



STUDENT HANDBOOK

2016 - 2017

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Mission

Robert Morris University offers professional, career-focused education in a collegiate setting to diverse communities.

Institutional Description & Characteristics

Robert Morris University is an independent, not-for-profit, multi-location institution offering associate, baccalaureate, and graduate degree programs that focus on integrating theory and applications. Robert Morris University prepares students to be practitioners in their chosen fields, socially responsible to their communities, and foundations for their families.

Core Values

COMMITTED LEADERSHIP
SERVING THE COMMUNITY
CREATING OPPORTUNITY
THROUGH EXPERIENTIAL TEACHING

Foundational Elements & Standards

APPLIED CONTEXT: The University delivers programs that are professional, contextual, and immersed in career disciplines.

COMMITMENT TO TEACHING: The University is committed to remaining a teaching-focused institution.

PRACTICING DIVERSITY: The University encourages and values the contributions of all individuals reflecting a "real world" diversity.

STUDENT CENTERED: The University champions student success by tailoring services and resources to student's individual academic, athletic, artistic, and career goals.

ACCESSIBILITY: The University assists students in overcoming geographical, temporal, cultural, and financial barriers to academic and professional opportunities.

COLLABORATION: The University fosters external engagement, which mutually benefits the University and local communities.

HONOR: To appreciate the individuals who create our shared identity

CHALLENGE: To consider alternatives to one's own practice

GUIDE: To inspire change

DISCOVER: To achieve something unforeseen

Operational Objectives

Robert Morris University is dedicated to:

GROWTH: To provide the opportunity for an RMU education to an increasing number of students.

IMPROVEMENT: To continually improve program offerings and the delivery of services.

VIABILITY: To manage scarce resources with efficiency.

ENRICHMENT: To enrich the personal and professional lives of students, faculty, staff, alumni, and the communities we serve.

School of Study & Department Missions

Institutional Credentials

Organization and Governance

Robert Morris University is a private, independent, not-for-profit institution of higher education. It is incorporated and operated under the provisions of the General Not-for Profit Corporation Act of the State of Illinois and is declared tax exempt by the U.S. Department of the Treasury 501(c) (3).

Overall institutional policy is established by the University's Board of Trustees.

Approvals

Robert Morris University is approved by the Illinois Board of Higher Education and is authorized to award the following degrees: Master of Business Administration, Master of Information Systems, Master of Management, Bachelor of Business Administration, Bachelor of Applied Science in Graphic Design, Bachelor of Science in Accounting, Bachelor of Science in Nursing, Bachelor of Applied Science in Computer Studies, Bachelor of Professional Studies, and the Associate in Applied Science. Medical Assisting Diplomas are earned along with the Associate Degree requirements.

In addition, Robert Morris University is:

- Approved for foreign students by the U.S. Justice Department. The University is authorized under federal law to enroll nonimmigrant alien students.
- Approved for Veteran's Administration educational benefits. Servicepersons and veterans should contact the Associate Registrar for information.
- Approved for Social Security by the Department of Health and Human Services.
- Approved by the Illinois Department of Vocational Rehabilitation Training.
- Approved by the American Bar Association for the Paralegal

Accreditation

Robert Morris University is accredited by the Higher Learning Commission and is a member of the North Central Association, 30 North LaSalle Street, Suite 2400, Chicago, Illinois 60602, (312) 263-0456.

Robert Morris University has received specialized accreditation for its business programs through the International Assembly for Collegiate Business Education (IACBE), located in Lenexa, Kansas. The Business programs in the following degrees are accredited by the IACBE:

- Master of Business Administration with specializations in Accounting, Management, Human Resources, and Finance;
- Bachelor of Business Administration in Accounting;
- Bachelor of Business Administration in Management;
- Associate of Applied Science in Business Administration

The Robert Morris University Medical Assisting Diploma program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org), upon the recommendation of the Medical Assisting Education Review Board (MAERB).

The Robert Morris University's Nursing Program is seeking accreditation by the Commission on Collegiate Nursing Education (CCNE). One Dupont Circle, NW Suite 530 Washington, DC 20036 (202) 887-6791, www.aacn.nche.edu.

The Robert Morris University Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon recommendation of the Accreditation Review Council on Education in Surgical Technology & Surgical Assisting (ARC-STSA). Commission on Accreditation of Allied Health Programs, 1361 Park Street, Clearwater, Florida 33756, (727) 210-2350, www.caahep.org.

Academic Calendar

2016 – 2018

Quarter	Start Dates	End Dates
Summer	Mon July 18, 2016	Sat September 24, 2016
Fall	Mon September 26, 2016	Sat December 3, 2016
Winter	Mon December 5, 2016	Sat February 18, 2017
Spring 1	Mon February 20, 2017	Sat April 29, 2017
Spring 2	Mon May 1, 2017	Sat July 8, 2017
Summer	Mon July 17, 2017	Sat September 23, 2017
Fall	Mon September 25, 2017	Sat December 2, 2017
Winter	Mon December 4, 2017	Sat February 17, 2018

2016-2017 Holidays & Breaks

Independence Day	Monday, July 4, 2016
Summer Break	Monday, July 11 2016 thru Saturday, July 16, 2016
Labor Day	Monday, September 5, 2016
Thanksgiving	Thursday, November 24, 2016 thru Saturday, November 26, 2016
Winter Break	Monday, December 26, 2016 thru Monday, January 2, 2017
Martin Luther King Day	Monday, January 16, 2017
President's Day	Monday, February 20, 2017
Spring Break	Thursday, April 13, 2017 thru Saturday, April 15, 2017
Memorial Day	Monday, May 29, 2017
Independence Day	Tuesday, July 4, 2017
Summer Break	Monday, July 10, 2017 thru Saturday, July 15, 2017
Labor Day	Monday, September 4, 2017
Thanksgiving	Thursday, November 23, 2017 thru Saturday, November 25, 2017
Winter Break	Monday, December 25, 2017 thru Monday, January 1, 2018

Undergraduate Policies & Procedures

ADMISSIONS

ADMISSIONS REQUIREMENTS

High school graduates from a state-approved high school or the equivalent (GED), or candidates with military documentation of high school equivalency are eligible for admission to the University. High school graduation is verified by a high school transcript, GED transcript, or information submitted in appropriate form to the Federal government. All candidates are encouraged to have a personal interview with an admission representative of the University and to have a tour of the campus. This process provides the applicant with the necessary information to make informed educational decisions.

Regular Admission

Admission decisions are based on a review of each student's academic record and professional experience. Each candidate is considered on an individual basis. In making admission decisions, the following materials are considered:

- High school diploma, GED score, military documentation or college coursework
- Work or community service experience
- Standardized examination results
- Some majors require demonstrated levels of achievement in particular courses
- Demonstration of character necessary for success in college

Adult – 23 Years & Older

Students who are 23 years and older often possess numerous life and professional experiences that demonstrate abilities to be successful in college. For these students, the following materials are considered:

- High school record or college associate degree
- GED score
- Examination results:

American College Testing (ACT)

Standard Achievement Test (SAT)

Applied Education Skills Assessment (AESAs)

College Level Examination Program (CLEP) Dantes

- Evidence of successful employment experience

Transfer Admission

These are students who have earned 12 semester hours (18 quarter hours) or more of collegiate work at another accredited institution of higher learning. These students comprise almost 40 percent of our student population and bring academic, social and professional diversity to our community. This diversity ultimately enhances the quality of education for all students. The University encourages the transfer student to become part of our community. In making admission decisions for transfer students, the following materials are considered:

- College record or degree
- High school record
- Demonstration of character necessary for success in college

Adult Continuing Studies Academic Philosophy

In Robert Morris University's Adult Continuing Studies Division, students balance a full-time course of study with families, work, and community obligations. Our students are self-motivated, flexible and serious about completing their degrees. The Adult Continuing Studies Academic Delivery Model, developed to assist this segment of students find success in their higher education pursuits, optimizes time on campus to fit a working adult schedule, including collaboration, access to resources, and faculty interaction.

Learning opportunities are offered through a combination of direct faculty instruction and engagement in academic activities. Direct faculty instruction may include face-to-face lecture, discussion boards, pre-recorded lectures, podcasts, or lab time; all courses are comprised of weekly direct contact in the classroom with the professor. Engagement in academic activities may include original written material, collaboration projects, assessments, studio time, course readings, discussion boards, projects or assignments.

Credit for Prior Learning

Adult learners have an opportunity to showcase prior learning outcomes, with the potential of earning credentials and/or academic credit.

Prior Learning for Industry Certifications

Industry certifications may be converted to academic credit. The Dean of School/College will evaluate the certification and award applicable credit and credentials.

Prior Learning for Work Experience

Up to 12 hours of free elective credit may be awarded for prior learning via work experience. Students may enroll in ICP 222. While enrolled in this course, students build a portfolio to illustrate the applicable learning outcomes. The Dean of the School/College will award credentials and/or credit based on the portfolio.

International Students

These are students who are not citizens or permanent residents of the United States. These students add value to the academic community and are encouraged to apply. International applicants must submit all of the following:

- Official record of secondary and post-secondary education
- TOEFL exam scores or AESA (International transcripts must be accompanied by an official English evaluation)
- An affidavit of financial support

Nursing Program Admissions

Admission to the Nursing Program is based on a thorough review of the file, including results from high school, transfer of credit, ACT/SAT scores, and work experience. Typically, a minimum of a 2.5 GPA in high school, a 25 ACT Composite, a 25 ACT Science, 21 ACT Reading, and a "C" in advanced Algebra and Chemistry are required. Students who do not meet the typical ACT standard may take the TEAS-V (Test of Essential Academic Skills version 5) exam and submit those scores, in which a minimum score of 58% or proficient is required for additional consideration for acceptance.

Foreign Students

Students who graduated from a high school outside of the United States and who cannot get an official high school transcript due to political unrest or a natural disaster in his/her homeland may submit a letter of explanation to the Registrar. A student should include relevant academic documentation (i.e., ACT or SAT test scores, official college transcripts, armed forces training and proof of English proficiency).

Home-Schooled Students

A home-schooled student must submit a transcript of classes, curriculum documentation, and state certification. In addition, the student must take a nationally-normed standardized examination demonstrating an achievement level acceptable to the College.

Non-Approved or Non-Accredited High Schools

A student who graduates from a high school that is neither state-approved, nor regionally accredited must pass the GED.

KEYS (Knowledge Enables Your Success)

A transition program is recommended for students identified in the admissions process as those who might benefit from extra support services. This program includes a full-time class load with a support course for the first quarter of study.

The Admission Process

You receive personal attention and advice at Robert Morris University before you begin classes, and that support continues for a lifetime.

Here's how to apply:

1. Schedule a personal interview with an Admissions Counselor
2. Complete the admissions application
3. Submit a \$20 non-refundable application fee
4. Send copies of your official high school transcripts or GED scores to the Student Information Office.
5. Gain acceptance with approval from the Admissions Review Board
6. Complete a Free Application for Federal Student Aid (FAFSA) student assistance application and meet with a Financial Planner
7. Request official copies of all college transcripts to be sent to the Student Information Office

When to Apply

Applications for admissions are accepted throughout the year. Due to the open and flexible academic calendar, students may begin classes at various times, including the Summer.

Students are encouraged to apply early, as financial aid programs give preference to early applicants. Some programs have limited allocations that typically fill early in the calendar year. Your best chance comes with filing an application early.

Student Housing

Student housing is available at the Main Campus located in downtown Chicago. Students may obtain information and a housing application at www.robertmorris.edu/admission/housing. For more information, students may contact the Director of Student Life at (312) 935-2004 or jrivera@robertmorris.edu.

Applying for Re-Admission

Students who withdraw from the University may apply for readmission to complete their degree program. It is strongly recommended that students remain in good academic standing at all times. Approval for re-admission is determined by the Readmissions Review Board and is based on the student's recorded progress and history when they were enrolled in the University. Students who apply for re-admission must first clear their financial obligations prior to being approved to return. The University reserves the right to reject a student's re-admission request. Students dismissed from the Surgical Technology and Nursing programs must present compelling evidence for reinstatement. Reinstatement to these programs is rare.

Academic Records

Student Information Office

Academic records at Robert Morris University are kept on file permanently and are available for transcript purposes.

Application forms and documents provided by students who matriculate become the property of Robert Morris University and will be kept on file for five (5) years. Forms and documents submitted by individuals who do not enroll at Robert Morris University will remain on file for three (3) years.

The Student Information Office provides assistance with the following:

- Academic records
- Enrollment verification/verification letters
- Graduation fee payments
- International student documentation
- Veteran's benefits
- Transfer credit evaluation

Credit Designation

The unit of academic credit at Robert Morris University is the quarter hour. The number of quarter hours of credit assigned to a course is based on the amount of class work required to achieve the stated learning outcomes of the course. The distribution of work varies by course and includes class activities such as lecture, laboratory, and field experience. The University's academic quarter is 10 weeks.

Credit Hour Policy

At Robert Morris University, one credit hour is equivalent to three hours of learning opportunities per week. Three hours of learning opportunities entail approximately one hour of direct faculty instruction, plus two hours of engagement with an academic activity. Direct faculty instruction is defined as engagement with course material that is directed by faculty, a facilitated experience. This includes, but is not limited to: face-to-face lecture, discussion boards, pre-recorded lectures, podcasts, conference calls, or lab time. Engagement with an academic activity includes, but is not limited to: original written material, collaboration through group projects, test taking, studio time, course readings, discussion boards, projects, or assignments. These guidelines apply to all Robert Morris courses, regardless of delivery model.

Grading System

The following scale defines grades earned:

<u>Grade</u>	<u>Definition</u>
A =	4 points
B =	3 points
C =	2 points
D =	1 point
F =	0 points
I =	Incomplete (defined below)
P =	Pass (defined below)
NP =	No Pass (defined below)
W =	Withdrawal (defined below)
WF =	Withdrawal Failure (calculated as an F)
AU =	Audited Course

Pass (P)/No Pass (NP)

Some classes are offered on a Pass/No Pass basis. While the hours taken in a Pass/No Pass class count in the total hours for graduation, they are not used in computing quarter or cumulative grade point averages.

Incomplete Grades

A grade of incomplete (I) will be given in a course when mitigating circumstances interfere with a student's ability to satisfactorily complete all the required assignments. A student with an incomplete may be placed on probation by the Academic Review Board. The student will be given until the middle of the following quarter to make up the work. A failing grade will be assigned to course(s) with an incomplete if the work is not completed by the next mid-quarter. Incompletes are granted only after conversations with the student, instructor, and academic advisor or Academic Dean.

Dropped Classes

Robert Morris University offers cohort education to students to ensure timely completion of their program. It is imperative that students complete their assigned classes each quarter. The dropping of classes may cause a break in the appropriate sequence of courses and may interfere with completion of the program and residency requirements. This could result in a student having to enroll in additional quarters and not graduate in a timely manner. Students may drop individual classes only with approval. During the first week of class, students will be asked to verify their enrollment for the quarter electronically.

The University's official census for verification of enrollment and the determination of financial charges occurs immediately after the first week of each respective academic quarter for the day or evening programs

Repeat Courses

A full- or part-time student will be allowed to repeat a failed or withdrawn class (after the initial attempt) one time. A third attempt may be granted by working with an academic advisor to develop a plan for success, which may include the repeated course as the only course in which the student is enrolled.

A student who does not successfully complete a required course for graduation after exhausting the above options may petition to the academic dean to retake the class or request a class substitution. All classes are counted in hours attempted.

Students in the Surgical Technology program may repeat SCI 127, 128, 134, 154 and SUR classes only once. Students who receive a "D" or lower in any SUR course may be dismissed from the program.

Students in the Nursing program may only repeat NUR, SCI, or MAT 170 courses with the approval of the Dean and Nurse Administrator. Students who receive a 'D' or lower in any course will be dismissed from the program.

The highest grade earned is calculated in the term and cumulative grade point average. All grades earned for the initial and all subsequent attempts are clearly identified on the permanent academic transcript.

Withdrawal from Courses

Students withdrawing from classes will receive grades as follows:

WD week 1	= no grade
WD week 2 thru Friday of week 6	= W grade
WD week 7 thru 10	= WF grade*

**The WF grade is calculated as an "F"*

Withdrawal from the University

Students who wish to withdraw from the University must initiate the process. Not attending does not constitute official notice of withdrawal. Students must contact their Student Advisor or Director of Education for assistance in this process.

Grade Reports

When a student completes a course, a grade report is available on the course website's secure portal after all grades have been submitted. Grades are considered final 30 days after receipt. Grades will not change once they are final. It is the student's responsibility to check the accuracy of his/her grade reports quarterly.

Transcript Issuance

Official transcripts of an academic record may be obtained by contacting the Student Information Office. Transcripts will be issued upon written request, signed by the student and accompanied by a \$5 fee. This authorization may be submitted in person or by mail. Applications are available online; however, payments will only be accepted by mail or in person. Telephone requests cannot be accommodated. Students must clear any financial obligations with the University before any official or unofficial transcripts are issued.

Academic Recognition & Awards

The University awards President's List recognition each quarter to students who achieve a 3.5 or above quarter grade point average and who have completed all hours attempted.

At graduation for the baccalaureate degree students who have completed their program of study will be recognized for:

SUMMA CUM LAUDE

Cumulative Grade Point Average of 3.9+

MAGNA CUM LAUDE

Cumulative Grade Point Average of 3.75 - 3.89

CUM LAUDE

Cumulative Grade Point Average of 3.5 - 3.74

Study Abroad

Robert Morris University offers students an opportunity to study abroad and earn academic credit. Study abroad programs allow students to expand their cultural, historical and social awareness of life, culture and language in another society. These opportunities are available to enrolled students at all campuses.

Study Abroad Requirements:

- Enrollment in the stated area of study
- Undergraduate: Completion of 5 quarters (or equivalent transfer credits) prior to departure. Graduate: Completion of 2 quarters prior to departure.
- GPA of 3.0 or higher
- Referral from student's academic advisor
- \$300 deposit – deposit is refundable if an applicant is not accepted into the program based on a decision made by RMU. If accepted, the deposit will be refunded upon return if there are no damages to housing or changes in flights caused by the student.
- Completed FASFA, **signed** financial aid plan and a \$0 financial aid balance
- All programs are subject to cancellation in the case of low enrollment.
- Dates may fluctuate by one of two days depending on flight availability
- Included in the Study Abroad Fee is: Round-trip air fare from Chicago, airport transfers in destination country, housing, and travel related to the Cultural Perspectives course.
- Students apply online at www.robertmorris.edu/studyabroad

The following is a summary of the Study Abroad Programs that have been offered:

Hamburg, Germany

Area of Study: Computer Studies

- Dates: Spring 2 Quarter
- Courses: CRX 210, HUM 200, 1 Networking course and internship
- 8 weeks in length
- Cost: Study Abroad Fee plus Tuition
- Number of students accepted: 5

Hamburg, Germany

- Area of Study: Nursing and Health Studies
- Dates: Summer Quarter
- Courses: CRX 210, HUM 200, 2 RMU major-specific courses
- 2 weeks in length
- Cost: Study Abroad fee plus tuition
- Number of students accepted: 5

Paris, France

Area of Study: Business & Bachelor of Professional Studies

- Dates: Spring 2 Quarter
- Courses: CRX 210, HUM 200, 2 courses selected from the ABS schedule

- 8 weeks in length
- Cost: Study Abroad fee plus tuition
- Number of students accepted: 10

London, England (Graduate students only)

- Dates: Summer Quarter
- Course: MGT 598
- 12 days in length
- Cost: Study Abroad fee plus tuition
- Number of students accepted: 10

Florence, Italy (Athletes only)

- Dates: Spring 2 Quarter
- Course: CRX 210, 1 course selected from the FUA schedule, plus physical training three times per week with a professional coach
- 4 weeks in length
- Cost: Study Abroad fee plus tuition
- Number of students accepted: 5

Florence, Italy

Areas of Study: Architectural Technology, BPS, Culinary & Graphic Design

- Dates: Fsl Quarter
- Courses: CRX 210, HUM 200, 1 course selected from the FUA schedule and internship
- 8 weeks in length
- Cost: Study Abroad fee plus tuition
- Number of students to be accepted: 10

NEW Taipei City, Taiwan

Area of Study: Open to all students of Junior status or higher

- Dates: Spring 2 Quarter
- Courses: CRX 210, HUM 315 2 RMU major-specific courses
- 3 weeks in length
- Cost: Study abroad fee plus tuition
- Number of students accepted: 10

Academic Policies & Regulations

Registration/Academic Advisement

To validate registration in classes for the current quarter, students communicate with their Student Advisor by Thursday of Week 6. Students will be asked to verify their enrollment electronically to validate registration for the current quarter and review with their academic advisor the student’s plan for the future quarter. This process will generate registration for the next quarter, request graduation audit, or state the student’s decision not to enroll in the upcoming quarter, setting in motion one of the following:

1. Generate registration for the next quarter – a student schedule based on this registration form will be prepared for the student.
2. Request graduation audit – the Registrar’s office is informed of the graduation request so that an audit of the student’s records can occur.
3. Inform of the student’s decision not to enroll in the upcoming quarter – the student will complete courses for the current quarter and withdraw from the college at the end of that quarter.
4. When the student does not verify registration, the Student Advisor will verify attendance in classes with the faculty and attempt to contact the student in a variety of ways. Should the faculty state the student has not been attending classes, and the Student Advisor is unable to reach the student, an administrative withdrawal will result. The student will receive a letter stating this action and requesting the student to notify administration within 48 hours if an error has occurred.

Academic Credit Requirements

The requirements for each program will vary because of differences in course content, laboratory requirements, and clinical experience qualifications. The number of credit hours a student is expected to complete is a minimum of 92 quarter hours in

Associate in Applied Science programs, and a minimum of 188 quarter hours in the Bachelor Degree programs. Some individual programs require additional hours over the 92 (AAS) or 188 (Bachelor Degree).

Student Status Classifications

Freshman standing:	A student who has earned 46 credit hours or less
Sophomore standing:	A student who has earned 47 to 92 credit hours
Junior standing:	A student who has earned 93 to 140 credit hours
Senior standing:	A student who has earned 141+ credit hours or more

Enrollment Status Classifications

The University's official census for verification of enrollment and determination of financial charges occurs immediately after the first week of each respective academic quarter for the day or evening programs. Students may drop individual classes only with approval.

Full-time: 12 credit hours or more

Part-time: at least 6 but less than 12 credit hours

Less than part-time: Less than 6 credit hours

Note: Students need a combination of credit hours, residency, degree audit requirements, and a cumulative 2.0 GPA to graduate.

Students must attend each class during Weeks 1 of the quarter, or student enrollment status may be jeopardized.

Undergraduate students are required to enroll on a full-time basis in the daytime program. Students in the evening program may enroll on a part-time basis once an Associate degree is earned. However, course availability may determine the need for a full-time study.

Residency

Undergraduate Degree programs at the University have a residency requirement of the equivalent of four quarters of full-time study and 48 quarter hours of earned RMU credit.

Program Availability

The University reserves the right to cancel a program or course based on enrollment.

Upper-Division Requirements

All Bachelor degree programs require a minimum of 60 quarter hours at the 300- or 400-level.

Class Availability

Robert Morris University operates on an accelerated timetable. Over 90% of graduates complete their bachelor's degrees in less than three years. RMU coursework is designed around students who are continuously enrolled on a full-time basis; students who enroll in fewer than four quarters a year may need to take courses at multiple campuses, times, or quarters in order to meet graduation requirements. Some specialized classes are offered once a year. Students who enroll on a less-than-full-time basis have no guarantee of date of completion.

Undergraduate Blended Learning Classes

Blended Learning classes are offered as an option for various classes in the adult evening program.

Class Schedule

Classes are scheduled weekdays between the hours of 8:00 a.m. and 9:30 p.m. and Saturdays from 8:00 a.m. to 4:30 p.m.

Class Attendance

Regular attendance in class is considered essential. Cultivation of desirable work habits is as important as the development of skills. Students are expected to be present and on time for all classes. Faculty members set their own individual attendance guidelines for their classes. Students are expected to adhere to the policies set by the faculty, including but not limited to, tardiness, absenteeism, and make-up work.

Academic Overload

Day Students: Students must obtain permission from the Vice President for Academic Administration to enroll for more than 18 credit hours during any quarter. Students' academic progress for the past year, quarter and cumulative GPA, and student appeal letter will be reviewed for possible approval. Approval is on a quarter-by-quarter basis and may not speed time to degree based on offering of courses.

Adult/Continuing Studies Students: Students must obtain permission from the Vice President for Academic Administration to enroll for more than 14 credit hours during any quarter. Students' academic progress for the past year, quarter and cumulative GPA, and student appeal letter will be reviewed for possible approval. Approval is on a quarter-by-quarter basis and may not speed time to degree based on offering of courses.

Academic Progress Policy

The following Academic Progress Policy applies to all undergraduate students regardless of program in the completion of all coursework up to and including the Bachelor degree at the University. Students are expected to adhere to the guidelines for the Academic Progress Policy for both Grade Maintenance and Timely Completion. Students work closely with their Advisor to maintain good academic standing and for rehabilitation of good academic standing.

SECTION 1: Measurement of Grade Maintenance

To achieve satisfactory academic progress for Grade Maintenance, the undergraduate student must maintain a cumulative C (2.0) grade point average at the end of every quarter. When the student's cumulative GPA falls below 2.0, the student is placed on Academic/Financial Aid Warning or Academic Dismissal status by the Academic Progress Committee.

1. An Academic/Financial Aid Warning period is one ten-week quarter. During the warning period, the student is eligible for financial aid.
 2. At the end of the Warning period, if the student is not making Satisfactory Academic Progress, all Financial Aid will be terminated and the student is subject to Academic Dismissal. The student has the opportunity to continue enrollment only if the Academic Progress Committee accepts their appeal based on mitigating circumstances. (See Appeal Process)
 3. After a successful appeal, the student will be placed on Academic/Financial Aid Probation for the subsequent quarter. An academic plan will be provided which includes the completion rates by quarter and the required GPA. If the student is meeting the requirements of the academic plan, Financial Aid eligibility will continue.
 4. The academic plan will be evaluated every quarter.
 5. Students in Surgical Technology must maintain a 2.0 or dismissal may result. Students in Surgical Technology must maintain 2.0 in all Surgical program classes without withdrawing or dismissal may result. A student may submit an appeal to continue enrollment with a "D" in a SCI course; an appeal does not guarantee approval. There is only opportunity to appeal one time. Failure to complete 30 cases in each clinical course may result in dismissal from program.
 6. Nursing students are required to pass the dosage and calculation exam (math test) with a score of 90%, earn a "pass" evaluation in their clinical setting, earn a theory grade of at least a C (78% or higher) and take the HESI exam (NUR 120, 222, 223 and 224 in the ADN program and NUR 230, 270, 290, 420 and 435 in the BSN program) with the score factored into their theory course grade in order to progress in the Nursing program. Additionally, Nursing students must maintain a cumulative C (2.0) grade point average and a grade of C or above in every course taken at Robert Morris University. Students who do not achieve this level of academic progress will be dismissed from the Program. A student may submit an appeal to continue enrollment with a NUR course; an appeal does not guarantee approval. There is only opportunity to appeal one time.
 7. For Nursing students, a dosage and calculation exam (math test) will be given on the first day of all NUR courses. A score of 90% or higher is required to pass in order to be cleared to pass medications in the clinical setting. If a student does not meet the 90% passing score, they are required to attend a one hour tutoring session with a faculty member before taking a second exam. If they, again, do not achieve a passing score of 90%, they will be required to attend an additional two-hour tutoring session with a faculty member before attempting the exam a third time. A failure to achieve the 90% passing score on a third attempt will make the student not clear to pass medication for the Quarter at the clinical site. This will cause the student to NOT earn a "pass" evaluation in their clinical setting.
 8. A required part of the Nursing program is taking the HESI examination. This occurs in NUR 120, 222, 223 and 224 in the ADN program and NUR 230, 270, 290, 420 and 435 in the BSN program. This exam is scheduled by the faculty and taken on campus. Students are responsible for the cost of the examination, and re-examination, if necessary. An exam conversion score will be 20% of the overall NUR class grade as clarified below:
 - Each student will obtain a HESI score and a conversion score after taking the exam. The HESI score represents a composite number. This score reflects the ability to apply nursing concepts within specific content areas. The HESI score is also used to assess students' preparedness for the Nursing Licensure Examination (NCLEX). Robert Morris University has determined that 850 is the minimal HESI benchmark score for a student to achieve on the HESI exam. The conversion score is a percentage score that considers the average difficulty of the exam items that were answered correctly. A HESI conversion score of at least 78% is set as the minimal passing benchmark score. Robert Morris University Nursing faculty will use this score to contribute to a portion of the final grade in a specific Nursing course.
- If a student fails to achieve a HESI score of at least 850, a student may re-take the exam a second time with the approval of the Nurse Administrator. This re-take may only be done with a minimum of 4 hours of tutoring remediation (more may be required based on the initial HESI exam score) through the HESI program as assigned and monitored by a Nursing faculty member. This re-take must occur within two weeks of the original exam. The new HESI score can then replace the first score, and if a grade change is warranted in the class, it may then be completed.
9. Accounting students must earn an average GPA of 3.0 in ACC 110, 111, 112 and 280 to enter Junior year.
 10. Accounting students must maintain an average GPA of 3.0 in all Junior/Senior accounting courses at the end of each quarter or probation or dismissal may result.

SECTION 2: Measurement of Timely Completion

Credit evaluation for measurement of Timely Completion is calculated as follows:

- ♦ Grades of A, B, C, D, or P are earned credit for completion in a timely manner.
- ♦ Grades of F, W, I, WF, or NP are considered hours attempted, but no credit is earned.
- ♦ Non-credit remedial classes are not earned credit for completion in a timely manner.
- ♦ Incomplete grades are not earned credit until a passing grade is posted. An incomplete grade will change to an F if the work is not completed by mid-quarter of the next term.

- ♦ Repeated classes are considered hours attempted in all quarters, but are earned credit in the quarter the highest passing grade is posted.

To achieve satisfactory academic progress for Timely Completion, the undergraduate student must complete 2/3 of the cumulative hours attempted. Timely Completion is audited quarterly. When a student is not in good standing for Timely Completion, the Academic Progress Committee will implement Academic/Financial Aid Warning or Academic Dismissal status.

1. An Academic/Financial Aid Warning period is one ten-week quarter. During the warning period, the student is eligible for financial aid.
2. At the end of the Warning period, if the student is not making Satisfactory Academic Progress, all Financial Aid will be terminated and the student is subject to Academic Dismissal. The student has the opportunity to continue enrollment only if the Academic Progress Committee accepts their appeal based on mitigating circumstances. (See Appeal Process)
3. After a successful appeal, the student will be placed on Academic/Financial Aid Probation for the subsequent quarter. An academic plan will be provided which includes the cumulative completion rates by quarter and the required GPA. If the student is meeting the requirements of the academic plan, Financial Aid eligibility will continue.
4. The academic plan will be evaluated every quarter.
5. The maximum hours attempted cannot exceed 150% of the hours stated in the catalogue for program completion or Academic Dismissal may result. Students with applicable transfer credit will be evaluated individually for hours of completion and are not given more time than other students to complete the program. Transfer credits are considered as hours attempted and hours earned.

Appeal Process

When mitigating circumstances (illness, injury, or life change) interfere with satisfactory academic progress, the student shall have the opportunity to appeal. The appeal must include why he/she failed to make satisfactory academic progress, and what has changed that will allow the student to achieve Satisfactory Academic Progress. The Academic Progress Committee will implement Academic Warning, or Academic Dismissal status taking into consideration eligibility for enrollment and the student's probability for success in the program. If the Committee approves the appeal, the student must follow an Academic Plan to ensure future success.

The student will be on Academic Warning initially. If the academic plan is being followed successfully, then Academic Probation will continue. The student is eligible for financial aid for each quarter that Academic Warning is extended. If the student does not meet the requirements of the academic plan, the student will be Academically Dismissed.

Reinstatement

The implementation of the Academic Progress Policy incorporates the consideration of eligibility for enrollment and for Federal and State student financial aid. Appeals pertain to enrollment reinstatement as well as financial aid eligibility. Students dismissed from the Surgical Technology and Nursing programs must present compelling evidence for reinstatement. Reinstatement to these programs is rare. For a Nursing Appeal, the University's Nurse Administrator will also have input to the Re-admissions Review Board. A student with Academic Dismissal status for unsatisfactory progress who is granted reinstatement by the Academic Progress Committee from appeal regains financial aid eligibility in the reinstated quarter.

Assessment Program for Robert Morris University

The assessment program at Robert Morris University is structured to gather, share, and evaluate evidence of student learning and is seen as an intrinsic responsibility among all staff and faculty. Learning outcomes correspond to the major headings of the three components of the University's mission: professional, career-focused education, collegiate setting, and diverse communities.

Robert Morris University views assessment as an integral element in assuring that its graduates from the respective academic units function as responsible, productive members of an ever-changing world; therefore, the assessment program is designed to evaluate the University's programs and services in assisting students' movement toward outcomes that flow from the institution's mission and to provide a basis for continuous quality improvement of student learning.

To those ends, the Robert Morris University assessment process measures student learning through the assessment of student academic achievement and institutional effectiveness through shared responsibility of faculty and staff.

The assessment of student academic achievement documents the growth and achievement of students in relation to defined competencies in their major field and in general education as defined by program objectives. All students must demonstrate academic achievement in the domains of communications, problem-solving, critical thinking, professional knowledge and behaviors including ethical reasoning. The faculty curriculum committees set the criteria and rubrics for delineating levels of achievement and gathering meaningful evidence. Faculty members are the best evaluators of student academic achievement; individual instructors evaluate student outcomes of course objectives throughout their courses. Through faculty's evaluation of these artifacts and group consensus, student achievement strengths and concerns are identified along with an "action plan"

response. This provides a focal point for curriculum committee dialogue and planning, including budget requests. The student academic achievement assessment reports from each of the academic units of the University are summarized and presented to the President's Council and then the Board of Trustees each year.

The evaluation of institutional effectiveness measures student learning indicators that relate to the student services and operations of the University. Faculty, Deans, Institutional Assessment Officers, and other administrators collectively compile student learning outcomes from each of the academic units and student service areas into reports that are summarized and presented to the Academic Council, Executive Committee, and Board of Trustees each year. Such committees also evaluate the effectiveness of assessment efforts throughout the year to improve student learning

Credential Transcripts

Undergraduate students may access credential transcripts through their Student Advisor, their student portal, or by requesting one via the RMU website. Nine universal competencies and program skill attainments have been defined for all students. Each competency has both an academic and corporate definition and consists of three levels: Acquisition, Application, and Integration. Each level contains statements that define the competency at the respective level. Evidence from several assessment strategies is collected that allow for students to be credentialed in each competency. Examples of these strategies are: grade-based assessment, portfolio assessment, test assessment, internship assessment, work experience, simulation experience and certifications.

The nine universal competencies with their corporate definitions are as follows:

Collaboration- Advances an organization's mission and goals through contribution to a team or department

Oral Communication - Communicates in a clear, organized manner

Written Communication - Expresses and exchanges ideas in an individual or group setting

Creative Thinking - Explores new perspectives; seeks and applies innovative ideas

Critical Thinking - Anticipates industry, customer, and organizational needs; handles unexpected changes; shows insight into long term impact of activities

Cultural Awareness - Encourages, respects, and values the contributions and unique qualities of all individuals

Leadership- Takes initiative, self-monitors performance, and is effective with minimal daily guidance

Managing Information - Possesses ability to interpret, comprehend, and apply complex material

Quantitative Evaluation - Evaluates information quantitatively to communicate possible solutions to real world problems

As an assessment tool, the competency credentialing system provides a way to assess *for* student learning by involving each student in the reflective practice of self-assessment going beyond the assessment for curricular improvement. It offers a way for students to individually follow their development with regard to general competencies that are valuable for graduates of all programs.

Experiential learning is also evident on each credential transcript. Students can elect to self-submit evidence of experiential learning through the RMU website, which is subject to approval by the Dean.

Student Access to Prior Quarter Courses in RMU's Course Management System

Prior quarter courses are made unavailable to students beginning at 12:01 a.m., Saturday, Week 2 of the current quarter (e.g., Fall Quarter courses will be unavailable after 12:01 a.m., Saturday, Week 2 of the Winter Quarter).

Students are encouraged to back-up any data they may want from the previous quarter before 12:01 a.m., Saturday, Week 2 of the current quarter. Any files, discussion posts, messages, assignment submissions, or grade information pertinent to prior quarter courses will be inaccessible when the course is made unavailable to students. A student's official grade report is available on the RMU website.

Graduation Requirements

Students must meet institutional requirements in order to officially graduate. Unless the graduation requirements are completed, the students will not be awarded a degree, nor will the student be entitled to employment assistance. The general graduation requirements are:

1. Students must meet the academic requirements as stated for the program in which they are enrolled.
2. A cumulative 2.0 GPA or better must be attained.
3. A cumulative 2.25 GPA or better must be attained for the B.S. in Accounting Degree.
4. Students must meet residency requirements.

In order to fulfill the requirements for a *Bachelor of Business Administration (BBA) Degree, a Bachelor of Applied Science (BAS) Degree, or a Bachelor of Professional Studies (BPS) Degree*, the following requirements must be satisfactorily completed:

- Completion of a minimum of 188-quarter hours of credit, which includes a minimum of 96-104 major credits and 80-84 general education credits. The balance is made up of free electives.
- Individual programs require additional hours.

In order to fulfill the requirements for the *Associate in Applied Science Degree* option, the following must be satisfactorily completed:

- Completion of a minimum of 92-quarter hours of credit, which includes a minimum of 48 major elective credit, 44 general education credits, and the remaining credits in major, general education credits, or free electives.
- Individual programs require additional hours.

Any exceptions to the above requirements must be approved by the Provost and/or the appropriate Dean.

Issuing of Diplomas/Degrees

Bachelor's and Master's Degrees will be mailed to the address on file in the Student Information Office 10-12 weeks after the student's official graduation date. Associate Degrees will be ordered for those graduates who do not enroll as Juniors. Students must clear any financial obligation with the University before degrees are released.

Readmission Policy (*Academic & Voluntary Withdrawals*)

Students who are withdrawn or academically dismissed may seek readmission to the University for subsequent quarters. The decision for readmission is made by the Readmissions Review Board. Students who are academically dismissed and are readmitted will be enrolled on an academic probationary status. All students must have met their financial obligations before readmission.

Nursing students who have withdrawn or dismissed from the program may apply for readmission. In addition to the conditions outlined in the Readmission Policy in the Student Handbook, *nursing students may be readmitted only once*. Readmission is dependent on the student's ability to be successful and availability of space in the program. Readmission to the Nursing program is rare.

- Students must complete the entire nursing program within eight consecutive calendar years.
- Students must complete all nursing courses within four consecutive calendar years and graduate, or must repeat the program in its entirety.

Transfer Between Campuses & Divisions

A student may request a change of program, a change of division, or a change of campus through appeal to the Academic Review Board. Students must submit their appeal for change to their Academic Advisor, who will attach a recommendation, change form and cohort plan for the change, and forward the documentation to the Academic Review Board.

The Academic Review Board will review the following to provide a decision:

- The student is in good standing for Grade Maintenance (2.0 GPA) and Timely Completion (2/3 of hours attempted have been completed).
- The new program's cohort and course offering are consistent with the student's academic plan. A student may be required to withdraw at the end of the quarter from the current program and may be required to apply to return at an appropriate date to the approved new program.
- Students have met with Financial Aid to discuss their financial plan.

Transfer of Credit

Robert Morris University accepts transfer credit from accredited institutions on a case-by-case basis. Credit will not be accepted for remedial or developmental courses. Courses accepted for transfer must be comparable to those taught at Robert Morris University and/or must be recognized as generally being applicable toward an Associate or Baccalaureate Degree. Robert Morris University allows a student with an Associate Degree of accepted transfer credit to be admitted to the University in the upper division Bachelor Degree programs when prerequisites are met.

Attendance at all post-secondary institutions must be reported, and official transcripts must be received from each college or university within five weeks of initial or return enrollment. The cumulative grade point average from all previous institutions will be considered in determining admission status, institutional grant eligibility, and initial athletic eligibility.

The maximum amount of credit that can be applied to a student's record from Ace, AP, IB, CLEP, and DANTES is 44 quarter hours. Credit may be awarded for D grades for transfer students with a minimum cumulative GPA of 2.0 on a 4-point scale. Transfer GPA is used for admission, grant eligibility, and athletic eligibility purposes only. The Robert Morris University GPA will be based on courses taken in residence. Semester credit is converted to quarter hours.

Credit previously earned at foreign institutions is evaluated in accordance with A.A.C.R.A.O. guidelines and may be deemed transferable to Robert Morris University. Official English evaluations must be obtained from an outside evaluator at the student's expense.

Transfer students can apply a maximum of 140-quarter hours of credit toward graduation; however, the University has a residency requirement of the equivalent of four quarters of full-time study and 48 quarter hours of earned RMU credit.

Students who wish to transfer to other colleges and universities, regardless of the course taken at Robert Morris University, should realize that the receiving institution will make the final decision regarding transfer credits.

Massive Open Online Course (MOOC)

Robert Morris University accepts credit taken through a MOOC from a number of universities. Credit will be evaluated based on the information of topic, length of class, and recommended time in the class.

Students must provide a credential of completion or successfully pass a proficiency exam.

Credit through a MOOC course from the following universities will be considered:

Brown University	Rice University
Columbia University	Stanford University
Emory University	University of California Irvine
Georgia Institute of Technology	University of California San Francisco
Harvard University	University of Illinois/Urbana-Champaign
Johns Hopkins University	University of Michigan
MIT	University of Virginia
Princeton University	Vanderbilt University

Transfer of Credit (in to RMU)

Robert Morris University accepts transfer of credit from other institutions; however, credit is only accepted if it is relevant to the degree pursued.

Transfer of Credit (out of RMU)

Robert Morris University coursework is designed for your success. RMU credit may transfer to other institutions; however, all transfer of credit is evaluated by the receiving institution. Credit transfers best when evaluated as part of an earned degree; course-by-course credit is typically more difficult to transfer to and from any college or university.

Alumni Course Offerings

As part of Robert Morris University's commitment to provide for the continued growth and success of its Alumni, the University is proud to provide two Alumni course options. Graduates of Robert Morris University have the opportunity to return to the College and enroll in courses in one of two categories: *Refresher Course and, Non-Degree Seeking (NDS) Courses.*

Refresher Course

Graduates may re-enroll in a selected skill-related course in the same school of study from which they graduated. General Education courses are not included. Alumni Association members are eligible to re-enroll at no charge; graduates who are not members of the Alumni Association must pay a fee. Graduates must have received a "C" or better in the course. Some upper level senior courses are not available for Refresher course enrollment.

Non-Degree Seeking (NDS) Course

Graduates may enroll in a course that is new or out of the school of study from which they graduated. General Education courses are included in this category. Fees for coursework in this category follow the University's stated tuition costs. Any and all prerequisite course must be satisfied.

Guidelines for Refresher and NDS Course Enrollment:

- ♦ All fees must be paid prior to enrollment.
- ♦ Books and supply fees must be paid by the graduate.
- ♦ Graduates must clear financial holds to enroll in a course.
- ♦ Registration and Withdrawal policies for the course follow the University's stated Academic Policies and Regulations as explained in the Academic Bulletin. Failing to officially withdraw from a course will result in an "F" grade for the course.

Please contact the Office of Alumni Affairs for more information on course and campus schedules for *Refresher Courses and Non-Degree Seeking (NDS) Courses.*

Illinois Articulation Initiative

Robert Morris University is a participant in the Illinois Articulation Initiative (IAI). Lower division general education requirements are satisfied by the completion of an A.S. or A.A. from IAI participating institutions in Illinois. RMU upper division general education courses are fulfilled during the completion of the upper division graduation requirements.

Professional Dress/Appearance Policy

In recognition of professional businesses, the Robert Morris University's Dress Code Policy includes "business casual" attire. Students are permitted to wear denim, including jeans, shirts, dresses and skirts to classes. As a private institution, Robert Morris University may reserve the right to determine the guidelines and set limitations on its Dress Code Policy and Appearance Policy. This policy is in no way intended to be discriminatory (ethnic or gender) or in violation of any religious beliefs. However, it is possible that a student's interpretation of the Dress Code Policy and Appearance Policy in relation to individual circumstances may be in violation of the University dress code.

Unacceptable Attire for All Students

- ♦ Hats, headbands, scarves or sweatbands
- ♦ Off-the-shoulder tops (including spaghetti strap tops or dresses)
- ♦ Halter dresses and tops
- ♦ Midriffs, low necklines or see-through clothing
- ♦ Overalls
- ♦ Shirts, pins or earrings that make a political or cultural statement
- ♦ Any dress or hair style that is deemed unprofessional or inappropriate to the aims and purposes of the University

Professional Dress for College of Nursing & Health Studies Students

Appropriate dress includes specific uniform for each health studies major. CNHS uniforms may be purchased through the University Bookstore. Students are also required to wear leather enclosed, rubber-soled shoes which can be purchased on their own. Students must wear **clean uniforms to all CNHS major and Science classes and clinical/externship experiences.** Therefore, it is recommended that students purchase at least two uniforms.

Additionally, the following are unacceptable:

- Wearing elaborate jewelry (e.g. bulky and large).
- Visible piercings, other than one smallest in ear lobes.
- Visible tattoos
- Excessive perfumes/colognes, elaborate hair styles, excessive cosmetics
- Chewing gum
- Long and artificial fingernails
- Smoking when in uniform
- Sandals, open-toe, heeled shoes

General appearance, hygiene and manners:

- Personal hygiene must be maintained, i.e. oral, general skin care, and deodorant
- Shoes and clothes must be clean, ironed, and neatly worn at all times
- Hair must be secured so as not to fall forward
- Courtesy titles are to be used

Appropriate Attire for Culinary Students

- ♦ Chef jacket
- ♦ Chef pants
- ♦ Chef neckerchief

The above can be purchased through the University Bookstore. Students are also required to wear black leather enclosed shoes which can be purchased on their own. Students must wear CLEAN uniforms to all classes. Therefore, it is recommended that students purchase at least two jackets and two pairs of pants.

Sanctions for Non-Compliance of the Professional Dress/Appearance Policy

Breaches of Professional Dress Policy will result in disciplinary measures that may include one or a combination of the following:

- ♦ Student will not be allowed to attend class
- ♦ Verbal or written warning, which will become part of the student's file
- ♦ Social Probation, which will become part of the student's file
- ♦ Suspension for various lengths of time without consideration for make-up assignments, quizzes, tests, etc.
- ♦ Dismissal from the University

The University reserves the right to modify its policies or procedures at any time.

Graduate Policies & Procedures

ADMISSIONS

Graduate Admissions Requirements

Students admitted to RMU's Graduate programs will have earned an accredited bachelor degree and demonstrate an academic capability to undertake graduate level work. The following factors are considered:

- College record
- GMAT score or RMU test score
- Letters of recommendation
- Professional work experience
- Admissions application including a written personal statement

Graduate program admission decisions are based on a review of each student's academic record and professional experience in a holistic evaluation that includes qualitative and quantitative measures. Each candidate is considered on an individual basis.

Students may be conditionally accepted for one quarter in order to monitor progress and ability to succeed in graduate school. Students may not receive financial assistance for a conditional accept quarter.

Graduate Transfer Admission

Up to 12 quarter hours may be accepted in transfer credit applied to the degree requirements for the graduate program. Transfer credit must have been completed at a B level or higher, completed at an accredited institution, be recognized as being applicable to the proposed programs, and have been completed in the last 5 years. No credit for life experience or proficiency examinations will be applied to the graduate programs.

International Students

These are students who are not citizens or permanent residents of the United States. These students add value to the academic community and are encouraged to apply. International applicants must submit all of the following:

- Official record of post-secondary education
- TOEFL exam scores or AESA
- International transcripts must be accompanied by an official English evaluation
- An affidavit of financial support

The Admission Process

You receive personal attention and advice at Robert Morris University before you begin classes, and that support continues for a lifetime.

Here's how easy it is to apply:

1. Schedule a personal interview with an Admissions Counselor
2. Complete the admissions application
3. Submit a \$50 non-refundable application fee
4. Send copies of your official college/university transcripts to the Student Information Office.
5. Gain acceptance with approval from the Graduate Admissions Review Board
6. Complete student assistance applications and meet with a Financial Planner

When to Apply

Applications for admissions are accepted throughout the year. Due to the open and flexible academic calendar, students may begin classes at various times, including the Summer. Your best chance comes with filing an application early.

Applying for Re-Admission

Students who withdraw from the University may apply for re-admission to complete their graduate degree program. It is strongly recommended that students remain in good academic standing at all times. Approval for re-admission is determined by the Graduate Re-Admissions Review Board and is based on the student's recorded progress and history when they were enrolled in the University. Students who apply for re-admission must first clear their financial obligations prior to being approved to return. The University reserves the right to reject a student's re-admission request.

Academic Records

Student Information Office

Academic records at Robert Morris University are kept on file permanently and are available for transcript purposes.

Application forms and documents provided by students who matriculate become the property of Robert Morris University and will be kept on file for five (5) years. Forms and documents submitted by individuals who do not enroll at Robert Morris University will remain on file for three (3) years.

The Student Information Office provides assistance with the following:

- ♦ Academic records
- ♦ Enrollment verification/verification letters
- ♦ Graduation fee payments
- ♦ International student documentation
- ♦ Veteran's benefits
- ♦ Transfer credit evaluation

Credit Designation

The unit of academic credit at Robert Morris University is the quarter hour. The University's academic quarter is 10 weeks.

Credit Hour Policy

At Robert Morris University, one credit hour is equivalent to three hours of learning opportunities per week. Three hours of learning opportunities entail approximately one hour of direct faculty instruction, plus two hours of engagement with an academic activity. Direct faculty instruction is defined as engagement with course material that is directed by faculty, a facilitated experience. This includes, but is not limited to: face-to-face lecture, discussion boards, pre-recorded lectures, podcasts, conference calls, or lab time. Engagement with an academic activity includes, but is not limited to: original written material, collaboration through group projects, test taking, studio time, course readings, discussion boards, projects, or assignments. These guidelines apply to all Robert Morris courses, regardless of delivery model.

Grading System

The following scale defines grades earned:

<u>Grade</u>	<u>Definition</u>
A =	4 points
B =	3 points
C =	2 points
F =	0 points
I =	Incomplete (defined below)
P =	Pass (defined below)
NP =	No Pass (defined below)
W =	Withdrawal (defined below)
WF =	Withdrawal Failure (calculated as an F)
AU =	Audited Course

Pass (P)/No Pass (NP)

Some classes are offered on a Pass/No Pass basis. While the hours taken in a Pass/No Pass class count in the total hours for graduation, they are not used in computing quarter or cumulative grade point averages.

Incomplete Grades

A grade of incomplete (I) will be given in a course when mitigating circumstances interfere with a student's ability to satisfactorily complete all the required assignments. A student with an incomplete may be placed on probation by the Academic Review Board. The student will be given until the middle of the following quarter to make up the work. A failing grade will be assigned to course(s) with an incomplete, if the work is not completed by mid-quarter. Incompletes are granted only after conversations with the student, instructor, and Graduate Student Manager or Dean.

Dropped Classes

Robert Morris University offers cohort education to students to ensure timely completion of their program. It is imperative that students complete their assigned classes each quarter. The dropping of classes may cause a break in the appropriate sequence of courses and may interfere with completion of the program and residency requirements. This could result in a student having to enroll in additional quarters and not graduate in a timely manner. During the first week of class, students will be asked to sign documentation to verify their enrollment for the quarter.

The University's official census for verification of enrollment and the determination of financial charges occurs immediately after the first week of each respective academic quarter for the day or evening programs. Students may drop individual classes only with approval.

Repeat Courses

A full- or part-time student will be allowed to repeat a failed or withdrawn class (after the initial attempt) one time. A third attempt will be granted if the repeated course is the only course in which the student is enrolled. Students may not repeat a class in which a passing grade was earned.

A student who does not successfully complete a required course for graduation after exhausting the above options may petition to the academic Dean to retake the class or request a class substitution. All classes are counted in hours attempted.

The highest grade earned is calculated in the term and cumulative grade point average. All grades earned for the initial and all subsequent attempts are clearly identified on the permanent academic transcript.

Withdrawal from Courses

Students withdrawing from classes will receive grades as follows:

- WD week 1** = no grade
- WD week 2 thru Friday of week 6** = W grade
- WD week 7 thru 10** = WF grade*

**The WF grade is calculated as an "F"*

Withdrawal from the University

Students who wish to withdraw from the College must initiate the process. Not attending does not constitute official notice of withdrawal. Students must contact their Graduate Student Manager.

Grade Reports

When a student completes a course, a grade report is available on the course website after all grades have been submitted. Grades are considered final after 30 days. Grades will not change once they are final. It is the student's responsibility to check the accuracy of his/her grade reports quarterly.

Transcript Issuance

Official transcripts of an academic record may be obtained by contacting the Student Information Office. Transcripts will be issued upon written request or by submission of the on-line request form, accompanied with a \$5 fee. Written requests may be submitted in person or by mail. On-line requests may be submitted through the University website. Telephone or e-mail requests cannot be accommodated. Students must clear any financial obligations with the University before any official or unofficial transcripts are issued.

Academic Policies & Regulations

Registration/Academic Advisement

To validate registration in classes for the current quarter, students communicate electronically with the Graduate Student Manager by Thursday of Week 6. At that time, the Graduate Student Manager and student validate registration for the current quarter and discuss the student's plan for the future quarter. This process will generate registration for the next quarter, request graduation audit, or state the student's decision not to enroll in the upcoming quarter, setting in motion one of the following:

1. Generate registration for the next quarter – a student schedule based on this registration form will be prepared for the student.
2. Request graduation audit – the Registrar's office is informed of the graduation request so that an audit of the student's records can occur.
3. Infor of decision not to enroll in the upcoming quarter – the student will complete courses for the current quarter and withdraw from the college at the end of that quarter.
4. When the student does not verify registration electronically with their Graduate Student Manager, the Graduate Student Manager will verify attendance in classes with the faculty and attempt to contact the student in a variety of ways. Should the faculty state the student has not been attending classes, and the Graduate Student Advisor was unable to reach the student, an administrative withdrawal will result. The student will receive a letter stating this action and requesting the student to notify administration within 48 hours if an error has occurred.

Academic Credit Requirements

The number of credit hours a student is expected to complete is a minimum of 56 quarter hours in the MBA program; a minimum of 52 quarter hours in the MIS program; and a minimum of 50 for the MM program. Students complete 224 hours in the BBA/MBA Dual Degree Program. The credit hour requirement for each program does not include the hours for completion of the foundation courses.

Time Limit for Completion of Program

Students may take no longer than 6 years to complete their graduate program at Robert Morris University. After 6 years a course is invalid and must be repeated or the student can appeal to the Dean of Graduate Studies for an exception.

Enrollment Status Classifications

Enrollment status for the entire quarter is determined by the University's official census on the first day of the second week of each respective quarter:

Full-time: 8 hours or more

Part-time: 4-7 hours

Less than part-time: 1, 2, 3 hours

Note: Students need a combination of credit hours, residency, degree audit requirements, and a cumulative 2.5GPA to graduate.

Residency

Up to 12 quarter hours of credit may be accepted in transfer. All other hours must be completed at Robert Morris University.

Academic Overload

Students must obtain permission from the Graduate Dean to enroll for more than 8 credit hours during any quarter. Students' cumulative GPA and academic record will be reviewed for approval.

Graduate classes are considered electives when taken at the undergraduate level. An undergraduate student must obtain the Dean of Graduate School's approval in order to enroll in a graduate class.

Academic Progress Policy

The following Academic Progress Policy applies to all graduate students regardless of program in the completion of the Master's degree at the University. Students are expected to adhere to the guidelines for the Academic Progress Policy for both Grade Maintenance and Timely Completion. Students work closely with their Advisor to maintain good academic standing and for rehabilitation of good academic standing.

SECTION 1: Measurement of Grade Maintenance

To achieve satisfactory academic progress for Grade Maintenance, the graduate student must maintain a cumulative 2.5 grade point average at the end of every quarter. When the student's cumulative GPA falls below 2.5, the student is placed on Academic/Financial Aid Warning or Academic Dismissal status by the Academic Progress Committee.

1. An Academic/Financial Aid Warning period is one ten-week quarter. During the warning period, the student is eligible for financial aid.
2. At the end of the Warning period, if the student is not making Satisfactory Academic Progress, all Financial Aid will be terminated and the student is subject to Academic Dismissal. The student has the opportunity to continue enrollment only if the Academic Progress Committee accepts their appeal based on mitigating circumstances. (See Appeal Process)
3. After a successful appeal, the student will be placed on Academic/Financial Aid Probation for the subsequent quarter. An academic plan will be provided which includes the completion rates by quarter and the required GPA. If the student is meeting the requirements of the academic plan, Financial Aid eligibility will continue.

The academic plan will be evaluated every quarter.

SECTION 2: Measurement of Timely Completion

Credit evaluation for measurement of Timely Completion is calculated as follows:

- Grades of A, B, C, or P are earned credit for completion in a timely manner.
- Grades of F, W, I, WF, or NP are considered hours attempted, but no credit is earned.
- Non-credit remedial classes are not earned credit for completion in a timely manner.
- Incomplete grades are not earned credit until a passing grade is posted. An incomplete grade will revert to an F if the work is not completed by mid-quarter of the next term.
- Repeated classes are considered hours attempted in all quarters, but are earned credit in the quarter the highest passing grade is posted.

To achieve satisfactory academic progress for Timely Completion, the graduate student must complete 2/3 of the cumulative hours attempted. Timely Completion is audited quarterly. When a student is not in good standing for Timely Completion, the Academic Progress Committee will implement Academic/Financial Aid Warning or Academic Dismissal status.

1. An Academic/Financial Aid Warning period is one ten-week quarter. During the warning period, the student is eligible for financial aid.
2. At the end of the Warning period, if the student is not making Satisfactory Academic Progress, all Financial Aid will be terminated and the student is subject to Academic Dismissal. The student has the opportunity to continue enrollment only if the Academic Progress Committee accepts their appeal based on mitigating circumstances. (See Appeal Process)
3. After a successful appeal, the student will be placed on Academic/Financial Aid Probation for the subsequent quarter. An academic plan will be provided which includes the cumulative completion rates by quarter and the required GPA. If the student is meeting the requirements of the academic plan, Financial Aid eligibility will continue.
4. The academic plan will be evaluated every quarter.

The maximum hours attempted cannot exceed 150% of the hours stated in the catalogue for program completion or Academic Dismissal may result. Students with applicable transfer credit will be evaluated individually for hours of completion and are not given more time than other students to complete the program. Transfer credits are considered as hours attempted and hours earned.

Appeal Process

When mitigating circumstances (illness, injury, or life change) interfere with satisfactory academic progress, the student shall have the opportunity to appeal. The appeal must include why he/she failed to make satisfactory academic progress, and what has changed that will allow the student to achieve Satisfactory Academic Progress. The Academic Progress Committee will implement Academic Probation, Academic Timely Probation, or Academic Dismissal status taking into consideration eligibility for enrollment and the student's probability for success in the program. If the Committee approves the appeal, the student must follow an Academic Plan to ensure future success.

The student will be on Academic Probation for one quarter only. If the academic plan is being followed successfully, then Academic Probation will continue. The student is eligible for financial aid for each quarter that Academic Probation is extended. If the student does not meet the requirements of the academic plan, the student will be Academically Dismissed.

Reinstatement

The implementation of the Academic Progress Policy incorporates the consideration of eligibility for enrollment and for federal and state student financial aid. Appeals pertain to enrollment reinstatement as well as financial aid eligibility. A student with Academic Dismissal status for unsatisfactory progress who is granted reinstatement by the Academic Progress Committee from appeal regains financial aid eligibility in the reinstated quarter.

Blended Learning Classes

Blended Learning classes are offered as an option for various classes in the Morris Graduate School of Management. Students are limited to a total of 5 classes delivered in this way.

Class Schedule

Classes are scheduled weekdays between the hours of 8:00 a.m. and 9:30 p.m. and Saturdays from 8:00 a.m. to 4:30 p.m.

Class Attendance

Regular attendance in class is considered essential. Cultivation of desirable work habits is as important as the development of skills. Students are expected to be present and on time for all classes.

Faculty members set their own individual attendance guidelines for their classes. Students are expected to adhere to the policies set by the faculty, including but not limited to, tardiness, absenteeism, and make-up work.

Student Access to Prior Quarter Courses in RMU's Course Management System

Prior quarter courses are made unavailable to students beginning at 12:01 a.m., Saturday, Week 2 of the current quarter (e.g., Fall Quarter courses will be unavailable after 12:01 a.m., Saturday, Week 2 of the Winter Quarter).

Students are encouraged to back-up any data they may want from the previous quarter before 12:01 a.m., Saturday, Week 2 of the current quarter. Any files, discussion posts, messages, assignment submissions, or grade information pertinent to prior quarter courses will be inaccessible when the course is made unavailable to students. A student's official grade report is available on the RMU website.

Graduation Requirements

Students must meet institutional requirements in order to officially graduate. Unless the graduation requirements are completed, the students will not be awarded a degree. The general graduation requirements are:

1. Students must meet the academic requirements as stated for the program in which they are enrolled.
2. A cumulative 2.5 GPA or better must be attained
3. Students must meet residency requirements.

Note: Students need a combination of credit hours, residency, degree audit requirements, and a cumulative 2.5GPA to graduate. Any exceptions to the requirements must be approved by the Provost and/or the Dean.

Residency for Second Degree

- ♦ Robert Morris graduates from Morris Graduate School of Management may earn a second degree or concentration in the following way:
 - A minimum of 4 extra courses (16 total quarter hours) in an approved concentration or discipline; some options require more than 16 hours, and
 - All required courses in that particular degree
 - A four-quarter full-time or an eight-quarter part-time (48 quarter hours of earned RMU credit) residency requirement for the second degree

Issuing of Diplomas/Degrees

Diploma/Degrees will be mailed to the address on file in the Student Information Office 10-12 weeks after the student's official graduation date. Students must clear any financial obligation with the University before degrees are released.

Readmission Policy (Academic & Voluntary Withdrawals)

Students who are withdrawn or academically dismissed may seek readmission to the University for subsequent quarters. The decision for readmission is made by the Graduate Readmissions Review Board. Students who are academically dismissed and are readmitted will be enrolled on an academic probationary status. All students must have met their financial obligations before readmission.

Transfer Between Campuses & Divisions

A student may request a change of program, or a change of campus through appeal to the Graduate Academic Review Board. Students must submit their appeal for change to their Graduate Student Manager, who will attach a recommendation, change form and cohort plan for the change, and forward the documentation to the Academic Review Board.

The Academic Review Board will review the following to provide a decision:

- ♦ The student is in good standing for Grade Maintenance (2.5 GPA) and Timely Completion (2/3 of hours attempted have been completed).
- ♦ The new program's course offering are consistent with the student's academic plan. A student may be required to withdraw at the end of the quarter from the current program and may be required to apply to return at an appropriate date to the approved new program.
- ♦ Students have met with Financial Aid to discuss their financial plan.

Massive Open Online Course (MOOC)

Robert Morris University accepts credit taken through a MOOC from a number of universities. Credit will be evaluated based on the information of topic, length of class, and recommended time in the class.

Students must provide a credential of completion or successfully pass a proficiency exam.

Credit through a MOOC course from the following universities will be considered:

Brown University	Rice University
Columbia University	Stanford University
Emory University	University of California Irvine
Georgia Institute of Technology	University of California San Francisco
Harvard University	University of Illinois/Urbana-Champaign
Johns Hopkins University	University of Michigan
MIT	University of Virginia
Princeton University	Vanderbilt University

Professional Dress/Appearance Policy

In recognition of professional businesses, the Morris Graduate School Dress Code Policy includes “business casual” attire. Students are permitted to wear denim, including jeans, shirts, dresses and skirts to classes. As a private institution, Robert Morris University may reserve the right to determine the guidelines and set limitations on its Dress Code Policy and Appearance Policy. This policy is in no way intended to be discriminatory (ethnic or gender) or in violation of any religious beliefs. However, it is possible that a student’s interpretation of the Dress Code Policy and Appearance Policy in relation to individual circumstances may be in violation of the University dress code.

Unacceptable Attire for All Students

- ♦ Hats, headbands, scarves or sweatbands
- ♦ Off-the-shoulder tops (including spaghetti strap tops or dresses)
- ♦ Halter dresses and tops
- ♦ Midriffs, low necklines or see-through clothing
- ♦ Overalls
- ♦ Shirts, pins or earrings that make a political or cultural statement
- ♦ Any dress or hair style that is deemed unprofessional or inappropriate to the aims and purposes of the College

Sanctions for Non-Compliance of the Professional Dress/Appearance Policy

Breaches of Professional Dress Policy will result in disciplinary measures that may include one or a combination of the following:

- ♦ Student will not be allowed to attend class and will be marked absent
- ♦ Verbal or written warning, which will become part of the student’s file
- ♦ Social Probation, which will become part of the student’s file
- ♦ Suspension for various lengths of time without consideration for make-up assignments, quizzes, tests, etc.
- ♦ Dismissal from the University

The University reserves the right to modify its policies or procedures at any time.

Dual Degree Program Policy

Permission to Pursue the Dual Degree

Students wishing to enter the Dual Degree Bachelor/Graduate Program should apply through Graduate Admissions (transfer students) or through their Student Advisor (RMU students) by filing a Statement of Intent during the final semester or quarter of the Associate Degree program. Generally, this would be the fourth semester or sixth quarter in an Associate Degree program. A minimum of 78 quarter hours or 48 semester hours must be completed in order to apply for the program. Students begin the program once the Associate Degree is earned. Returning or transfer students, who have already completed an Associate Degree, but have not started the Bachelor Degree program, may also apply. The request will be reviewed by the Graduate School Review Board. Permission to pursue the dual degree option will be considered based on the following criteria:

- ♦ Undergraduate grade point average (on a 4.0 scale)
- ♦ Letter of recommendation from faculty or advisor
- ♦ An essay explaining why you want to enter this program

Grade Maintenance in the Program

Students must maintain an overall 3.0 or better GPA to continue to pursue the dual degree program. Students who receive a C grade or lower in any course are subject to review by the Dean of Graduate School.

Moving to the BBA Program

Students who are asked to leave the program due to not meeting the GPA requirement or who choose to leave may elect to pursue the BBA degree. Depending on the requirements met, students may need to take hours beyond the traditional 188 quarter hour requirement as all required BBA courses will need to be completed.

Financial Aid

For financial aid and tuition purposes, students will be charged undergraduate tuition and be eligible for financial aid until such time they complete 188 quarter hours of coursework. The quarter following completion of 188 quarter hours, students will be considered graduate students and will be charged graduate tuition rates. Only student loans will then apply.

Course Load

Courses earn 4 quarter hours of credit. At the undergraduate level (prior to 188 quarter hours) a full-time load is three to four classes. At the graduate level (after completing 188 quarter hours) a full-time load is two to four classes. All day classes meet for four hours. Evening classes, at the 300 and 400 levels, meet for two hours and twenty minutes a week and are supplemented with online assignments and reading. All 500 level and above classes meet three hours a week.

GENERAL INFORMATION

Policies and Procedures

Student Email Communication

All Robert Morris University students receive an email account upon enrollment. The student email is the official channel of communication between the University and students. Students are expected to read all communications in a timely fashion. All academic, financial and emergency alert information will be sent to the student email account. We suggest students check their University email on a daily basis.

If a crisis situation were to develop, we will utilize our ability to communicate critical information to students, faculty, and staff through a variety of flexible systems: including phone, email, and text messaging, as well as the University website, through recorded messages and text messages.

Students can request to opt-out of text messaging, with the understanding that they will no longer receive any messages should an emergency situation occur.

Experiential Terminology

Robert Morris University offers a variety of experiential opportunities for students to fit the objectives and requirements for each program. Each experience is defined below:

Internship - A co-curricular or extra-curricular fieldwork experience that provides an opportunity to participate in professional work related to a major or career interest. No specific site requirements are defined; however, all internships are approved by appropriate dean and meet course/program criteria.

Externship - A co-curricular fieldwork experience in a setting meeting program criteria that immerses students in professional work related to a major. Externship sites must meet specific criteria as designated by each program.

Practicum - A supervised, practical application of course material in an external setting that allows students to practice programmatic skills. A practicum is the core component of a program and is tightly aligned to curriculum. Work experience from a practicum is integrated with academic instruction.

Clinical Rotations - A supervised, practical application of course material in a *specialized* setting that allows students to practice programmatic skills. Clinical rotations are the core components of a program and are tightly aligned to curriculum. Work experience from a clinical rotation is integrated with academic instruction.

Residency - Only used for sites that require a long-term commitment (i.e. more than one quarter) and result in a progressive learning experience from term to term. Residencies are subject to dean approval.

Placement

Robert Morris University's curriculum consists of four required courses, one each year, specifically designed to assist students in managing their careers. Placement information is collected and calculated six months after graduation. It is not collected by program or location.

180-Day Guarantee

The 180-day guarantee acknowledges the University's commitment to education. The guidelines are as follows:

- In order to qualify, students must be a graduate of an Associate degree program.
- Students become eligible 180 days after earning an Associate degree.
- Up to 4 courses may be taken that were in the student's original program of study; coursework beyond the limit may be taken with approval of the Dean.
- Coursework will be taken on an audit basis; no credit will be given or grades posted.
- Students will work through the returns process in order to receive the benefit.
- Students do not need to be financially clear in order to use the 180-day guarantee.
- Students must pay fees associated with particular programs.

- ♦ No financial aid is available.
- ♦ Audit of any particular course is dependent on course and seat availability.

Book Costs

Information on specific books and costs for each course may be obtained via www.ebookstore@robertmorris.edu.

Student Conduct Standards

Robert Morris University, like other institutions, has policies that govern students' social conduct. The University expects that students act in an appropriate, respectable and professional manner at all times, at all University sponsored events both on and off campus, and follow the guidelines governing student conduct. Any student who violates any state, federal, or municipal law shall be subject to disciplinary action for said offense(s). The adjudication of such laws may proceed regardless and/or independent of any action taken by state, federal, or municipal agencies.

Professional Conduct

Robert Morris University, like other institutions, has policies that govern students' social conduct. The University expects that students act in an appropriate, professional manner at all times, at all University sponsored events both on and off campus, and follow the guidelines governing student conduct. Any student who violates any state, federal, or municipal law shall be subject to disciplinary action for said offense(s). The adjudication of such laws may proceed regardless and/or independent of any action taken by state, federal or municipal agencies.

Appearance, attitude and professional behavior are important elements of the student's preparation and professional success. Students are expected to dress, speak, and exhibit professional behavior at all times. When a student's appearance, behavior, and/or attitude are in opposition to the educational goals to which the University's academic programs and employment assistance are dedicated, the student's conduct may result in probation or dismissal. The consequences of such conduct are dependent on the seriousness of the offense that occurred, previous violations of policies and regulations by the student, and the attitude and cooperation of the student violator as determined by University administration.

Students are expected to demonstrate evidence of personal and professional growth particularly as this relates to the development of positive interpersonal relationships and the delivery of safe care.

Students are expected to conduct themselves in a manner which is both ethical and professional while in the clinical agency or at any other time when the University is represented.

Students are expected to provide safe care during clinical assignments.

Students must submit required coursework, including research papers in classroom, clinical, or externship (practicum), when due and document references appropriately. Assigned work submitted after the scheduled due date will be penalized.

In addition, the student must abide by the following:

- ♦ Infants and children are not allowed on campus.

- ◆ Students should keep their voices down while passing from class to class, in the stairwells, office areas and corridors.
- ◆ Corridors are for passage; therefore, students should socialize in the lounge areas – not in the corridors.

Social Probation & Dismissal Conditions

Any conduct set forth in this section (*but not limited to*) may result in social probation or dismissal.

1. Behavior that interferes with the rights of others, disrupts and/or prohibits the learning process of other students, or is in opposition to policies and rules of the classroom and institution.
2. Harassment/Bullying: Any behavior (verbal, written, electronic or physical) that abuses, assails, intimidates, demeans, victimizes or has the effect of creating a hostile environment for any person.
3. Electronic harassment: A term referring to the use of electronic devices either through e-mail, texting, chat rooms and social media to harass, intimidate, discriminate or threaten another person.
4. Cyber-stalking/Harassment: The use of the Internet or other electronic means to stalk or harass an individual, a group of individuals, or an organization. It may include false accusations, monitoring, making threats, identity theft, damage to data or equipment, or the gathering information in order to harass.
5. Vandalizing, defacing or destroying Robert Morris University property or the property of those persons associated with the University when the act is committed because of their association with the University. The student will also be liable for damages.
6. Discharging a fire extinguisher or setting off a false fire alarm on any property or in any building used by the University.
7. Inappropriate communication with a faculty and/or staff member.
8. Fighting or engaging in physical contact or serious verbal threats to another student or faculty/staff member of the University, or use of profanity or language that is derogatory.
NOTE: Fighting and threatening behavior on campus may result in dismissal.
9. Furnishing false information to or withholding requested information from the University with intent to deceive, including incidents of lying, fraud, and embezzlement.
10. Forging, altering, or misusing University documents, records, and identification cards or forging personal checks.
11. Stealing cash, checks, clothing, or any other material object. The student will also be liable for restitution.
12. Committing a felony or misdemeanor on or off campus. Such action shall also be subject to prosecution by the appropriate law enforcement authorities. When a student has been charged with a criminal violation of law, the University will neither request nor agree to special consideration for that individual because of his or her status as a student; the University will cooperate fully with law enforcement and other agencies in the enforcement of the law.
13. Smoking of any type (see Smoke Free/Tobacco Free Environment Policy).
14. Possession and/or use of drugs or alcohol on any University property or function, on or off campus, including athletic activities and events.
15. Possessing weapons or firearms on any University property or at any University function. (See Weapons Policy for additional information)
16. Unauthorized entry or access to University equipment, facilities, or supplies.
17. Unauthorized circulation of petitions, solicitations, or collections.
18. Any conduct that the Administration deems as significantly detrimental to the aims and purposes of the institution.

19. **Medical Assisting students** evidencing an inability to, or unwillingness to: a) use acceptable interpersonal skills; b) use acceptable communication skills for interaction with others; c) demonstrate emotional stability for the acceptance of responsibility; and d) demonstrate emotional stability for accountability of personal actions in the medical office setting.
20. **Nursing students** evidencing an inability to, or an unwillingness to: a) establish acceptable therapeutic boundaries; b) adapt to stressful environments; c) deal with unexpected events; d) focus attention; e) handle strong emotions; f) perform multiple tasks concurrently; g) negotiate interpersonal conflicts; h) respect differences in client and co-workers; and i) establish rapport with clients and co-workers.
21. **Surgical Technology students** evidencing an inability to, or an unwillingness to: a) withstand unusual sights; b) withstand unusual smells; c) adapt to high stress environments; d) adapt to irregular working hours; e) use appropriate coping mechanisms; f) demonstrate a stable temperament; g) demonstrate responsibility; h) demonstrate organization; i) demonstrate patience; and j) communicate in a rational and coherent manner.
22. **Pharmacy Technician students** evidencing an inability to, or unwillingness to: a) use acceptable interpersonal skills; b) use acceptable communication skills for interaction with others; c) demonstrate emotional stability for the acceptance of responsibility; and d) demonstrate emotional stability for accountability of personal actions in the pharmacy setting.
23. The following circumstances will result in automatic withdrawal of the student from clinical rotations. The circumstances for permanent dismissal from one of the programs include, but are not limited to:
 - ♦ Violation of patient confidentiality.
 - ♦ Student's behavior and/or performance are disruptive and hazardous to self, patient, or other healthcare providers.
 - ♦ Sexual harassment of a Robert Morris student, peer, preceptor or healthcare team member, or patient.

Investigations

When a student has been allegedly accused of violating the Student Code of Conduct, an investigation may be required and may result in the student's suspension for various lengths of time until the investigation has been completed.

Sanctions for Non-Compliance with the Student Code of Conduct

Disciplinary measures may include (but not limited to) one or a combination of the following:

- ♦ Student will not be allowed to attend class
- ♦ Verbal or written warning, which will become part of the student's file
- ♦ Social Probation, which will become part of the student's file.
- ♦ Suspension for various lengths of time without consideration for make-up assignments, quizzes, tests, etc.
- ♦ Dismissal from the University

Dismissals

Any student, who is academically or socially dismissed from the University, forfeits all University services including career services and participation in alumni services.

Student Rights & Responsibilities

Grievance Procedure

The students are expected to adhere to the guidelines that govern student professional conduct. In the event a student's behavior requires dismissal, the student may appeal the decision and follow the grievance procedures below:

1. The University will furnish the student with notice of the alleged policy or procedure violation.
2. The student must submit their appeal in writing within five (5) business days of being notified of the policy/disciplinary violation. The appeal letter should be emailed to the Vice President of Student Affairs at ajordan@robertmorris.edu.
3. The appeal will be reviewed by one of the following Review Boards: Administrative Review Board (for Social Dismissals), Academic Review Board (for Academic Dismissals), or the Scholarship/Athletic Review Board (for athletic and other scholarship recipients). The Review Boards are comprised of representatives from the University.
4. The Review Board's purpose is to provide an objective perspective while determining whether policies or procedures have been violated.
5. The decision of the Review Board is final.

In some cases, the Review Board may deem it necessary to hold a Hearing. The following procedures will be followed:

1. The student will be notified of the time, date, and place of the Hearing.
2. The Hearing Committee will be comprised of the representatives from the University and chaired by the Vice President for Student Affairs.
3. The Hearing Committee will hear all disclosures related to the disciplinary action. The Hearing Committee's purpose is to provide an objective perspective while determining whether policies or procedures have been violated.
4. The student will be given the opportunity during the hearing to present evidence and bring forth only those witnesses who have information relevant to the incident. The University reserves the right to limit the number of witnesses. All witnesses must be approved prior to the hearing.
5. The decision of the Hearing Committee will be considered final.

Disciplinary actions are processed uniformly without regard to race, color, age, sex, sexual origin or national origin.

Academic Integrity

All incidents of academic dishonesty are taken seriously and Robert Morris University maintains a position of NO TOLERANCE on this issue. When an incident of academic dishonesty occurs, the student(s) accused of academic dishonesty will be notified of the specific charges by the faculty member. The student(s) will be given an opportunity to respond to the charges and review the information used by the faculty member to make the charges. The faculty member will complete an Academic Dishonesty Form and submit it, along with documentation, to the student's Director of Education and/or Vice President of Academic Affairs. All incidents will be reviewed by the Academic Progress Committee. On any subsequent violation, the case will be sent to the Academic Progress Committee for sanctions.

Assignments that include group members will be considered a part of the process, following the above guidelines. All cases of academic dishonesty on group assignments will be referred to the Academic Progress Committee for final sanction. The Academic Progress Committee will interview all group members prior to final sanctions.

Examples of academic dishonesty include but are not limited to the following:

Cheating

Cheating may be defined as using unauthorized materials or giving or receiving unauthorized assistance, during an examination or other academic exercise. Examples of cheating may include the following:

- Copying the work of another student during an examination or other academic exercise, or permitting another student to copy your work;
- Possessing unauthorized notes, study sheets, or other materials during an examination or other academic exercise;
- Collaborating with another student during an academic exercise without the instructor's consent;
- In-group work, submitting the work of another student(s) as your own when the instructions were to submit your own work;
- Working collaboratively on a take-home exam or exercise without the instructor's expressed permission to do so;
- Asking another student to produce work on your behalf in return for favors or monetary payment.

Plagiarism

Plagiarism may be defined as the use of another's ideas or words without acknowledgment. Examples of plagiarism may include the following:

- Failing to use quotation marks when quoting from a source;
- Failing to document distinctive ideas from a source; and
- Fabricating or inventing sources.

Unauthorized possession or disposition of academic materials may include:

- Selling or purchasing an examination or other academic work;
- Possessing examinations, textbooks, or other assignments not formally released by an instructor;
- Purchasing stolen items (textbooks, supplies, etc.) from another student and attempting to sell them back to the University; and
- Submitting the same paper for two different classes without specific authorization and/or submitting a paper of another student whom may have taken the course in a prior quarter.

Academic Progress Committee

The purpose of the Academic Progress Committee is to provide an objective perspective on any incident of academic dishonesty. The Academic Progress Committee reviews and verifies all sanctions applied. All decisions of dismissal must be reviewed by the Provost.

The Academic Progress Committee may consist of at least three of the following:

- 1- 2 Student Advisors or Student Managers
- 1- 2 Faculty members
- Director of Education

Sanctions for Academic Dishonesty/Plagiarism/Cheating

The Academic Progress Committee may use one or a combination of the disciplinary measures listed below or other sanctions as deemed appropriate by the Committee:

- A failing grade for the assignment or other grade penalty (issued at the discretion of the instructor, and verified by the Committee). The grade cannot be dropped as the lowest grade.
- A failing grade for the course (Course cannot be dropped to avoid the failing grade).
- Dismissal from the University. All decisions of dismissal are reviewed by the Provost of the University.

Process

1. A charge of academic dishonesty is made by a faculty member.
2. The faculty member meets with the student(s) involved to review the charges and show them the documentation of the incident.
3. Faculty member files an Academic Dishonesty Form with the student's Director of Education.
4. Incident with recommended sanction is reviewed by the Academic Progress Committee and verified. This may include interviewing the student(s).
5. Academic Dishonesty Form becomes part of permanent file of all incidents of academic dishonesty.
6. In all cases of group work the Academic Progress Committee will interview all students involved in the case and then award final sanction.

Appeal

A student charged with Academic Dishonesty may appeal the incident and or the sanction. All appeals must be submitted in writing to the student's Dean within ten (10) school days.

Appeal Process

1. A decision is made to appeal the incident and or sanction.
2. A letter must be submitted within ten (10) school days to the student's Dean. The letter should state what the student is appealing and reason for the appeal. Any supporting documentation must be included with the letter.
3. The student's Dean reviews the Academic Dishonesty Form and documentation submitted by the faculty member, the verification of the Academic Progress Committee and documentation supplied for appeal.
4. The Dean makes the final decision regarding the appeal.

Academic Support Services

Robert Morris University provides student-centered services that support the development of skills, strategies, and behaviors that help students become more confident, independent, and active learners. Through the collaboration of faculty, staff, and administrators, we work together to address the learning needs, academic performance, and retention of students.

University ICenter

The Robert Morris University ICenter is the University's vehicle to provide meaningful **experiential learning opportunities** for its students. The ICenter allows students from all majors and levels to work as consultants with real clients in an authentic work environment, all while earning "Integration Level" credentials, credit towards their degree and valuable work experience. In ICenter Projects, students take initiative, make decisions and are accountable for results in a creative and supportive environment while working on projects that pertain to their professional goals. ICenter projects are not case studies or simulations, they are actual projects where teams of students drawn from multiple majors work with real clients--both internal and external--on actual projects with tangible outcomes and professional expectations. The project work in the ICenter focuses on integrating oral and written communication skills, teamwork, understanding diversity from a team and client perspective, using technology efficiently, budgeting and project management utilizing past and current coursework as well as job skills.

ICENTER OWNERSHIP AND USE OF PROPERTY, RESOURCES & COMPUTER SYSTEMS

This policy provides guidelines for the ownership and use of Robert Morris University or client property, resources, computer systems and equipment including, but not limited to: websites, digital applications, office supplies, resource services, computer equipment, readers, tablets, electronic files, disks, flash drives, email accounts, Internet access, and personal digital assistants and phones of any kind.

Students working on a Robert Morris University ICenter Project will have occasion to create or access proprietary, sensitive, confidential or personal information from various sources, including the client's organizational process, financial information, personal employee information, websites, databases or other specialized departmental documents, account numbers or access codes.

Work or work product created in the course of an ICenter project with the University is considered property of the client. This includes, but is not limited to creative work, written documents, computer programs, applications, media, photographs, websites, software, webcasts, curriculum, coursework and assignments. Student or employees may not copyright or use these creations for material gain.

The University prohibits the use of its property, resources, computers, equipment and technology applications for any illegal or inappropriate purpose. Gaining unauthorized access to or intentionally damaging or degrading other computer systems, networks, or the information contained in them; committing theft, fraud, or other criminal or dishonest acts of any kind; or distributing or obtaining illegally copied software, graphics, sounds, or text or other material.

Students are responsible for the care and security of University or client property in their possession. Property issued to a faculty or student must be returned to the University by the last

day of use or the quarter. Unauthorized use or removal of client or University property or abuse of resources may result in disciplinary action.

Technology applications, systems, and information provided by University are the property and assets of Robert Morris University. Thus, all information stored on University computers, cameras, iPads or other technology belongs to the University. Personal material should not be created or kept on University computer equipment or stored in the electronic communication system.

Computer Resources

Computers are available for use by all currently enrolled students who show proper identification. Current students are encouraged to wear student ID's when using computers on campus. Alumni who are visiting the institution must obtain an Alumni RMU ID. It is each user's responsibility to ensure that any electronic media (laptop computers, tablets, electronic files, flash drives, cell phones, external hard drives, etc.) brought on campus is free from viruses/worms. Students and Alumni can use any computer center at any branch. The scheduled hours may vary by campus.

Usage Policies

Attempting to access other computer systems without authorization, posting commercial messages, transmitting viruses, or other invasive software is strictly prohibited. The computer network is part of the RMU infrastructure with the purpose of supporting the University's teaching mission. When any use of the systems violates federal law, state law, or University policy, and presents a security risk, or degrades system performances, the network administrator may suspend or terminate uses and notify appropriate University officials or legal authorities.

All computer users must practice ethical behavior in their computing activities. Abuse of computer access privileges is a serious matter. The computing resources are provided for use by faculty, staff, and students who are currently enrolled in courses approved for or designated as requiring such resources, or for returning alumni. Student privileges are not transferable to any individual or organization. The theft or abuse of computer time or facilities is no different from the theft or abuse of other University property. Violators of those privileges will be subject to disciplinary action, including dismissal from the University and communication with legal authorities. Acceptance of these policies is *automatic* upon use of RMU computer systems. The acceptable use policy covers, but is not limited to the following:

- Unauthorized reading of files;
- Unauthorized transfer, deletion, or modification of files;
- Unauthorized entry into any University network, system, or account;
- Use of the computer to interfere with the work of another student, faculty, or staff member including but not limited to posting commercial messages, transmitting or attempting to transmit viruses or worms, and other malicious activities;
- Use of the University's computer facilities to view/send obscene, offensive, or abusive websites, messages, etc.;

- Use of computer facilities for non-academic activities during times of high demand;
- Unauthorized tampering with hardware in classrooms and laboratories;
- Use of email, Blackboard, or other accounts without the owner's permission;
- Unauthorized modification to computer systems and/or University network for the purpose of degrading system performance;
- Unauthorized monitoring of information across University networks.

The computer network is part of the RMU infrastructure with the purpose of supporting the University's teaching mission. When any use of the systems violate federal law, state law, or University policy, and/or present a security risk, or degrade system performances, the network administrator may:

- Suspend or terminate users from the system;
- Request security to escort transgressors from the campus;
- Notify appropriate University officials or legal authorities.

The Internet is a fluid environment by nature, and it is not possible for the University to pre-approve the materials a student may find on it. Consequently, each student is expected to use judgment and care in accessing and distributing material available through this medium. Use of the University's computer systems is made available to students for educational and research purposes only. Use of them for private business or non-educational functions violates the software agreements made to educational and non-profit organizations and is not permitted (Copyright Act of 1976--amended 1994). Revised 02/05/2009 18
The University has the right to review and monitor all electronic messages received or originated within the University internal electronic communication system at any time and without notice.

Peer to Peer

Peer-to-Peer file sharing (P2P) is prohibited on the Robert Morris University campus. This includes the illegal downloading or sharing of copyrighted materials including music, games, movies and videos. Both the U.S Copyright Act and Digital Millennium Copyright Act of 1998 prohibit the distribution or sharing of copyrighted work without the copyright owner's permission. Artists, writers, musicians and other creators of intellectual property rely upon copyright to protect their work.

Any computer running P2P software will be blocked from the campus network access until the software has been removed from the computer. Offenders will have their computer usage limited and will be reported to University and/or legal authorities who may:

- Place the student on social probation;
- Dismiss the student from the University or disallow alumni from using RMU's computer resources;
- Take legal action.

Student E-mail Accounts and Blackboard

All Robert Morris University students receive an email and Blackboard account upon enrollment. The student email is the official channel of communication between the University and students. Students are expected to read all communications in a timely fashion. All academic, financial and emergency alert information will be sent to the student email account. We suggest students check their University email on a daily basis. Information regarding access to the University e-mail and Blackboard accounts is available through the University website at www.robertmorris.edu

If a crisis situation were to develop, we will utilize our ability to communicate critical information to students, faculty, and staff through a variety of flexible systems: including phone, email, and text messaging, as well as the University website, through recorded messages and text messages.

Students can request to opt-out of text messaging, with the understanding that they will no longer receive any messages should an emergency situation occur.

Information Technology Library

For more information please visit www.robertmorris.edu

Student Services

Personal Counseling/Emergencies

In the event of a medical emergency or if a student is in distress or a position to harm himself or others, 911 and/or an immediate family member will be called. A doctor's release form/letter may be required prior to the student being permitted to return to the University.

Personal Counseling Services – Chicago

Personal Counseling services are available to provide individual counseling to all RMU students. This service is free up to five sessions, after which a sliding scale fee will be determined based on student income. Students may request an appointment several ways: go to the RMU webpage www.robertmorris.edu/counseling, visit the Office of Student Affairs in suite 700 on the 7th floor; or call the Office of Student Affairs at (312) 935 – 2020. All counseling sessions are confidential.

Personal Counseling Services – Branch Campuses

Personal counseling services are available to our students at the branch campuses & extension sites. Students can receive up to five free counseling sessions, after which a sliding scale fee will be determined based on student income. Students may request an appointment by contacting their Student Advisor/Director of Education at each respective campus.

Americans with Disabilities Act (ADA)/Special Accommodations for Students with Disabilities

Section 504 of the Rehabilitation Act of 1973 (P.L. 93-112) states that, *“No individual with a disability in the United States shall be excluded from, denied the benefits of or be subjected to discrimination under, solely by reason of his or her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance or any program or activity conducted by an Executive agency.”* This law includes educational agencies and school systems.

More recent (1990) legislation, the Americans with Disabilities Act (ADA) (P.L. 101-336), requires that *“No qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, program, or activities of a public entity or be subjected to discrimination by any such entity.”* These laws include people with learning, physical, and/or emotional disabilities and protect them in two general areas of accommodations: facilities and the job or educational setting.

It is our goal that all University services, activities, facilities, and privileges are accessible to qualified persons with disabilities in accordance with the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973. Reasonable accommodations will be made on an individualized basis. It is the responsibility of persons with disabilities, however, to seek available services and make their needs known to the Director of Student Relations in the Office of Student Affairs at the Chicago campus. The Director of Student Relations can be reached at (312) 935-2003.

The requests for special accommodations must be supported with appropriate documentation of the disability. All documentation should be submitted to the Director of Student Relations in the Office of Student Affairs at the Chicago campus.

Documentation must be the following:

- Current, within the past (3) three years;
- Provided by an agency or individual licensed to provide such documentation; and
- Submitted to the Director of Student Relations in a timely manner.

The Director of Student Relations will review the documentation and determine the reasonable accommodations that may be made for the student. A formal meeting will be called between the Director of Student Relations and the student to discuss the accommodations to be made.

PLEASE NOTE: The University is not required to provide any special accommodations if the student does not follow the above procedures.

For more details and a complete listing of student services, visit www.robertmorris.edu

Veterans Benefits

Robert Morris students do not qualify for the IVG, Illinois Veterans Grant, whereby tuition is fully paid. This grant applies only to state colleges and universities, not private institutions.

Individuals in the National Guard (reserves), those who have been on active duty, those receiving vocational rehabilitation, or children of a disabled/deceased veteran may be eligible for benefits.

Any students interested in determining which benefits they may be eligible for, must speak with the VA representative of the University to determine benefit eligibility and which forms must be completed. All interested veterans must provide a copy of their DD214 and complete the VA form 22-1995 or 22-1990, if attended college previously. Dependents of veterans should speak to the VA representative first to determine which documents are needed to determine eligibility. RMU does participate in the Yellow Ribbon Program, the Post 9/11 GI Bill.

Any previously enrolled veterans may apply to return to the University and will return in the same academic standing in which they left. Also, any veterans deployed while enrolled will have their tuition forgiven for the term in which they left. Returning veterans must also meet with the VA representative on campus and complete the appropriate forms to reactivate their benefits.

Student Life at RMU

Student life at RMU is comprised of an array of opportunities designed to respond to student interests in cultural events, organizations, athletics, and extra-curricular activities that are a mix of academic and non-academic experiences. It also includes a collegiate environment where the personal and professional perspectives of students and alumni are enhanced through interactions with faculty, staff, peers, and the community.

Student life activities include intercollegiate and club sports, intra-collegiate sports, the Eagle student newspaper, study abroad opportunities, a variety of co-curricular clubs and organizations, performing arts, social gatherings and cultural opportunities such as: art exhibits, poetry and drama readings, dance performances and instruction, interaction with visiting artists, ethnic heritage celebrations and more.

Robert Morris University is committed to an education that develops and enhances not only successful strategies for students professional endeavors, but also integrates exposure to activities designed to precipitate personal growth.

Student life outside the classroom at RMU includes a variety of opportunities. Students can take part in planning, organizing, and participating in activities, special events, community service projects, volunteer events and personal development programs both on and off campus. Most students find some combination of community service, social, athletic/fitness, and University events that fit their busy personal schedule.

Student Clubs/Organizations

Robert Morris University provides students with many opportunities to obtain valuable experience and develop skills that enhance their personal and professional lives. Students who are part of a student club or organization gain valuable experience and develop their skills in the areas of...

✓ *Leadership* ✓ *Teamwork* ✓ *Communication* ✓
Organization
✓ *Time Management* ✓ *Event Planning*

Robert Morris University offers a variety of student clubs, organizations and activities that give students opportunities for extracurricular activities at all of its campus locations.

If you are interested in starting your own club/organization download the Application Packet at www.robertmorris.edu/clubs.

For additional information visit www.robertmorris.edu or visit the Office of Student Affairs.

Student Housing

Student housing is available at the Main Campus located in downtown Chicago. Students may obtain information and a housing application at www.robertmorris.edu/admission/housing. **The deadline for application submission is May 1.** For more information students may contact the Director of Student Life at (312) 935-2004 or jrivera@robertmorris.edu.

Athletics

Robert Morris University athletes have the opportunity to realize their talents in a number of popular sports. For a detailed list and additional information, please visit www.robertmorris.edu.

Substance Abuse Policy for Student Athletes

The NAIA forbids the use of drugs, alcohol, and tobacco products at all NAIA sanctioned competitions and practices for those competitions. Robert Morris University being a member of the NAIA will enforce the NAIA policy. A copy of the sanctions for student-athletes who violate the NAIA policy can be obtained from the Athletic Department. The athlete's behavior

is also governed by the University's drug-free school policy as it relates to on-campus and school-related activities. For additional information, visit www.robertmorris.edu.

University Campus Store

The Robert Morris University Bookstore is owned and operated by Robert Morris University to serve the needs of the students, faculty, staff and surrounding community. For additional information, visit www.robertmorris.edu.

Fitness Center

Whether you are a student, alumni, faculty, or staff, the Robert Morris University Fitness Center is a facility designed to fit your schedule, work life, and lifestyle. The Fitness Center is fully equipped with top quality strength, conditioning, and cardiovascular equipment. Within the facility, the Aerobic Center allows space for personal routines, small group sessions, and special fitness classes. Also included are locker rooms complete with showers and lockers. Note: Locks will not be provided by the Fitness Center. For additional information, visit www.robertmorris.edu.

Rules and Regulations

1. No one will be admitted to the Fitness Center without a proper Robert Morris University ID.
2. Students are not allowed in the Fitness Center during the posted faculty and staff hours.
3. Hours of operation are subject to change for holidays, special events, and private classes.
4. Equipment time limitations will be enforced if patrons are waiting for usage.
5. Proper workout attire must be worn at all times.
6. The facility and/or the equipment are to be used for fitness center activities solely.
7. Locks will not be provided by the Fitness Center; Robert Morris University nor the Fitness Center will be held responsible for any lost or stolen items.
8. All locks left on lockers at closing will be removed and contents discarded.
9. Any student, staff, or faculty who leaves Robert Morris University due to termination, expulsion, or on his or her own accord, will forfeit his/her rights to the Fitness Center.

Student Health & Safety

Medical Emergencies

In the event of a medical emergency, or if a student is in distress, a position to harm himself or others, 911 and/or an immediate family member will be called. A doctor's release form/letter may be required prior to the student being permitted to return to the University.

Missing Student Policy

A “missing student” is a student who has been reported absent from the University for at least 24 hours or more without any known contact or reason. Any member of the university community who believes that a student is a “missing student” should immediately contact the Office of Student Affairs at (312)935-2020, Campus Security at (312)935-4100, or Chicago Police Department at 911. Any office that receives a report of a missing student must immediately refer that report to the Office of Student Affairs. The Office of Student Affairs will work directly with Campus Security to investigate all reports of missing students to determine the validity of the report.

If the report is validated, the Office of Student Affairs will within 24 hours of receiving the initial report:

- If the missing student is under 18, attempt to notify the student’s parent/guardian that the student is a missing student.
- If the missing student has designated an emergency contact(s), attempt to notify the missing student’s emergency contact(s) that the student is a missing student. An “emergency contact” is a person that a student designates in writing as someone to contact in case of an emergency. Students are responsible for updating all emergency contact information with their Student Advisor.

Once the parent/guardian or emergency contact has been notified and confirms that they have not been in contact with the student and is unaware of their whereabouts, Campus Security will:

- Notify local law enforcement that the student is a missing student.

Campus Security is responsible for communicating all validated reports of missing students to local law enforcement. Campus Security will work with Student Affairs regarding all reports of missing students. Student Affairs is responsible for communicating with a missing student’s emergency contact(s) and if applicable, a missing student’s parent/guardian.

Access to Campus Facilities

All branch campuses and facilities are accessible to students and visitors during the hours of operations, Monday through Thursday, and for limited designated hours on Saturdays. The Chicago campus is accessible to students and visitors Monday through Friday, and Saturday during the hours of operation. This excludes all University holidays. Students must have their student ID’s at all times and must present their Robert Morris University ID upon request.

Students must adhere to the University dress code to be on the premises. Infants and children are not allowed on campus.

Campus Safety

Public safety and awareness are major concerns of Robert Morris University at all of its campus locations. These concerns are shared with students. With students' active involvement in their personal safety, together with their observation reports and incidents, Robert Morris will remain a desirable campus environment. In all aspects of our lives, however, one important premise is constant: *Safety is everyone's responsibility.*

Criminal actions and other emergencies that occur on campus should be reported to campus security and/or other RMU personnel. The security personnel will complete a report of the incident. Security personnel have the authority to detain offenders until the local police authorities arrive on campus. Incidents will be documented and copies of the reports will be kept on file in the Security Department and the Office of Student Affairs at the Chicago campus. Incident reports are the property of the University and are not given to students. Incidents at the branch campuses should be reported to the Director of Education/Administration and/or Student Advisor. Reports completed at branch campuses will be kept with the Directors of Education/Administration at the branch campuses.

Student (ID) Identification Cards

Each student is issued a RMU photo identification card. The student ID card serves as proof of status with Robert Morris University. It also assists RMU security, faculty and staff in determining who should have access to RMU resources including, computers, library, fitness center, student center, classrooms, student activities and events, athletic events and facilities, and overall building access. The ID card is non-transferrable and should not be shared. Students should wear their student ID at all times. Students must present their RMU ID card if asked to do so by any RMU employee. Failure to do so may result in disciplinary sanctions.

SEXUAL MISCONDUCT POLICY

The purpose of this policy is to foster an academic and working environment free from any form of discrimination and harassment, and to provide guidelines for complaints and corrective action. This policy applies to the entire Robert Morris University community, i.e. students, faculty, staff and visitors. The University does not tolerate any violence including sexual assault, sexual harassment, domestic violence, dating violence, stalking, or sexual orientation/gender based harassment which is prohibited by Title IX of the Education Amendments of 1972 and The Violence Against Women Reauthorization Act of 2013.

Members of the Robert Morris community have the right to be free from discrimination, violence or threats of violence, harassment, physical and verbal abuse, on and off campus. This policy prohibits any and all forms of discrimination, harassment, and sexual misconduct. The policy defines, describes, and explains the policies and procedures to: file a complaint, file a report, list direct contacts to file a report or complaint, procedural details for a fair and prompt investigation, safety and security, and list a variety of support and resources.

Robert Morris University is committed to providing resources that educate the RMU community to assist in ensuring a safe, respectful, discrimination and harassment free environment. The university uses the preponderance of the evidence (also known as “more likely than not”) as a standard for proof of whether a violation occurred. In campus resolution proceedings, legal terms like “guilt, “innocence” and “burdens of proof” are not applicable, but the university never assumes a responding party is in violation of university policy. Campus resolution proceedings are conducted to take into account the totality of all evidence available, from all relevant sources.

DEFINITIONS OF SEXUAL MISCONDUCT

Sexual Misconduct includes sexual assault, sexual harassment, sexual exploitation, sexual intimidation, dating violence, domestic violence, and stalking. This policy prohibits retaliation against anyone who files a complaint or participates in any investigation of a complaint under this policy.

Sexual misconduct may be a form of sex discrimination prohibited by federal and state discrimination laws, including Title IX of the Education Amendments of 1972 , The Violence Against Women Reauthorization Act of 2013, and Title VII of the Civil Rights Act. In addition, some forms of sexual misconduct violate the criminal laws of the State of Illinois.

Sexual misconduct can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship. Sexual misconduct can be committed by

any gender identity, and can occur between people of the same or different gender identities.

Sexual Assault is any unwanted physical contact of a sexual nature, whether by an acquaintance or by a stranger, that occurs without indication of consent of either/any of the individuals involved, or that occurs under threat or coercion. Sexual offenses include, but are not limited to, rape (also referred to as sexual assault in the State of Illinois), forcible sodomy, sexual assault with an object, fondling or kissing without consent, incest, statutory rape, and the threat of sexual assault. According to the Department of Justice and the FBI, rape is defined as “The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.” This definition includes any gender of the victim or perpetrator, and includes instances in which the victim is incapable of giving consent because of temporary or permanent mental or physical incapacity, including due to the influence of drugs or alcohol or because of age. Physical resistance from the victim is not required to demonstrate lack of consent.

Sexual Harassment is a form of sex discrimination prohibited by Title IX and Title IV. Sexual harassment is unwelcome conduct of a sexual nature. It includes unwelcome sexual advances, request for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Examples include:

- ✓ making unwelcome sexual advances for sexual favors and other verbal or physical conduct of a sexual nature as a condition of an employee’s continued employment, or a student’s academic status;
- ✓ making submission to or rejections of such unwelcome conduct the basis for employment or academic decisions affecting an employee or student; or creating an intimidating, hostile or offensive working or education environment by such conduct, which prevents an individual from participating in a program or activity.

Sexual Orientation-Based Harassment includes verbal, non-verbal and physical acts of aggression, intimidation, or hostility based on an individual’s actual or perceived heterosexuality, homosexuality, bisexuality, or transsexuality. Use of the term “sexual harassment” throughout this policy includes sexual orientation-based harassment/misconduct.

Gender-Based Harassment includes acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on gender, sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature. Use of the term “sexual harassment” throughout this policy includes gender-based harassment/misconduct.

Dating and Relationship Violence means acts, threats, or a pattern of abusive behavior of a physical or sexual nature by one partner intended to control, intimidate, manipulate, humiliate, frighten, coerce, or injure the other. These acts may be directed toward a spouse, an ex-spouse, a current or former boyfriend or girlfriend, or a current or former dating partner.

Domestic Violence is defined as a pattern of abusive behavior that is used by an intimate partner to gain or maintain power and control over the other intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone.

Incapacitation is the physical and/or mental inability to make informed, rational judgments that voids an individual's ability to give consent. Incapacitation may be caused by a permanent or temporary physical or mental impairment. Incapacitation may also result from the consumption of alcohol or the use of drugs.

Coercion is an unreasonable amount of pressure to engage in sexual activity, the practice of persuading or forcing someone to do something by use of force or threats.

Sexual Exploitation is taking sexual advantage of another person without effective consent. This includes, but is not limited to, causing the incapacitation of another person for a sexual purpose, causing the prostitution of another person; electronically recording, photographing, or transmitting intimate or sexual utterances, sounds, or images of another person, or allowing third parties to observe sexual acts.

Stalking is defined as harassing or threatening another person to the point where that individual fears for his/her safety or the safety of his/her family. Stalking can occur in various forms including, but not limited to, in person, through third parties, and electronically (phone, internet, social media, texting, etc.).

Retaliation

Title IX prohibits retaliation. It is a violation of Title IX and University policy for any person or group to retaliate against, interfere with, coerce or take any other adverse action against a person or group (student, faculty member, staff member, visitor,) that: 1) reports sexual misconduct; 2) seeks advice concerning sexual misconduct; 3) assists or supports another individual or group that reports sexual misconduct; or 4) participates as a witness or in the investigation of a sexual misconduct report.

Retaliation includes threats, intimidation, and reprisals. The University will take immediate and responsive action to any report of retaliation. An individual reporting sexual misconduct is

entitled to protection from retaliation following a report that is made in good faith, even if the report is later not proven. Any individual or group that violates this policy is subject to disciplinary or remedial action, which can include expulsion from the University, termination of employment, and may also be subject to criminal and/or civil action.

The University recognizes a respondent can also be the subject of retaliation by the complainant or other third party and the same protections against retaliation are afforded the respondent.

DEFINITION OF CONSENT

Consent is defined as a clearly and freely given word or overt action confirming a willing desire to move forward with a specific sexual request, act, or experience. Consent cannot be obtained from individuals who have a temporary or permanent mental or physical incapacity, including being under the influence of drugs or alcohol or because of age.

Lack of verbal or physical resistance or submission by the victim resulting from the use of force or threat of force by the accused does not constitute consent. Consent can be withdrawn at any time. Someone who is incapacitated cannot consent.

Past consent does not imply future consent. Silence or an absence of resistance does not imply consent. The manner of dress of the victim at the time of the offense does not constitute consent. Consent to sexual activity can be withdrawn at any time.

Absence of "NO" should NEVER be interpreted as "YES".

REPORTING AN INCIDENT OF SEXUAL MISCONDUCT

Robert Morris University encourages anyone who is or knows someone who has been a victim of sexual harassment and/or misconduct to promptly report the incident. To report an incident involving a sexual assault, sexual harassment, domestic violence, stalking, and dating violence, you may contact:

- ✓ Campus Security at (312) 935-6800
- ✓ Vice President of Student Affairs at (312) 935-2002
- ✓ Title IX Coordinator (312) 935-2020
- ✓ Students living at the University Center may contact an RA on duty or the UC Security Desk.
 - The RA resource room is located in the UC room 213, phone number 312-924-8013
 - The Security Desk phone number is 312-924-8911.
- ✓ Local Police Department 911*

- ✓ Students at the Branch campuses may contact the above numbers and/or the respective campus Director of Education.

The University takes all reports of sexual assault very serious. Any report of sexual assault will be thoroughly investigated. Any member of the RMU community found responsible for sexual assault will have strict disciplinary sanctions imposed which may include dismissal from the University.

*The victim is encouraged to contact the local police department (911) immediately for preservation of evidence and to initiate a criminal procedure. Robert Morris University Campus Security staff will assist the student in notifying these authorities, if the student requests the assistance of these personnel. Robert Morris University will fully cooperate with law enforcement regarding sexual assault offenses.

Responsibilities of the Title IX Coordinator

- Responding to, overseeing and investigating all sexual misconduct complaints.
- Informing students about the options to file a formal complaint through the Office of Student Affairs /Title IX Coordinator and/or file a criminal or civil complaint.
- Implementing interim safety measures, this may include, but are not limited to alternative housing arrangements, academic adjustments and referral to campus and local resources.
- Meeting with students to answer questions regarding the University's policies, procedures and services related to Title IX compliance.
- Ensuring that education and training related to Title IX is provided to the University community.

Student Contact Person(s):

Angela Jordan, Vice President of Student Affairs/Title IX Coordinator
401 S. State Street Suite 700
Chicago, IL60605
Office: (312) 935-2020 Email: ajordan@robertmorris.edu

Janely Rivera, Deputy Title IX Coordinator
401 S. State Street Suite 700
Chicago, IL 60605
Office: (312) 935-2020 Email: jrivera@robertmorris.edu

To file a complaint an individual should contact the office of the Title IX Coordinator, see contact information above. Once an incident is reported, the Title IX Coordinator will provide information concerning the University's policies and services for victims of sexual harassment and misconduct, its procedures for processing, investigating and handling of such complaints

including the procedures for proceeding with a formal complaint and investigation. A formal investigation will include an interview with the complainant, the accused individual and other possible witnesses. The coordinator will also gather other related information or documents. The investigation will take no longer than sixty (60) days, unless there are extenuating circumstances requiring extended time.

At the conclusion of the investigation, the Title IX Coordinator will meet with both the victim and the accused individually to review the findings of the case and to inform both parties of the final outcome of the case. Both parties will receive written documentation of the final outcome.

Retaliation against any person who files a complaint of alleged discrimination, participates in an investigation, or opposes a discriminatory employment or education practice or policy is prohibited under University policy and by state and federal law. An individual who believes he or she was subjected to retaliation can file a grievance about the alleged retaliation under these procedures. If it is determined that retaliation has occurred, sanctions may be imposed, including, but not limited to, suspension or dismissal.

Options for Reporting and Confidentially Disclosing Sexual Misconduct

Robert Morris University encourages victims of sexual misconduct to report the incident so that they can get the support and assistance they need. Reporting the incident will also allow the University to respond appropriately. There are certain employees (i.e. faculty, staff, RA's) who have certain rights and obligations regarding sharing/reporting information.

This policy is intended to outline the various reporting and confidential disclosure options available to members of the university community—so that they can make informed choices about where to turn should they experience sexual misconduct. The University encourages those who have experienced sexual misconduct to talk to someone identified in one or more of these groups.

If the University honors the request for confidentiality, an individual must understand that the University's ability to meaningfully investigate the incident and pursue disciplinary action against the alleged perpetrator(s) may be limited.

Although rare, there are times when the University may not be able to honor an individual's request in order to provide a safe, non-discriminatory environment for all members of the University community. The University has designated the Title IX

Coordinator to evaluate requests for confidentiality once a responsible employee is on notice of alleged sexual misconduct.

When weighing an individual's request for confidentiality or that no investigation or discipline be pursued, the Title IX Coordinator will consider a range of factors, including the increased risk that the alleged perpetrator will commit additional acts of sexual misconduct, such as:

- whether there have been other sexual misconduct complaints about the same alleged perpetrator;
- whether the alleged perpetrator has a history of arrests or records from a prior school indicating a history of violence;
- whether the alleged perpetrator threatened further sexual misconduct or other violence against the victim or others;
- whether the sexual misconduct was committed by multiple perpetrators;
- whether the sexual misconduct was perpetrated with a weapon;
- whether the individual who experienced sexual misconduct is a minor;
- whether the University possesses other means to obtain relevant evidence of the sexual misconduct (e.g., security cameras or personnel, physical evidence);
- whether the complainant's report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

The presence of one or more of these factors could lead the University to investigate and, if appropriate, pursue disciplinary action. If, for example, the school has credible information that the alleged perpetrator has perpetrated prior sexual misconduct, the balance of factors would compel the school to investigate the allegation and, if appropriate, pursue disciplinary action. If none of these factors is present, the University will likely respect the complainant's request for confidentiality.

If the University determines that it cannot maintain a complainant's confidentiality, the University will inform the complainant prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the University's response.

Reporting sexual assault is a very personal decision. If an individual is not certain that they wish to file a formal complaint immediately, they should still seek support from the Confidential Resources.

The following Non-Confidential and Confidential Resources are available to assist with making a report:

1. Responsible Employees/Non-Confidential (Obligated to Report)

A responsible employee is required to report all details of an incident including names to the Title IV Coordinator. If the victim would like to initiate an investigation and utilize the University's Grievance Procedure they should report to a "responsible employee". When a report is filed with a "responsible employee" it serves as a formal complaint to the University. The University is obligated to investigate the incident and take the appropriate steps to address the situation.

With the exception of any member of the Counseling Center staff, every employee of the university is a "responsible employee." A "responsible employee" is a University employee who has the authority to redress sexual misconduct and who has the duty to report incidents of sexual misconduct. When an individual tells a responsible employee about an incident of sexual misconduct, the individual has the right to expect the University to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably.

Responsible/Non-Confidential Employees include but are not limited to:

- ✓ The Title IX Coordinator
- ✓ All faculty
- ✓ All employees
- ✓ Security
- ✓ Resident Advisors (RA's)

A responsible employee must report to the Title IX coordinator all relevant details about the alleged sexual misconduct shared by the complainant, and the University will need to determine what happened – including the names of the complainant and alleged perpetrator(s), any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident. To the extent possible, information reported to a responsible employee will be shared only with people responsible for handling the University's response to the report.

A responsible employee should not share information with law enforcement without the complainant's consent or unless the individual has also reported the incident to law enforcement. Before, or as soon as, an individual reveals any information about sexual

misconduct to a responsible employee, the employee should ensure that the individual understands the employee's reporting obligations.

If the individual wants to maintain confidentiality, the responsible employee will direct the individual to confidential resources. If the individual wants to tell the responsible employee what happened but also maintain confidentiality, the employee should tell the individual that the University will consider the request, but cannot guarantee that the University will be able to honor it.

When reporting the details of the incident to the Title IX Coordinator, the responsible employee will also inform the Title IX Coordinator of the individual's request for confidentiality.

Responsible employees will not pressure an individual to request confidentiality, but will honor and support the individual's wishes, including for the University to fully investigate an incident. By the same token, responsible employees will not pressure an individual to make a full report if the individual is not ready to.

2. Requesting "Confidential" Reporting

If an individual discloses an incident of sexual misconduct to a responsible employee but wishes to maintain confidential or requests that no investigation into a particular incident be conducted or disciplinary action taken, the University must weigh that request against the University's obligation to provide a safe, non-discriminatory environment for all members of the University community, including the individual who has experienced sexual misconduct.

The University will remain ever mindful of the complainant's well-being, and will take ongoing steps to protect the complainant from retaliation or harm and work with the complainant to create a safety plan. Retaliation against the complainant, whether by students or University employees, will not be tolerated. The University will also:

- assist the complainant in accessing other available advocacy, academic support, counseling, disability, health or mental health services, and legal assistance both on and off campus (see section on additional support resources);
- provide other security and support, which could include issuing a no-contact order, helping arrange a change of living or working arrangements or course schedules (including for the alleged perpetrator pending the outcome of an investigation) or adjustments for assignments or tests;

- inform the complainant of the right to report a crime to campus or local law enforcement; and provide the complainant with assistance if the complainant wishes to do so.

Confidential Resources

- **Counseling Services – Center for Personal Development**
(312) 755-7000
405 N. Wabash Chicago, IL 60611
- **Life Span Center for Legal Services & Advocacy**
70 E. Lake St. #700
312-408-1210 or 773-472-6469
Chicago, IL 60601
Life-span.org
- **Rape Victim Advocates (RVA) (Free Counseling and Legal Advocacy)**
180 N. Michigan
(312) 443-9603
- **Porchlight Counseling:**
(847) 328-6531 (Office)
(773) 730-7077 (Helpline)
- **National Domestic Violence Hotline: (800) 799-SAFE x7233**
Operates 24 hours a day, 7 days a week to provide immediate crisis counseling and referrals

What to do if you or someone you know have been sexually assaulted

- **Get to a safe place as soon as you can.** Contact Campus Security at (312) 935-6800, or call 911 immediately if you do not feel safe.
- **Try to preserve all physical evidence.** Do not shower or bathe, use the toilet, or change clothing, if you can avoid it. If you do change clothes, put all clothing that was worn at the time of the attack in a paper bag, not plastic.
- **Seek medical attention.** A medical examination will provide any necessary treatment and collect important evidence.
- **Contact the Title IX Coordinator at (312) 935-2002 or any member of the Office of Student Affairs (312) 935-2020, Housing: UC Management Office, UC Security Desk or UC Resident Assistant. They will assist you in contacting the police, upon request.** Reporting an incident is an important decision. Reporting may help to protect you, and others from future assaults, apprehend the alleged assailant, and maintain future options regarding criminal prosecution, University disciplinary action, and/or civil action against the perpetrator. Prompt reporting could be the key to successful completion of the case.
- **Talk with counselors:** Contact the Center for Personal Development (312) 755-7000, the National Domestic Violence Hotline (800) 799-7233 or Rape Crisis Hotline 24 hours a day at 1-888-293-2080.

Supporting Someone Who has been sexually assaulted

- Believe the person and acknowledge their courage and reassure them about coming forward
- Encourage them to seek professional help
- Listen without judging and avoid "why" questions
- Encourage independent decision making, even if you disagree
- Be aware of your limitations (utilize on and off campus resources)

Disciplinary Procedures Following a Complaint

Whether or not criminal charges are filed, the university or a person may file a complaint under the Sexual Misconduct Policy alleging that a student or employee violated the University's policy on Sexual Misconduct. Reports of all domestic violence, dating violence, sexual assault and stalking made to Campus Safety will automatically be referred to the Title IX Coordinator for investigation regardless of if the complainant chooses to pursue criminal charges.

The university disciplinary process will include a prompt, fair, and impartial investigation and resolution process. Investigators are trained annually on the issues related to domestic violence, dating violence, sexual assault, and stalking and taught how to conduct an investigation and hearing process that protects the safety of the victim and promotes accountability. Neither the complaint nor the identity of the Complainant will be disclosed except when necessary for a full investigation. The investigator shall file a written report of his/her findings within thirty (60) working days. If there are delays, the report shall state the reasons for the delay.

A person alleging sexual assault, domestic violence, dating violence, or stalking may also utilize the complaint and investigatory procedures set forth in the university's policy against Sexual Harassment in order to remedy any hostile environment. All conduct proceedings against students, however, will be resolved through the Office of Student Affairs grievance process.

The University uses the "preponderance of evidence" (more likely than not) standard to determine if violations of this policy occurred.

The University may deem it necessary to implement interim protective measures and accommodations to eliminate any hostile environment caused by the sexual misconduct and/or prevent the recurrence of any sexual misconduct.

The University may implement sanctions, remedies or corrective actions following the report of domestic violence, dating violence, sexual assault and/or stalking which may include, but not limited to the following: verbal, warning, written warning, required counseling or therapy, no contact directive, loss of privileges, social probation, campus access restrictions, suspending or terminating accused from educational, athletic, student organizations or campus activities, relocation of housing assignment and class accommodations, social probation, suspension for various lengths of time or dismissal from the University.

Sexual assault,/misconduct, domestic violence, dating violence, and stalking are violations of the Student Code of Conduct.

Employees who violate this policy will be subject to discipline, up to and including termination of employment. Sexual assault, domestic violence, dating violence, and stalking are criminal acts which also may subject the perpetrator to criminal and civil penalties under federal and state law.

False Reports

University will not tolerate intentional false reporting of incidents. It is a violation of the [*Student Code of Conduct*] to make an intentionally false report of any policy violation, and it may also violate state criminal statutes and civil defamation laws.

Change in Academic or Residential Environment

In the event that the circumstances surrounding an incident of sexual misconduct warrant a change in the academic or residential environment, the University will take the necessary steps to assist the victim in securing a safe and secure environment. Requests must be made by the victim and addressed to the Vice President of Student Affairs at (312) 935-2002 or ajordan@robertmorris.edu. All changes must be reasonable and available.

Counseling Available to Victims of Sexual Assault

The University recognizes the need for support services during this challenging time. Professional counselors are available at no charge to all students. Please contact the Office of Student Affairs (312) 935-2020 or ajordan@robertmorris.edu or studentservices@robertmorris.edu to schedule an appointment. All counseling sessions are confidential. You may also contact our partners listed below:

- **Life Span Center for Legal Services & Advocacy**
70 E. Lake St. #700
312-408-1210 or 773-472-6469
Chicago, IL 60601
Life-span.org
- **National Domestic Violence Hotline:** (800) 799-SAFE x7233
Operates 24 hours a day, 7 days a week to provide immediate crisis counseling and referrals

RMU Prevention and Training Programs

- **Fall and Spring CMT Courses**
- **On-line Blackboard Podcasts**
- **It's On Us National Campaign**
- **Partner with Violence on Illinois Campuses Elimination Strategies (VOICES) Program**
- **Sexual Assault Awareness and Prevention Month (weekly activities)**
- **Floor meetings in Residential Hall**

Additional Support Resources

Crisis Hotlines

24-Hour Chicago Rape Crisis Hotline: 1-888-293-2080

24-Hour Sarah's Inn Domestic Violence Crisis Line: 708-386-4225

24-Hour City of Chicago Domestic Violence Help Line: 1-877-863-6338

24-Hour Spanish Speaking Domestic Violence Hotline: 312-738-5358

National Domestic Violence Hotline: (800) 799-SAFE x7233 (Operates 24 hours a day, 7 days a week to provide immediate crisis counseling and referrals)

LGBT Anti-Violence Project (Center on Halsted) 773 871-2273

Rape Victim Advocates (RVA) (Free Counseling and Legal Advocacy)

180 N. Michigan
(312) 443-9603
<http://www.rapevictimadvocates.org/>

Porchlight Counseling:

(847) 328-6531 (Office)
(773) 730-7077 (Helpline)

Porchlight provides unlimited free counseling to college students at offices throughout the Chicagoland area.

YWCA Metropolitan Chicago Rape Crisis Hotline (Chicago RAINN Affiliate)

(888) 293-2080 in Chicago Metro Area
(630) 971-3927 DuPage County
(708) 748-5672 Southern Suburbs

Not Alone: Together Against Sexual Assault

<https://www.notalone.gov/>

Hospital Emergency Rooms

Northwestern Memorial Hospital

251 E. Huron
Chicago, IL 60611
312-926-2000

John H. Stroger Hospital

1969 W Ogden Ave, Chicago, IL 60612
(312) 864-6000

*****For additional hospitals dial 311*****

Cook County Circuit Court

www.cookcountyclerkofcourt.org
555 W Harrison St, Chicago

TITLE IX

Students may also report sexual misconduct, harassment, or discrimination to the institutions Title IX coordinator(s). This office is responsible for coordinating the institution's compliance

with Title IX. The Title IX Coordinator is the Vice President of Student Affairs or the Vice President for Extracurricular Activities/Director of Athletics. Students who believe they have experienced sexual misconduct, discrimination or harassment should inform the Office of Student Affairs immediately.

Student Contact Person(s):

Angela Jordan, Vice President of Student Affairs/Title IX Coordinator
401 S. State Street
Chicago, IL60605
(312) 935-2020 Email: ajordan@robertmorris.edu

Janely Rivera, Deputy Title IX Coordinator
401 S. State Street Suite 700
Chicago, IL 60605
Office: (312) 935-2020 Email: jrivera@robertmorris.edu

Megan Smith-Eggert, Vice President for Extracurricular Activities/Director of Athletics
Title IX Coordinator for Athletics Compliance Issues
Robert Morris University
401 S. State Street
Chicago, IL60605
(312) 935-4141 Email: msmith@robertmorris.edu

Campus Disciplinary Procedures and Sanctions

STUDENTS

Students have the following options for addressing a grievance, incident or experience of sexual assault or harassment:

The student complainant can request a meeting with the Vice President of Student Affairs to discuss the incident, situation, evidence, and options for resolution.

The student complainant can file a formal written complaint with the Vice President of Student Affairs.

Upon receipt of a formal written complaint of sexual assault or harassment, the Vice President of Student Affairs and/or the Vice President of Human Resources, depending on the complainant and allegation, will conduct an investigation of the allegations.

Upon completion of an investigation, appropriate action will be determined and communicated to all involved parties.

A student can request an appeal to the final decision and/or course of disciplinary action they received by following the University's Student Rights and Responsibilities/Grievance Process outlined in the Student Handbook or by contacting the Office of Student Affairs at (312) 935-2020 or ajordan@robertmorris.edu.

In addition to the University's disciplinary process/sanctions, a person who engages in a sexual assault may be the subject of criminal prosecution and/or civil litigation. In order for criminal prosecution to be considered, the local Police Department must be notified and a sexual assault/abuse report must be generated. Robert Morris University Campus Security staff will assist the student in notifying these authorities, if the student requests the assistance of these personnel. The victim should seek a medical attention as soon as possible. According to Illinois law the emergency room at a medical facility will treat the victim for injuries, STDs, and evidence will be collected at no cost to the victim.

Employees

University administrators must report all alleged sexual assault/harassment complaints or incidents to the Office of Student Affairs for students and the Office of Human Resources for employees, upon immediate notification.

Employee Contact Person:

Ann Bresingham, V. P. of Human Resources/Title IX Coordinator
401 S. State Street
Chicago, IL60605
(312) 935-6688 Email: abresingham@robertmorris.edu

Employees have the following options for addressing a grievance, incident or experience of sexual assault/harassment:

The employee complainant can request a meeting with a Human Resources Representative to discuss the incident, situation, evidence, and options for resolution.

The employee complainant can file a formal written complaint with the Office of Human Resources.

Upon receipt of a formal written complaint of sexual assault/harassment, the Office of Student Affairs and/or the Office of Human Resources, depending on the complainant and allegation, will conduct an investigation of the allegations.

Upon completion of an investigation, appropriate action will be determined and communicated to all involved parties.

An employee can request an appeal to the final decision and/or course of disciplinary action they received by following the University's Problem Resolution Program outlined in the Employee Handbook located on the website at www.robertmorris.edu or by contacting the Office of Human Resources.

Harassment Policy

The purpose of this policy is to foster an academic and working environment free from discrimination and harassment and to provide guidelines for complaints and corrective action.

This policy applies to all Robert Morris University students and employees.

Definitions

Discrimination & Harassment

Discrimination and harassment refers to behavior that is personally offensive, impairs morale, and interferes with the work or educational environment of the University.

This policy refers to but is not limited to harassment in the following areas: gender, age, race, color, ethnicity, disability, national origin/citizenship status, religion, sexual orientation, veteran status, pregnancy, or any other legally protected category in regards to all terms and conditions of employment, admissions, financial aid, athletics, housing, educational programs, activities and any other programs and policies sponsored by the University. Discrimination and harassment also may include generally abusive behavior toward others.

Prohibited discriminatory practices also include retaliation against an individual for filing a charge of discrimination, participating in an investigation, or opposing discriminatory practices and employment decisions based on stereotypes or assumptions about the abilities, traits, or performance of individuals of a certain sex, race, age, religion, or ethnic group, or individuals with disabilities.

Such harassment includes unwelcome or unsolicited remarks or advances of a sexual or racial nature; gestures; unwelcome physical contact; display or circulation of written materials or pictures that are derogatory to males, females, persons with disabilities, or

to racial, ethnic, religious, or any other protected group; and verbal abuse or insults directed at or made in the presence of members of a racial, ethnic, or minority group.

Sexual Harassment

Title IX of the Education Amendments of 1972 and the 1980

amendment set forth by the Equal Employment Opportunity Commission states that sex discrimination guidelines under Title VII and Title IX to include sexual harassment, defining the terms as follows: unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- ◆ Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's academic performance or employment;
- ◆ Submission or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting such individual;
- ◆ Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance or creating an intimidating, hostile, or offensive academic or work environment.

Types of Sexual Harassment:

- ◆ "Quid pro quo" harassment occurs when submission to or rejection of such conduct by an individual is used as a basis for academic or employment decisions affecting the individual.
- ◆ "Environmental" harassment occurs when sexual conduct unreasonably interferes with an individual's job performance or creates an intimidating, hostile, or offensive academic or working environment even if it leads to no tangible or economic academic or job consequences.
- ◆ Federal employment guidelines stipulate that sexual harassment may include the acts of non-employees when the employer or its agents or supervisory employees knows or should have known of the conduct and fails to take immediate and appropriate corrective action.

Harassment in the Higher Education Environment

- ◆ In higher education, sexual harassment may include any unwelcome sexual advances or requests for sexual favors made by a higher education representative to

a student, or any conduct of a sexual nature exhibited by a higher education representative toward a student, when such conduct has the purpose of interfering with the student's educational performance or creating an intimidating, hostile, or offensive educational environment.

- ♦ Sexual harassment also includes unsolicited, deliberate, or repeated sexually explicit derogatory statements, gestures, or physical contacts that are objectionable to the recipient and that cause discomfort or humiliation, when such conduct is interpreted by students upon University staff members.

Policy Guidelines

This policy refers to but is not limited to harassment in the following areas: gender, age, race, color, ethnicity, disability, national origin/citizenship status, religion, sexual orientation, veteran status, pregnancy, or any other legally protected category in regards to all terms and conditions of employment, admissions, financial aid, athletics, housing, educational programs, activities, and any other programs and policies sponsored by the University. Discrimination and harassment also may include general abusive toward others.

Any material that is sexual, violent, or offensive in nature that is sent or received electronically is included in this policy.

Personal relationships of a romantic or sexual nature between faculty and students are prohibited.

Consensual romantic relationships between a supervisor and a subordinate may result in violation of the sexual harassment policy and are strongly discouraged.

Faculty, staff and administrative employees are required to make their supervisors aware of any complaints of alleged harassment from students or employees. If the complaint involves one's supervisor, please contact the Office of Human Resources. University administrators who receive any complaints of alleged harassment are required to keep the identities of all parties involved confidential, except to the extent that disclosure is necessary for implementation of a resolution.

The Office of Student Affairs shall make a record of all reports of alleged harassment from students and the Office of Human Resources shall make a record of all reports of alleged harassment from or against employees.

Retaliation against any parties involved in a harassment complaint or anyone who interferes with the investigation of an alleged harassment incident will be subject to disciplinary action, up to and including dismissal for students, or termination for employees.

Disciplinary action against the harasser or anyone who retaliates or interferes with an investigation of harassment may include corrective action up, to and including dismissal for students or termination for employees.

Procedures

Students

Students who believe they have experienced harassment should inform the Title IX Coordinator at (312) 935-2020 or the Office of Student Affairs immediately.

Student Contact Person:

Angela Jordan, Vice President of Student Affairs/Title IX Coordinator

401 S. State Street Suite 700

Chicago, IL 60605

(312) 935-2020 Email: ajordan@robertmorris.edu

Janely Rivera, Deputy Title IX Coordinator

401 S. State Street Suite 700

Chicago, IL 60605

Office: (312) 935-2020 Email: jrivera@robertmorris.edu

Students have the following options for addressing a grievance, incident or experience of harassment:

The student complainant can request a meeting with the Title IX Coordinator or Vice President of Student Affairs to discuss the incident, situation, evidence, and options for resolution.

The student complainant can file a formal written complaint with the Title IX Coordinator or Vice President of Student Affairs.

Upon receipt of a formal written complaint of harassment, the Title IX Coordinator, Vice President of Student Affairs and/or the Vice President of Human Resources,

depending on the complainant and allegation, will conduct an investigation of the allegations.

Upon completion of an investigation, appropriate action will be determined and communicated to all involved parties.

A student can request an appeal to the final decision and/or course of disciplinary action they received by following the University's Student Appeal/Grievance Process outlined in the Student Handbook located on the website at www.robertmorris.edu or by contacting the Office of Student Affairs.

Employees

University administrators must report all alleged harassment complaints or incidents to the Office of Student Affairs for students and the Office of Human Resources for employees, upon immediate notification.

Employee Contact Person:

Ann Bresingham, V. P. of Human Resources/Title IX Coordinator

401 S. State Street

Chicago, IL60605

(312) 935-6688 Email: abresingham@robertmorris.edu

Employees have the following options for addressing a grievance, incident or experience of harassment:

The employee complainant can request a meeting with a Human Resources Representative to discuss the incident, situation, evidence, and options for resolution.

The employee complainant can file a formal written complaint with the Office of Human Resources.

Upon receipt of a formal written complaint of harassment, the Office of Student Affairs and/or the Office of Human Resources, depending on the complainant and allegation, will conduct an investigation of the allegations.

Upon completion of an investigation, appropriate action will be determined and communicated to all involved parties.

An employee can request an appeal to the final decision and/or course of disciplinary action they received by following the University's Problem Resolution Program outlined in the Employee Handbook located on the website at www.robertmorris.edu or by contacting the Office of Human Resources.

Drug and Alcohol Free School and Community Act

Penalties for Drug Violations: Disciplines and Law Enforcement

The University recognizes that many behaviors are restricted by state and federal laws. The basic premise of University discipline is to provide regulations for students in keeping with the laws of the State of Illinois and the United States of America as well as to maintain an environment maximally conducive to education. While the University does not normally take disciplinary action for off-campus violations, it retains the right to act in special cases.

With reference to drug violations, an individual apprehended for drug abuse off-campus is subject to civil proceedings and is not usually addressed through the University discipline system unless the off-campus actions impact the campus community. Students who reside in University housing, by doing so, consent to University housing regulations. As long as they reside in University housing, they are subject to University discipline.

A. Amnesty

Any student drug user who, prior to apprehension, voluntarily directs a request for rehabilitation to any University official, including the University Security, will be referred to the proper rehabilitation agency or medical authorities. The case will be kept strictly confidential, and no disciplinary or criminal action will be taken as long as the student upholds the agreement for rehabilitation and refrains from any other possession or use of illegal substances on-campus.

B. Penalties for Drug Violation

1. First offense for usage, possession, or accessory to a drug violation.
 - a. If found guilty, or guilt is admitted (not relating to amnesty as defined above) for a violation of a law of the State of Illinois or University regulation relating to one ounce or less of marijuana, the penalty may be as much as disciplinary probation or suspension.
 - b. If found guilty, or guilt is admitted (not relating to amnesty as defined above) for violation of a law of the State of Illinois or University regulation relating to narcotic drugs, marijuana (over one ounce), depressants, or other illegal drugs, the penalty may be as much as disciplinary suspension, dismissal, or expulsion.

If guilt is proven or admitted for selling, processing, delivering, compounding, or dispensing in any manner marijuana or any other dangerous narcotic, depressant, stimulant or hallucinogenic drugs, the student will be subject to

penalties up to and including expulsion on the first offense. A student who admits guilt, or is found guilty of a second drug offense, may be subject to penalties up to and including expulsion.

C. Exclusion from Campus

Students suspended, dismissed or expelled from the University for drug violations, or those convicted of drug violations off-campus who persist in returning onto campus, will be subject to such legal procedures as deemed necessary to bar such entry, when probable cause of further violations of University regulations can be shown.

HEA Title IV Section 485(k)

Financial Penalties for Drug Violations Discipline and Law Enforcement

Under the Higher Education Act, students become ineligible for federal student aid upon conviction during any period of enrollment of any offense involving the possession or sale of illegal drugs.

Federal aid includes: Federal Direct Loans, Federal Direct PLUS Loans, Federal Direct Graduate PLUS Loans, Federal Pell Grants, Federal Supplemental Educational Opportunity Grants, Federal ACG Grants, Federal SMART Grants, Federal TEACH Grants, Federal Work Study, and Perkins Loans.

A. Penalties for Drug Convictions:

Possession of Illegal Drugs:

- First Offense: 1 year from the date of conviction
- Second Offense: 2 years from the date of conviction
- Third and Subsequent Offenses: Indefinite ineligibility from the date of conviction

Sale of Illegal Drugs:

- First Offense: 2 years from the date of conviction
- Second and Subsequent Offenses: Indefinite ineligibility from the date of conviction

B. How to Regain Eligibility

If a student successfully completes a drug rehabilitation program, he or she can regain eligibility for federal student aid funds as of the day the student successfully completes the program. To be sufficient to reinstate financial aid eligibility, the program must:

- include at least 2 unannounced drug tests

AND

- be recognized as a Federal, State, or local government agency program

C. Free Application for Federal Student Aid (FAFSA)

Question 23 on the FAFSA form asks if the student has ever been convicted of a drug related offense. Failure to

answer the question will automatically disqualify the student from receiving Federal aid.

Answering this question falsely, if discovered, could result in fines up to \$20,000, imprisonment, or both.

D. Convictions During Enrollment

According to the United States Department of Education, if a student is convicted of a drug offense after receiving Federal aid, he or she must notify Financial Aid Services immediately and that student will be ineligible for further aid and required to pay back all aid received after the conviction.

Programs for Students Requiring Assistance

Any Robert Morris University student who has a drug or alcohol problem may call upon the University for assistance. Anyone needing help should contact the Director of Student Relations in Chicago and the Director of Education at the branches. Robert Morris University can provide a confidential referral to a drug or alcohol treatment program.

Health Risks

The use of drugs and alcohol can have a substantial and detrimental effect on health. These effects are often permanent and can lead to severe physical and psychological impairment, disability and premature death. Robert Morris University encourages students to lead drug-free lives. The following agencies provide information on substance abuse:

- Alcoholics Anonymous: 1-800-371-1475 (24-hour answering service)
- Center for Substance Abuse Treatment and Refer Hotline: 1-800-662-HELP
- Focus on Recovery for Alcohol & Substance Abuse, 24-hour action help line:
1-800-888-9383

Legal Sanctions

Use of illicit drugs by any person is illegal under both the state and federal statutes. Use of alcohol by persons under 21 years of age is illegal under state law. Penalties for conviction under state and federal law include incarceration and fines varying between \$100 and \$100,000 depending on the offense.

Property used in connection with illegal drugs may be confiscated. All Federal and State student loans and grants may be denied to those convicted for a violation of a criminal drug statute.

SMOKE-FREE & TOBACCO-FREE UNIVERSITY POLICY

Robert Morris University is committed to providing a healthy, comfortable, productive, smoke-free and tobacco-free environment for students, faculty and staff. The American College Health Association supports the findings of the Surgeon General that tobacco use in any form is a significant health hazard and that there is no risk-free level of exposure to smoke.

Therefore, Robert Morris University will operate as a 100% smoke-free and tobacco-free university. The Smoke-Free and Tobacco-Free University policy applies to all students, faculty, staff, temporary employees, volunteers and contractors and prohibits all forms of smoking and the use of tobacco products of any kind:

- At all university-owned or leased properties including classrooms, offices, residence halls, athletic facilities, parking lots, and indoor and outdoor common areas
- In all university-owned, leased or rented vehicles
- At all university sponsored events—both indoor and outdoor, on and off campus

Tobacco use is defined as the smoking or use of any tobacco products, including but not limited to, cigarettes, electronic cigarettes, cigars, bidis, kreteks, pipes, cigarillos, hookah-smoked products, spit and smokeless tobacco, chew, snuff and all nicotine delivery devices. Smoking is defined as the inhaling/exhaling or emitting of smoke or vapor.

Weapons Policy

The use and/or possession of firearms, explosive devices, or fireworks are not permitted in or on ANY Robert Morris University campuses or facilities at any time. This policy also applies to ALL RMU related activities and events held on or off campus. These items, as defined by University security and administration, are strictly prohibited from all RMU facilities and property including athletic facilities. This includes dangerous instruments designed to cause injury or destruction, BB, pellet, paintball and dart guns, knives, tasers, bows and arrows, swords, martial arts instruments, and explosives either manufactured or handmade. Students may not possess, display or use such items in or around the University or University facilities and property (including athletic facilities) or at any off campus activity or event. Any instrument that may not normally be considered a weapon but is used in a manner that threatens the health or safety of any individual is considered under this policy.

Campus Security Report

To view the report, see the University's web site at www.robertmorris.edu, or contact the Vice President of Student Affairs to request a paper copy.

The following offenses occurring on campus, at off-campus sites, or in the immediate vicinity that were reported to campus security authority or local police are included in the annual Campus Security Report.

Criminal Offenses

Murder/Non-Negligent Manslaughter – Willful (non-negligent) killing of one human being by another.

Forcible Sex Offenses – Any sexual act directed against another person, forcibly and/or against that person's will, or not forcibly or against that person's will where the victim is incapable of giving consent. Includes forcible rape, forcible sodomy, sexual assault with an object, forcible fondling.

Non-Forcible Sex Offenses – Unlawful, non-forcible sexual intercourse. Includes incest and statutory rape.

Robbery – The taking, or attempting to take, anything of value under confrontational circumstances from the control, custody, or care of another person by force or threat of force or violence and/or by putting the victim in fear of immediate harm.

Aggravated Assault – An unlawful attack by one person upon another where the offender uses a weapon or displays it in a threatening manner, or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Burglary – The unlawful entry into a building or other structure with the intent to commit a felony or a theft.

Motor Vehicle Theft – The theft of a motor vehicle.

Arson – Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Negligent Manslaughter – The killing of another person through gross negligence.

Hate Offenses

Murder/Non-Negligent Manslaughter – Willful (non-negligent) killing of one human being by another.

Aggravated Assault – An unlawful attack by one person upon another where the offender uses a weapon or displays it in a threatening manner, or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

All Forcible Sex Offenses - Any sexual act directed against another person, forcibly and/or against that person's will, or not forcibly or against that person's will where the victim is incapable of giving consent. Includes forcible rape, forcible sodomy, sexual assault with an object, forcible fondling.

Arson – Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Negligent Manslaughter – The killing of another person through gross negligence.

Simple Assault – An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, several laceration, or loss of consciousness.

Emergency Closing

To find out if school has been canceled due to bad weather, visit www.robertmorris.edu.

Evacuation Procedures

In the event of a fire, bomb threat or other related emergency...

- The fire alarm will sound
- FOLLOW the campus evacuation procedure found in each classroom
- Do not use the elevators
- During an evacuation, individuals with restricted mobility should go to the nearest stairwell and seek assistance in entering the stairwell.
- Listen for instructions; remain calm, orderly and quiet
- After evacuation, wait for fire/school officials to give clearance to return to the building

See Emergency Evacuation Floor Plan in each classroom, located at the front of each room, for the best possible route of escape.

Insurance

The University does not provide health insurance or insurance for losses resulting from fire, theft, or vandalism of students' personal property. In addition, the University is NOT responsible for students' lost or stolen property. Robert Morris University strongly suggests that all students have health insurance coverage. For information on government health insurance you can visit www.healthcare.gov

Lost Articles

The University is not responsible for lost or stolen articles. Please label all books, flash drives, and notebooks to make identification easier and keep your personal belongings with you at all times.

Parking

Reduced parking rates are available for the Chicago campus at several independent parking garage locations in the South Loop area. Prior to 4 p.m. regular parking rates are applicable. Parking tickets can be validated at the RMU security desk before 9 p.m. each evening. Please note that discounted parking only applies to the first 24 hours.

Parking is available at no cost at all branch locations (except Peoria). At the Peoria campus, student parking is validated during class time hours, and only those tickets from the One Technology Parking Garage are accepted for validation. Robert Morris University is not responsible for any loss of property related to any of these parking areas. **Note: Parking rates at any facility are subject to change and are not controlled by the University.**

Disclosures

Institutional Accreditations

Robert Morris University is approved by the Illinois Board of Higher Education and is authorized to award the:

- ♦ Master of Management
- ♦ Master of Business Administration
- ♦ Master of Information Systems
- ♦ Bachelor of Business Administration Degree
- ♦ Bachelor of Applied Science Degree in Graphic Design
- ♦ Bachelor of Applied Science Degree in Computer Studies
- ♦ Bachelor of Professional Studies Degree
- ♦ Associate in Applied Science Degree

Robert Morris University is accredited by the Higher Learning Commission and is a member of the North Central Association, 30 North LaSalle Street, Suite 2400, Chicago, Illinois 60602, (312) 263-0456.

Robert Morris University, through its School of Business Administration, has the following degree programs accredited by the International Assembly for Collegiate Business Education (IACBE): Bachelor of Business Administration Degree with concentrations in Accounting, Management, Health/Fitness Management, Hospitality Management, and Law Office Management.

The Robert Morris University Medical Assisting Diploma program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org), upon the recommendation of the Medical Assisting Education Review Board (MAERB).

Current test pass rate results are as follows:

CCMA NHA (Certified Clinical Medical Assistant, National Health Career Association)

Northern Region MA program

2015 – 79%

2015 – 81%

Central Region MA program

2015 – 100%

2014 – 89%

The Robert Morris University Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon recommendation of the Accreditation Review Council on Education in Surgical Technology & Surgical Assisting (ARC-STSA).

Current test pass rate results are as follows:

AST CST (Association of Surgical Technologists, Certified Surgical Technologist)

2015 – 54%

2014 – 100%

Commission on Accreditation of Allied Health Education Programs, 25400 U.S. Highway 19 North, Suite 158, Clearwater, Florida 33763, (727) 210-2350, www.caahep.org.

Robert Morris University's Nursing Program is seeking accreditation by the Commission on Collegiate Nursing Education (CCNE). One DuPont Circle, NW Suite 530 Washington, DC 20036 (202) 887-6791
www.aacn.nche.edu

Pass rates for the Bachelor of Science in Nursing will be available for the first time at the end of 2017.

The Robert Morris University Pharmacy Technician program is certified through the Pharmacy Technician Certification Board. Students sit for certification once program is completed.

Current test pass rate results are as follows:

PTCB CPT (Pharmacy Technician Certification Board, Certified Pharmacy Technician)

2015 – 75%

2014 – 100%

Robert Morris University is:

- ♦ Approved for foreign students by the U.S. Justice Department. The University is authorized under Federal law to enroll non-immigrant alien students.
- ♦ Approved for Veteran's Administration educational benefits. Servicepersons and veterans should contact the Associate Registrar for information.
- ♦ Approved for Social Security by the Department of Health and Human Services.
- ♦ Approved by the Illinois Department of Vocational Rehabilitation Training.
- ♦ Approved by the American Bar Association for the Paralegal Program.
- ♦ Approved by the Department of Education to offer Title IV Financial Aid funding.
- ♦ Approved by the Illinois Student Assistance Commission to award state financial aid.

Licensure Programs

Students may find the Drafting & Design Technology curriculum helpful in preparing for the National Council for Interior Design Qualification (NCIDQ) exam; however, the program is not intended to prepare students for the NCIDQ certification.

The BPS in Architectural Technology will not qualify a student to sit for the NCARB (National Council of Architectural Registration Board) exam. Upon completion of the degree students will be eligible for a variety of job opportunities in construction, real estate management, as well as entry-level positions in the construction, space planning, and architectural industries.

Consumer Information & More

Family Educational Rights & Privacy Act (FERPA) [99.7]

In compliance with the Family Educational Rights and Privacy Act of 1974, Robert Morris University protects the rights of students with relation to the accuracy and privacy of their educational records. In accordance with the provision of this Act, Robert Morris University has established basic policies to prevent the release of any personally identifiable information regarding any of its students, without first having received the consent of the student in writing.

When a student reaches the age of 18 or begins attending a postsecondary institution, regardless of age, FERPA rights transfer from the parent to the student. However, Robert Morris University recognizes that many parents are concerned about their students' academic progress. If their son or daughter is claimed as a dependent on their income tax, we will provide academic and financial information to either parent upon proof of identity. Students who are not claimed as a dependent must continue to provide authorization to the parent(s) to access the records. Parents must obtain a signed consent from their child to receive non-directory information.

Robert Morris University will generally release certain directory information pertaining to its students to the public. This information could include the following: name, address, phone listing, program, dates of attendance, degree earned, photograph, post-graduation employer and job title, participation in activities, recognition received, and the most recent post-secondary institution attended by the student. If this information should not be released, the student must notify the Student Information Department in writing.

Records kept by the Student Information Department and accessible to students are: name, address, (local, permanent, international), grades, academic transcript, transfer credit evaluation, credit by examination or experiential learning, and registration documents. RMU can provide an eligible student with copies of education records, or make other arrangements. Under FERPA, RMU can provide an eligible student with an opportunity to inspect and review his or her education records within 45 days following its receipt of a request. Students must show a valid university ID or valid photograph ID in order to review these documents. Many concerns can be handled by appointment. Appeals for requesting an amendment to the student's education record can be made in the Student Information Department.

For more information, see the Student Handbook, the University's website at robertmorris.edu/financialaid/information/privacy or contact the Director of Student Information.

Drug & Alcohol Abuse Prevention Information ([P.L. 101-226 & P.L. 101-60-1])

Description: Policies regarding the illicit use of drugs or alcohol, consequences of substance abuse, and a listing or agencies that provide information on substance abuse. For more information, see the Student Handbook, contact the Sr. Vice President of Resource Administration, or see the University's website at <http://robertmorris.edu/about/safetyandsecurity/clery/>

Available Financial Assistance [CFR 668.42]

Description: A listing of available federal, state, and institutional need-based and non-need based financial assistance programs, the rights and responsibilities of students receiving financial aid, including loan repayment and loan deferments. For more information, see the Student Handbook and The Student's Guide to Financial Aid at Robert Morris University available at all Financial Services offices, and available on-line at <http://www.robertmorris.edu/financialaid/>. For assistance in obtaining institutional or financial aid information,

please contact the financial aid office at any RMU location:
<http://www.robertmorris.edu/financialaid/information/locations/>

Institutional Financial Information [CFR 668.43]

Description: Information about Robert Morris University's cost of attendance, financial assistance, refund policy, withdrawing from the University, and return of Title IV grant and loan assistance. For more information, see the Student's Guide to Financial Aid at Robert Morris University available at all Financial Services offices, and available on-line at <http://www.robertmorris.edu/financialaid/>.

Loan Levels

Federal law defines aggregate student loan limits for undergraduate and graduate degrees. Robert Morris University encourages conservative student borrowing in order to minimize student debt. However, the student may borrow up to the cost of attendance. All repayment arrangements are made between the lender/servicer and are the borrower's responsibility.

Institutional Academic Information [CFR 668.43]

Description: Information about Robert Morris University's academic programs, special services and facilities for disabled students, and entities that accredit, license, or approve the University and its programs. For more information, see the University's web site at <http://www.robertmorris.edu/academicprograms/> and <http://www.robertmorris.edu/tutoring/disabilities/> and www.robertmorris.edu/about/accreditation/.

Graduation Rate [CFR 668.45]

Description: This report shows the percentage of first-time freshmen that enter the institution in the fall term, and complete their program within 150% of normal time. To view the report, see the University's web site at <http://www.robertmorris.edu/about/consumerinfo/>, or contact the Sr. Vice President of Resource Administration to request a paper copy.

Graduation Rate for Student Athletes [CFR 668.48]

Description: This report shows the percentage of first-time freshmen student athletes that enter the institution in the fall term, and complete their program within 150% of normal time. Included is the number of students, by race and gender within each sport, who attended the school during the prior year and received athletically-related student aid. To view the report, see the University's web site at <http://www.robertmorris.edu/about/consumerinfo/>, contact the Athletic Department, or e-mail athletics@robertmorris.edu to request a paper copy.

Campus Security Policies & Procedures [CFR 668.46]

Description: Policies regarding public safety and awareness and procedures for reporting criminal actions and other emergencies. For more information, see the Student Handbook, contact the Sr. Vice President of Resource Administration, or see the University's web site at <http://www.robertmorris.edu/about/safetyandsecurity/>.

Campus Security Report [CFR 668.46]

Description: This report shows statistics for the 3 most recent calendar years of the offenses occurring on campus, at off-campus sites, or in the immediate vicinity, that were reported to campus security authority or local police. For more information, see the Student Handbook. To view the report, see the University's web site at <http://www.robertmorris.edu/about/safetyandsecurity/>, or contact the Sr. Vice President of Resource Administration to request a paper copy.

Athletic Program Participation Rates & Financial Support Data [CFR 668.47]

Description: This report shows the institution's total undergraduate enrollment by gender, number and gender of participants in varsity athletic teams, and number and gender of coaches for each team. It also includes revenue and operating expenses attributable to each team, average annual salary for coaches, athletically -related student aid awarded to each team, and total recruiting expenses for men's teams and women's teams. For more information, contact the Athletic Department, e -mail athletics@robertmorris.edu to request a paper copy of the annual Athletics Disclosure Report or see the University's web site at <http://www.robertmorris.edu/about/consumerinfo/>.

Fire Safety Report on Student Housing [HEOA 488(g)]

Description: this report shows statistics for each on -campus student housing facility during the most recent calendar years. For more information, contact the Sr. Vice President of Resource Administration to request a paper copy, or see the University's website at <http://www.robertmorris.edu/about/safetyandsecurity/fire/>.

Non -Discrimination Policy

Robert Morris University admits students of any race, ethnicity, color, age, sex, national origin, or with any disability to all the rights, privileges, and activities generally accorded or made available to students at Robert Morris University; and does not discriminate on the basis of race, ethnicity, color, age, sex, national origin or students with disabilities in administration of its educational policies, admissions policies, loan programs, placement services, housing, and other school -administered programs.

Upon request, the Office of the Sr. Vice President of Resource Administration will supply information concerning accessibility, elevator availability, parking arrangements, and housing to any student with a disability.

Book Costs

Information on specific books and costs for each course may be obtained via <http://ebookstore.robertmorris.edu/>.

Student Body Diversity and Characteristics

Information on student diversity is available via www.robertmorris.edu/about/consumerinfo/.

Retention Rates

Information on retention rates is available via www.robertmorris.edu/about/consumerinfo/.

Transfer of Credit Policies & Articulation Agreements

In addition to the information regarding transfer of credit policies provided in this bulletin, specific articulation agreement information is available via <http://www.robertmorris.edu/transfer/>.

Placement in Employment/Post -Graduate Education

Placement in employment and types of graduate education in which our graduates enroll is available via <http://www.robertmorris.edu/careerservices/index.html>.

Vaccination Policy

*Students are expected to remain current with immunizations. Students in particular programs must show proof of immunizations before enrolling in practicum, internship or externship experiences.
www.robertmorris.edu/about/consumerinfo/.*

Other Information

Information on the following areas is available on the University's website at the link below.

- Copyright Infringement Policies & Sanctions (Peer -to -Peer File Sharing)
- Voter Registration Information

Financial Information

The *Student Guide to Financial Aid at Robert Morris University* and information from the U.S. Department of Education is available from the Financial Services Office and online. These guides offer further explanation about the financial assistance process at Robert Morris University.

The schedule of fees below is effective for all students enrolled between July 1, 2015 and June 30, 2016.

Application Fee **\$20**

Payable with all applications for admission and is non-refundable.

Undergraduate Tuition **\$8400**

The full-time tuition covers credit course enrollment except for an overload. All students taking 12 to 24 quarter hours per quarter will be charged the full-time tuition rate. Any student given permission by the Provost to take more than 24 hours will be charged extra for the additional courses. Any students wishing to enroll in more than 18 hours in any given quarter must have approval of the Director of Education.

Tuition is assessed each term based on enrolled hours on the day representing the official census for verification of enrollment, which occurs immediately after the first week of each quarter. No tuition adjustment is done for repeated, incomplete, or failed coursework previously charged.

Part-Time Tuition (6-11 **\$5600**
credit hours)

Less than Part-Time **\$2800**

Study

(less than 6 credit hours)

Program Fees

Computer Network Specialist (through **\$590**
BAS Degree)

Graphic Arts (through **\$480**
BAS Degree)

Culinary Arts (through **\$1250**
BPS Degree)

Medical Assisting **\$315**

Nursing **\$1360**

Surgical Technology **\$1360**

Graduate **\$250**

*An additional deposit may be required for specific programs.

Graduate Tuition **\$2700 per Course**

Per Credit Hour **\$675 Per Credit Hour**

Registration Fee:
Second Master's Degree \$100/course
and/or Second
Concentration

Deposit Fees

Nursing Program \$200 (on student
account)
Surgical Technology \$200 (on student
Program account)
Housing \$300 (held in
reserve)
Study Abroad \$300 (held in
reserve)

Housing Rates

Chicago – University Center \$4200per
(with meals) quarter
Chicago – University Center \$12,600 per 3
(3 qtr. contract – non- quarters
refundable)
Chicago – University Center \$1,000 per
4 th or 5th quarter) quarter
Activity Fee \$150
(Graduate/Undergraduate)

Transportation Fee \$90 per
quarter
*All Chicago full-time students
will receive a CTA Ventra
UPass each quarter for
unlimited rides on any CTA
bus or train 24/7. All Chicago-
area University students are
assessed a fee which is
mandated by the CTA.*

Study Abroad Fees *(Study Abroad fees are
determined for each individual program-does **not**
include tuition or program fees)*

Estimated Textbooks and Supplies for Entire Program

Book and supply prices vary each year depending upon textbook selection. Current prices will be used at the time of sale. This year, depending upon the program, estimated cost of books and supplies per quarter for full-time students will range between \$300 and \$750. Local sales tax will add to the total. (Book prices are set by publishers and subject to change without notice.)

Enrollment Status

After the registration process is complete, students receive their schedule for the new quarter. Students will be required to validate again the accuracy of their schedule by signing their schedule with their Student Advisor by Friday of Week 1.

Faculty confirmation of students in each class constitutes the basis for official enrollment. Students who are not confirmed by faculty for a class will risk being withdrawn from that class or the University.

Once the schedule is signed and confirmed, all students enrolled in classes, after this point, which have not initiated their own withdrawal from classes or from school, will receive grades earned for all classes on their schedule. Students, who initiate a withdrawal from school or any class beginning Week 7 and thereafter, will receive WFs in their class(es).

Payment Plans

Installment payment plan (The first quarter installment is due Monday, Week 6 and the second quarter installment is due Monday, Week 10.)

No interest is charged on any of the payment plans. Students whose accounts are more than 30 days past due will be contacted by the University's Financial Services Office to make satisfactory arrangements to bring the student's delinquent account current status. If the student fails to fulfill these arrangements, the student will be subject to suspension from the University and may re-enter only upon full payment of the delinquent portion of his/her account.

Students, who are eligible to participate in the various financial aid programs available from the U.S. Department of Education, are responsible for the timely submission of all forms, applications, and documentation required by the various governmental agencies. If the student fails to submit the above material by the proper deadlines and therefore, is deemed ineligible for financial aid, the student then becomes solely responsible for making payment to the University for financial aid not received.

Students may either bring or mail their payments to the Financial Services Office or Payment Center. Students can also make payments on-line.

The following students are not eligible for student financial assistance or the University's payment plan. These students must pay tuition for the entire term or program on/or before the first day of class:

- ◆ Foreign nationals studying on student visas
- ◆ Non-degree seeking students
- ◆ Undocumented aliens living in the United States
- ◆ Persons in default of student loans or owing refunds on federal or state grants
- ◆ Students in an active bankruptcy

Payment of Account

In order for students to re-register for subsequent terms of study, they must clear any financial obligations they have incurred.

Financial aid eligibility may be affected by changes in enrollment status, regardless of the continuation of financial charges for dropped classes. Enrollment status for the entire quarter is determined by the University's official census on the first day of the second week of each respective quarter. Full-time enrollment status at the University requires 12 credit hours or more per quarter, part-time enrollment requires 6-11 credit hours per quarter, less than part-time enrollment requires less than 6 credit hours per

quarter. Financial aid awards may be reduced or eliminated for less than full-time enrollment in accordance with federal or state guidelines.

Incidental charges on the account will be included on the monthly billing statement. Payment of these charges is to be made in full upon receipt of the billing statement along with regularly agreed upon payments.

Satisfactory Academic Progress

In order to receive financial assistance, a student must maintain satisfactory academic progress as explained in the Academic Progress Policy (see page 129 or 135).

Non-Degree Seeking Status

Students must prepay all tuition and fees before each quarter begin. Students taking classes in a program where program fees are assessed must also prepay appropriate fees. There is no financial assistance available for non-degree seeking students.

Institutional Scholarships

Robert Morris University scholarships are earned based upon enrollment and applied to the student’s account coinciding with how students are charged tuition. During the first 10% of the quarter, no scholarship is earned; after 10% through 100% of the quarter, 100% of the scholarship is earned.

Officially Withdrawing from RMU

A student is required to officially withdraw from classes or from the University by notifying his/her Program Director/Student Advisor or Director of Education of his/her intent to withdraw from any or all classes. Non-attendance does not constitute a withdrawal.

Institutional and Title IV Aid Refunds for Withdrawn Students

The basis of the refund calculation is determined by the percent of the quarter that is completed prior to withdrawal. The following formula is used to calculate the percent of quarter completed.

$$\frac{\text{Day of Withdrawal / Total Number of (Calendar) Days on Quarter}}{\text{Days on Quarter}} = \text{Percent of Quarter Completed}$$

For example, if a student withdraws on the 28th day of the quarter that is 69 days long, the percent of quarter completed will be 41% (28 / 69 = 41%).

Note: Holidays and weekends are included when counting the number of days except when a holiday exceeds five consecutive days.

The following charts illustrate how much tuition and Title IV aid will be funded on withdrawn students:

If withdrawal occurs	Before 10% of the quarter is completed	After 10% - 100% of the quarter is completed
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You will be charged	0	100% of quarter's tuition
Tuition refunded will be	100% of quarter's tuition	0

If withdrawal occurs	Before 60% of the quarter is completed	After 60% - 100% of the quarter is completed
RMU will collect	% of Title IV aid equivalent to % of quarter completed	100% of quarter's Title IV aid
Title IV refund will be...	% of Title IV aid equivalent to % of quarter that WAS NOT completed	0

Federal Work Study funds are not taken into account

when determining the refund due to Title IV programs.

All Title IV refunds and/or any other refunds computed at time of withdrawal will be refunded according to the following Federal hierarchy:



TITLE IV

- Unsubsidized Stafford Loans
- Subsidized Stafford Loans
- Perkins Loans
- Parent (PLUS) Loans
- Pell Grant
- FSEOG Grant

OTHER

- MAP* (State) Grant
- Private Loans
- RMU Grants & Scholarships

Outside Source Payments & Scholarships
Student/Parent Cash Payments

Monetary Award Program (MAP - State) Grant is applied only to tuition. MAP received in excess of tuition charged must be refunded to the State of Illinois.

Withdrawal Record

Sample 1 - Withdrawal Before 60% of Quarter Completed

STUDENT INFORMATION			
Student Name:	SAMPLE #1	Quarter Start Date:	07/18/16
SS#: 333-44-5555		WD Date:	08/09/16
Campus:	OP	Quarter End Date:	09/24/16
Address:	123 MAIN STREET	RMC COSL Date:	08/15/16
City, State, ZIP:	ANYTOWN, IL 12345	Lender Name:	Direct Loan
		Lender Address:	
		City, State, ZIP:	

TUITION & OTHER CHARGES					PERCENTAGES		Amount of Unearned Tuition - WD Qtr
PROGRAM COSTS	WD Quarter	Prior Quarter(s)	Before Adjs	After WD Adjs	# Days Attended:	23	
TUITION	\$8,600.00		\$8,600.00	\$8,600.00	# Days In Term:	69	\$8,600.00 Tuition Charge - WD Qtr 100% x Earned Tuition % \$8,600.00 = Tuition
BOOK CHARGES	\$650.00		\$650.00	\$650.00	Percent Completed:	33.3%	
CASH ADVANCES					Earned Aid:	33.3%	
MISC. CHARGES					Unearned Aid:	66.7%	
TOTAL COSTS	\$9,250.00	\$0.00	\$9,250.00	\$9,250.00	Earned Tuition:	100.0%	
					Unearned Tuition:	0.0%	

FINANCIAL AID & OTHER PAYMENTS				ADJUSTMENTS		PAYMENTS		Amount of Title IV Unearned Aid - WD Qtr.
Source	WD Quarter	Prior Quarter(s)	Before Adjs	Refunds	PWD's	After WD Adjs:		
UNSUB LOAN						\$0.00	\$1,154.00	Total Title IV Aid - Disbursed (Posted)
SUB LOAN	\$1,154.00		\$1,154.00	\$124.36		\$1,029.64	\$1,938.00	Plus Title IV Aid that could have been disbursed
PERKINS						\$0.00	\$0.00	
PLUS LOAN						\$0.00	\$3,092.00	Total Title IV Aid for WD Qtr
PELL (Actual)						\$0.00	\$0.00	33.3% x Earned Title IV Aid %
PELL (Expected)	\$1,938.00		\$1,938.00			\$0.00	\$1,029.64	Total Earned Title IV Aid - WD Qtr
ACG (Actual)						\$0.00	\$0.00	\$124.36 Required Title IV Refund
ACG (Expected)						\$0.00	\$6,296.00	Account Balance prior to Withdrawal
SMART (Actual)						\$0.00	\$0.00	Less: Tuition Reversal
SMART (Expected)						\$0.00	\$0.00	\$124.36 Plus: Financial Aid Refunds
SEOG						\$0.00	-\$1,573.00	Less: Expected Financial Aid
MAP (Actual)						\$0.00	\$4,847.36	Account balance after withdrawal adjustments.
MAP (Expected)	\$1,573.00		\$1,573.00			\$1,573.00		
RMC						\$0.00		
OTHER						\$0.00		
CASH	\$1,800.00		\$1,800.00			\$1,800.00		
TOTAL PAYMENTS	\$6,465.00	\$0.00	\$6,465.00	\$124.36	\$0.00	\$4,402.64		

Withdrawal Record

Sample 2 - Withdrawal After 60% of Quarter Completed

STUDENT INFORMATION			
Student Name:	SAMPLE #2	Quarter Start Date:	09/26/16
SSN:	111-22-3333	WD Date:	11/08/16
Campus:	CH	Quarter End Date:	12/03/16
Address:	123 MAIN STREET	RMC COSL Date:	12/05/16
City, State, ZIP:	ANYTOWN, IL 12345	Lender Name:	Direct Loan
		Lender Address:	
		City, State, ZIP:	

TUITION & OTHER CHARGES				PERCENTAGES		Amount of Unearned Tuition - WD Qtr
PROGRAM COSTS	WD Quarter	Prior Quarter(s)	Before Adjs	After WD Adjs	# Days Attended: 44	
TUITION	\$8,600.00	\$8,600.00	\$17,200.00	\$17,200.00	# Days In Term: 69	
BOOK CHARGES	\$550.00	\$650.00	\$1,200.00	\$1,200.00	Percent Completed: 63.8%	\$8,600.00 Tuition Charge - WD Qtr
CASH ADVANCES					Earned Aid: 100.0%	100.0% x Earned Tuition %
MISC. CHARGES					Unearned Aid: 0.0%	\$8,600.00 = Tuition
TOTAL COSTS	\$9,150.00	\$9,250.00	\$18,400.00	\$18,400.00	Earned Tuition: 100.0%	
					Unearned Tuition: 0.0%	

FINANCIAL AID & OTHER PAYMENTS			ADJUSTMENTS		PAYMENTS		Amount of Title IV Unearned Aid - WD Qtr
Source	WD Quarter	Prior Quarter(s)	Before Adjs	Refunds	PWD's	After WD Adjs	
UNSUB LOAN						\$0.00	\$1,154.00 Total Title IV Aid - Disbursed (Posted)
SUB LOAN	\$1,154.00	\$1,154.00	\$2,308.00			\$2,308.00	\$1,938.00 Plus Title IV Aid that could have been disbursed
PERKINS						\$0.00	\$0.00
PLUS LOAN						\$0.00	\$3,092.00 Total Title IV Aid for WD Qtr
PELL (Actual)		\$1,938.00	\$1,938.00			\$1,938.00	100.0% x Earned Title IV Aid %
PELL (Expected)	\$1,938.00		\$1,938.00		\$1,938.00	\$1,938.00	\$3,092.00 Total Earned Title IV Aid - WD Qtr
ACG (Actual)						\$0.00	-\$1,938.00 Post Withdrawal Disbursement Required
ACG (Expected)						\$0.00	\$9,081.00 Account Balance prior to Withdrawal
SMART (Actual)						\$0.00	-\$1,938.00 Less: Total Post Withdrawal Disbursement
SMART (Expected)						\$0.00	\$0.00 Plus: Financial Aid Refunds
SEOG						\$0.00	\$0.00 Plus: Post Withdrawal Disb. Offered to Student
MAP (Actual)		\$1,573.00	\$1,573.00			\$1,573.00	-\$1,573.00 Less: Expected Financial Aid
MAP (Expected)	\$1,573.00		\$1,573.00			\$1,573.00	\$5,570.00 Account balance after withdrawal adjustments
RMC						\$0.00	
OTHER						\$0.00	
CASH		\$3,500.00	\$3,500.00			\$3,500.00	
TOTAL PAYMENTS	\$4,665.00	\$8,165.00	\$12,830.00	\$0.00	\$1,938.00	\$12,830.00	

Second Degree Guidelines

Students Who Wish to Earn a Second Associate Degree

Students must complete the following:

- ♦ A four-quarter full-time or an eight-quarter part-time (48 quarter hours of earned RMU credit) residency requirement for the second degree
- ♦ General education requirements equivalent to the general education courses required at Robert Morris University both in course-by-course transfer and specified hours*
- ♦ All major requirements for the degree
- ♦ Financial assistance is very limited for all students seeking a second degree

Students Who Wish to Earn a Second Bachelor's Degree

Students must complete the following:

- ♦ General education requirements equivalent to the general education courses required at Robert Morris University both in course-by-course transfer and specified hours*
- ♦ All major requirements for the degree
- ♦ Financial assistance is very limited for all students seeking a second degree

Other Guidelines for Students with Earned Bachelor's Degrees

- ♦ Students with earned Bachelor's degrees can enroll as a non-degree seeking student at the University and enroll in individual classes.
- ♦ Students who have earned a Bachelor's degree from other institutions can attend Robert Morris University part-time in the Day or Evening Division; or full-time in the Day or Evening Divisions to earn the degree of their choice.
- ♦ Students wishing to enter the BBA/MBA Management Program should apply through Admissions (transfer students) or through their Student Advisor (RMU students) by filing a Statement of Intent during the final semester or quarter of the Associate Degree program. Generally, this would be the fourth semester or sixth quarter in an Associate Degree program. A minimum of 78 quarter hours or 48 semester hours must be completed in order to apply for the program. Students begin the program once the Associate Degree is earned. Returning or transfer students, who have already completed an Associate Degree, but have not started the Bachelor Degree program, may also apply. The request will be reviewed by the Graduate School Review Board. Permission to pursue the dual degree option will be considered based on the following criteria:
 - Undergraduate grade point average (on a 4.0 scale)
 - Letter of recommendation from faculty or advisor
 - An essay explaining why you want to enter this program

Second Master's Degree Guidelines

- ♦ Robert Morris graduates from Morris Graduate School of Management may earn a second degree or concentration in the following way:

- A minimum of 4 extra courses (16 total quarter hours) in an approved concentration or discipline; some options require more than 16 hours, and
- All required courses in that particular degree

General Guidelines for all Students

- ♦ Robert Morris University accepts transfer credit either as course substitution or elective credit.
- ♦ Robert Morris University degree requirements are subject to change. Students are subject to the degree audit requirements in place at the time of reenrollment after a withdrawn period of time.
- ♦ The satisfactory academic progress policy applies and must be satisfied.

**Robert Morris University graduates who wish to seek a second AAS, BBA or BAS Degree must meet the current General Education and Major Requirements required at the time of enrollment in the second-degree program.*

Student Support Services

Robert Morris University's Student Support Services program has been active at RMU since September 1997 through grant funding from the U.S. Department of Education. The program is designed to increase college retention, graduation, and /or transfer rates, as well as foster an institutional climate that supports the success of low-income, first-generation, and disabled undergraduate college students. The program is open to Robert Morris University students enrolled at the Chicago campus, who meet specific selection criteria. At present the program serves 160 participants per academic year.

The program assists first-generation, low-income, and disabled students who have an academic need. In addition to cultural and enrichment activities, the program offers a variety of services including tutoring; mentoring; academic, financial, or personal counseling; workshops; and information about career options.

Purpose

The program provides opportunities for academic development, assists students with basic college requirements, and serves to motivate students toward the successful completion of their postsecondary education and facilitates the process from one level of higher education to the next.

If you would like more information, please visit www.robertmorris.edu/community/trio.

Institutional Administration

Institutional Officers

Chancellor
Michael P. Violli
 B.S., Loyola University-Chicago
 M.S.A., University of Notre Dame
 M.Ed., University of Illinois

President
Mablene Krueger
 B.A., Sangamon State University
 M.B.A., University of Illinois-Springfield

Sr. Vice President & CFO
Arlene Regnerus
 B.B.A., Robert Morris University
 M.M., Morris Graduate School of Management

Sr. Vice President for Enrollment Management
Nicole Farinella
 B.S., Illinois State University
 M.Ed., DePaul University

Vice Presidents

Vice President for Academic Administration
Katie Subajda
 B.S., DePaul University
 M.B.A., Morris Graduate School of Management

Vice President for Auxiliary Operations
Nick Jarmuz
 B.A., Governors State University
 M.B.A., Robert Morris University
 M.M., Robert Morris University

Vice President for Brand & Image
Christine Fisher
 B.A., Eastern Illinois University
 M.A., Eastern Illinois University
 M.F.A., Bowling Green State University

Vice President for Curriculum & Instruction
Larry Nieman
 B.B.A., University of Michigan
 M.B.A., Central Michigan University

Vice President for Extra Curricular Activities/Director of Athletics ..
Megan Smith-Eggert
 B.B.A., Robert Morris University
 M.B.A., Morris Graduate School of Management

Vice President for Financial Services
Leigh Brinson
 B.A., Northern Illinois University
 M.B.A., Morris Graduate School of Management

Vice President for Human Resources
Ann Bresingham
 B.A. Loyola University-Chicago
 J.D., John Marshall Law School

Vice President for Information Systems
Lisa Contreras
 B.A., National Louis University
 M.S., DePaul University

Vice President of Marketing & Graduate Enrollment
Danielle Naffziger
 BBA, Robert Morris University
 M.S., Capella University

Vice President for Student Affairs
Angela Jordan
 B.S., Northern Illinois University
 M.S., National Louis University

Academic Deans

Dean of the College of Liberal Arts
Jill McGinty
 BS, Indiana University
 MBA, Morris Graduate School of Management

Dean of the College of Nursing & Health Studies
Lora Timmons
 B.S., Iowa State University
 M.P.H., Northern Illinois University

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Basim Khartabil
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 M.S., Illinois Institute of Technology

Dean of the Morris Graduate School of Management
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 B.S., Illinois Institute of Technology
 M.S., Illinois Institute of Technology
 Ph.D., Illinois Institute of Technology

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 M.B.A., Central Michigan University

Dean of the Institute of Professional Arts
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 B.A., Ray College of Design
 M.A., University of Illinois

Dean of Academic Initiatives & Innovation
Paula Diaz
 B.A. University of Denver
 M.F.A., University of Iowa

Dean of External Experiences
Deanna Ho
 BAS, Robert Morris University
 MM, Morris Graduate School of Management

Assistant Dean of the Morris Graduate School of Management.....
Diane Allen
 B.B.A., Robert Morris University
 M.A., DePaul University

Dean of Student Information.....
Stella Mach
 B.B.A., Robert Morris University Illinois
 M.B.A., Robert Morris University Illinois

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Readmissions/Financial Planning.....
Caity Leeds

Orland Park Admissions.....
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Betsy Van Hoff

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Director of Academic Programming.....
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Director of Admissions Information.....
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Director of Graduate Recruitment.....
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Director of Data Administration.....
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Director of Public Relations.....
Nancy Donohoe

Director of Student Center.....
Sir James Harris

Director of Student Life & Housing.....
Janely Rivera

Director of Upward Bound/E.T.S.....
Carolyn Basley

Associate Registrar.....
Nancy Smith-Irons

Controller.....
Melanie Carlin

Institutional Library Director.....
Sue Dutler

Institutional Operations Director.....
Nino Randazzo

Campus Directory

Arlington Heights

Main Switchboard (847) 718-6700
Admissions (847) 718-6702
Fax (847) 718-6705

Bensenville (through December 1, 2016)

Main Switchboard (630) 787-7800

Admissions (630) 780-7801
Bookstore (630) 787-7859
Career Services (630) 787-7813
ComputerCenter (630) 787-7806
Financial Services (630) 787-7820
Library (630) 787-7879

Chicago

Main Switchboard (312) 935-4100

Admissions (312) 935-4400
Athletics (312) 935-4060
Bookstore (312) 935-4476
Career Services (312) 935-6441
Financial Services/Enrolled Students (312) 935-4077
Financial Services/New Students (312) 935-4400
Fitness Center (312) 935-4250
Library (312) 935-2202
Student Information (312) 935-4142

DuPage

Main Switchboard (630) 375-8000

Admissions (630) 375-8100
Athletics (630) 375-8101
Bookstore (630) 375-8035
Career Services (630) 375-8158
ComputerCenter (630) 375-8206
Cyber Café (630) 375-8168
Financial Services (630) 375-8150
FitnessCenter (630) 375-8040
Library (630) 375-8208
Student Information (630) 375-8200

Elgin

Main Switchboard (847) 622-5900
Admissions (847) 622-5904
Fax (847) 622-5901

Lake County

Main Switchboard (847) 578-5900
Admissions (847) 578-6030
Career Services (847) 578-7122
Telecounseling (847) 578-6000

Orland Park

Main Switchboard (708) 226-3800
Orland Square (708) 226-3800

Admissions (708) 226-3801
Bookstore (708) 226-3818
Career Services (708) 226-5330
Financial Services (708) 226-3990
Library (708) 226-3834
Student Information (708) 226-3821

Peoria

Main Switchboard (309) 636-8600

Admissions (309) 636-8600
Career Services (309) 636-8673
Computer Center (309) 636-8650
Financial Services (309) 636-8606

Schaumburg

Main Switchboard (847) 969-4000
Admissions (847) 969-4073

Springfield

Main Switchboard (217) 793-2500

Admissions (217) 726-1613
Bookstore (217) 793-4170
Career Services (217) 793-4247
Financial Services (217) 726-1643
Library (217) 726-1675
Student Information (217) 793-4200

Campus Locations:

Arlington Heights
2123 S. Goebbert Road
Arlington Heights, IL 60005

Bensenville
1000 Tower Lane
Bensenville, IL60106

Chicago
401 S. State Street
Chicago, IL60605

DuPage
905 Meridian Lake Drive
Aurora, IL60504

Elgin
1701 Randall Road
Elgin, IL 60123

Lake County
1507 Waukegan road
Waukegan, IL60085

Orland Park
43 Orland Square
Orland Park, IL60462

Peoria
211 Fulton Street
Peoria, IL61602

Schaumburg
1000 E. Woodfield Road, #100
Schaumburg, IL 60173

Springfield
3101 Montvale Drive
Springfield, IL62704

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