E Workplace Violence</u> .....	<u>21</u>
<u>Attachment F Policy on Sexual Harassment</u> .....	<u>22</u>
<u>Attachment G Staff Procedures for Students in Need of Mental Treatment</u> .....	<u>23</u>

# FOREWORD

## *Letter of Promulgation*

This plan is approved and formally adopted as the University of Illinois at Urbana-Champaign's Campus Violence Prevention Plan (CVPP), which details all comprehensive violence prevention efforts. It is designed to comply with all applicable federal and state regulations and to provide the policies and procedures to be followed in dealing with issues related to violence on campus.

The University of Illinois at Urbana-Champaign has developed a CVPP that is interdisciplinary and multi-jurisdictional and is dedicated to ensuring every known behavioral or mental health issue or violent incident is addressed adequately following established campus policies. The planning authorities and responsibilities conveyed to individual campus units, schools, colleges, departments and agencies of local government are recognized and acknowledged.

The CVPP as adopted and approved by the Chancellor shall be the controlling authority in regard to University of Illinois at Urbana-Champaign campus violence prevention management, planning, policies and procedures. The CVPP shall supersede any policy or procedure that conflicts with its provisions.

Adopted on the \_\_\_\_\_ of \_\_\_\_\_ 2011

---

Chancellor, University of Illinois at Urbana-Champaign

## RECORD OF CHANGES

When changes are made to the CVPP, the following procedures should be followed:

1. The Emergency Planning Lieutenant with the University of Illinois Police Department will issue major changes on copy pages that will be updated in the CVPP. New pages should be inserted as directed. The old pages will be removed and destroyed.
2. Plan-holders will be notified of changes by memorandum and/or e-mail. Plan-holders will be responsible for updating their existing CVPP.
3. When any change is made, an entry should be noted in the following log:

Change Number	Date Entered	Page(s) or Section(s) Changed	Entered By
1	11/18/2009	CVPP Created	Todd Short
2	12/31/2010	CVPP Update (All Pages)	Todd Short
3	11/16/11	Page ii (Date of Signature)	Todd Short
4	11/16/11	Page 3 (Updated title of Legal Council to membership of Threat Assessment Team for Students)	Todd Short
5	11/16/11	Page 3 (Changed names of Coordinators for Threat Assessment Team for Students)	Todd Short
6	11/16/11	Page 4 (Added Equal Opportunity and Access to membership of Threat Assessment Team for Faculty/Staff/Public)	Todd Short
7	11/16/11	Page 4 (Changed names of Coordinators for Threat Assessment Team for Faculty/Staff/Public)	Todd Short
8	11/16/11	Page 4 & 5 (Added language under "Student Code [Section 1-302]" to include more specific information regarding types of conduct)	Todd Short
9	11/16/11	Page 6 & 7, part B (Changed section to include bullet point items)	Todd Short

		for response to students who cross one or more thresholds). Specific language to include Chancellor's Emergency Powers being invoked as appropriate	
10	11/16/11	Page 7 (Removed language referencing Suicide Prevention Team and Alcohol and Other Drug Office)	Todd Short
11	11/16/11	Page 8 (Added Women's Resource Center to membership of Interpersonal Violence Staffing Group)	Todd Short
12	11/16/11	Page 9, #6 (Provided new example)	Todd Short
13	11/16/11	Page 9, part B (Changed section to include bullet point items for response to Faculty/Staff/Public who cross one or more thresholds)	Todd Short
14	11/16/11	Page 9 (Removed language referencing the Faculty Staff Assistance Program)	Todd Short
15	11/16/11	Page 11, part D (Added section D, "Privacy Protection" statement)	Todd Short
16	11/16/11	Page 12, #6 (Provided new example)	Todd Short
17	11/16/11	Page 12, part B (Changed section to include bullet point items for response to the public who cross one or more thresholds)	Todd Short
18	11/16/11	Page 13, part C (Changed section to include bullet point items for employees who have filed an order of protection)	Todd Short
19	11/16/11	Added a new Attachment A, "Special Situation Group"	Todd Short



## CAMPUS VIOLENCE THREAT ASSESSMENT POLICY

The University of Illinois at Urbana-Champaign is committed to a nonviolent environment for all employees and students. In service of its commitment to the welfare, health and safety of all those in its campus community, the campus has developed a comprehensive Campus Violence Prevention Plan (CVPP) which can be found on the Division of Public Safety's Website at [www.police.illinois.edu](http://www.police.illinois.edu). The CVPP is also linked to the following websites: Office of the Dean of Students ([www.odos.illinois.edu](http://www.odos.illinois.edu)), Staff Human Resources ([www.shr.illinois.edu](http://www.shr.illinois.edu)), Academic Human Resources ([www.ahr.illinois.edu](http://www.ahr.illinois.edu)), and the Faculty Staff Assistance Program ([www.fsap.illinois.edu](http://www.fsap.illinois.edu)). The CVPP is expressly incorporated by reference into this policy.

### **What To Watch For**

The CVPP is founded on principles of early intervention and proactive engagement to prevent violence and provide supportive services. Based on the assessment that certain conduct may be a pre-cursor to violent behavior, the CVPP has identified thresholds of unacceptable conduct and standardized responses to those who cross those thresholds. Thresholds of unacceptable conduct include, but are not limited to, the following:

1. Acts and threats of violence towards a specific person(s), unspecified person(s), and/or the campus as a whole.
2. Significant violent ideations or the expression of violent ideas or the intent to harm others.
3. Suicidal threat, attempt and/or significant suicidal ideation.
4. Pattern of physical or emotional bullying and/or intimidation.
5. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.
6. Assuming a stance of being substantially "in-charge" or attempting to control processes, outcomes, or decisions that are inappropriate given the person's standing or position.
7. Pursuing options that do not reasonably exist and continuing to do so after being instructed to cease.
8. Delusional ideation(s) or behavior.
9. Excessive, inappropriate and/or illegal alcohol and other drug use.

## **What To Do**

Any individual witnessing conduct that they believe may pose an imminent threat to safety, security or health should call 9-1-1 (9-9-1-1 from a campus phone) immediately. If the conduct does not pose an imminent threat to safety, security or health, individuals should contact the Division of Public Safety ([www.police.edu](http://www.police.edu) or #217-333-1216), the Dean of Students Office ([www.odos.illinois.edu](http://www.odos.illinois.edu) or #217-333-0050), their respective Human Resource Office ([www.shr.illinois.edu](http://www.shr.illinois.edu) or #217-333-3101 or [www.ahr.illinois.edu](http://www.ahr.illinois.edu) or #217-333-6747) and/or the Counseling Center ([www.counselingcenter.illinois.edu](http://www.counselingcenter.illinois.edu) or #217-333-3704).

## **About the CVPC**

As a part of the CVPP, a designated Campus Violence Prevention Committee (CVPC) has been formed and charged with implementing the CVPP and determining the individuals responsible for education and prevention of violence on campus. The CVPC is comprised of faculty, campus administration, student affairs, law enforcement, human resources, counseling services, residential life and emergency management. The CVPC has created this written threat assessment policy to provide guidance to students, faculty and staff about how to recognize, address and report aberrant and threatening behavior.

The CVPC also provides oversight to both Campus Threat Assessment Teams, as stipulated in the CVPP, which consists of faculty, law enforcement, human resources, legal counsel, and mental health professionals. It may also include other persons and organizations deemed appropriate to a particular circumstance.

The two Campus Threat Assessment Teams are formally titled, “Threat Assessment Team for Students” and “Threat Assessment Team for Faculty/Staff/Public.” The Threat Assessment Team for Students focuses on student issues and the Threat Assessment Team for Faculty/Staff/Public focuses on faculty, staff and members of the public. These Threat Assessment Teams conduct threat assessments, address aberrant, dangerous, or threatening behavior on campus, and provide guidance and best practices for preventing violence and providing support services. The Threat Assessment Teams use fact-based assessment processes to investigate threats, actions, or conduct that may lead to targeted violence and determine situation-specific response action plans. These teams also conduct post-incident assessments and evaluations of the effectiveness of the response(s) on a case-by-case and aggregate basis.

Pursuant to the CVPP, students, faculty and staff are provided access to a range of support services, including mental health services, crisis management, and comprehensive services for victims, provided on campus and through community

resources. Details about these processes and support resources can be found in the CVPP.

Members of the Campus Threat Assessment Teams have access to information regarding the CVPP, including specific information regarding incidents of violence or pre-cursor conduct. Additionally, other individuals may have access to that information to the extent that it is necessary in order for the campus to fulfill its violence prevention missions and to ensure the safety of the campus community. Privacy interests will be protected as required by state and federal laws.

All areas of the campus community are required to cooperate with requests from the Campus Threat Assessment Teams relative to successfully monitoring any threatening behavior.

The CVPC will meet once a semester or whenever appropriate to review issues related to violence on campus and provide any necessary oversight to the Campus Threat Assessment Teams.

The Campus Threat Assessment Teams will meet as stipulated in the CVPP or as necessary to meet their respective needs.

Pursuant to the Illinois Campus Security Enhancement Act of 2008 (“the Act”, 110 ILCS 12/1 et seq.), a copy of the CVPP will be provided to the Champaign County Emergency Management Agency, the Illinois Emergency Management Agency Regional Office and the Illinois Board of Higher Education.

# CAMPUS VIOLENCE PREVENTION PLAN

## I. INTRODUCTION

For the last two decades the University of Illinois at Urbana-Champaign has had a comprehensive violence prevention program, which is currently referred to as the Campus Violence Prevention Plan (CVPP). The CVPP is based on responding systematically to small-scale precursor events among students, faculty/staff, and members of the general public.

## II. CAMPUS VIOLENCE PREVENTION COMMITTEE

Pursuant to the Campus Security Enhancement Act of 2008, the University of Illinois at Urbana-Champaign has formed a Campus Violence Prevention Committee (CVPC) that will be tasked with implementing the CVPP, ensuring the individuals mentioned in this plan are responsible for the appropriate education and prevention of violence on campus, and providing oversight to the existing components of the Campus Threat Assessment Teams mentioned in the CVPP. The CVPC is comprised of faculty, campus administration, student affairs, law enforcement, human resources, counseling services, residential life and emergency management personnel.

## III. CAMPUS THREAT ASSESSMENT TEAMS

The Campus Threat Assessment Teams conduct threat assessments, address aberrant, dangerous, or threatening behavior on campus and provide guidance and best practices for preventing violence and providing supportive services. The Campus Threat Assessment Teams include faculty, law enforcement, human resources, legal counsel and mental health professionals.

The CVPP establishes a set of common sense behavioral thresholds and when the staff of the university is in possession of information that an individual has crossed one of these thresholds, university personnel respond with a combination of:

- **Face-to-face meetings** between university professionals and individuals of concern.
- **Internal consultations** among university professionals to assess and address the incident/situation.
- **Ad hoc meetings** among university professionals to assess and address the incident/situation.
- **Policies and protocols** designed to address the incident/situation.
- **Two monitoring and oversight teams** that oversee the university's response to these situations (Threat Assessment Teams).

Varying thresholds and differing responses apply to individuals falling into one of three categories:

- **Enrolled students** (including prospective students and recently graduated

- students),
- **Faculty and staff** (including but not limited to postdoctoral fellows, prospective and former employees),
  - **Members of the general public** (including but not limited to alumni and parents of enrolled students).

This process of progressive community engagement is supported by the Campus Threat Assessment Teams that meet weekly, monthly or as needed. The Campus Threat Assessment Teams are comprised of the following:

- **Threat Assessment Team for Students:** Oversees the university response to students.
- **Threat Assessment Team for Faculty/Staff/Public:** Oversees the university response to faculty/staff and members of the general public.

1.	<b>Threat Assessment Team for Students</b>	
	<b>Focal Population:</b>	Students
	<b>Behavioral Thresholds of Concern:</b>	<p>Acts and threats of violence towards a specific person(s), unspecified person(s), and/or the campus as a whole.</p> <p>Significant violent ideations or the expression of violent ideas or the intent to harm others.</p> <p>Suicidal threat, attempt and/or significant suicidal ideation.</p> <p>Pattern of physical or emotional bullying and/or intimidation.</p> <p>Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.</p> <p>Assuming a stance of being substantially “in-charge” or attempting to control processes, outcomes, or decisions that is inappropriate given the person’s standing or position.</p> <p>Pursuing options that don’t reasonably exist and continuing to do so after being instructed to cease.</p> <p>Delusional ideation(s) or behavior.</p> <p>Excessive, inappropriate and/or illegal alcohol and other drug use.</p>

	<b>Membership:</b>	Counseling Center Office of Legal Council McKinley Health Center Office of the Dean of Students Office for Student Conflict Resolution University Police Resident Life, Housing Division
	<b>Meeting frequency:</b>	Weekly
	<b>Coordinator</b>	Ruth McCauley and Brian Farber
	<b>Reporting line:</b>	Dean of Students
<b>2.</b>	<b>Threat Assessment Team for Faculty/Staff/Public</b>	
	<b>Focal population:</b>	Faculty, staff and the general public which includes prospective students, former students and parents of students
	<b>Behavioral Thresholds of Concern:</b>	Acts and threats of violence towards a specific person(s), unspecified person(s), and/or the campus as a whole. Significant violent ideations or the expression of violent ideas or the intent to harm others. Suicidal threat, attempt and/or significant suicidal ideation. Pattern of physical or emotional bullying and/or intimidation. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Assuming a stance of being substantially “in-charge” or attempting to control processes, outcomes, or decisions that is inappropriate given the person’s standing or position. Pursuing options that don’t reasonably exist and continuing to do so after being instructed to cease. Delusional ideation(s) or behavior. Excessive, inappropriate and/or illegal alcohol and other drug use.

	<b>Membership:</b>	Academic Human Resources Office of Equal Opportunity and Access Faculty Staff Assistance Program Office of Dean of Students Office of Legal Counsel Office of the Provost Staff Human Resources University Police
	<b>Meeting frequency:</b>	Monthly and as needed
	<b>Coordinator</b>	Ruth McCauley and Sharon Reynolds
	<b>Reporting line:</b>	Office of the Dean of Students Office of the Provost for Faculty/Staff

#### IV. UNIVERSITY POLICIES RELATED TO VIOLENCE AND VIOLENCE PREVENTION

- Workplace Violence: The University of Illinois at Urbana-Champaign is committed to a nonviolent environment for all employees and students. Acts of violence and threats of violence are not acceptable conduct in the workplace and will not be tolerated. Violent acts and threats of violence should be reported to the University Police and to supervisors immediately. (*Campus Administrative Manual, IX/A-19, Issued January 25, 1993, revised, June 30, 2003*)
- Student Code (Section 1-302) Students enrolling at the university assume an obligation to conduct themselves in a manner compatible with the university's function as an educational institution and suitable to members of the academic community. Conduct for which students are subject to discipline includes, but is not limited to, the following:
  - a. Conduct that threatens the health or safety of any person, including but limited to:
    - (1) causing bodily harm to an individual
    - (2) making physical contact of an insulting or provoking nature with an individual
    - (3) reckless disregard for the health or safety of any person
    - (4) any threat or physically threatening behavior which creates a reasonable fear for a person's safety
    - (5) engaging in behavior which is so persistent, pervasive, or severe as to deny a person's ability to participate in the University community
  - b. Sexual misconduct, any sexual activity that does not involve the knowing consent of each individual. Prohibited behavior includes but is not limited to:
    - (1) any form of sexual penetration without consent
    - (2) any intentional or knowing touching or fondling by either person, directly or through clothing, of the sex organs, buttocks, or breasts of either

- person for the purpose of sexual gratification or arousal of either person without consent
- (3) indecent exposure with sexual intent
- (4) sexual harassment as defined by University policy and the Student Code
- (5) use of email, text, telephone, or other forms of communication to send sexually explicit or intimidating materials that are unwelcome to the recipient
- c. Stalking . . . ,
- d. Hazing . . . ,
- e. The use of force of violence, actual or threatened to willfully deny, impede, obstruct, impair, or interfere with any of the following:
  - (1) the freedom of movement of any person, including entering or leaving property or facilities
  - (2) the performance of institutional duties by a member of the University or
  - (3) by knowingly occupying or remaining in or at any property or facility owned or controlled by the University after receiving due notice to depart
- f. Any conduct that substantially threatens or interferes with the maintenance of appropriate order and discipline in the operation of the University . . . .  
(*Student Code, 2011-2012*).

## V. VIOLENCE PREVENTION PROGRAM FOR STUDENTS

### A. Thresholds Applying to Students:

1. **Acts and threats of violence towards a specific person(s), unspecified person(s), and/or the campus as a whole.**<sup>1</sup> For example, a student makes a threat towards a specific person(s) or towards the university community as a whole.
2. **Significant violent ideations or the expression of violent ideas or the intent to harm others.** For example, a student expresses the intent to harm others in the absence of an identified individual(s).
3. **Suicide threat, attempt, and/or significant suicidal ideation.** For example, a student expresses intent to end his or her life through threat, attempt and/or ideation.
4. **Pattern of physical or emotional bullying and/or intimidation.** For example, a student uses force of a physical or emotional nature, or the threat of force to intimidate or coerce others.

---

<sup>1</sup> As always, the University of Illinois Police Department and the Office of Student Conflict Resolution will respond to acts and threats of violence according to state statutes and the *Student Code*. The Threat Assessment Team for Students is intended to supplement the campus' response to threats and threatening situations that might not have risen to the threshold of criminal offense and to threats and threatening situations that are ongoing and not fully resolved by the Office of Student Conflict Resolution.

5. **Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.** For example, a student makes unwelcome sexual advances, requests sexual favors, and other verbal or physical conduct of a sexual nature, as defined by the Campus Administrative Manual policy on Sexual Harassment.
6. **Assumes a stance of being substantially "in-charge" or attempting to control processes, outcomes, or decisions that is inappropriate given the person's standing or position.** For example, a student is too vehement in pursuing a romantic partner who declines contact.
7. **Pursuing options that don't reasonably exist and continuing to do so after being instructed to cease.** For example, a student is persistent in pursuing a grading complaint after being informed all administrative procedures have been exhausted.
8. **Delusional ideation(s) or behavior.** For example, a student appears to be suffering a delusional disorder as defined by the most current edition of the Diagnostic and Statistical Manual of the American Psychiatric Association (including subtypes: Grandiose, jealous, persecutory, and somatic).
9. **Excessive, inappropriate and/or illegal alcohol and other drug use.** For example, a student becomes incapacitated and emergency medical personnel are summoned to transport the student to a hospital for emergency care.

**B. Response to Students Who Cross One or More Threshold(s)<sup>2</sup>**

1. University Police are contacted as appropriate to address an immediate threat of harm.
2. The Chancellor's Emergency Powers may be invoked as appropriate (See 2-701 of the Student Code).
3. The Threat Assessment Team for Students engages in early intervention if a threshold behavior is crossed.
4. In the event a threshold behavior is crossed, a Coordinator is assigned to the student.

---

<sup>2</sup>Students who cross a criminal threshold are arrested as appropriate. Students who cross a threshold in the Student Code are adjudicated through the Office of Student Conflict and Resolution.

5. The situation is reviewed and/or monitored as appropriate where the following may occur:
  - a. Set realistic expectations
  - b. Check FOID card status
  - c. Check criminal history
  - d. Activate/Develop an Action Plan for the student
6. Any student, who by consensus of the Threat Assessment Team for Students, who is deemed to be a student of concern may be “Activated.” The student may also have their case reviewed and/or monitored by the Special Situations Group (See Attachment A).
7. See Attachment B for information regarding a suicide attempt involving a student.
8. See Attachment C for general policies and regulations regarding alcohol and drug abuse for students.

### **C. Training & Education/Awareness Building<sup>3</sup>**

1. New RA's, RD's, and Area Coordinators are informed of the policies, protocols and procedures related to campus violence prevention during incoming orientation. Emergency deans and academic deans are made aware of the policies, protocols and procedures during periodic training sessions as they relate to the aforementioned behavioral thresholds.
2. **Sexual assault prevention/awareness:** Campus Acquaintance Rape Education (CARE) provides workshops designed to increase awareness of sexual assault on campus. Students trained as peer educators present workshops in residence halls, classrooms, Greek chapters, and other student organizations. The goal of the workshops is to educate the student community about the nature of sexual assault, strategies for deterrence, and resources available to students who have been assaulted.

### **D. Additional Oversight and Coordination**

1. **The Interpersonal Violence Staffing Group** meets once a month to review recent and ongoing cases of interpersonal violence

---

<sup>3</sup> 29 Ill.ADM.CODE 305 states in Subpart E: Training and Exercise Guidelines (Section 305.100), “Pursuant to the Act, each higher education institution shall conduct training on its CEOP and CVPP annually. Training should include all administrators, faculty, staff, students and any other members of the campus community so they are familiar with key components of the CEOP and CVPP.”

(defined as unwanted attention, harassment, stalking, domestic battery, and sexual assault) among students. Represented offices include:

- Office of the Dean of Students
- Office for Student Conflict Resolution
- Women's Resource Center
- University Police
- Residential Life, Housing Division
- Counseling Center

#### **E. Privacy Protection**

1. **FERPA and mental health confidentiality.** Information is shared in accordance with FERPA and with all state laws regarding client/patient confidentiality.

### **VI. VIOLENCE PREVENTION PROGRAM FOR FACULTY AND STAFF**

#### **A. Thresholds Applying to Faculty/Staff**

1. **Acts and threats of violence towards a specific person(s), unspecified person(s), and/or the campus as a whole.** For example, a faculty/staff member acts violently or makes a threat towards a specific person(s) or towards the community as a whole. This includes all acts and threats that occur at work and in some instances, acts and threats that occur away from work.
2. **Significant violent ideations or the expression of violent ideas or the intent to harm others.** For example, a faculty/staff member expresses the intent to harm others in the absence of an identified individual(s).
3. **Suicide threat, attempt, and/or significant suicidal ideation.** For example, a faculty/staff member expresses intent to end his or her life through threat, attempt and/or ideation.
4. **Pattern of physical or emotional bullying and/or intimidation.** For example, a faculty/staff member uses force of a physical or emotional nature, or the threat of force to intimidate or coerce others.
5. **Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.** For

example, a faculty/staff member makes unwelcome sexual advances, requests sexual favors, and other verbal or physical conduct of a sexual nature, as defined by the Campus Administrative Manual policy on Sexual Harassment.

6. **Assumes a stance of being substantially "in-charge" or attempting to control processes, outcomes, or decisions that is inappropriate given the person's standing or position.** For example, an employee wants complete control of his/her work environment. She confronts and criticizes her manager stating if the rest of the work group doesn't comply with her expectations, she will make it her mission to get her coworkers fired.
7. **Pursuing options that don't reasonably exist and continuing to do so after being instructed to cease.** For example, a faculty member persists in pursuing a tenured track position after being denied such status or a staff member persists in pursuing a reversal of a sanction after exhausting the established appeal process.
8. **Delusional ideation(s) or behavior.** For example, a faculty/staff member appears to be suffering a delusional disorder as defined by the most current edition of the Diagnostic and Statistical Manual of the American Psychiatric Association (including subtypes: Grandiose, jealous, persecutory, and somatic).
9. **Excessive, inappropriate and/or illegal alcohol and other drug use.** For example, a faculty/staff member is known to have used alcohol or drugs at work (in the case of alcohol, other than at an approved university function). Additionally, if a faculty/staff member is known to have used alcohol or drugs away from work that resulted in a criminal conviction.

**B. Responses to Faculty/Staff Who Cross One or More Threshold(s)**

1. University Police are contacted as appropriate to address an immediate threat of harm.
2. Supervisors and Executive Officers consult with Human Resources.
3. The employee may be placed on administrative leave while the situation is evaluated.
4. A meeting is convened which may include a supervisor, unit executive officer(s) and personnel representing Human Resources, Legal Counsel, Office of the Dean of Students, Office of the

Provost, University Police and the Faculty Staff Assistance Program to assess and address the situation.

5. Representatives from the Threat Assessment Team for Faculty/Staff/Public who represent Academic and Staff Human Resources will notify the full Threat Assessment Team for Faculty/Staff/Public when a member of the faculty or staff has crossed one or more of the nine thresholds.
6. Appropriate employment action is taken as necessary.
7. If needed, the Threat Assessment Team for Faculty/Staff/Public is convened.
8. If a situation arises to the threshold of being “Activated” (by consensus of the Threat Assessment Team for Faculty/Staff/Public, an individual is deemed to be of concern), a Coordinator is assigned and an action plan is developed.
9. Any “Activated” Faculty/Staff member may also be monitored by the Special Situations Group (See Attachment A).

### **C. Training & Education/Awareness Building<sup>4</sup>**

1. **New supervisor/new unit executive officer training.** New supervisors and new unit executive officers are made aware of violence prevention policies during supervisory and executive orientation.
2. **Ongoing training.** Supervisors and unit executive officers receive ongoing training about campus policies and practices. These include:
  - Policy and Rules (bi-annually)
  - Civil Service Performance Management (bi-annually)
  - Performance Partnership Program (PPP) (bi-annually)
  - Troubled Employee (FSAP)
  - Civil Service Performance Management
  - Victim Economic Security and Safety Act (VESSA)
  - Substance Abuse in the Workplace
3. **Training in-place.** Supervisors and unit executive officers involved

---

<sup>4</sup> 29 Ill.ADM.CODE 305 states in Subpart E: Training and Exercise Guidelines (Section 305.100), “Pursuant to the Act, each higher education institution shall conduct training on its CEOP and CVPP annually. Training should include all administrators, faculty, staff, students and any other members of the campus community so they are familiar with key components of the CEOP and CVPP.”

in new and ongoing situations are trained in-place by campus professionals.

#### **D. Privacy Protection**

1. Personnel records are shared in accordance with applicable federal and state laws.

### **VII. VIOLENCE PREVENTION PROGRAM FOR THE PUBLIC**

#### **A. Thresholds Applying to the Public**

1. **Acts and threats of violence towards a specific person(s), unspecified person(s), and/or the campus as a whole.** For example, a member of the public makes a threat to harm another member of the University community.
2. **Significant violent ideations or the expression of violent ideas or the intent to harm others.** For example, a member of the public expresses the intent to harm others in the absence of an identified individual(s).
3. **Suicide threat, attempt, and/or significant suicidal ideation.** For example, a member of the public makes a threat or attempt to commit suicide or significant suicidal ideation on University property.
4. **Pattern of physical or emotional bullying and/or intimidation.** For example, a member of the public uses force of a physical or emotional nature, or the threat of force to intimidate or coerce others on University property.
5. **Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.** For example, a member of the public makes unwelcome sexual advances, requests sexual favors, and other verbal or physical conduct of a sexual nature, as adjudicated by the office of Equal Opportunity and Access towards a member of the University community.
6. **Assumes a stance of being substantially "in-charge" or attempting to control processes, outcomes, or decisions that is inappropriate given the person's standing or position.** For example, the husband of an employee with a history of domestic violence insists that as a tax payer he has every right to come to his

spouse's workplace.

7. **Pursuing options that don't reasonably exist and continuing to do so after being instructed to cease.** For example, a member of the public persists in pursuing an avocation after going through the established hiring process and being denied employment.
8. **Delusional ideation(s) or behavior.** For example, a member of the public appears to be suffering a delusional disorder as defined by the most current edition of the Diagnostic and Statistical Manual of the American Psychiatric Association (including subtypes: Grandiose, jealous, persecutory, and somatic).
9. **Excessive, inappropriate and/or illegal alcohol and other drug use.** For example, a member of the public is on University property and becomes incapacitated and emergency medical personnel are summoned to transport the individual to a hospital for emergency care and/or the individual is disruptive or disturbing the peace.

**B. Responses to the Public Who Cross One or More Threshold(s)**

1. University Police take the lead role in responding to the immediate situation.
2. University Police conduct a FOID check and a criminal background check.
3. As warranted, staff of the following offices are contacted and consulted: Office of Legal Counsel, Office of the Provost, Office of the Dean of Students and Human Resources to assess and address the situation.
4. As warranted, members of the Threat Assessment Team for Faculty/Staff/Public who were originally consulted will inform the full Threat Assessment Team for Faculty/Staff/Public in the event a member of the public has crossed one or more of the mentioned thresholds.
5. As warranted, a meeting is convened among campus professionals to assess the situation and arrive at an action plan.
6. If needed, the Threat Assessment Team for Faculty/Staff/Public is convened.
7. If a situation arises to the threshold of being "activated" (by consensus of the Threat Assessment Team for Faculty/Staff/Public,

an individual is deemed to be of concern), a Coordinator is assigned and an action plan is developed.

8. Any “Activated” member of the public may also be monitored by the Special Situations Group (See Attachment A).

**C. Employees who have filed an Order of Protection.** If the University Police is informed of an Order of Protection filed on behalf of a University employee:

1. The University Police will contact the affected employee and assess any safety concerns associated with the workplace.
2. As warranted, the University Police may also contact the employee’s supervisor to create a safety plan.
3. If needed, the Threat Assessment Team for Faculty/Staff/Public is convened.
4. If a situation arises to the threshold of being “activated” (by consensus of the Threat Assessment Team for Faculty/Staff/Public, an individual is deemed to be of concern), a Coordinator is assigned and an action plan is developed.
5. Ongoing developments are reviewed at the monthly meetings until the situation is “deactivated”.

**D. Training & Education/Awareness Building**

1. **Illinois Public Safety Academy.** Biannually administrative assistants, supervisors and unit executive officers are invited to attend a three hour training by Public Safety. Topics covered include violence prevention by responding to small-scale precursors, precursor thresholds and referral procedures.

## Attachment A

### ❖ Special Situations Group

**Purpose:** Informal working group of campus unit representatives who share information as needed regarding campus or community members who have demonstrated behaviors which are concerning and/or disruptive and who have engaged numerous units for services and/or resolution. Representatives share information, observations, advice, mutual support, and on occasion, designate a single point of contact for the individual at the university to centralize collection and assessment of red flags raised by demonstrated behavior and connect the dots of disparate problematic actions involving an individual that may be known to various faculty, staff and administrators. They also discuss issues of mutual concern, such as procedures and policies, unit practices, etc.

**Institutional Authority:** Jointly shared between Associate Provost Elyne Cole and Associate Vice Chancellor for Student Affairs/Dean of Students Ken Ballom

#### **Current Membership:**

- Office of International Student and Scholar Services (Associate Director Martin McFarlane)
- Academic Human Resources (Director Deborah Stone, Associate Director Sharon Reynolds)
- Staff Human Resources (Human Resource Manager/Facilities and Services Corbin Smith)
- Graduate & Family Housing (Director Jeannette Weider)
- Faculty/Staff Assistance Program (Director Kari Wolfson)
- University Counsel (Attorney Rhonda Perry)
- Provost's Office (Assistant Provost Katherine Galvin and Associate Provost Elyne Cole)
- Office for Student Conflict Resolution (Director Brian Farber)
- Office of the Dean of Students (Associate Dean Ruth McCauley)
- Student Affairs (Associate Vice Chancellor of Student Affairs/Dean of Students Ken Ballom)
- McKinley Health Center (Director Dr. Bob Palinkas)
- Counseling Center (Drs. McCowan & Lambeth)
- University Public Safety/Police (Sgt. Tom Geis)
- Graduate College (Assistant Dean Anne Kopera)
- Office of Equal Opportunity and Access (Assistant Director Kaamilyah Abdullah-Span)

**Meeting Schedule:** Monthly, Second Thursday of the month, 1-2 p.m., 344 TSSB

**Convener:** Ruth McCauley and Brian Farber

## **Attachment B Mandated Assessment Following a Suicide Threat/Attempt**

### **Mandated Assessment Following a Suicide Threat/Attempt**

#### **Article 2—General Policies and Regulations<sup>5</sup>**

##### **Part 1. Medical Policies [http://www.admin.uiuc.edu/policy/code/article\\_2/a2\\_2-102.html](http://www.admin.uiuc.edu/policy/code/article_2/a2_2-102.html)**

##### **§ 2-102 Mandatory Assessment**

(a) In the event that the University is presented with a credible report that a student has threatened or attempted suicide, engaged in efforts to prepare to commit suicide or expressed a preoccupation with suicide, that student will be required to attend four sessions of professional assessment. These sessions are designed to foster the students' willingness and ability to maintain a reasonable concern for their own self welfare.

##### **(b) Confidentiality**

(1) All records associated with the reported incident are kept separately by the Suicide Prevention Team. The Suicide Prevention Team is staffed by the Counseling Center and McKinley Health Center.

(2) All records associated with the mandated assessment are protected by federal and state laws regarding confidentiality.

##### **(c) Appeals**

(1) A student may appeal the accuracy of the report to the Suicide Prevention Team. In some instances, in order for the appeal to go forward, a student will be required to sign a release of information authorizing the members of the Suicide Prevention Team to contact and interview witnesses to the incident. An appeal may be made to the Dean of Students or designee. Dean of Students decision is final.

(2) The policy of four sessions of professional assessment is applied uniformly to all students who cross the threshold described above. The requirement of four professional assessments is not subject to appeal.

---

<sup>5</sup> *Student Code: Student Rights and Responsibilities*. University of Illinois at Urbana-Champaign, 2008-09.

## Attachment C General Policies and Regulations (Alcohol)

### Article 2—General Policies and Regulations

#### Part 1. Medical Policies [http://admin.illinois.edu/policy/code/article\\_2/a2\\_2-102.html](http://admin.illinois.edu/policy/code/article_2/a2_2-102.html)

#### § 2-102 Mandatory Alcohol Assessment

##### (d) Alcohol and Drugs

An assessment of a student can be mandated by the Director of McKinley Health Center (Director) if:

- (1) a student becomes incapacitated as the apparent result of alcohol or other drug use; and
- (2) emergency medical personnel are summoned to transport the student to a hospital for emergency care; and
- (3) the student is in fact transported to the hospital for emergency medical care or refuses to accept such transportation when recommended by the emergency medical personnel.

##### (e) Procedures

- (1) The attending or responsible University employee who becomes aware of facts stated in subsection A must notify the Director of the student's name and the circumstances of the student's incapacitation. Other individuals (for example, the city Police Department or Certified Staff) may submit to the Director reports of student emergency transportation or refusal to accept such transportation.
- (2) If the Director becomes aware of facts stated in subsection (a) (through a notification under subsection (d)(1) or otherwise), the Director will decide whether to require the student to undergo a mandatory assessment.
- (3) If the Director decides that the student should be required to undergo a mandatory assessment, the Director shall so notify the student.
- (4) After notification under subsection (d)(3), and unless successfully appealed under subsection (g), the student must undergo an assessment conducted at the direction of the Director.
- (f) If the student completes the assessment, the results of the assessment and the fact that an assessment was conducted are confidential medical information and may not be disclosed without consent of the student and may not form the basis of a disciplinary

proceeding or any other sanction imposed by the University. However, if the student fails to complete the assessment, this fact is not confidential medical information, and the Director may disclose that fact to the Dean of Students, who may in turn inform other responsible parties (see § 1-302(h) and § 3-603).

(g) Appeals If the student disagrees with the decision of the Director directing a mandatory assessment, the following rules apply:

(1) the student may appeal the Director's decision to the Dean of Students;

(2) such an appeal must be submitted in writing within three business days after receipt by the student of the notice by the Director;

(3) the Dean of Students (or the Dean's designee) shall convene a hearing within five business days after receipt of the appeal;

(4) prior to the hearing, the student shall be entitled to review the information leading to the referral;

(5) at the hearing, the Dean or designee shall review all relevant evidence to determine whether to uphold the mandatory assessment directive. The student may be assisted at the hearing by any person chosen by the student. The decision of the Dean or designee shall be final.

## **Attachment D**

### **Response to Suicide, Threats and Attempts Among Faculty, Academic Professionals and Staff**



#### RESPONSE TO SUICIDE THREATS AND ATTEMPTS AMONG FACULTY, ACADEMIC PROFESSIONALS AND STAFF

The purpose of this policy is to establish uniform guidelines regarding when to respond how to respond and who to inform should there be an employee who threatens or attempts to commit suicide. The policy also establishes guidelines on who will coordinate the response to a suicide threat or attempt.

Suicide threats, gestures, and attempts among University employees are a cause for concern. Suicidal behavior is a sign of underlying psychological problems and a warning sign for actual suicide. The best predictor of suicide is a prior public display of suicidal intent. Research indicates that an adult who threatens or attempts suicide is 120 times more likely to kill himself or herself than an adult who has not threatened or attempted suicide. Contrary to popular belief, the ingestion of a small quantity of pills or the making of slight cuts on the wrists is just as predictive of eventual suicide as attempts that result in hospitalization. Among those threatening and attempting suicide, research shows that it is impossible to predict who is "serious" and who is not. Accordingly, all individuals threatening and attempting suicide are assumed to be at heightened risk of dying.

The University both encourages and expects employees to adhere to a standard of self-welfare and resolve problems and crises without resorting to self-directed violence. The University further expects members of the University community to report incidents of suicidal threats and attempts. Departments and units should direct their supervisory personnel to report these incidents to the Faculty/Staff Assistance Program. The number to call is 217-244-7739 which is the Faculty/Staff Assistance Program 24 hour crisis line for University employees, family members or members of an employee's immediate household.

The appropriate response to a medical emergency or to a situation of imminent suicidal risk is to call 911 (9-911 from campus phones).

- I. The University community is advised to report all suicide threats, attempts and preparatory efforts that have occurred in the previous three months to the Faculty/Staff Assistance Program. This includes incidents that have occurred at work as well as incidents that have occurred away from the workplace.
  - A. When to Report
    1. Suicide threats in which an employee makes statements that leave a

reasonable observer concerned for his or her safety. The statement might be made in person or in writing and might refer to means, motivation for dying, lack of motivation for living and/or anticipated date of death (i.e., "With Robert gone, I have no reason to go on."). Statements may be explicit or implicit (i.e., "You don't have to worry about me any more." Or "I won't be around much longer.").

2. Preparatory efforts in which an employee engages in any action that prepares the way for eventual suicide (i.e., collecting pills, obtaining a gun permit, visiting a jump-site, giving away possessions).
3. Suicide attempts in which an employee engages in actions with the intent to end his or her life (i.e., cuts on the wrist, taking pills with the intent to die).
4. Persistent thoughts of suicide in which an employee reports being preoccupied or obsessed with suicide or thoughts of suicide. The individual might deny having a plan or desire to commit suicide (i.e. an employee reports thinking about suicide constantly every day for the last two weeks).
5. Relief cutting in which an individual makes cuts to his or her body for purposes of relief and without the intent to end his or her life. If there is any doubt about an employee's motivation in cutting, consult with the Faculty/Staff Assistance Program.

#### B. When Not to Report

Passing remarks in which an employee makes references to dying or being dead in a joking or stereotyped fashion (i.e. "I would be better off dead," or, "Wouldn't it be nice to lay down and not wake up?") should be a cause for concern. It is recommended that members of the University community respond to such remarks with requests for additional information (i.e., "What did you mean when you said, 'I would be better off dead?'" or, "You said, 'Wouldn't it be nice to lay down and not wake up.' Do you ever think of killing yourself?") Repeated references to dying that do not diminish in response to questioning should be reported.

#### C. Who to Call

All reports should be made to the Faculty/Staff Assistance Program at its 24-Hour Crisis Line, 217-244-7739. Faculty/Staff Assistance Program staff answer this phone during work hours. The phone is answered by an answering service outside of work hours that will direct a mental health professional to return the call immediately. The Faculty/Staff Assistance Program office hours are 8:00 A.M. to 5:00 P.M. Monday through Friday. The phone number is 217-244-5312.

- D. In the event that the identified resource is not available, please send or take the employee to the nearest hospital emergency room.

## II. Guidelines for Responding to Reported Incidents of Threats and Attempts

- A. Face-to-Face Evaluation to Determine Lethality  
Upon receiving a report, at a minimum, the staff of the Faculty/Staff Assistance Program will make every effort to contact the employee and make an assessment of imminence and lethality. This meeting should take place as soon as possible. This assessment will include an exploration of the content, meaning and origin of the employee's suicidal intent.
- B. Three Additional Assessment Sessions  
In addition to the face-to-face evaluation, it is recommended that any employee reported to have made a suicide threat or attempt receive a minimum of three additional counseling sessions over the course of the following one to two months. These sessions can occur with the staff of the Faculty/Staff Assistance Program or with the employee's ongoing mental health professional. These sessions should occur regardless of whether the precipitating situation appears resolved and/or the employee denies the presence of ongoing suicidal intent.
- C. Notification of Employee's Mental Health Professional  
In accordance with state and federal statutes regarding confidentiality, if there is reason to believe that the employee is in ongoing treatment with a mental health professional, every effort will be made to contact the professional and provide him or her with the report.

### III. Guidelines for Responding to the Survivors of a Completed Suicide

- A. The University's Commitment Following a Completed Suicide  
In the unfortunate event that an employee commits suicide, the University will make every effort to provide services to coworkers, employees, bystanders and any other member of the University community affected by the employee's death.
- B. Services Available  
These services might include referral to the Faculty/Staff Assistance Program for one-on-one counseling. It might also include group informational meetings, debriefings, and/or memorials. These services might be provided by the Trauma Response Team of the Counseling Center , the Faculty/Staff Assistance Program and/or community resources.
- C. Coordination of Post-Suicide Services  
The Faculty/Staff Assistance Program will coordinate the delivery of these services.

### PRIVACY AND CONFIDENTIALITY

The staff of the Faculty/Staff Assistance Program will adhere to all state and federal statutes regarding confidentiality. The FSAP staff will adhere to a basic premise of privacy under all circumstances.

Date Issued: March 13, 2009

Issued by: Provost and Vice Chancellor for Academic Affairs

Approved by: Office of the Chancellor

Personnel Policies: CAM Section IX-A-28

## **Attachment E Workplace Violence**



### **WORKPLACE VIOLENCE**

The University of Illinois at Urbana-Champaign is committed to a nonviolent environment for all employees and students. Acts of violence and threats of violence are not acceptable conduct in the workplace and will not be tolerated. Violent acts and threats of violence should be reported to the campus police and to supervisors immediately.

Date Revised: June 30, 2003

Date Issued: January 25, 1995

Approved by: Vice Chancellor for Academic Affairs

Personnel Policies: Section IX/A-19

## Attachment F Policy on Sexual Harassment



### POLICY ON SEXUAL HARASSMENT

The University of Illinois at Urbana-Champaign encourages vigorous academic discourse as faculty and staff members and students seek to fulfill its wide-ranging educational, research and service missions. At the same time, members of the University community are held to the highest standards of conduct. Thus, the University will not tolerate sexual harassment in work, study or residential life, and will take action whenever sexual harassment is discovered.

Sexual harassment is defined by law and includes requests for sexual favors, sexual advances or other sexual conduct when (a) submission is either explicitly or implicitly a condition affecting academic or employment decisions; or (b) the behavior is sufficiently severe or pervasive as to create an intimidating, hostile or repugnant environment; or (c) the behavior persists despite objection by the person to whom the conduct is directed. The University considers such behavior, whether physical or verbal, to be a breach of its standards of conduct. It will seek to prevent such incidents and will investigate and take corrective actions for violations of this policy. Further, retaliation against those who seek remedies under this policy is prohibited.

Violations of this policy constitute misconduct, subject to discipline under applicable University procedures. Discrimination and harassment based on sexual orientation or gender, which are specifically addressed in the Policy and Procedures for Addressing Discrimination and Harassment at the University of Illinois at Urbana-Champaign, are subject to discipline under the same procedures.

Date Issued: January 21, 1999

Approved By: Chancellor

Personnel Policies: IX/A - 22

## Attachment G

### Staff Procedures for Students in Need of Mental Treatment



#### STAFF PROCEDURES FOR STUDENTS IN NEED OF MENTAL TREATMENT

When a staff member encounters a student in need of mental treatment, each has a responsibility to assist with no unnecessary delay in a manner prescribed herein.

From time to time a staff member will encounter a student in need of mental treatment. Chapter 91 1/2 of the Illinois Revised Statutes is referred to as the Mental Health Code Act. That Act defines a "Person in need of Mental Treatment as any person afflicted with mental illness (not including a person who is mentally retarded) who as a result of mental illness is REASONABLY EXPECTED TO INTENTIONALLY OR UNINTENTIONALLY PHYSICALLY INJURE HIMSELF OR OTHER PERSONS, or is unable to care for himself so as to protect himself from physical injury or to provide for his own physical needs."

Under Illinois law, persons may be committed involuntarily to a hospital for observation, only if they are judged likely to cause physical harm to themselves or to others. A petition for involuntary commitment must be accompanied by the certificate of a physician certifying that the person is in need of immediate hospitalization. Only in rare and exceptional circumstances can involuntary hospitalization be accomplished without the certificate of a physician.

When a staff member has knowledge of a student in need of mental treatment he/she has a responsibility to assist in one or more of the following ways:

1. Referral to either the

McKinley Health Center Mental Health Division, 333-2710

or

Psychological and Counseling Center, 206 Student Services Building, 333-3700.

2. Consultation in person or by telephone with one of the psychiatrists or psychologists if student is willing to accept a referral for evaluation.
3. If the student is willing, escort the student to McKinley Hospital. If assistance in transportation is needed, call the University Police, 333-1212. They will decide on what basis and under what arrangements the student may be transported. If an ambulance is

- needed, the police officer can make arrangements over his/her radio.
4. If the student is unwilling, consult a professionally competent person from the Mental Health Division or the Psychological and Counseling Center.

WHEN THE DETERMINATION IS MADE THAT A PERSON IS IN NEED OF MENTAL TREATMENT AND "IMMEDIATE HOSPITALIZATION IS NECESSARY FOR THE PROTECTION FROM PHYSICAL HARM OF SUCH PERSON, OR OTHERS..." IT IS IMPERATIVE THAT THERE BE NO UNNECESSARY DELAY.

When it becomes necessary for any staff member to initiate an "emergency admission" for a person "in need of mental treatment", the Emergency Campus Affairs Dean on duty must be notified, 333-0050.

Date Issued: September 1, 1988

Approved by: Vice Chancellor for Student Affairs

Student Affairs Policies: Section X - 3