

March 1, 1995

**ADMINISTRATIVE MEMORANDUM NO. 35**

To: Vice Presidents, Deans, Directors, Department Chairs, and Other  
Administrative Officials

From: Gordon H. Lamb, President

Subject: Campus Disturbances

Campus disturbances while rare do occur on occasion, and the Board has determined that the interests of all concerned would be served best by promulgating an express statement of policy as to the consequences of such a disturbance within this system.

conditions and times for access to campus buildings. Entrances, halls and exits must be kept open for normal operations and the safety of others; offices are to be used for purposes intended; and buildings are to be cleared and closed at established hours. Persons who violate such reasonable regulations should be notified to depart. This advice and notification should be given publicly and orally by an authorized representative. Thereafter, if such persons remain, a police officer should read



and proceed to implement. Methods may include court injunction, arrest by Chicago Police, or temporary incarceration, among others.

3) University Relations

Central point of information dissemination. Any information requested by reporters, etc., is to be referred to the University Relations Office.

4) Statement(s) to be read by the Vice President for Student Affairs to the demonstrators:

(a) "This disturbance is disrupting the normal functions of the University and is in violation of University and Board of Governors Regulations. If you do not \_\_\_\_\_ (e.g., stop the noise, leave the area -- whatever is appropriate) immediately, you may be subject to disciplinary action in accordance with the University Student Due Process Policy and/or subject to arrest."

(b) If immediate suspension is an appropriate action and if the demonstrators do not appear to leave the area within a reasonable time (e.g. 15 seconds to 5 minutes), then the following is read\*:

"This disturbance is in violation of the University and the Board of Governors Regulations. Since you did not leave when instructed, you are hereby notified that you are suspended from the University effective immediately."

5) Statement to be read by the Director of Public Safety to the demonstrators upon instructions from the Vice President for Student Affairs:

"The Criminal Law and procedures section of the Illinois Revised Statutes expressly forbids interference with the normal functions of a public institution of higher education. Such interference occurs if a trustee, employee, student or invitee of the institution is denied freedom of movement or the use of the property or facilities of the institution. Furthermore, it is a violation of said statutes to obstruct or interfere with the performance of institutional duties by trustees or employees. Knowingly occupying or remaining in or at the building property or other facilities operated or controlled by the institution after due notice to depart is also a viola