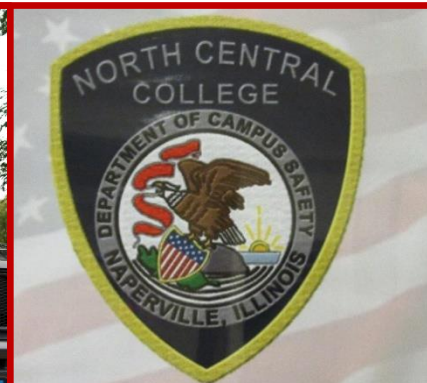


2022



NORTH CENTRAL
COLLEGE 1861

Annual Security and Fire Safety Report



About this Report

North Central College Department of Campus Safety prepares this annual report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This report is prepared in cooperation with the Naperville Police Department and with local law enforcement agencies surrounding our non-Naperville owned, leased or rented properties (College-owned property in Dixon, IL). Campus Safety also seeks collaboration with the Office of the Registrar, Office of Residence Life, Center for Global Education, the Office of Student Affairs, Dyson Wellness Center and the Title IX Coordinator when compiling data for this report. This report includes information for the calendar years 2021, 2020 and 2019.

Campus crime, arrest, and referral statistics include those reported to Campus Safety, to designated campus officials (including deans, directors, coaches, human resources and advisors to student organizations), and local law enforcement agencies. Campus crime statistics also include aggregate data provided by the Director of the Dyson Wellness Center (previously provided by the College's Health Education Coordinator and Campus Advocate). The person in this role serves as a confidential resource and campus advocate for victims of sexual misconduct, including sexual assault, sexual harassment, dating/domestic violence, and stalking. As such, the Director of the Dyson Wellness Center reports aggregate data to the College's Title IX Coordinator who shares this data with Campus Safety to ensure it is included in annual crime statistics.

Each year, email notification is made to all North Central College faculty, staff, and enrolled students providing a web based link to this report. Physical copies of this report may be obtained by request at the Department of Campus Safety.

Campus Safety Procedures

About the Department of Campus Safety

The Department of Campus Safety is the primary department responsible for safety, security and emergency response at North Central College. The Department of Campus Safety is located on the lower level of New Hall at 451 S. Brainard Street. Campus Safety Officers are available 24 hours a day, 7 days a week, year-round.

The Department of Campus Safety includes Officers who are trained professional security personnel and student Officers. Campus Safety Officers have the authority to ask any person on College property for identification, determine whether individuals have lawful business at the College, to enforce College policy and to issue parking citations. Campus Safety officers do not have arrest authority and are not armed.

The Department of Campus Safety has a collaborative working relationship with both the Naperville Police and Fire Departments where assistance and support can be obtained immediately. Campus Safety Officers may assist the Naperville Police Department in the enforcement of applicable state and local laws. For all reported crimes, the reporting party is encouraged and assisted by the Department of Campus Safety to also report the crime to the Naperville Police Department. North Central College and the Naperville Police Department have an established memorandum of understanding to formalize the commitment to work together to provide the effort and support required to aid the overall response to sexual misconduct at North Central College.

Contacting Campus Safety

Campus Safety officers can be reached by dialing extension 5911 from any campus phone or by dialing 630-637-5911 from an off-campus telephone or cellular phone. Campus phones are located in the lobbies or public areas of many buildings across campus. In addition, 9 emergency call boxes/phones are located throughout the campus. These emergency call boxes can be used to report a crime, a fire, or any other type of emergency.

Confidential Reporting

If you are the victim of a crime and do not want to pursue action with the College's disciplinary system, you may still want to consider making a confidential report. The best way to make a confidential report is through the Dyson Wellness Center (630-637-5550) or through the Campus Conduct Hotline service (866-943-5787).

Reports made confidentially may be difficult for the College to follow up on, however information provided in confidential reports will be included in the College's annual crime statistics where applicable, including aggregate data provided by the Director of the Dyson Wellness Center. The tracking of confidential reports may assist Campus Safety in taking the proper steps to ensure the safety of others. Individuals reporting a crime to the Dyson Wellness Center will also be made aware of the option to file a non-confidential report with the Naperville Police, North Central College Department of Campus Safety, and/or the Title IX Coordinator (where applicable).

While the Department of Campus Safety will always work diligently to protect a reporting party's privacy, not all information reported to the Department of Campus Safety can remain confidential. For example, in situations where there is an ongoing threat to the campus community, Campus Safety may need to take immediate action. Additionally, voluntary statements submitted during the North Central College student disciplinary and investigative processes are not confidential and may be used by the College during the student conduct process or to address on-going concerns.

Anonymous Reporting

The Campus Conduct Hotline can be used for any type of reporting and the caller may remain completely anonymous. This hotline can be used for reporting Title IX violations, sexual harassment, student/staff behavior, financial irregularities, complaints, etc. Any member of the North Central community may report a serious complaint or concern to the Campus Conduct Hotline at **866-943-5787**. Online reporting options are available at <https://www.northcentralcollege.edu/transparency/reporting-tools>

When a report is made anonymously it may be difficult for the College to follow up. However, information provided in anonymous reports will be included in the College's annual crime statistics where applicable.

Crime Reporting

North Central College community members are strongly encouraged to immediately report criminal activity, suspicious circumstances and suspicious person(s) in an accurate and timely manner to the North Central College Department of Campus Safety at 630-637-5911 and the Naperville Police at 630-420-6666 (non-emergency) or 9-1-1 (emergency). Online reporting options are available at <https://www.northcentralcollege.edu/transparency/reporting-tools>

In addition to reporting a crime to Campus Safety, the following individuals may also be contacted to report a crime:

Vice President for Student Affairs and Athletics, 630-637-5151

Chief Diversity Officer, 630-637-5340

Assistant Dean of Students, 630-637-5993

Assistant Dean of Students and Director of Multicultural Affairs, 630-637-5156

Director, Campus Safety 630-637-5912

Director, Dyson Wellness Center 630-637-5161

Director, Residence Life, 630-637-5861

Area Hall Director On Call, 630-816-5298

The Office of Student Affairs in collaboration with the Department of Campus Safety reviews incident reports submitted to the College. The College has also established the Behavioral Intervention Team (BIT) which consists of representatives from multiple areas on of campus that are committed to identifying, intervening and responding to someone who may be a danger to self or others and establishing a response that will have the most likelihood of ensuring a positive and safe collegiate environment for all.

Campus Security Authorities

To further encourage the timely reporting of crimes on campus, the Jeanne Clery Disclosure of Campus Security and Campus Crime Act identifies and defines Campus Security Authorities (CSAs) as College faculty and staff members with “significant responsibility for student or campus activities.” Some examples of CSAs include staff members of the Department of Campus Safety, academic deans, athletic coaches, student organization advisors, area hall directors, Student Affairs staff, Title IX coordinator and Title IX deputy coordinators. All crimes reported to CSAs must be reported to Campus Safety in a timely manner. The Director of the Dyson Wellness Center will report aggregate data to the Title IX Coordinator multiple times throughout the year. Reports made to Campus Security Authorities may be used as the basis for the issuance of Timely Warning safety alerts or other emergency notifications.

Emergency Response and Evacuations

North Central College practices emergency response procedures on a regular basis. Fire drills are performed semi-annually in residence halls and annually in academic buildings. Tornado drills are performed annually. The College’s Crisis Task Force also periodically conducts table top exercises. Fire evacuation and severe weather shelter information is posted in all buildings. You can view the College’s emergency procedures at <https://hub.northcentralcollege.edu/sites/crisis-management>.

Security of and Access to Campus Facilities and Residence Halls

Most campus buildings and facilities are accessible to members of the campus community and invited guests during business hours, 8 AM – 4:30 PM Monday–Friday. Select buildings may be open during limited hours on Saturday and Sunday. Building hours are posted on each academic building. The doors leading to student residence halls or residence areas remain locked 24 hours a day. Unlimited access is available to students residing in a particular building via a card access system. Guests must be escorted by their host at all times when visiting a residence hall. All student rooms are equipped with locking doors and windows. Students are advised to keep their doors locked at all times. Campus Safety conducts regular perimeter security checks of buildings. Any

issues or reported concerns are immediately documented and addressed by Campus Safety and/or Business Operations Department to ensure the security of the facility and the safety of campus community members. The College employs a full-time locksmith who is responsible for the maintenance of keys, locks and access controls. Additionally, the Department of Campus Safety employs a full-time Assistant Director for Access and Transportation, who maintains and reviews card access and assigns card privileges to students, faculty, staff, and select visitors.

Maintenance and Security of Campus Facilities

The College views campus safety and security as a key priority. Exterior lighting is an important part of this commitment. Surveys of exterior lighting on campus are conducted by Campus Safety in collaboration with campus facilities on an on-going basis. Members of the campus community are encouraged to report any exterior lighting deficiencies to the Department of Campus Safety at 630-637-5826 or by email at campussafety@noctrl.edu. Maintenance regularly inspects campus facilities, promptly makes repairs affecting safety and security, and responds to reports of potential safety and security hazards, such as broken windows and defective locks. Exterior doors on campus buildings are locked and secured each evening. Maintenance concerns related to safety and security should be reported to Campus Safety or Residence Life staff immediately.

Residence Hall Staff

Each residence hall has committed staff members who live within the community and provide resident students with assistance and service. The Office of Residence Life Staff include:

- A. **Area Hall Directors:** The general administration of student services within each residence hall is the responsibility of the Area Hall Director (AHD), a professional staff member who lives on campus. All professional live-in staff members have an office within their assigned area, and can be reached by contacting the Office of Residence Life or their individual offices. Staff members serve as a resource for each resident student and can assist in managing/addressing a wide range of questions, issues, and concerns related to a student's continued success at the College. Staff members coordinate and implement educational and social programs, and organize large scale programs with the intent of promoting an environment that encourages a student's academic and personal growth. Professional staff members may have additional advising responsibilities for student organizations. AHDs work to create an engaging and irresistible living community for all residents.
- B. **Resident Assistants:** A Resident Assistant (RA) is a current student serving as a paraprofessional assigned to a residence hall community. These student leaders have taken on the responsibility of acting as a resource for residential students. RAs serve as positive role models for students, and strive to aid residents in achieving individual and community goals. RAs also help students familiarize themselves with policies and guidelines, as well as help to maintain an environment conducive to learning. In addition, RAs organize educational and social programs with the intent of promoting an environment that encourages each student's academic and personal growth. RAs work to create an engaging and irresistible living community for all residents.
- C. **On-Call Residence Life Staff:** In emergency situations, residents should not hesitate to call either 911 for police, fire, ambulance, or 630-637-5911 for Campus Safety assistance. In non-emergency situations during the daytime hours, residents should first attempt to contact their Resident Assistant (RA), then any other RA in the hall or area, and then their Area Hall Director. In the evenings, on-call RAs are available from 4:30 p.m. to 8:00 a.m. to assist students. On-call RAs can be contacted by call the duty cell phone number posted throughout the respective residence halls. For questions or assistance when an RA

is not available, residents can contact their Area Hall Director or the Area Hall Director on duty. The Area Hall Director on duty can be reached at 630-816-5298.

Please note: North Central College does not have any off-campus student organizations with non-campus housing facilities (i.e. fraternities, sororities).

Law Enforcement Authority and Interagency Relationships

All Campus Safety Officers are required to complete a criminal background check and to complete a 40+ hour comprehensive training course that covers topics ranging from report writing and defensive tactics to managing mental health emergencies. Campus Safety officers are not sworn law enforcement officers, nor do they have arrest powers. When appropriate, Officers detain individuals for the Naperville Police Department. North Central College Campus Safety frequently collaborates with the Naperville Police Department in sharing information related to safety and security and in training efforts when possible/appropriate. When the Naperville Police Department responds to an incident on campus, the police department may take any of a series of actions, which may or may not include documenting the incident in a report, conducting preliminary and additional investigations, issuing criminal summonses or citations, making arrests, and conducting criminal investigations related to the incident.

Information on Registered Sex Offenders

The Victims of Trafficking and Violence Protection Act of 2000 requires colleges and universities to inform students and employees how to learn the identity of registered sex offenders living on or near campus. This law contains the Campus Sex Crimes Prevention Act of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974.

All sex offenders are required to register in the State of Illinois and to provide notice of each institution of higher education at which the person is employed, carries a vocation or is a student. The State of Illinois will notify the appropriate law enforcement jurisdiction of the information. This information is also logged into the state's Sex Offender Registry. To learn the identity of registered sex offenders on or near campus, or anywhere in Illinois, visit the state's Sex Offender Registry at <http://www.isp.state.il.us/sor/> and search by city, county, or zip code. North Central College is in DuPage County, and the zip code is 60540.

The DuPage Sheriff Office's also maintains a searchable sex offender registry which can be located at: <http://www.icrimewatch.net/index.php?AgencyID=54038>.

Campus Crime Prevention Program

Safety Escort Program —Safety escorts are provided by the Department of Campus Safety, 24/7/365 to students, staff, and faculty for security purposes. These escorts are for campus locations including the remote parking lot located on Aurora Avenue. Additionally, students, staff, and faculty may request an escort between the 5th Avenue train station and campus. Campus Safety also provides medical escorts for non-emergency situations on campus to and from Edward Hospital and urgent care facilities within three miles of campus.

Printed Crime Prevention Materials — Printed crime prevention materials, including the *Campus Crime Prevention* brochure, and posters related to motor vehicle security, bicycle security, residence hall security, and the safety escort program are distributed at crime prevention presentations and at the Department of Campus Safety office.

Daily Crime Log — The Department of Campus Safety maintains a Daily Crime Log to record all criminal incidents and alleged criminal incidents that are reported to the Department of Campus Safety. The Department of Campus Safety does not disclose information when it is prohibited by law, if the disclosure would jeopardize the confidentiality of a victim, would cause a suspect to flee or evade detection, or if it would result in the destruction of evidence. The Daily Crime Log is designed to provide crime statistics/information on a timelier basis than the statistical disclosures in the College's Annual Security and Fire Safety Report. This Daily Crime Log is maintained and updated within two business days of the date the crime is reported to the Department of Campus Safety. Dispositions on the Daily Crime Log are maintained for 60 days after a crime is included in the log. A copy of the College's Daily Crime Log may be requested from the Department of Campus Safety for review. The crime log for the most recent 60-day period is immediately available for public inspection, upon request, during normal business hours. Any portion of the log that is older than 60 days is open to public inspection, upon request, and made available within two business days of the request.

Weekly Safety Reports — The Department of Campus Safety publishes a Weekly Campus Safety Report, which is available on the College website at <https://www.northcentralcollege.edu/campus-safety/campus-safety-reports>. This weekly report is compiled using the Daily Crime Log information for a seven-day period.

Campus Safety Facebook Page — Safety tips, programming, and other select information pertaining to the campus and surrounding Naperville community can be found on Department of Campus Safety social media. The North Central College Department of Campus Safety's Facebook page is available at www.facebook.com/ncccampusafety.

Safety Awareness Programs

We encourage students and employees to be responsible for their own security and the security of others.

Violent Intruder Education — In the event of an active shooter incident or other act of violence on campus, individuals must decide what action can be taken based on real-time information. The College follows recommendations of the Department of Homeland Security's Run, Hide and Fight model. Sessions are offered to the campus community (faculty/staff/students) multiple times a year and by request.

Question, Persuade, Refer (QPR) — The QPR mission is to reduce suicidal behaviors and save lives by providing innovative, practical and proven suicide prevention training. Sessions are offered to the campus community (faculty/staff/students) multiple times a year and by request.

Orientation - Incoming students receive written information about campus safety in materials they receive during summer orientation and registration. Students receive a presentation hosted by Student Involvement on substance abuse and alcohol consumption prior to the start of the academic year.

Drug Free Schools and Communities Act - As required by the Drug Free Schools and Communities Act, North Central College publishes an in-depth biennial review of drug and alcohol programming from the previous two years. The most recent published report from December 2020 is available to the campus community (faculty/staff/students) at the following web link: <https://www.northcentralcollege.edu/transparency/health-safety-reports-policies>

Primary Prevention Programs

Bystander Intervention – Bystander intervention training is offered on an annual basis to all incoming students online, during welcome week and as part of their first-year seminar. Athletes receive an additional bystander intervention training on an annual basis as part of their required training on sexual violence prevention.

Sexual Violence Prevention – The Title IX Coordinator provides sexual violence prevention and evidence-based bystander intervention training for all athletes in person on an annual basis.

Online Education - The Dyson Wellness Center oversees the implementation of an interactive online program designed to prevent sexual assault, dating and domestic violence and stalking. All new students are provided this educational program which must be completed once during their academic career at North Central College. Additionally, under the requirements of the federal Drug-Free Schools and Campuses Act, incoming students complete an online program designed for alcohol and marijuana awareness and prevention.

Online Education – The Office of Multicultural Affairs oversees the implementation of “Personal Skills for a Diverse Campus.” This interactive online program is designed to assist students with developing their personal skills for engaging with diversity and creating an inclusive culture. This course is required for all new students. First-year students will revisit these topics during Welcome Week and their First Year Seminar courses.

Academics - The College’s Office of Academic Affairs and Office of Student Involvement coordinate a course for first year students and transfer students that will have an emphasis on the college transition as well as connecting to the campus and local communities through elements of mental health, wellness, safety, and diversity.

Electronic Security and Telephone Systems

Emergency Call Boxes — Six exterior emergency call boxes are linked to the Department of Campus Safety and are located throughout the campus.

Campus Telephones Boxes — Three campus telephone boxes are available to quickly contact the Department of Campus Safety and are located at various locations around campus.

Electronic Alarm Systems — An electronic monitoring system is located in various buildings throughout campus. This includes a network of intrusion detection, fire alarms, and duress alarm systems. Alarm Detection Systems monitors the system and communicates directly with Campus Safety in the event of a concern.

North Central College Photo Identification Card — Every North Central College faculty, staff, and student is issued a North Central College photo identification card, commonly referred to as a “Cardinal Card.” This card is needed to gain access to the residence halls and certain academic buildings, to purchase food on campus, to attend

College functions, and for identification purposes when requested by College officials. Identification cards can be obtained from the Department of Campus Safety during regular business hours, located in New Hall at 451 S. Brainard Street.

Emergency Response Plan

North Central College is committed to the safety of all students, faculty and staff and all who visit our campus. The Emergency Response Team has put together the Emergency Response Plan with the sole purpose of preparing the College community in the event of an emergency or a disaster.

Our priorities are to protect human life, to meet community needs, to ensure the academic viability of the institution, to protect College property, to recover as quickly as possible from the emergency, and to protect the reputation of the College.

This information is a summary of the institutional Emergency Response Plan and was developed to provide guidelines so students, faculty, and staff know how to react during emergency situations. Please review this information carefully and be prepared for situations that can arise at any time. For more information about the Emergency Response Plan, please visit its website at: <https://hub.northcentralcollege.edu/sites/crisis-management/SitePageModern/8543/emergency-response-plan>

Emergency Notification

North Central College will, without delay and taking into account the safety of the community, determine the content of an emergency notification and initiate the notification system. North Central College will issue emergency notifications unless in the professional judgement of responsible authorities, issuing said notification may compromise efforts to contain, appropriately respond to, or otherwise mitigate the emergency.

The Emergency Response Group has primary responsibility during any campus emergency to provide oversight, management of immediate responses and notifications to the campus community. This includes the confirmation of a significant emergency or dangerous situation, determining the appropriate segments of the population to notify, and initiate the notification system. The following are members of the group:

- Vice President for Business Operations
- Vice President for Student Affairs and Athletics
- Vice President for Communication and Strategic Initiatives
- Director of Campus Safety
- Provost and Vice President for Academic Affairs
- Director of Dyson Wellness Center
- Assistant Vice President of Human Resources
- Vice President for Information and Technology, CIO Director of Technology
- Vice President for Finance

The first report of an emergency may occur between anyone who observes or learns of an active emergency and reports it to Campus Safety personnel on duty. Additional assistance for fire, police and ambulance requests may also be made by anyone via direct 911 reports to the City of Naperville. A first responder should immediately report to the Director of Campus Safety or another member of the Emergency Response Group when he or she

determines that an emergency incident or threat will significantly impact normal operations of the College's campus.

During a disaster or emergency, designated building leaders are trained to provide direction to occupants of a particular facility. The following instructions are included for evacuations:

- Evacuate when the building's alarm system sounds or when instructed to do so by Campus Safety or other designated College personnel.
- Aid those needing assistance in your immediate evacuation path (individuals with disabilities should be directed to a specific area of refuge).
- In case of fire, do not use elevators.
- Use the nearest exit. Once outside, proceed to the preliminary designated assembly area. Stay in the designated area until names are collected by your building drill leader, supervisor, faculty member, residence hall area coordinator or other designee.
- If staff, faculty, students and visitors must be evacuated to an area other than the preliminary designated area, appropriate personnel will announce the move to a new area. Stay in the new designated area until all personnel, students and visitors are accounted for.
- Do not return to an evacuated building unless told to do so by Campus Safety or a designee.

The Department of Campus Safety will provide emergency notices to the campus community. North Central College uses the following channels to communicate information in an emergency or dangerous situation. Please note some or all of these methods of communication may be activated in an emergency or dangerous situation:

1. [RAVE Alert System](#) – The RAVE Alert System is the primary means for communicating information and instructions in the event of an emergency. Students, faculty and staff are highly encouraged to stay informed of the emergency information, as it relates to campus occurrences, by signing up for text alerts through RAVE online at <https://www.getrave.com/login/northcentralcollege>. Students can enter up to 3 separate phone numbers to receive emergency notification alerts directly to their phone. All registered North Central College students and all faculty and staff automatically have their school email address added to the system, to receive e-mail notifications. RAVE alerts facilitate immediate notice of incidents, including school closings, severe weather, or other campus-related emergencies. The RAVE system may be utilized to send information through any one of the several communication channels, including email, text message, social media or website updates.

2. *The College's website* is a communication method for information and instructions in the event of an emergency. During severe incidents, the website home page will display information about the situation. In the event of a prolonged incident, updated information will be posted on the website as warranted. In the event the College's website is incapacitated, the secondary backup Internet communications channel will be the College's Facebook page, located by visiting www.facebook.com/NorthCentralCollege.

3. *A broadcast e-mail* may be sent to College administrative staff, faculty, support staff, and students with information about the situation.

4. *The Outdoor Alert System*, an outdoor communication/mass notification system, may be activated to issue warnings or to communicate information and instructions. North Central College's Outdoor Alert System includes

two loudspeakers located on the roofs of Carnegie Hall and Benedetti-Wehrli Stadium. The system is intended to notify people outdoors at the time of an emergency. It is not intended to notify people inside of buildings.

5. *Fire alarms* in campus buildings may be activated and operated by the on-duty Campus Safety Officer or designee to evacuate a building.

6. A *broadcast voicemail* may be delivered to users who have a voicemail account, including faculty, staff, students and main office phones.

7. A *recorded voicemail* message may be prepared for those who call the main campus number, 630-637-5100, and include information about the situation.

8. *Residence Life staff* may work to personally contact students through a variety of means including in-person verbal communication, postings and social media.

9. A *visual message* may be broadcast via the College's networked computer system.

10. *Campus Safety Officers* may communicate notifications from their vehicles via bullhorns.

11. The faculty general manager of the *College's radio station*, 89.1 FM WONC, may be notified of information to broadcast to the community.

12. *Bulletins* may be posted by Campus Safety Officers at the entrances to each building on campus.

13. Warnings and information may be posted to the official North Central College Facebook (<https://www.facebook.com/NorthCentralCollege>) or Twitter (<https://twitter.com/northcentralcol>) pages.

Timely Warnings-Safety Alerts

The Department of Campus Safety will provide timely warning notices to inform members of the College community about serious crimes that occur on or adjacent to our campus, where prior knowledge of that serious crime would aid others in not becoming the victim of a similar case or where an on-going threat to safety may exist. These warnings will be posted if the incident is reported to the Department of Campus Safety. Campus Safety may issue/post crime alerts for incidents of sexual assault, murder, aggravated assault, robbery involving force or violence, major incidents of arson, and other crimes as determined by the Director of Campus Safety, or their designee. Alerts may be posted at the entrances of buildings on campus and emailed to North Central College email accounts. Safety alerts are not generally posted for the above listed crimes if:

1. The offender is apprehended and the threat of imminent danger for members of the community has been mitigated by the apprehension.
2. If a report was not filed with the Department of Campus Safety, or if the office was not notified in a manner that would allow for the office to post a "timely" warning for the community.

The content of the timely warning will include a general description of the safety concern or incident, description of suspect(s) if applicable, known and pertinent, and who to contact with additional information and safety tips.

When possible and without causing delay, members of the College's Crisis Task Force, Office of Marketing and Communications, Office of Student Affairs and Campus Safety may be used to gather information, determine the content of the timely warning and disseminate the information to the College community via any or all of the emergency notification systems listed above.

The Director of Campus Safety is responsible for ensuring that a timely warning is issued to the College community. In the absence of the Director, an Assistant Director is responsible for ensuring the warning is issued. A copy of the warning is kept on file in Campus Safety.

Annual Assessments

The Emergency Response Group in coordination with the Crisis Task Force conduct annual drills and exercises that may be announced or unannounced for the campus community.

1. Fire drills are conducted in the residence halls twice per year. The fire alarms are activated by the Naperville Fire Department and evacuation procedures are implemented.
2. An annual shelter in place drill is conducted once per year. The RAVE Alert system is activated by a member of the Emergency Response Group.
3. Tabletop exercises are conducted annually. A table top exercise is a facilitated analysis of an emergency situation in an informal, stress-free environment involving the coordination of efforts from the College and local first responders.
4. The Outdoor Alert System is tested on a monthly basis in conjunction with the City of Naperville tornado siren testing.

Additional Campus Policies

Note: All policies are subject to change at any time. For up-to-date College policies for students please visit: www.noctrl.edu/handbook. For up-to-date College policies for faculty and staff please visit: <https://hub.northcentralcollege.edu/sites/human-resources/>

Emergency Contact and Missing Person Policy

All resident students are required to provide the Office of Residence Life with the name of an emergency contact person prior to moving into an assigned residence hall room.

1. All official missing student reports are immediately referred to Campus Safety.
2. Emergency contact information can be completed on Merlin through the Medical Insurance and Emergency Contact Information link.
3. If a student is under the age of 18 and not emancipated, the emergency contact person must be a parent or legal guardian. The emergency contact person may be called during medical emergencies, depending on the severity of the situation and the wishes of the student involved.
4. The emergency contact person also will be contacted if the student is reported missing for at least 24 hours by roommates, friends, or instructors. The emergency contact person may be called sooner than 24 hours if the College has reason to believe this will assist in quickly locating the student or if foul play may be involved in the disappearance of the student. If a student has been missing for more than 24 hours, or if foul play is suspected to be involved, a report will also be made to the Naperville Police Department.

5. The missing person contact information is registered and confidential, accessible only to authorized campus officials, and may not be disclosed except to law enforcement personnel in furtherance of a missing person investigation.
6. The following is list of contact information that may be utilized to report a student missing.
 - i. Campus Safety 630-637-5911
 - ii. Office of Residence Life 630-637-5858
 - iii. Residence Life Area Hall Director 630-816-5298
 - iv. Office of Student Affairs 630-637-5151
 - v. Naperville Police Department 630-420-6666

Policy Statement Regarding Alcohol Use

North Central College recognizes that personal choices involving the use of alcohol have an impact on both the individual and the community. The College's alcohol policy, written in accordance with Illinois State law, supports the mission of the institution and its academic and student development goals.

North Central College students are subject to all Federal, State, and Local laws pertaining to alcohol. In the event prosecution occurs outside the College, violators also may be subject to the College's Student Conduct Process. Additionally, North Central College, as an educational institution, sets supplementary community standards for its members that are over and above prescribed Federal, State, and Local laws. North Central College alcohol policies include:

- A. **Public Consumption:** Consumption of alcohol on College property is prohibited – regardless of age – unless it is being offered as part of an official College program or event in a specially designated location. While alcohol may be safely consumed in residence hall rooms by students and guests who are 21 years of age or over, specific rules apply (see additional policies below).

Note - Tailgating: Students, regardless of age, are prohibited from tailgating at sporting events or other functions on College property unless accompanied by a parent or guardian.

- B. **Of-Age Alcohol Policy:** Students who are 21 years of age or over may possess or consume alcohol in residence hall rooms provided that all other individuals in a room, suite, or apartment are of legal drinking age (see note below), and the door to the room is closed. Alcohol may not be consumed in residence hall balconies, lounges or public areas within the residence hall or apartment building. Please note, any alcohol present when College policies are being violated is subject to confiscation and disposal, even if one or more of the students involved in the incident is 21 years of age or older.

1. Students of the legal age of 21 are prohibited from being present where alcohol is being consumed by individuals under the age of 21. Presence is defined as being in the room, suite, vehicle or other location proximal to the possession or use of alcohol by individuals under the age of 21.
2. Students who are 21 years of age or older who wish to transport alcohol on campus may do so only if the alcohol is in an unopened, sealed container(s), and covered from open view.
3. The atmosphere of a room in which there is possession and/or consumption of alcohol must not create significant noise or disturbances, and the door of this room must be closed.

4. Students who live off-campus at a local residence are expected to abide by all local laws and ordinances related to alcohol. Of-age students who host underage students at an off-campus gathering where alcohol is present may be found in violation of this policy.

C. Underage Alcohol Policy:

1. Students under the age of 21 are prohibited from possessing, distributing, or consuming alcohol.
2. Students under the age of 21 are also prohibited from being present where alcohol is being consumed, even if the individual(s) possessing or consuming the alcohol are of the legal age of 21, and are following all other guidelines. Presence is defined as being in the room, suite, vehicle, or other location proximal to the possession or use of alcohol.
3. It is expected that underage students abide by local laws and ordinances related to alcohol, whether on or off campus. If it is determined that an underage student consumed alcohol at an off-campus location, he/she may be found in violation of this policy.

Note: Presence of Underage Roommates. Underage students whose roommates, apartment mates or suitemates are 21 years of age or older may be present when alcohol is possessed or consumed in their residence hall room, suite, or apartment. However, underage roommates are not permitted to consume alcoholic beverages themselves. If guests who are under the age of 21 are found anywhere in a room, suite, or apartment where alcohol is being consumed, all of the individuals will be subject to disciplinary action regardless of age.

Note: College Sponsored Events. Alcohol is occasionally served as part of an official College program or event in a specifically designated location (for example: Homecoming in the Residence Hall/Recreation Center). In situations like this, underage students may be present where alcohol is being consumed by of-age students or guests, but may not consume alcohol themselves.

D. Intoxication and Behavioral Responsibility: Students who choose to consume alcohol are expected to do so responsibly. Intoxication itself is a violation of the North Central College alcohol policy. In addition, students who are highly intoxicated, in the opinion of the College staff member present at the time, will be transported to the hospital via ambulance at cost to the student.

E. Substance Free Halls: A substance-free designation is given to any living environment where alcohol and alcohol paraphernalia are prohibited. Any room in which all residents are under the age of 21, in addition to all rooms in Geiger Hall, Seager Hall, and Rall Hall, are substance-free. Additionally, rooms or floors in other residence halls may be designated as substance-free by the Office of Residence Life.

F. Drinking Games

1. Games that are centered around alcohol, focus on drinking large quantities of alcohol, or promote unsafe consumption are prohibited.
2. Drinking games played with non-alcoholic beverages are also prohibited.
3. Being in the presence of, or being in possession of any device or paraphernalia commonly used to play drinking games is prohibited. These devices, including beer pong supplies and "Beirut" tables, are also subject to confiscation and/or disposal.

G. Alcohol Containers and Paraphernalia:

1. Alcohol containers, regardless of the content, are prohibited in substance-free residence halls and in rooms or suites where all roommates are underage.
2. Kegs and any other containers over two gallons in capacity – whether empty or full – are prohibited anywhere on campus, and are subject to confiscation and disposal, regardless of the age of the person(s) possessing them.
3. Alcohol paraphernalia including beer bongs, funnels and beer boots are not permitted on campus and are subject to confiscation and disposal.

H. Powdered Alcohol:

The consumption, possession or distribution of any powder or crystalline substance containing alcohol, as defined by state/local law, is prohibited by College policy and Illinois state law.

Policy Statement Regarding Drug Use

North Central College recognizes that personal choices involving the use of drugs have an impact on both the individual and the community. The College's drug policy, written in accordance with Federal law, is more restrictive than State law while supporting the mission of the institution and its academic and student development goals.

Federal Law prohibit the possession and/or distribution of illegal drugs. Criminal controlled substances penalties include fines, imprisonment, and, in certain cases, the seizure and forfeiture of the violator's property. Penalties are increased for second time offenses. In addition, financial aid (particularly Federal aid) may be forfeited. North Central College students are subject to all Federal, State, and Local laws pertaining to the use, possession, and presence of illegal drugs and controlled substances. The College cooperates fully with law enforcement officials in the prosecution of cases involving illegal drugs and controlled substances.

Additionally, North Central College sets additional and more restrictive rules regarding the use and possession of legal and illegal drugs and/or controlled substances on campus than prescribed by Federal, State, and/or Local laws. Violations of these policies may also subject the involved party to disciplinary action through the College's Student Conduct Process.

North Central College Drug Policy:

Students are prohibited from the unlawful use, possession, or distribution of any illegal drug or illegal drug paraphernalia, whether on or off campus. Students are also prohibited from being in the presence of illegal drugs or illegal drug paraphernalia. Presence is defined as being in the room, suite, vehicle, or other location proximal to the possession or use of illegal substances, activities or paraphernalia. Illegal drug and/or illegal drug paraphernalia may be subject to confiscation and/or disposal.

The North Central College drug policy covers illegal and illicit use of controlled substances, including marijuana, stimulants, depressants, hallucinogens, opiates/narcotics, inhalants, synthetic drugs, or any other intoxicating compound. The unauthorized possession or use of prescription drugs is also prohibited. If a significant quantity of drugs, or items suggesting drug distribution are found (for example: scale, small self-sealing baggies, etc.), the College may refer the case directly to the hearing panel process to consider suspension or dismissal.

Recreational and Medical Marijuana

North Central College prohibits the possession, use, or distribution of all cannabis, cannabis products, or any substances containing THC (tetrahydrocannabinol) on campus, or at any College sponsored event or activity off campus regardless of whether such use is allowed by State law. The Cannabis Regulation and Tax Act and The Compassionate Care Act, are Illinois laws that permits the recreational and medical use of marijuana, respectively, and states, “Nothing in this Act shall prevent a university, college, or other institution of post-secondary education from restricting or prohibiting the use of medical cannabis on its property.” The Cannabis Regulation and Tax Act states, “Nothing in this Act shall require an individual or business entity to violate the provisions of federal law, including colleges or universities that must abide by the Drug-Free Schools and Communities Act Amendments of 1989, that require campuses to be drug free.” North Central College is required to certify that it complies with the Drug-Free Schools and Communities Act (20 U.S.C. 1145g part 86 of the Drug and Alcohol Abuse Prevention Regulations). The federal government regulates drugs through the Controlled Substances Act (21 U.S.C. A 811) which classifies marijuana as a Schedule I controlled substance. Thus to comply with the Federal Drug-Free School and Communities Act, North Central College prohibits all cannabis use, possession, manufacture or distribution.

Consequences of Alcohol and Drug Violations

All incidents involving drugs and alcohol will be processed through the College’s Student Conduct Process. Students found in violation of alcohol and/or drug policies may be subject to sanctions deemed appropriate by the College, such as counseling assessments, educational projects, community service, campus engagement, reprimand, restitution, residence hall removal, suspension, probation, or dismissal.

Medical Amnesty

The safety and wellbeing of students is of primary importance to North Central College. Each student plays an important role in creating a safe, healthy and responsible community. The College understands that the potential for disciplinary action may be a deterrent to students who might seek emergency medical assistance for themselves or others or those involved in COVID-19 associated contact tracing. Because the College wants students to seek assistance promptly in the event of a health or safety emergency involving alcohol or drug use and for students to be fully honest when participating in COVID-19 contact tracing, a policy of medical amnesty has been adopted as part of a comprehensive approach to reduce the harmful effects of substance use and to mitigate risk of COVID-19 to the campus community.

- A. If a student seeks help in a medical emergency (by calling 911 or Campus Safety at 630-637-5911), the College will not take disciplinary action for possession, consumption, or being in the presence of alcohol or drugs against:
 - A student who initiates a request for medical assistance for oneself;
 - A student who initiates a request for medical assistance for another student; and/or
 - The student for whom medical assistance is sought.

- B. If a student discloses, during the course of COVID-19 related contact tracing, that the student has participated in activity which may violate College policy, the College will not take disciplinary action for possession, consumption, or being in the presence of alcohol or drugs, the presence of unauthorized guests or gatherings, against:
 - A COVID-19 confirmed/presumed positive student;
 - A close, physical, or proximate contact of a COVID-19 confirmed/presumed positive student.

- C. Any student(s) afforded amnesty under this policy will be required to meet with staff from the Office of Student Affairs or the Office of Residence Life for a formal review of the incident. Failure to attend this required meeting will result in the revocation of the amnesty. The outcome of this meeting may be a counseling or health assessment, or other educationally appropriate interventions.
- D. While no formal disciplinary action will be taken in cases that meet the conditions of this policy, College staff will document the incident and follow up accordingly. Repeated incidents or intentional abuse of this policy may result in parental notification and/or disciplinary action.
- E. This policy does not preclude disciplinary action regarding all other behaviors prohibited in the Student Handbook and/or deemed to have considerable negative community impact, including but not limited to sexual misconduct, hazing, conduct that endangers, damage, vandalism, and the unlawful provision or distribution of alcohol or drugs.

Drug and Alcohol Use Education and Prevention

Through the Office of Student Affairs, the Dyson Wellness Center and Office of Human Resources as well as other campus departments and offices, North Central College provides a variety of alcohol and drug abuse prevention and intervention programs administered and designed to educate about, prevent and reduce alcohol and other drug use/abuse at North Central College. A campus-community alcohol and other drug coalition meets regularly to discuss current substance abuse related issues and trends. North Central College's policy is distributed to all students, staff and faculty on an annual basis. A comprehensive review of the alcohol and drug programs is made biennially during even years. For more information concerning current programs, interventions and policies, contact Tatiana Sifri, the Director of the Dyson Wellness Center, at tsifri@noctrl.edu, 630-637-5550, Steve Weaver, Assistant Dean of Students at sgweaver@noctrl.edu, 630-637-5993, or Sharon Merrill, Assistant Vice President for Human Resources at semerrill@noctrl.edu, 630-637-5718.

ON-CAMPUS RESOURCES/INFORMATION

Dyson Wellness Center (confidential medical, counseling and advocacy services)	630-637-5550, http://www.northcentralcollege.edu/dyson
Employee Assistance Program, MHN, A Health Net Company	1-800-511-3920, http://www.members.mhn.com
Jessica Brown, Vice President for Student Affairs and Athletics	630-637-5151
Steve Weaver, Assistant Dean of Students	630-637-5151
Dorothy Pleas, Associate Dean of Student and Director of Multicultural Affairs	630-637-5156
Rebecca Gordon, Assistant Vice President for Equity, Diversity and Inclusion, Title IX/504 Coordinator and Chief Diversity Officer	630-637-5340

Department of Campus Safety	630-637-5911
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OFF-CAMPUS RESOURCES/INFORMATION

Naperville Police Department	911/ 630-420-6666
DuPage County Sheriff Department 501 N. County Farm Road, Wheaton, IL 60187	911/ 630-682-7256
DuPage County Health Department 111 North County Farm Rd. Wheaton, IL 60187	630-627-1700 (24 hours), Crisis Line
DuPage Mental Health Services 1776 South Naperville Road, Building B, Suite 203 Wheaton, IL 60189	630-690-2222
Linden Oaks Hospital at Edward 852 West Street, Naperville, IL 60540	630-305-5129 or 630-305-5500
Rosecrance 608 South Washington Street Naperville, IL 60540	630-849-4295 Financial Expectations: http://www.rosecrance.org/substanceabuse/financialexpectations/
Resurrection Behavioral Health, Addiction Services 2001 Butterfield Road, Suite 320 Downers Grove, IL 60515	847-493-3600
Central DuPage Hospital Behavioral Health 27W350 Highlake Road Winfield, IL 60190	630-933-4000
Serenity House 89155 Rohlwing Road Addison, IL 60101	630-620-6616
Banyan Treatment Center Naperville, IL 60540	630-528-1692
Gateway Foundation Alcohol & Drug Treatment 8 locations	877-321-7326 www.RecoverGateway.org
Timberline Knolls (Residential treatment for young women) 40 Timberline Drive, Lemont, IL 60439	630-343-2326
Alexian Brothers (Behavior Health Hospital) 1650 Moon Lake Blvd. Hoffman Estates, IL 60194	847-882-1600
FAIR: Family & Adolescents in Recovery 2010 East Algonquin Rd. Schaumburg, IL 60173	847-359-5192 http://faircounseling.com/contact/

DuPage County State's Attorney's Office Judicial Office Facility - Annex 503 N. County Farm Road Wheaton, IL 60187	630-407-8000
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Student Rights

North Central College is committed to the safety and well-being of all its community members. The College strives to create an environment that is free of acts of violence, bullying, intimidation, threats, and infringement of rights of privacy and property. The Student Affairs staff is committed to assisting students, whether victim of an alleged incident (reporting party) or an accused student (responding party), in identifying resources that will provide support before, during, and after the student conduct process takes place.

Preponderance of the Evidence

The student conduct process at North Central College requires a preponderance of the evidence in order for a student to be found in violation of College policy. This means that a student will be found in violation of a College policy if the evidence demonstrates that it is "more likely than not" that the alleged violation occurred.

Rights of Accused Students (Responding Party)

The Student Conduct Process does not replace or prevent any civil or criminal law action or proceeding. Students who are charged with violating College policies (i.e. Responding Party) are entitled to the rights listed below:

1. To be treated with dignity and respect and in a non-judgmental manner.
2. To receive a written statement of any and all charges.
3. To receive a written and timely notice of the date, time and place of any hearing.
4. To have an Advisor, as outlined above, accompany them throughout any student conduct hearing, meeting, or interview.
5. To have the opportunity to meet with a staff member prior to a hearing to discuss the adjudication process, if requested.
6. To hear and respond to the information that supports the charges against them.
7. To provide a written statement and/or verbal information on their own behalf.
8. To receive nondiscriminatory treatment with regard to race, national origin, color, creed, religion, sex, age, disability, veteran status, sexual orientation, gender identity, or any other category protected by applicable State or Federal law.
9. To have case information be held in confidence by student conduct personnel as well as Hearing Panel members (with the exception of College personnel or other parties who have a legitimate need to know).
10. To receive a written and timely notice of the outcome of any hearing.
11. If found "in violation", to receive written and timely notice detailing any assigned sanctions and any relevant appeal process.
12. To be informed of all College resources as available and applicable, including counseling services.

Rights of Victims (Reporting Party)

The Student Conduct Process does not replace or prohibit any civil or criminal law action or proceeding. This means that any victim (i.e. Reporting Party) who brings a complaint to the College may also file criminal or civil complaints. All faculty, staff, or students who may be a victim of a crime are encouraged to report violations of law to the proper authorities on- or off-campus.

A victim and/or Reporting Party is afforded the following procedural rights during the investigation of the alleged incident and in any subsequent official student conduct hearing or meeting:

1. To be treated with dignity and respect and in a non-judgmental manner.
2. To assume the role of Reporting Party, and all that is entailed therein, if an alleged incident is referred for adjudication.
3. To be notified of the progress of the case, including initial contact with the Responding Party and outcomes related to any student conduct proceedings.
4. To have an Advisor, as outlined above, accompany them throughout any student conduct hearing, meeting, or interview.
5. To receive a written and timely notice of the date, time and place of any hearing.
6. To have the opportunity to meet with a staff member prior to a hearing to discuss the adjudication process, if requested.
7. To provide, hear and respond to the information that supports the charges against the Responding Party.
8. To provide a written statement and/or verbal information on their own behalf.
9. To receive nondiscriminatory treatment with regard to race, national origin, color, creed, religion, sex, age, disability, veteran status, sexual orientation, gender identity, or any other category protected by applicable State or federal law.
10. To have case information be held in confidence by student conduct personnel as well as Hearing Panel members (with the exception of College personnel or other parties who have a legitimate need to know).
11. To receive a written and timely notice of the outcome of any hearing, including any assigned sanctions and/or relevant appeal process.
12. To be informed of all College resources as available and applicable, including counseling and medical services.
13. To request campus housing relocation, a College No-Contact Order, or other steps to prevent unnecessary or unwanted contact or proximity to a Responding Party. These types of requests will be honored whenever feasible.

Note: Reports or allegations that fall under the College's Discrimination, Harassment, Sexual Misconduct and Retaliation Policy have specific processes and procedures that may differ from the other procedural standards described in the Student Handbook. To obtain information unique to those cases, please refer to the Discrimination, Harassment, Sexual Misconduct and Retaliation policy.

The institution will disclose the results of a disciplinary proceeding for a violent crime or non-forcible sex offense (incest or statutory rape) to the victim of such crime or offense or the next of kin, if the victim is deceased.

Sanctions

Consideration of a student's entire disciplinary record at North Central College will be taken into account when designing sanctions. The Administrative Hearing Officer (AHO) or Hearing Panel will reach a decision, and determine sanctions (if appropriate) within two (2) business days of the completion of a hearing. If a Panel conducts the hearing, the decision must be made by agreement of no less than three members, and must be submitted in writing to the Office of Student Affairs. If the case is heard by a Sanction Hearing Panel or Officer, sanctions will be determined within two (2) business days of the completion of a Sanction Hearing.

Upon reaching a decision, the AHO or Panel may assign one or more of the following sanctions, or any other sanction deemed an appropriate response to the violation(s):

- A. **Counseling:** The student may be required to take part in a mandatory counseling consultation or assessment either on campus at the Dyson Wellness Center, or off campus. Off-campus counseling or assessments will be at the student's expense.
- B. **Substance Use Consultation/Assessment:** The student must meet with a staff member in the Dyson Wellness Center, or off campus, to discuss alcohol and/or drug use and must comply with all related recommendations. Off-campus consultations/assessments will be at the student's expense.
- C. **Dismissal:** The student is separated involuntarily and permanently from the College.
- D. **Educational Project:** The student may, for example, be required to attend an alcohol, drug or conflict resolution education program, write an essay, reflection paper or apology letter, complete a floor program/bulletin board or any other appropriate project.
- E. **Campus/Community Service:** The student may be required complete a number of service hours potentially assigned to a specific office on Campus and in which the student works to benefit the College or Campus community.
- F. **Campus Engagement:** The student may be assigned a specific number of "campus involvement" hours in order to help the student get better connected to positive campus activities and people. Campus Engagement can include attending any number of College sponsored activities, including speakers, student organization meetings, workshops, concerts, etc. (with the exception of athletic events). Typically, a student is able to choose what Campus Engagement activities they will attend.
- G. **Fine:** A student found in violation of the College's alcohol or drug policies will be assessed a \$100.00 fine, in addition to other possible sanctions, for their first violation of the policy. All subsequent violations of the policies will carry with them a \$200.00 fine, per person found in violation, in addition to other possible sanctions. Authorized medical marijuana users will not have a fine imposed for violation of the College's drug policy but are subject to other forms of sanctioning. Fines must be paid within one month (31 days) of the date of the decision of the Administrative Hearing Officer, Hearing Panel, or Sanction Hearing. Fines must be paid in cash or by personal check in the Office of Student Affairs located on the 5th floor of Old Main. Any fine outstanding after one month will be doubled and placed on the student's account. All money collected through fines for alcohol and drug violations will be used for alcohol and drug abuse programming or interventions.
- H. **Parental Notification:** Parents will be notified when students who are under the age of 21 violate the alcohol policy for a second time at North Central College. Parents may be notified of a student's first violation of the alcohol policy, if, in the College's sole opinion, the offence is severe. The College informs parents, of students under the age of 21, in all cases where a student violates the College's drug policies.

For additional information on parental notification, please contact the Assistant Vice President for Student Affairs and Dean of Students.

- I. **Alcohol Education:** The student is required to complete an online alcohol assessment and education program. Once the student has completed the program, they are required to submit a Certificate of Completion (as an electronic printout, screen shot, electronic document, or scanned copy) to an assigned College official.
- J. **College No Contact Order:** The student is required to have no contact with another student, faculty, or staff member.
- K. **College No Trespass Order:** The student is not allowed in any North Central building nor are they allowed on any property owned or leased by North Central College. Should a student need to be on campus to conduct official College business, they must receive approval from the Office of Student Affairs in advance. If a student violates this order the College may contact the Naperville Police Department in order to pursue a charge of criminal trespassing.
- L. **Residence Hall No Trespass Order:** The student is not allowed in any North Central College owned or leased residence halls or apartment. Should a student need to enter a residence hall to conduct official College business, they must receive approval from the Office of Student Affairs in advance. If a student violates this order the College may contact the Naperville Police Department in order to pursue a charge of criminal trespassing.
- M. **Residence Hall Removal:** A student's Room and Board Agreement is terminated permanently or for a designated period of time. Until such a time as a student is again eligible to live in a residence hall, they are typically prohibited from entering any residence hall for any reason. Should a student need to enter a residence hall to conduct official College business, they must receive approval from the Office of Student Affairs in advance. If a student violates this order the College may contact the Naperville Police Department in order to pursue a charge of criminal trespassing.
- N. **Residence Hall Relocation:** A student is involuntarily relocated to a different residence hall room assignment, as deemed appropriate by the College. Any cost associated with Residence Hall Relocation will be at the student's expense.
- O. **Campus Access Limitation:** A student may be on campus for classes only. While on campus a student may enter only the buildings where they have assigned classes. A student may not enter residence halls or any other campus buildings. Should a student need to be on campus to conduct official College business, they must receive approval from the Office of Student Affairs in advance.

- P. **Disciplinary Probation:** The student may continue enrollment and/or residence on campus only under conditions established by the AHO or Panel. One condition that may be applied under probation is that the student be partially or completely restricted from representing the College in any capacity. While a student is under probation, any further infraction of College policies typically results in stricter sanctioning. This may include suspension or dismissal.
- Q. **Reprimand:** The student will receive a formal notice of reprimand for violation of the Statement of Student Conduct or a College Policy. A copy of this notice will be placed in the student's permanent disciplinary record. The notice of reprimand is intended to communicate to a student that further violation of the Statement of Student Conduct or College policies will not be tolerated.
- R. **Restitution:** The student may be required to make financial or other types of restitution when found in violation of a College policy or the Statement of Student Conduct.
- S. **Suspension:** The student is separated involuntarily from the College for a specified time or until conditions are met. While a student is under Suspension, any further infraction of regulations may result in dismissal from the College.
- T. **Mentoring:** The student must meet weekly with an assigned mentor, often for a specific number of weeks. A student is required to complete any mentoring-related homework that is assigned by the mentor.
- U. **Future Behavior Clause:** An AHO or Panel outlines next disciplinary steps in the event the student is found in violation of a future College policy or the Statement of Student Conduct.

Interim Sanctions

The Student Conduct processes and sanctions described above are ones that require time to implement and complete. When, in the judgment of the Vice President for Student Affairs and Athletics, or their designee, there is reason to believe that a student poses a threat to harm himself/herself or others, to unreasonably interfere with another's right to learn, study, sleep or work, to cause damage to College property, or to disrupt the stability and continuance of normal College operations, a student may be issued a College "no contact" restriction with another student or faculty/staff member, a College "no trespass" directive for all or a portion of College property, or may be removed immediately from the residence halls and/or the College (interim suspension). The Vice President for Student Affairs and Athletics, or their designee, may reassign a student to alternate housing and/or limit student access to residence halls or campus facilities on an interim basis. These interim sanctions will be imposed pending formal and final resolution of the alleged violation(s) of College policy through the Student Conduct Hearing Process. An interim sanction begins immediately upon notification by the Vice President for Student Affairs and Athletics or their designee. Every attempt will be made to resolve the matter as soon as possible. Interim sanctions are not subject to appeal prior to the required formal hearing.

Disciplinary Action for Off-Campus Behavior

As part of the North Central College community, students represent the College at all times, whether on or off campus. It is the hope of the College that each member of the student community will serve as an ambassador of the College when away from the College campus, showing a regard for others that goes beyond the minimum requirements of the law. As such, the College may choose to address student misconduct that occurs off-campus.

A student may be charged with violating the “Conduct Unbecoming” policy, and/or other college policies in situations that include, but are not limited to:

- A. When the alleged off-campus misconduct occurs while a student is officially representing the College.
- B. When the alleged off-campus misconduct is criminal in nature.
- C. When the alleged off-campus misconduct causes a significant neighbor or community concern.

Cooperation with Local Law Enforcement

North Central College’s top priority is to protect the health and safety of the College community. Additionally, the College has an obligation to abide by the laws of the Naperville community of which it is a part, as well as the laws of the State and Federal governments. While activities covered by the laws of the community and those covered by the College’s policies may overlap, the community’s laws and the College’s policies operate independently, and do not substitute for each other.

- A. Membership in the College community does not exempt anyone from Local, State or Federal laws, but rather imposes the additional obligation to abide by all of the College’s regulations.
- B. The College may pursue enforcement of its own rules whether or not legal proceedings are underway or are prospect, and may use information from third party sources, such as law enforcement agencies and the courts, to determine whether College policies have been broken.
- C. The College will make no attempt to shield members in the College community from the law, nor would it intervene in legal proceedings on behalf of a member of the community.

Legal Proceedings Outside of the College

Students should be aware that while student conduct hearings, both administrative and panel, are protected under certain regulations, the records are subject to subpoena in the course of investigation and prosecution of a criminal or civil matter. If a student believes they may be liable for criminal prosecution and is asked to appear before an on-campus panel or participate in an administrative hearing, legal counsel is strongly advised before participating. Pending civil or criminal charges will not typically disrupt the schedule of College Hearing Panels or administrative hearings.

Withdrawing from the College during Disciplinary Proceedings

Students cannot withdraw from school in the hopes of avoiding disciplinary proceedings. Violations of the Statement of Student Conduct and College Policies that take place while a student is enrolled may be adjudicated and sanctions applied regardless of the enrollment status of the individual. If in the unlikely event a case is not adjudicated after a student withdraws from the College, the student may not enroll again at North Central College until the case has been adjudicated, and the student may be issued a “College No Trespass” order that would prohibit the student from being present on any College owned or leased property.

Statement on Discrimination, Harassment, Sexual Misconduct and Retaliation

North Central College (“College”) is committed to maintaining a positive learning, working, social, and residential environment. The College does not discriminate or allow discrimination or harassment on the basis of race, ethnicity, national origin (including ancestry), color, citizenship status, sex, sexual orientation, gender identity, gender expression, pregnancy (and parenting for students), religion, creed, physical or mental disability (including perceived disability), age, marital status, veteran or military status, unfavorable military discharge (except

dishonorable discharge), predisposing genetic characteristics, order of protection, or any other protected category under applicable local, state, or federal law, including protections for those opposing discrimination or participating in any resolution process on campus, with the Equal Employment Opportunity Commission, or other human rights agencies in both employment and access to educational opportunities.

In pursuit of these goals, and to ensure compliance with local, state and federal civil rights laws and regulations, the College will not tolerate acts of discrimination, harassment, sexual misconduct and/or retaliation as such behavior seriously undermines the College's effectiveness as an educational institution and a workplace and values of equity, diversity, and inclusion. This policy covers nondiscrimination in both employment and access to educational opportunities. Therefore, any member of the College community whose acts deny, deprive, or limit the educational or employment or residential and/or social access, benefits, and/or opportunities of any member of the College community, guest, or visitor on the basis of that person's actual or perceived membership in the protected classes listed above is in violation of the College's policy on nondiscrimination. When brought to the attention of the College, any such discrimination will be promptly and fairly addressed and remedied by the College according to the Title IX and civil rights grievance process described below.

The College adheres to and supports the principles of academic freedom, and each member of the North Central College community also shares a common responsibility to maintain an environment free from discrimination, harassment, sexual misconduct and retaliation. Administrators, faculty and staff members who violate this policy will be subject to disciplinary action, up to and including termination of employment. Students who violate this policy will be subject to disciplinary action up to and including expulsion.

All employees are considered to be mandated reporters¹ and have the responsibility to report disclosures or observations of sexual misconduct or other forms of discriminatory harassment to the Assistant Vice President for Equity, Diversity and Inclusion. Employees who are exempted from this reporting requirement are professional or pastoral counselors who provide work-related mental-health counseling, campus advocates who provide confidential victim assistance, medical staff, and employees who are otherwise prohibited by law from disclosing information received in the course of providing professional care and treatment. Failure of an employee (who is not exempted from this reporting requirement as defined above) to make a report in a timely manner, is a violation of College policy and the employee can be subject to disciplinary action.

The formal resolution procedures set forth in this policy provide a fair and impartial process for reporting, investigating, resolving, and determining appropriate sanctions or remedies in relation to a report of discrimination, harassment, sexual misconduct and/or retaliation under this and related policies regarding Consensual Relationships, Service and Emotional Support Animals, and Pregnant and Parenting Students.

I. Assistant Vice President for Equity, Diversity and Inclusion

II. The Assistant Vice President for Equity, Diversity and Inclusion has primary responsibility for enforcement of this policy, specifically for coordinating efforts related to investigation, resolution, and implementation of corrective measures and monitoring to stop, remediate, and prevent discrimination, harassment, sexual misconduct and/or retaliation prohibited under this policy

Dr. Rebecca Gordon

Assistant Vice President for Equity, Diversity and Inclusion Title IX/504 Coordinator

30 N. Brainard, 524 Old Main

(630) 637-5340

rgordon@noctrl.edu

External Inquiries may also be made to:

Office for Civil Rights (OCR); Chicago Office

U.S. Department of Education

Citigroup Center

500 W. Madison Street, Suite 1475

Chicago, IL 60661-4544

Telephone: (312) 730-1560

Fax: (312) 730-1576

Email: OCR.Chicago@ed.gov

Equal Employment Opportunity Commission (EEOC)

Chicago District Office

500 West Madison Street, Suite 2000

Chicago, IL 60661

Phone: (800) 669-4000

Fax: (312) 869-8220

Contact: <http://www.eeoc.gov/contact/>

Illinois Human Rights Commission: <https://www2.illinois.gov/sites/ihrp/pages/default.aspx>

Illinois Department of Human Rights

Chicago Office

100 W. Randolph Street, 10th Floor

Intake Unit

Chicago, IL 60601

(312) 814-6200

(866) 740-3953 (TTY)

<http://www.illinois.gov/dhr>

This policy is in place to ensure compliance with Title IX and other federal and state civil rights laws. North Central College has developed internal policies that will provide a supportive process for individuals who report discrimination, harassment, sexual misconduct or retaliation and that will ensure a fair process to resolve allegations of discrimination, harassment, sexual misconduct, including sexual violence, and/or retaliation.

Through this non-discrimination policy, North Central College (1) articulates the College's commitment to the values of fairness, equity, and equal opportunity; (2) describes categories of conduct that may constitute discrimination, harassment, sexual misconduct or retaliation; (3) explicitly prohibits discrimination, harassment,

sexual misconduct and retaliation; (4) establishes procedures to follow when a member of the College community believes that they have been subject to discrimination, harassment, sexual misconduct or retaliation; (5) provides a pathway to share concerns regarding the College's policies, procedures and/or practices in the event that they cause a discriminatory impact.

Jurisdiction of the College

This policy applies to conduct that takes place on the campus or on property owned or controlled by the College and at College-sponsored events. It may also apply to off-campus and to online conduct when the Assistant Vice President for Equity, Diversity and Inclusion determines that the conduct affects a substantial College interest. Regardless of where the conduct occurred, the Institution will address all allegations to determine whether the conduct occurred in the context of its employment or educational program or activity and/or has continuing effects on campus or in an off-campus program or activity. A substantial Institution interest includes:

- 1) Any action that constitutes a criminal offense as defined by law. This includes, but is not limited to, single or repeat violations of any local, state, or federal law;
- 2) Any situation in which it appears that the Respondent may present a danger or threat to the health or safety of self or others;
- 3) Any situation that significantly impinges upon the rights, property, or achievements of self or others or significantly breaches the peace and/or causes social disorder; and/or
- 4) Any situation that is detrimental to the educational interests of the College.

If the Respondent is unknown or is not a member of the College community, the Assistant Vice President for Equity, Diversity and Inclusion will assist the Complainant in identifying appropriate campus and local resources and support options and/or, when criminal conduct is alleged, in contacting local or campus law enforcement if the individual would like to file a police report. In addition, the College may take other actions as appropriate to protect the Complainant against such third parties, such as barring the latter from Institution property and/or events. All vendors serving the College through third-party contracts are subject to the policies and procedures of their employers.

When the Respondent is enrolled in or works at another Institution, Assistant Vice President for Equity, Diversity and Inclusion can assist the Complainant in liaising with the appropriate individual for that Institution, as it may be possible to allege violations through that Institution's policies.

Similarly, the Assistant Vice President for Equity, Diversity and Inclusion may be able to advocate for a student or employee Complainant who experiences discrimination in an internship, study abroad program, or other environment external to the Institution where sexual harassment policies and procedures of the facilitating organization may give recourse to the Complainant. Further, even when the Respondent is not a member of the Institution's community, supportive measures and resources can be accessed by contacting the Assistant Vice President for Equity, Diversity and Inclusion.

Policy Scope

The core purpose of this nondiscrimination policy is the prohibition of all forms of discrimination. Sometimes, discrimination involves exclusion from activities, such as admission, athletics, or employment advancement. Sometimes, discrimination takes the form of harassment or, in the case of sex-based discrimination, encompasses sexual harassment, sexual assault, stalking, sexual exploitation, or dating/domestic violence (i.e. intimate partner violence). When violation of this nondiscrimination policy is reported, the allegations are subject to either the College's Title IX or civil rights grievance procedures. The College's civil rights grievance procedures includes non-Title IX sexual misconduct.

When the Respondent is a member of the College's community, this policy is applicable regardless of the status of Complainant, who may or may not be a member of the College's community. This community includes, but is not limited to, students,³ student organizations, faculty, administrators, staff, guests, visitors, invitees, campers and third-party vendors/contractors. The procedures below may be applied to incidents, to patterns, and/or to the climate, all of which may be addressed and investigated in accordance with this policy.

Policy on Discriminatory Harassment

Students, staff, administrators, and faculty are entitled to an employment and educational environment that is free of discriminatory harassment. College's harassment policy is not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom that include germane, but controversial or sensitive subject matters protected by academic freedom.

The sections below describe the specific forms of legally prohibited harassment that are also prohibited under College policy. When speech or conduct is protected by academic freedom and/or the First Amendment, it will not be considered a violation of College policy, though supportive measures will be offered to those impacted.

Discriminatory harassment constitutes a form of discrimination that is prohibited by College policy. Discriminatory harassment is defined as unwelcome conduct by any member or group of the community on the basis of actual or perceived membership in a class protected by policy or law. The College does not tolerate discriminatory harassment of any employee, student, visitor, or guest. The College will act to remedy all forms of harassment when reported, whether or not the harassment rises to the level of creating a "hostile environment."

A hostile environment is one that unreasonably interferes with, limits, or effectively denies an individual's educational or employment access, benefits, or opportunities.⁴ This discriminatory effect results from harassing verbal, written, graphic, or physical conduct that is severe or pervasive **and** objectively offensive.

When discriminatory harassment rises to the level of creating a hostile environment, the College may also impose sanctions on the Respondent through application of the civil rights grievance process (for non-Title IX related violations) outlined in Appendix C or through other applicable College policies and processes.

The College also reserves the right to address offensive conduct and/or harassment that 1) does not rise to the level of creating a hostile environment, or 2) that is of a generic nature and not based on a protected status through other applicable policies or other informal resolution measures such as respectful conversation, remedial actions, education, and/or restorative resolution processes.

For assistance with Informal or Facilitated Resolution options and other informal resolution techniques and approaches, employees should contact the Assistant Vice President for Equity, Diversity and Inclusion.

Policy on Sexual Harassment (Title IX)

The Department of Education's Office for Civil Rights (OCR), the Equal Employment Opportunity Commission (EEOC), and Illinois State Law regards Sexual Harassment, a specific form of discriminatory harassment, as an unlawful discriminatory practice. Included in OCR's definition of sexual harassment are the Clery/VAWA Sec. 304 offenses of sexual assault, dating violence, domestic violence and stalking. OCR has limited its Title IX jurisdiction and required grievance procedures to conduct that occurs in an educational program or activity controlled by the College, conduct committed within the United States, and conduct between parties who participate or are attempting to participate in the College's educational program or activity.

The College has adopted the following definition of Sexual Harassment in order to address the unique environment of an academic community, which consists not only of employer and employees, but of students as well.

Acts of sexual harassment may be committed by any person upon any other person, regardless of the sex, sexual orientation, and/or gender identity of those involved. Sexual Harassment, as an umbrella category, includes the offenses of sexual harassment, sexual assault, domestic violence, dating violence, and stalking, that fall within Title IX's jurisdictional limitations and is defined as: Conduct on the basis of sex that satisfies one or more of the following:

1. Quid Pro Quo:
 - a. an employee of the College,
 - b. conditions the provision of an aid, benefit, or service of the College,
 - c. on an individual's participation in unwelcome sexual conduct; and/or
2. Sexual Harassment:
 - a. unwelcome conduct,
 - b. determined by a reasonable person,
 - c. to be so severe, and
 - d. pervasive, and,
 - e. objectively offensive,
 - f. that it effectively denies a person equal access to the College's education program or activity.
3. Sexual Assault, defined as:
 - a. Sex Offenses, Forcible:
 - i. Any sexual act directed against another person,
 - ii. without the consent of the Complainant,
 - iii. including instances in which the Complainant is incapable of giving consent.

- b. Forcible Rape:
 - i. Penetration,
 - ii. no matter how slight,
 - iii. of the vagina or anus with any body part or object, or
 - iv. oral penetration by a sex organ of another person,
 - v. without the consent of the Complainant.
- c. Forcible Sodomy:
 - i. Oral or anal sexual intercourse with another person,
 - ii. forcibly,
 - iii. and/or against that person's will (non-consensually), or
 - iv. not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
- d. Sexual Assault with an Object:
 - i. The use of an object or instrument to penetrate,
 - ii. however slightly,
 - iii. the genital or anal opening of the body of another person,
 - iv. forcibly,
 - v. and/or against that person's will (non-consensually),
 - vi. or not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
- e. Forcible Fondling:
 - i. The touching of the private body parts of another person (buttocks, groin, breasts),
 - ii. for the purpose of sexual gratification,
 - iii. forcibly,
 - iv. and/or against that person's will (non-consensually),
 - v. or not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
- f. Sex Offenses, Non-Forcible:
 - i. Incest:
 - 1. Non-forcible sexual intercourse,
 - 2. between persons who are related to each other,
 - 3. within the degrees wherein marriage is prohibited by Illinois State law.
 - ii. Statutory Rape:
 - 1. Non-forcible sexual intercourse,
 - 2. with a person who is under the statutory age of consent is 16 years of age.

4. Dating Violence, defined as:

- a. violence,
- b. on the basis of sex,

- c. committed by a person,
- d. who is in or has been in a social relationship of a romantic or intimate nature with the Complainant.
 - i. The existence of such a relationship shall be determined based on the Complainant's statement and with consideration of the length of relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

For the purpose of this definition –

- Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- Dating violence does not include acts covered under the definition of domestic violence.

5. Domestic Violence, defined as:

- a. violence,
- b. on the basis of sex,
- c. committed by a current or former spouse or intimate partner of the Complainant,
- d. by a person with whom the Complainant shares a child in common, or
- e. by a person who is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner, or
- f. by a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of the state of Illinois or
- g. by any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of Illinois.

*To categorize an incident as Domestic Violence, the relationship between the Respondent and the Complainant must be more than just two people living together as roommates, The people cohabitating must be current or former spouses or have an intimate relationship.

6. Stalking, defined as:

- a. engaging in a course of conduct,
- b. on the basis of sex,
- c. directed at the specific person, that
 - i. would cause a reasonable person to fear for the person's safety, or
 - ii. the safety of others; or
 - iii. suffer substantial emotional distress.

For the purpose of this definition –

- Course of conduct means two or more acts, including, but not limited to, acts in which the Respondent directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
- Reasonable person means a reasonable person under similar circumstances and with similar identities to the Complainant.

- Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

The College reserves the right to impose any level of sanction, ranging from a reprimand up to and including suspension or expulsion/termination, for any offense under this policy.

Force, Coercion, Consent, and Incapacitation

As used in the offenses above, the following definitions and understandings apply:

Force: Force is the use of physical violence and/or physical imposition to gain sexual access. Force also includes threats, intimidation (implied threats), and coercion that is intended to overcome resistance or produce consent (e.g., “Have sex with me or I’ll hit you,” “Okay, don’t hit me, I’ll do what you want.”).

Sexual activity that is forced is, by definition, non-consensual, but non-consensual sexual activity is not necessarily forced. Silence or the absence of resistance alone is not consent. Consent is not demonstrated by the absence of resistance. While resistance is not required or necessary, it is a clear demonstration of non-consent (Appendix F).

Coercion: Coercion is unreasonable pressure for sexual activity. Coercive conduct differs from seductive conduct based on factors such as the type and/or extent of the pressure used to obtain consent. When someone makes clear that they do not want to engage in certain sexual activity, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

Consent is:

- knowing, and
- voluntary, and
- clear permission
- by word or action
- to engage in sexual activity.

Since individuals may experience the same interaction in different ways, it is the responsibility of each party to determine that the other has consented before engaging in the activity.

If consent is not clearly provided prior to engaging in the activity, consent may be ratified by word or action at some point during the interaction or thereafter, but clear communication from the outset is strongly encouraged.

For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct. Reasonable reciprocation can be implied. For example, if

someone kisses you, you can kiss them back (if you want to) without the need to explicitly obtain *their* consent to being kissed back.

Consent can also be withdrawn once given, as long as the withdrawal is reasonably and clearly communicated. If consent is withdrawn, that sexual activity should cease within a reasonable time.

Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A current or previous intimate relationship is not sufficient to constitute consent.

Proof of consent or non-consent is not a burden placed on either party involved in an incident. Instead, the burden remains on the College to determine whether its policy has been violated. The existence of consent is based on the totality of the circumstances evaluated from the perspective of a reasonable person in the same or similar circumstances, including the context in which the alleged incident occurred and any similar, previous patterns that may be evidenced.

Consent in relationships must also be considered in context. When parties consent to BDSM⁹ or other forms of kink, non-consent may be shown by the use of a safe word. Resistance, force, violence, or even saying “no” may be part of the kink and thus consensual, so the College’s evaluation of communication in kink situations should be guided by reasonableness, rather than strict adherence to policy that assumes non-kink relationships as a default.

Incapacitation: A person cannot consent if they are unable to understand what is happening or is disoriented, helpless, asleep, or unconscious, for any reason, including by alcohol or other drugs. As stated above, a Respondent violates this policy if they engage in sexual activity with someone who is incapable of giving consent.

It is a defense to a sexual assault policy violation that the Respondent neither knew nor should have known the Complainant to be physically or mentally incapacitated. “Should have known” is an objective, reasonable person standard which assumes that a reasonable person is both sober and exercising sound judgment. Incapacitation occurs when someone cannot make rational, reasonable decisions because they lack the capacity to give knowing/informed consent (e.g., to understand the “who, what, when, where, why, or how” of their sexual interaction).

Incapacitation is determined through consideration of all relevant indicators of an individual’s state and is not synonymous with intoxication, impairment, blackout, and/or being drunk.

This policy also covers a person whose incapacity results from a temporary or permanent physical or mental health condition, involuntary physical restraint, and/or the consumption of incapacitating drugs.

Assistant Vice President for Equity, Diversity and Inclusion

The Assistant Vice President for Equity, Diversity and Inclusion serves as the Title IX/504 Coordinator and oversees Title IX and student disability compliance and the Institution's policy on equal opportunity, harassment, and nondiscrimination. The Assistant Vice President for Equity, Diversity and Inclusion has the primary responsibility for coordinating Institution's efforts related to investigation, resolution, and implementation of corrective measures and monitoring to stop, remediate, and prevent discrimination, harassment, and retaliation prohibited under this policy.

The Assistant Vice President for Equity, Diversity and Inclusion or designee oversees all resolutions under this policy and acts to ensure that all Institution representatives act with objectivity and impartiality and are assessed with respect to conflicts of interest and/or potential bias. The Assistant Vice President for Equity, Diversity and Inclusion manages the Title IX Compliance Committee and investigative teams and hearing and appeals panelists, and acts with independence and authority free from bias and conflicts of interest. The members of the investigative team and hearing and appeals panelists are vetted and trained to ensure they are not biased for or against any party in a specific case, or for or against Complainants and/or Respondents, generally. All employees involved in the grievance process are asked to immediately identify potential conflicts. Similarly, concerns of bias, a potential conflict of interest, misconduct, or discrimination by any other members implementing the grievance process should be reported to the Assistant Vice President for Equity, Diversity and Inclusion.

To raise any concern involving bias, conflict of interest, misconduct, or discrimination by the Assistant Vice President for Equity, Diversity and Inclusion manages, contact:

- ② Dr. Abiodun Goke-Pariola, the Provost and Vice President for Academic Affairs (Old Main 538, agokepariola@noctrl.edu, (630) 637-5354)
- ② Vice President for Student Affairs and Athletics (Old Main 504, jjbrown1967@noctrl.edu (630)637-5153)
- ② Dr. Troy Hammond, College President (Old Main 424, president@noctrl.edu, (630)637-5454)

If circumstances require, the Provost and Vice President for Academic Affairs, the Vice President of Student Affairs and Athletics, the College President, or the Assistant Vice President for Equity, Diversity and Inclusion may designate another person to oversee the grievance process, should an allegation of conflict be made about the Assistant Vice President for Equity, Diversity and Inclusion or the Assistant Vice President for Equity, Diversity and Inclusion be otherwise unavailable or unable to fulfill their duties.

Resources and Reporting Options

The College wants individuals to be aware of what to do following an experience of sexual assault, intimate partner violence (i.e. dating and domestic violence), stalking, sexual, gender-based, or discriminatory harassment, and hate crimes including how to contact law enforcement in an emergency, how to access medical care, and how to preserve evidence. Individuals are encouraged to talk about what occurred with someone who is in a position to provide immediate support and who can assist the individual in identifying resources, options, and to whom to report what occurred so that the Assistant Vice President for Equity,

Diversity and Inclusion can respond appropriately. The College has resources that are either confidential or private where individuals can seek support and discuss options.

In order to make informed choices, it is important to be aware of confidentiality and mandatory reporting requirements when consulting campus resources. Confidential resources are those individuals who will not report any information to others without a release of information and provide support as well as an overview of options, resources, and referrals. Confidential resources will have to report if the person is a risk to themselves or others, or in the event that abuse to minors is being disclosed. On-campus confidential resources include the Dyson Wellness Center advocate, counselors, and medical staff. Off-campus confidential resources include advocacy agencies, mental health care providers, health care providers, and emergency room staff.

Those offices that are considered to be private such as the Center for Student Success, Dean of Students, Campus Safety, Residence Life, and Office of Multicultural Affairs will only share an individual's information to the extent necessary to report to the Assistant Vice President for Equity, Diversity and Inclusion and the Bias Incident Response Team, and to provide a coordinated response to their concerns.

If a Complainant expects formal action in response to their allegations, reporting to any Mandated Reporter can connect them with resources to report crimes and/or policy violations, and these employees will immediately pass reports to the Assistant Vice President for Equity, Diversity and Inclusion (and/or police, if desired by the Complainant), who will take action when an incident is reported to them. The Assistant Vice President for Equity, Diversity and Inclusion can honor requests for confidentiality or for no action to be taken providing that a safe, non-discriminatory environment can be maintained for the individual and campus community. Otherwise, reports to the Assistant Vice President for Equity, Diversity and Inclusion are considered to be private and information is only shared to the extent necessary to provide supportive measures, referrals, and/or respond to a formal complaint.

Assistance will be provided to individuals who want to make a report to law enforcement but an individual's right or desire not to do so is also respected, barring emergency situations.

Faculty and Staff Reporting Obligations

All College employees have a duty to report discrimination, harassment, sexual misconduct and/or retaliation of which they become aware or suspect, unless they fall under the "Confidential Reporting" below. Employees are encouraged to utilize the online reporting mechanisms or they can contact the Assistant Vice President for Equity, Diversity and Inclusion directly via phone or email.

At the request of a Complainant, notice may be given by a Mandated Reporter to the Assistant Vice President for Equity, Diversity and Inclusion anonymously, without identification of the Complainant. The Mandated Reporter cannot remain anonymous themselves. If a Complainant has requested that a Mandated Reporter maintain the Complainant's anonymity, the Mandated Reporter may do so unless it is reasonable to believe that a compelling threat to health or safety could exist. The Mandated Reporter can consult with the Assistant

Vice President for Equity, Diversity and Inclusion on that assessment without revealing personally identifiable information.

Anonymous notice will be addressed or investigated by the College to the extent possible, both to assess the underlying allegation(s) and to determine if supportive measures or remedies can be provided. The Mandated Reporter will be asked to provide the Complainant information about options, supportive measures, and resources.

Generally, climate surveys, classroom writing assignments or discussions, human research subjects, research, or events like “Take Back the Night” marches or speak-outs do not provide notice that must be reported to the Assistant Vice President for Equity, Diversity and Inclusion, unless the Complainant clearly indicates that they wish a report to be made. Providing students with information about the available resources is encouraged but no formal College action is required.

Failure of a non-confidential employee, as described in this section, to report an incident of discrimination, harassment, sexual misconduct, or retaliation of which they become aware is a violation of College policy and can be subject to disciplinary action for failure to comply. Under no circumstances is an impacted individual required to report discrimination, harassment, sexual misconduct, dating or domestic violence, stalking, and/or retaliation to the person who is the alleged source of/reason for the allegation.

Though this may seem obvious, when a Mandated Reporter is engaged in harassment or other violations of this policy, they still have a duty to report their own misconduct, though the College is technically not on notice when a harasser is also a Mandated Reporter unless the harasser does in fact report themselves.

The following sections describe the reporting options at the College for a Complainant or third-party (including parents/guardians when appropriate):

Reporting Options

- **Local Law Enforcement and Campus Safety:** The right of individuals to report to law enforcement is supported, but the College also acknowledges that some individuals do not want to report their experiences with sexual misconduct or bias-related incidents/hate crimes to law enforcement. Any individual who would like to report to law enforcement can be assisted through the Campus Advocate (for sexual misconduct) or Campus Safety.
 - **Naperville Police Department (24/7/365)**
 - Naperville Police Department is located at 1350 Aurora in Naperville and can be contacted by dialing 911 (Emergency) or calling (630) 420-6666 (Non-Emergency) to make a police report.
 - **Campus Safety (24/7/365)**
 - A report can also be made to Campus Safety located in New Hall at 451 S. Brainard and can be contacted by dialing (630) 637-5911 or x5911 on campus. Campus Safety officers can assist with making reports to law enforcement and

the Assistant Vice President for Equity, Diversity and Inclusion. Campus Safety can provide transport to the Edward Hospital Emergency Room for a forensic evidence collection exam and post-assault medical care including STI testing. Campus Safety can also provide transportation to the following medical providers: Edward Care at Jewel Osco on Washington, Cadence Care Center at Raymond & Ogden, or CVS Clinic at Ogden & Naper Blvd. Campus Safety can also provide escort to and from on- campus programs, classes, and residence halls.

- **Notice: Reporting to the College:** Reports of discrimination, harassment, sexual misconduct and/or retaliation may be made using any of the following options
 - **Assistant Vice President for Equity, Diversity and Inclusion**
 - Reports can be made regarding allegations of discrimination, harassment, sexual misconduct, and/or retaliation to the Assistant Vice President for Equity, Diversity and Inclusion in person, by phone, through the online reporting form, and via email.
 - Dr. Rebecca Gordon-Assistant Vice President for Equity, Diversity and Inclusion and Title IX/504 Coordinator, 524 Old Main, 30 N. Brainard, 630-637-5340, rgordon@noctrl.edu
 - The Assistant Vice President for Equity, Diversity and Inclusion works closely with various offices on campus to coordinate the College's response to and support of individuals who experience sexual and gender-based violence and harassment or bias-related incidents/hate crimes. All initial contacts will be treated with privacy: specific information on any allegations received by any party will be reported to the Assistant Vice President for Equity, Diversity and Inclusion, but, subject to the College's obligation to redress violations, every effort will be made to maintain the privacy of those initiating an allegation.
 - In responding to incidents of discrimination, harassment, sexual misconduct, retaliation, other conduct referenced in this policy, the Assistant Vice President for Equity, Diversity and Inclusion assists individuals with 1) understanding the available options; 2) implementing supportive measures such as changing offices or housing assignments, issuing College No Contact or Trespass Orders, or issuing interim suspensions; 3) obtaining academic assistance, which could include flexible deadlines, excused absences, support of academically related petitions, or retroactive withdrawal from classes; 4) overseeing informal options, facilitated resolution processes, and formal complaint procedures; and 5) referrals to resources. A written summary of rights, options, and resources will be sent via email following the receipt of a report. Supportive measures and academic assistance are available regardless of whether or not a Complainant files a complaint with local law enforcement or the College.
 - There may be situations or circumstances when a member of the College community is subjected to discrimination, harassment, sexual misconduct and/or retaliation, but does not wish to come forward or pursue an

investigation or resolution process, or when a person who observes discrimination, harassment, sexual misconduct and/or retaliation directed at another member of the College community reports it to the Assistant Vice President for Equity, Diversity and Inclusion. Whether reported directly or by a third-party, the Assistant Vice President for Equity, Diversity and Inclusion will do all it can to: 1) respect an individual's desire to make an anonymous or confidential report; 2) to engage in an informal process; or 3) to pursue an investigation.

- The Assistant Vice President for Equity, Diversity and Inclusion will evaluate requests for confidential or anonymous reporting and may grant such a request in cases in which there is not a continued individual or community risk for cases of sexual misconduct or bias-related incidents/hate crimes. Regardless, with all reports, supportive measures and remedies may be offered to the Complainant and the community. In cases indicating pattern, predation, multiple offenders, threat, weapons and/or violence, it is unlikely the Assistant Vice President for Equity, Diversity and Inclusion will be able to honor a request for anonymity, confidentiality, or to take no action. If the Assistant Vice President for Equity, Diversity and Inclusion determines that an investigation must be pursued, the Complainant will be informed and can participate in as much or as little of the process as they so choose. The Assistant Vice President for Equity, Diversity and Inclusion will maintain privacy to the extent possible.
- **Anonymous Reporting (24/7/365)**
 - Anyone wishing to make an anonymous report can contact the Campus Conduct Hotline at (866) 943- 5787, which is available **24 hours a day**.
- **Confidential Reporting**
 - For sexual misconduct/sex/gender-based harassment, the Campus Advocate can receive confidential reports that are only shared as aggregate data for the College's on-campus crime statistics. No personally identifiable information is shared unless permission is granted. The Campus Advocate can also assist with reporting to the Assistant Vice President for Equity, Diversity and Inclusion, and/or law enforcement. The Campus Advocate is housed in the Dyson Wellness Center located at the Benedetti-Wherli Stadium on 455 S. Brainard Street. During normal business hours, the Campus Advocate can be contacted via email at tsifri@noctrl.edu or by phone at (630) 637-5550. The Campus Advocate can be contacted after hours through contacting Campus Safety at (630) 637-5911.
 - Confidential reporting for sexual misconduct/sex/gender-based harassment or bias-incidents/hate crimes can also be made to the Dyson Wellness Center counselors. For an intake appointment contact (630) 637- 5550.
- **Sexual Misconduct Online Reporting Form**
 - The online reporting form for discrimination, harassment, sexual misconduct and retaliation can be located at: titleixreport.northcentralcollege.edu. The online reporting form can also be accessed from the Title IX website at:

<https://www.northcentralcollege.edu/TitleIX>. Online reports can be made by Responsible Employees, individuals impacted by sexual misconduct or third-parties, and will be reviewed by the Assistant Vice President for Equity, Diversity and Inclusion and responded to within 24 hours. Individuals who have experienced sexual misconduct will receive a Title IX outreach letter with a copy of this policy that outlines their options, resources, and rights.

- **Bias Related Incident Online Reporting Form**

- The online reporting form for bias-related incidents can be found at: biasincident.northcentralcollege.edu. Online reports can be made by anyone, including witnesses or individuals who have been impacted by the bias-related incident. Bias incident reports will be reviewed by the Bias Incident Response Team (BIRT) and the Assistant Vice President of Equity, Diversity and Inclusion.
- The BIRT is a team of representatives from multiple areas of campus and is chaired by Dorothy Pleas, Assistant Dean of Students and Director of Multicultural Affairs. The BIRT assists the Assistant Vice President of Equity, Diversity and Inclusion in monitoring bias-related incidents, coordinating the College's response, and providing information about options and referrals. Reporting bias-related incidents allows the College to assist those in need, track patterns of bias and improve our campus climate. Individuals who have reported a bias-related incident will typically be contacted by a member of the Bias Incident Response Team or Assistant Vice President for Equity, Diversity and Inclusion to outline their options, resources, and rights.

- **Campus Officials with Authority**

- The following campus officials can assist with reporting and referrals to the Assistant Vice President for Equity, Diversity and Inclusion.
- Deputy Title IX Coordinators
 - Dr. Stephen Maynard Caliendo, Dean of the College of Arts and Sciences (Goldspohn Hall, 31 N Loomis, Room 19C, smcaliendo@noctrl.edu, (630) 637-5344)
 - Susan Kane, Associate Athletic Director (Merner Field House, 450 S Brainard, Room 106C, smkane@noctrl.edu, (630) 637-5501)
 - Mary Spreitzer, Assistant Vice President for Human Resources (Old Main, 30 N Brainard, Suite 507, mspreitzer@noctrl.edu, (630) 637-5754)
 - Sharon Merrill, Director of Human Resources (Old Main, 30 N Brainard, Suite 507, semerrill@noctrl.edu, (630) 637-5718)
- Student Affairs
 - Dorothy Pleas, Assistant Dean of Students and Director of Multicultural Affairs (Old Main, 30 N Brainard, Room 525, djpleas@noctrl.edu, (630) 637- 5156)
 - Steve Weaver, Assistant Dean of Students (Old Main, 30 N Brainard, Suite 501, sgweaver@noctrl.edu, (630) 637-5152)

- Andrew Zobac, Director of Residence Life (New Hall, 451 Brainard, Room 37, awzobac@noctrl.edu, (630) 637-5861)
- Campus Safety
 - Campus Safety: Officer on Call (630) 637-5911, 24 hours
 - Ashley Klco, Director of Campus Safety (New Hall, 451 Brainard, Room 40, anklco@noctrl.edu, (630) 637-5912)
- President and Cabinet Members
 - Dr. Troy Hammond, College President (Old Main 424, president@noctrl.edu, (630) 637-5454)
 - Dr. Abiodun Goke-Pariola, the Provost and Vice President for Academic Affairs (Old Main 538, agokepariola@noctrl.edu, (630) 637-5354)
 - Vice President for Student Affairs and Athletics (Old Main 504, jjbrown1967@noctrl.edu (630) 637-5153)
- **Office of Multicultural Affairs (Bias-Incident Reporting)**
 - For individuals who have experienced or witnessed a bias-related incident, discrimination, or hate crime, staff in the Office of Multicultural Affairs can assist in reporting the incident to the College, outlining options, providing support, and referring reporters to resources. Staff in the Office of Multicultural Affairs can assist the student in making a bias incident report and reporting the incident to Campus Safety and/or local law enforcement. Staff can also assist students with informal resolutions such as providing feedback to the department or unit on behalf of the Complainant, providing education or training about the impact of bias and microaggressions, or facilitating a dialogue between the student and other party. Based on student reports, the Assistant Dean of Students and Director of Multicultural Affairs collaborates with the Assistant Vice President for Equity, Diversity and Inclusion to implement interventions and initiatives to improve climate issues.

Time Limits on Reporting

There is no time limitation on providing notice/complaints to the Assistant Vice President for Equity, Diversity and Inclusion. However, if the Respondent is no longer subject to the College's jurisdiction and/or significant time has passed, the ability to investigate, respond, and provide remedies may be more limited or impossible.

Acting on notice/complaints significantly impacted by the passage of time (including, but not limited to, the rescission or revision of policy) is at the discretion of the Assistant Vice President for Equity, Diversity and Inclusion, who may document allegations for future reference, offer supportive measures and/or remedies, and/or engage in informal or formal action, as appropriate.

When notice/complaint is affected by significant time delay, the College will typically apply the policy in place at the time of the alleged misconduct and the procedures in place typically at the time of notice/complaint.

Resources for Those Who Experience Sexual Misconduct or Bias-Related Assault/Hate Acts

- **Procedures to Follow After Experiencing Sexual Misconduct or Bias-Related Assault/Hate Crimes:**

The following are suggested options after experiencing sexual misconduct or bias-related assaults/hate crimes. These options are not listed in a stepwise order so some options may be pursued and not others.

- **Procedures to Follow**

- If you are in immediate danger, call 911 for assistance from local law enforcement
- Get to a safe and secure location as soon as you can and lock the door
- If you are on campus and have continued safety concerns contact:
 - Naperville Police Non-Emergency (630) 420-6666 (24/7/365),
 - Campus Safety (630) 637-5911 (24/7/365) or,
 - Area Hall Director on Call (630) 816-5298 (24/7/365 for students living on campus)
- Contact a friend, family member or support person, tell them what happened and have them come to your location
- Seek medical assistance as soon as possible

Getting medical attention is important for addressing the physical consequences of any type of sexual violence or physical assault, even if you do not wish to seek criminal prosecution. In cases of sexual assault, seeking medical attention within 24 hours of a sexual assault is the most ideal for medical and prophylactic treatment, however evidence can be collected from the body for up to 120 hours after an assault, and from clothing and other items for much longer. Individuals who experience sexual violence or physical assaults can have health issues that include bruising, cuts, abrasions, internal injuries not readily apparent, or broken bones. Individuals who have experienced sexual assault can also have additional health concerns that could include tearing or bruising of the labia, vaginal or anal wall, urethra; sexually transmitted infections such as chlamydia, gonorrhea, herpes and HIV; and pregnancy.

Campus Safety can provide transport to the Edward Hospital Emergency Room for a forensic evidence collection exam and post-assault medical care including STI testing. Campus Safety can also provide transportation to the following medical providers: Edward Care at Jewel Osco on Washington, Cadence Care Center at Raymond & Ogden, or CVS Clinic at Ogden & Naper Blvd. Campus Safety can also assist with securing the scene for evidence collection, making a report to law enforcement, making a report to the Assistant Vice President for Equity, Diversity and Inclusion, and reaching confidential on-campus resources after business hours.

Sources for Medical Care

Edward Hospital Emergency Room is located at 801 S. Washington Street, Naperville, IL. Their number is (630) 527-3000 (Main Switch Board) and they are open 24 hours for response to physical and sexual assault.

The Edward Hospital Emergency Room is staffed by sexual assault nurse examiners (SANE) and will contact the YWCA to dispatch a medical advocate to provide information and support during the ER visit. The ER can provide emergency and follow-up health care following a sexual assault, which includes prophylactic treatment

for STIs, emergency contraception, test for date-rape drugs, and can conduct a forensic exam to collect physical evidence. The emergency room visit is free of charge when paperwork is completed with a YWCA medical advocate. The emergency room staff will contact the Naperville Police Department in cases of sexual assault though the individual can decline to talk with them. Treatment and testing is provided regardless of whether a police report is filed.

The Dyson Wellness Center (DWC) is located at 455 S. Brainard Street on the 2nd floor of the Benedetti-Wehrli Stadium and open during normal business hours. The DWC also offers confidential medical consultations, referrals and low-cost STI testing. Appointments can be made by calling (630) 637-5550.

Off Campus STI Testing Options

If an individual does not wish to go to the emergency room, there are alternative options for STI testing. Below is a list of options within 10 miles of North Central College.

- DuPage County Health Department: Appointments are required and can be made via telephone (630) 682-7400
- Planned Parenthood: Appointments are required and can be made online or via telephone (630) 585-0500
- Open Door Health Center of Illinois: Appointments are required and can be made online or via telephone (630) 264-1819
- VNA Health Center: Walk-ins welcomed, but appointments can be made online or via telephone (630) 892-4355

Evidence Preservation

After experiencing sexual misconduct, discriminatory, sexual or gender-based harassment, bias incident or a hate crime, preserving evidence is important to assist in criminal prosecution, an investigation, and/or obtaining civil orders of protection or no contact orders, even if you are undecided about what courses of action you want to pursue.

Forensic Evidence Collection for Sexual Assault

- Secure the room or location where the sexual assault occurred (if possible) without disturbing anything. If you need assistance securing an on-campus room or location for evidence collection, call Campus Safety – (630) 637-5911. Do not allow anyone else to enter until law enforcement arrives.
- Preserve all physical evidence and take pictures or screen shots.
- It is best not to bathe, shower, urinate, douche or use a toothbrush. Do not wash or discard any articles of clothing worn during the sexual assault, however, evidence can still be obtained even if you shower or wash.

- If you suspect a rape drug has been used, do not urinate and ask the health care provider to take a urine sample immediately.
- Evidence can be collected up to 120 hours post sexual assault, or longer in some cases, through the forensic evidence collection process conducted in the Emergency Room. Keep the same clothes on if you are still wearing what you had on during the assault. The Emergency Room will provide you with scrubs or sweats or you can have someone bring clothes. Otherwise, bring the clothes with you to the Emergency Room in a clean paper bag or bedsheet, not wrapped in plastic.

General Evidence Collection

- In the cases such as battery, property damage, vandalism, Contact Campus Safety (630) 637-5911 for evidence collection or documentation. Campus Safety can also secure the location for evidence collection and documentation by local law enforcement.
- Try to remember any helpful details that can corroborate your account of events (e.g. what time you arrived, what time the other person arrived, who saw them with you, what other friends were there). Write details down as soon as you remember them even if they seem irrelevant like who was there, description of the location, and what you saw, felt, smelled, and heard.
- If you don't know the identity of the other person, try to remember what they were wearing, who they came with or seemed to know them, any identifying marks, jewelry, and clothing.
- Save emails, texts, snap chats, voice mails, any messages sent over social media, and written notes. If these are disturbing to you, forward to a friend to be the repository of the information or College official like the Campus Advocate (for sexual misconduct), Campus Safety, or Assistant Vice President for Equity, Diversity and Inclusion.
- Take pictures of any physical injuries or damage to property.
- Keep a record of witnesses or people you informed of what was happening.
- Keep a record of all the incidents with date, time and description of abusive, harassing, or threatening behavior, and email it to yourself or a trusted friend in order to have a timestamp.

On Campus Confidential Resources

Faculty, Staff and Students

For sexual misconduct/sex/gender-based harassment, the Campus Advocate available through the Dyson Wellness Center offers confidential support services and advocacy. The Campus Advocate can be contacted at (630) 637-5550 during normal business hours and can be contacted after hours through calling Campus Safety. The Campus Advocate provides technical assistance to anyone who has experienced sexual violence, dating or domestic violence, and stalking. The Campus Advocate can provide an overview of all the on- and off-campus options available to anyone who has experienced sexual misconduct, assist with pursuing civil orders of protection or no contact orders, provide safety planning, facilitate immigration status assistance, access changes in housing assignments, help with reporting to the Assistant Vice President for Equity, Diversity, and

Inclusion and/or law enforcement, and help with anonymous or confidential reporting to the College for purposes of maintaining accurate crime statistics. The Campus Advocate can serve as the advisor of choice and attend all meetings that are part of on and off campus processes. Individuals may request to be contacted by the Campus Advocate.

Students

The professional counselors at the Dyson Wellness Center can provide free, short-term, confidential counseling and/or referrals to off-campus mental health providers. An intake appointment can be made by calling 630-637-5550. Counseling services hours are Monday and Wednesday, 8:00 a.m. - 6:30 p.m. and Thursday and Friday, 8:00 a.m. - 4:30 p.m.

When classes are not in session, the Dyson Wellness Center's hours are Monday - Friday 8:00 a.m. - 4:30 p.m. On campus holidays, the Dyson Wellness Center will be closed.

Faculty and Staff

For sexual misconduct/sex/gender-based harassment, discriminatory harassment, or hate/bias crimes, Perspectives Employee Assistance Program provides free and confidential support and counseling services to North Central College Employees. Perspectives EAP is available 24/7 and can be accessed over the phone, in person and online. Master's and Doctorate-level EAP counselors can answer questions, provide counseling, or assist you with referrals. Call (800) 456-6327. In person appointments can be made by calling (800) 456-6327, 8:00 a.m. - 6:00 p.m. weekdays. Perspectives also provides access to specialists who will outline options and provide referrals for financial or legal assistance. Information can also be obtained online through perspectivesltd.com through user name: NCC700 and password: perspectives.

Off-Campus Confidential Resources (Sexual Misconduct)

YWCA Metropolitan Chicago Patterson and McDaniel Family Center (confidential)

2055 West Army Trail Road, Suite 140

Addison, IL 60101

Sexual Violence Support Services

Provides counseling to sexual assault survivors of all genders, medical advocacy for Edward Hospital Emergency Room and legal advocacy through police and court proceedings.

www.ywcachicago.org or (630) 790-6660

Rape Crisis Hotline: (630) 971-3927, 24-hours

Metropolitan Family Service- Healing from Domestic Abuse (confidential)

Offers comprehensive programs and services. Provides family shelter service for women and children, assistance with obtaining orders of protection through its Court Advocacy Office, offers support groups, and provides individual services and case management.

www.familyshelterservice.org or (630) 469- 5650

Mutual Ground (confidential)

Offers services for domestic violence and sexual assault. Sexual assault services include individual counseling sessions and support groups. Crisis intervention advocates for domestic violence assist with providing crisis support, identifying options, and assistance obtaining orders of protection. Mutual Ground also oversees a shelter.

www.mutualground.org

Domestic Violence Hotline (630) 897-0080

Sexual Assault Hotline (630) 897-8383

DuPage County Health Department Behavioral Health Services (confidential)

111 N. County Farm Road, Wheaton, IL 60187

Intake Appointment: (630) 682-7400

Monday-Friday, 8:00 a.m. - 5:30 p.m.

Crisis Services: (630) 627-1700, 24-hours

Off Campus Confidential Resources (General)

DuPage County Health Department Behavioral Health Services (confidential)

111 N. County Farm Road, Wheaton, IL 60187

Intake Appointment: (630) 682-7400

Monday-Friday: 8:00 a.m. - 5:30 p.m.

Crisis Services: (630) 627-1700, 24-hours

Northwestern Medicine Behavioral Health Services (confidential)

27W350 High Lake Road, Winfield, IL 60190

Main Number: (630) 933-4000

Behavioral Health 24/7 Hotline: (866) 242-0111

www.nm.org/locations/winfield-behavioral-health

Monday-Thursday: 8:00 a.m. - 7:00 p.m., Friday: 8:00 a.m. - 4:30 p.m.

Assessment by appointment only

Advocate Good Samaritan Hospital Center for Mental Health (confidential)

3815 Highland Avenue, Downers Grove, IL 60515

(630) 257-6000

www.advocatehealth.com/gsam/health-services/behavioral-health-care/

Monday-Thursday: 8:00 a.m. - 6:00 p.m., Friday: 8:00 a.m. - 4:00 p.m.

NAMI of DuPage (National Alliance on Mental Illness) 115

N. County Farm Road, Wheaton, IL 60187

(630) 752-0066

<http://namidupage.org/>

Monday-Friday: 9:00 a.m. - 4:00 p.m.

YWCA Metropolitan Chicago Patterson and McDaniel Family Center (**confidential**)

2055 West Army Trail Road, Suite 140

Addison, IL 60101

Counseling Services

www.ywcachicago.org or (630) 790-6660 x1407

Supportive and Interim Measures

Prompt reporting of discrimination, harassment, sexual misconduct and/or retaliation as defined in this policy is strongly encouraged, as it facilitates the College's ability to deploy the most effective response to stop and mitigate the impact of the discriminatory conduct, provide supportive measures, and expedite a resolution of an allegation. The Assistant Vice President for Equity, Diversity and Inclusion may decide to investigate and take appropriate action in response to all complaints related to the College regardless of when or where the alleged conduct occurred.

The ability of the Assistant Vice President for Equity, Diversity and Inclusion to respond may be limited if the Respondent is no longer a member of the North Central College community or if the report is received anonymously. If a College staff member or faculty member wishes to leave North Central College with an allegation of misconduct pending, the Assistant Vice President for Equity, Diversity and Inclusion may continue to investigate and resolve the allegations through the outlined resolution procedures. Students with an allegation of misconduct pending will not be permitted to withdraw from the College until all allegations are resolved.

Any member of the College community, faculty, staff, student, guest, or visitor who wishes to file a formal complaint with College regarding an incident of discrimination, harassment, sexual misconduct or retaliation as defined by this policy should first bring this matter to the Assistant Vice President for Equity, Diversity and Inclusion. Formal complaints must be made in writing and signed by the Complainant or the Assistant Vice President for Equity, Diversity and Inclusion.

Supportive Measures

The College will offer and implement appropriate and reasonable supportive measures to the parties upon notice of alleged harassment, discrimination, and/or retaliation. Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the parties to restore or preserve access to the College's education program or activity, including measures designed to protect the safety of all parties or the College's educational environment, and/or deter harassment, discrimination, and/or retaliation. Such accommodations and/or protective measures are made available upon request by the Complainant regardless of whether the victim chooses to report the crime to campus police or local law enforcement or files a formal complaint with the College.

The Assistant Vice President for Equity, Diversity and Inclusion promptly makes supportive measures available to the parties upon receiving notice or a complaint. At the time that supportive measures are offered, the Assistant Vice President for Equity, Diversity and Inclusion will inform the Complainant, in writing, that they

may file a formal complaint with the College either at that time or in the future, if they have not done so already. The Assistant Vice President for Equity, Diversity and Inclusion works with the Complainant to ensure that their wishes are taken into account with respect to the supportive measures that are planned and implemented.

The Assistant Vice President for Equity, Diversity and Inclusion will maintain the privacy of the supportive measures, provided that privacy does not impair the College's ability to provide the supportive measures. The College will act to ensure as minimal an academic impact on the parties as possible. The College will implement measures in a way that does not unreasonably burden the other party.

These actions may include, but are not limited to:

- Referral to campus advocacy, counseling, medical, and/or other healthcare services
- Referral to Perspectives, the Employee Assistance Program
- Referral to community-based service providers
- Visa and immigration assistance
- Student financial aid counseling
- Education to the community or community subgroup(s)
- Altering campus housing assignment(s)
- Altering work arrangements for employees or student-employees
- Safety planning
- Providing campus safety escorts
- Providing transportation accommodations
- Implementing contact limitations (no contact orders) between the parties
- Academic support, extensions of deadlines, excused absences, remote access, negotiating incompletes, or other course/program-related adjustments
- College No Trespass Orders
- College No Contact Orders
- Timely warnings
- Class schedule modifications or withdrawals
- Increased security and monitoring of certain areas of the campus
- Any other actions deemed appropriate by the Assistant Vice President for Equity, Diversity and Inclusion

Violations of no contact orders will be referred to appropriate student, faculty, or staff processes for enforcement.

Emergency Removal

The College can act to remove a Respondent entirely or partially from its education program or activities on an emergency basis when an individualized safety and risk analysis has determined that an immediate threat to the physical health or safety of any student or other individual justifies removal. This risk analysis is performed by the Assistant Vice President for Equity, Diversity and Inclusion in conjunction the Behavioral Intervention Team (BIT) using its standard objective violence risk assessment procedures. The recommendations are made to the appropriate Vice President and/or College President.

In all cases in which an emergency removal is imposed, the student, faculty, or staff will be given notice of the action and the option to request to meet with the Assistant Vice President for Equity, Diversity and Inclusion prior to such action/removal being imposed, or as soon thereafter as reasonably possible, to show cause why the action/removal should not be implemented or should be modified.

This meeting is not a hearing on the merits of the allegation(s), but rather is an administrative process intended to determine solely whether the emergency removal is appropriate. When this meeting is not requested within three days, objections to the emergency removal will be deemed waived. A Complainant and their Advisor may be permitted to participate in this meeting if the Assistant Vice President for Equity, Diversity and Inclusion determines it is equitable to do so. This section also applies to any restrictions that a coach or athletic administrator may place on a student-athlete arising from allegations related to Title IX. There is no appeal process for emergency removal decisions.

A Respondent may be accompanied by an Advisor of their choice when meeting with the Assistant Vice President for Equity, Diversity and Inclusion for the show cause meeting. The Respondent will be given access to a written summary of the basis for the emergency removal prior to the meeting to allow for adequate preparation.

Upon the conclusion of this meeting, the Assistant Vice President for Equity, Diversity and Inclusion will consult with the appropriate Vice President and potentially legal counsel to implement or stay an emergency removal and to determine the conditions and duration. Violation of an emergency removal under this policy will be grounds for discipline, which may include expulsion or termination.

The College will implement the least restrictive emergency actions possible in light of the circumstances and safety concerns. As determined by the Assistant Vice President for Equity, Diversity and Inclusion, these actions could include, but are not limited to: removing a student from a residence hall, temporarily re-assigning an employee, restricting a student's, faculty or staff members access to or use of facilities or equipment, allowing a student to withdraw or take grades of incomplete without financial penalty, authorizing an (paid or unpaid) administrative leave, and suspending a student's participation in extracurricular activities, student employment, student organizational leadership, or intercollegiate/intramural athletics.

At the discretion of the Assistant Vice President for Equity, Diversity and Inclusion, alternative coursework options or remote instruction may be pursued to ensure as minimal an academic impact as possible on the parties.

Additional Individual and Community Remedies

Imposing sanctions on the Respondent found in violation of the policy may not be sufficient to eliminate a hostile environment or create a safe campus environment for the College. Consequently, additional community remedies may be necessary. These may include:

- Providing increased monitoring, supervision, or security at locations or activities where misconduct has occurred;
- Offering comprehensive, holistic services to the Complainant such as medical, counseling, advocacy support, and academic support services;
- Training or re-training College employees on how to effectively handle reports of discrimination, harassment, sexual misconduct, and/or retaliation;
- Developing additional resources; Conducting bystander training or prevention programs;
- Re-issuing policy statements or taking additional steps to communicate that the College does not tolerate discrimination, harassment, sexual misconduct, or retaliation and will take steps to respond to any and all reports;
- Conducting climate surveys or focus groups; and
- Conducting targeted training for specific student groups or employees.

Amnesty for Complainant and Witnesses

Complainants, third-party reporters, and witnesses are encouraged to report misconduct and crimes. Sometimes, Complainants or witnesses are hesitant to report to College officials or participate in grievance processes because they fear that they themselves may be in violation of certain policies, such as underage drinking or use of illicit drugs at the time of the incident. Respondents may hesitate to be forthcoming during the process for the same reasons.

It is in the best interests of the College community that Complainants choose to report misconduct to College officials, that witnesses come forward to share what they know, and that all parties be forthcoming during the process.

To encourage reporting and participation in the process, the College maintains a policy of offering parties and witnesses amnesty from minor policy violations – such as underage consumption of alcohol or the use of illicit drugs – related to the incident.

Amnesty does not apply to more serious allegations such as physical abuse of another or illicit drug distribution. The decision not to offer amnesty to a Respondent is based on neither sex nor gender, but on the fact that collateral misconduct is typically addressed for all students within a progressive discipline system, and the rationale for amnesty – the incentive to report serious misconduct – is rarely applicable to a Respondent with respect to a Complainant.

Federal Timely Warning Obligations

Parties reporting sexual misconduct should be aware that under the Clery Act, College administrators must issue timely warnings for incidents reported to them that pose a substantial threat of bodily harm or danger to members of the campus community. For the person who experienced the sexual misconduct, every effort will be made to ensure that their name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the potential danger.

Federal Statistical Reporting Obligations

Certain campus officials – those deemed Campus Security Authorities - have a duty to report sexual assault, domestic violence, dating violence and stalking for federal statistical reporting purposes (Clery Act). Campus Security Authorities include: student affairs/student conduct staff, [campus law enforcement/public safety/security], local police, coaches, athletic directors, residence life staff, student activities staff, human resources staff, advisors to student organizations, and any other official with significant responsibility for student and campus activities. Campus Security Authorities are required to report the following:

- a) All “primary crimes,” which include homicide, sexual assault, robbery, aggravated assault, burglary, motor vehicle theft, and arson;
- b) Hate crimes, which include any bias motivated primary crime as well as any bias motivated larceny or theft, simple assault, intimidation, or destruction/damage/vandalism of property;
- c) VAWA¹¹-based crimes, which include sexual assault, domestic violence, dating violence, and stalking; and
- d) Arrests and referrals for disciplinary action for weapons-related law violations, liquor-related law violations, and drug abuse-related law violations.

All personally identifiable information is kept confidential, but statistical information must be passed along to campus law enforcement regarding the type of incident and its general location (on- or off-campus, in the surrounding area, but no addresses are given) for publication in the Annual Security Report. This report helps to provide the community with a clear picture of the extent and nature of campus crime, to ensure greater community safety. The information to be shared includes the date, the location of the incident (using Clery location categories) and the Clery crime category. This reporting protects the identity of the person who experienced the sexual misconduct and may be done anonymously.

Reports Made by Third-Parties

In cases where the alleged violation is reported by a third-party, the Complainant will be notified by the Assistant Vice President for Equity, Diversity and Inclusion that a report has been received. The Assistant Vice President for Equity, Diversity and Inclusion and/or responsible administrator will offer to meet with the Complainant to discuss options and available support resources. If the allegation was received electronically, information will be sent to the individual submitting the report through the bounce back message that provides information and links to campus resources, policy, rights, and options.

Parental Notification (allegations involving students)

The College reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, change in student status or student conduct situation, particularly alcohol and other drug violations. The College may also notify parents/guardians of non-dependent students who are under age 21 of alcohol and/or drug policy violations.

When a student is non-dependent, the College may contact parents/guardians to inform them of situations in which there is a significant and articulable health and/or safety risk. The College also reserves the right to designate which College officials have a need to know about incidents that fall within this policy, pursuant to the Family Educational Rights and Privacy Act (FERPA).

Retaliation Prohibited

Retaliation is defined as any materially adverse action taken against an individual because of their participation in a protected activity such as alleging harassment or discrimination, supporting a party bringing an allegation, or for assisting in providing information relevant to a claim of harassment or discrimination. Retaliatory actions include, but are not limited to, threats or actual violence against the person or their property, adverse educational or employment consequences, ridicule, intimidation, bullying or ostracism. Retaliation is a serious violation of College policy and will be treated as another possible instance of harassment or discrimination that is investigated, with violations resulting in additional sanctions. Acts of alleged retaliation should be reported immediately to the Assistant Vice President for Equity, Diversity and Inclusion and will be promptly addressed. The Assistant Vice President for Equity, Diversity and Inclusion is prepared to take appropriate steps to protect individuals who fear that they may be subjected to retaliation.

Some examples/scenarios of retaliation include:

- A student-athlete files an allegation about sexual harassment by a coach; the coach subsequently cuts the student-athlete's playing time in half without a legitimate justification.
- A faculty member complains of gender inequity in pay within her department; the Department Chair then revokes his prior approval allowing her to attend a national conference, citing the faculty member's tendency to "ruffle feathers".
- A member of a student organization participates in a bias-related incident hearing about the organization president; the student member is subsequently removed as a member of the organization because he participated in the hearing.

False Allegations

Deliberately false and/or malicious accusations of harassment, as opposed to allegations which, even if erroneous, are made in good faith, are just as serious an offense as harassment and will be subject to investigation and appropriate disciplinary action.

Additionally, witnesses and parties providing knowingly false evidence or deliberately misleading an

official conducting an investigation may be subject to discipline under College policy.

College Response to Notice and/or Complaints

In addition to supportive measures, the College offers options for Complainants who provide notice or file a complaint with the Assistant Vice President for Equity, Diversity and Inclusion. Complainants can pursue informal options, grievance procedures, or facilitated resolution process (described in section VII). These options will be described in this section.

Informal Actions

When a Complainant believes that they have been subjected to behaviors that would be prohibited under this policy, it should be addressed as soon as possible. It is important for the College to have the opportunity to stop the behaviors that are being experienced before a hostile environment is created. While in many cases informal actions can be taken that will effectively stop the behavior or actions; informal actions are never required to resolve a concern. If the attempts made by the Complainant do not stop the misconduct, or if the Complainant does not feel that they can confront the individual engaging in the conduct or needs help in the process, then the Assistant Vice President for Equity, Diversity and Inclusion can assist in identifying the appropriate College Authority to address the issue. Examples of informal action include:

- Providing feedback about the impact of the behavior on the Complainant through Dean of Students, Department Chair, Dean, Human Resources or Vice President;
- The Respondent accepts responsibility for violating the policy and desires to accept a sanction; or
- The matter is resolved through the provision of supportive measures to remedy the situation.

It is not necessary to pursue Informal Actions first in order to pursue a Formal Grievance Process, and any party participating in Informal Resolution can stop the process at any time and begin or resume the Formal Grievance Process.

Prior to implementing Informal Actions, the College will provide the parties with written notice of the reported misconduct and any sanctions or measures that may result from participating in such a process, including information regarding any records that will be maintained or shared by the College. The College will obtain voluntary, written confirmation that all parties wish to resolve the matter through Informal Actions before proceeding and will not pressure the parties to participate in Informal Actions.

For allegations of discrimination involving the Promotion and Tenure Committee, the first and last options would not apply. Resolution of complaints made against the Promotion and Tenure Committee would require a grievance process in order to determine if actions and/or decisions were discriminatory in nature.

Filing a Formal Complaint

A formal complaint requires a document filed/signed by the Complainant or signed by the Assistant Vice President for Equity, Diversity and Inclusion alleging a policy violation by a Respondent and requesting that the College investigate the allegation(s). A complaint may be filed with the Assistant Vice President for Equity, Diversity and Inclusion in person, by mail, or by electronic mail, by using the contact information in the section immediately above, or as described in this section. As used in this paragraph, the phrase “document filed by a Complainant” means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the College) that contains the Complainant’s physical or digital signature, or otherwise indicates that the Complainant is the person filing the complaint.

If notice is submitted in a form that does not meet this standard, the Assistant Vice President for Equity, Diversity and Inclusion will contact the Complainant to ensure that it is filed correctly.

This policy contains the grievance procedure the Department of Education’s Office of Civil Rights, Department of Education requires in response to Title IX and qualifying VAWA offenses under Title IX (i.e. sexual assault, dating violence, domestic violence and stalking) and the grievance procedures for Civil Rights and non-Title IX sexual misconduct grievance. Formal complaints may include violations of other policies. Determinations may be made concurrently about those associated policy violations through the formal complaint and the grievance procedures outlined in this policy.

Notice/Complaint

Upon receipt of a complaint or notice to the Assistant Vice President for Equity, Diversity and Inclusion of an alleged violation of the Policy, College initiates a prompt initial assessment to determine the next steps the College needs to take.

The College will initiate at least one of three responses:

- 1) Offering supportive measures because the Complainant does not want to proceed formally; and/or
- 2) An informal resolution; and/or
- 3) A Formal Grievance Process including an investigation and a hearing.

The investigation and grievance process will determine whether or not the Policy has been violated. If so, the College will promptly implement effective remedies designed to ensure that it is not deliberately indifferent to harassment or discrimination, their potential recurrence, or their effects.

Promptness

All allegations are acted upon promptly by the College once it has received notice or a formal complaint.

Complaints can take 60-90 business days to resolve, typically. There are always exceptions and extenuating circumstances that can cause a resolution to take longer, but the College will avoid all undue delays within its control.

Any time the general timeframes for resolution outlined in College procedures will be delayed, the College will provide written notice to the parties of the delay, the cause of the delay, and an estimate of the anticipated additional time that will be needed as a result of the delay.

Initial Assessment

Following receipt of notice or a complaint of an alleged violation of this Policy, the Assistant Vice President for Equity, Diversity and Inclusion¹² engages in an initial assessment, which is typically one to five business days in duration. The steps in an initial assessment can include:

- If notice is given, the Assistant Vice President for Equity, Diversity and Inclusion seeks to determine if the person impacted wishes to make a formal complaint, and will assist them to do so, if desired.
 - If they do not wish to do so, the Assistant Vice President for Equity, Diversity and Inclusion determines whether to initiate a complaint because a violence risk assessment indicates a compelling threat to health and/or safety.
- If a formal complaint is received, the Assistant Vice President for Equity, Diversity and Inclusion assesses its sufficiency and works with the Complainant to make sure it is correctly completed.
- The Assistant Vice President for Equity, Diversity and Inclusion reaches out to the Complainant to offer supportive measures.
- The Assistant Vice President for Equity, Diversity and Inclusion works with the Complainant to ensure they are aware of the right to have an Advisor.
- The Assistant Vice President for Equity, Diversity and Inclusion works with the Complainant to determine whether the Complainant prefers a supportive and remedial response, an informal resolution option, or a formal investigation and grievance process.
 - If a supportive and remedial response is preferred, the Assistant Vice President for Equity, Diversity and Inclusion works with the Complainant to identify their wishes and then seeks to facilitate implementation. No Formal Grievance Process is initiated, though the Complainant can elect to initiate one later, if desired.
 - If an informal resolution option is preferred, the Assistant Vice President for Equity, Diversity and Inclusion assesses whether the complaint is suitable for informal resolution, [which informal mechanism may serve the situation best or is available] and may seek to determine if the Respondent is also willing to engage in informal resolution.
 - If a Formal Grievance Process is preferred, the Assistant Vice President for Equity, Diversity and Inclusion determines if the misconduct alleged falls within the scope of Title IX:
 - If it does, the Assistant Vice President for Equity, Diversity and Inclusion will initiate the formal investigation and grievance process, directing the investigation

to address:

- an incident, and/or
 - a pattern of alleged misconduct, and/or
 - a culture/climate issue, based on the nature of the complaint.
- If it does not, the Assistant Vice President for Equity, Diversity and Inclusion determines that Title IX does not apply (and will “dismiss” that aspect of the complaint, if any), assesses which College policies may apply, and refers the matter for resolution under the Civil Rights and Non-Title IX grievance procedures or to the appropriate College processes. Please note that dismissing a complaint under Title IX is just procedural and does not limit the College’s authority to address a complaint with an appropriate process and remedies.

Violence Risk Assessment

In many cases, the Assistant Vice President for Equity, Diversity and Inclusion may determine that a Violence Risk Assessment (VRA) should be conducted by the Behavioral Intervention Team (BIT) as part of the initial assessment. A VRA can aid in ten critical and/or required determinations, including:

- Emergency removal of a Respondent on the basis of immediate threat to physical health/safety;
- Whether the Assistant Vice President for Equity, Diversity and Inclusion should pursue/sign a formal complaint absent a willing/able Complainant;
- Whether to put the investigation on the footing of incident and/or pattern and/or climate;
- To help identify potential predatory conduct;
- To help assess/identify grooming behaviors;
- Whether it is reasonable to try to resolve a complaint through informal resolution, and what modality may be most successful;
- Whether to permit a voluntary withdrawal by the Respondent;
- Whether to impose transcript notation or communicate with a transfer College about a Respondent;
- Assessment of appropriate sanctions/remedies (to be applied post-hearing); and/or
- Whether a Clery Act Timely Warning/Trespass order/Persona-non-grata is needed.

Threat assessment is the process of evaluating the actionability of violence by an individual against another person or group following the issuance of a direct or conditional threat. A VRA is a broader term used to assess any potential violence or danger, regardless of the presence of a vague, conditional, or direct threat.

VRAs require specific training and are typically conducted by psychologists, clinical counselors, social workers, case managers, law enforcement officers, student conduct officers, or other Behavioral Intervention Team (BIT) team members. A VRA authorized by the Assistant Vice President for Equity, Diversity and Inclusion should occur in collaboration with the BIT or threat assessment team. Where a VRA is required by the Assistant Vice

President for Equity, Diversity and Inclusion, a Respondent refusing to cooperate may result in a charge of failure to comply within the appropriate student or employee conduct process.

VRA is not an evaluation for an involuntary behavioral health hospitalization, nor is it a psychological or mental health assessment. A VRA assesses the risk of actionable violence, often with a focus on targeted/predatory escalations, and is supported by research from the fields of law enforcement, criminology, human resources, and psychology.

Dismissal (Mandatory and Discretionary)

The Assistant Vice President for Equity, Diversity and Inclusion must engage in a review process of formal complaints to evaluate if a formal complaint fits within the parameters for Title IX as established by the Department of Education's Office for Civil Rights. A formal complaint or any allegations therein must be dismissed if, at any time during the investigation or hearing, it is determined that:

- 1) The conduct alleged in the formal complaint would not constitute sexual harassment as required by the Department of Education's Office of Civil Rights and defined in the Policy hereinabove, even if proved; and/or
- 2) The conduct did not occur in an educational program or activity controlled by the College (including buildings or property controlled by recognized student organizations), and/or the College does not have control of the Respondent; and/or
- 3) The conduct did not occur against a person in the United States; and/or
- 4) At the time of filing a formal complaint, a Complainant is not participating in or attempting to participate in the education program or activity of the College.

The College may dismiss a formal complaint or any allegations therein if, at any time during the investigation or hearing:

- 1) A Complainant notifies the Assistant Vice President for Equity, Diversity and Inclusion in writing that the Complainant would like to withdraw the formal complaint or any allegations therein; or
- 2) The Respondent is no longer enrolled in or employed by the College; or
- 3) Specific circumstances prevent the College from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon any dismissal, the College will promptly send written notice of the dismissal and the rationale for doing so simultaneously to the parties.

This dismissal decision is appealable by any party under the procedures for appeal below. The decision not to dismiss is also appealable by any party claiming that a dismissal is required or appropriate. A Complainant who decides to withdraw a complaint may later request to reinstate it or refile it.

Discrimination, harassment, sexual misconduct, and retaliation policy violations that are dismissed as not qualifying as Title IX violations still can still be pursued under this policy through the civil rights/sexual misconduct grievance process, which includes an investigation as outlined below, a determination of findings and sanctions by the investigative team (See Appendix C), and appeals process described below.

Counterclaims

The College is obligated to ensure that the grievance process is not abused for retaliatory purposes. The College permits the filing of counterclaims but uses an initial assessment, described above, to assess whether the allegations in the counterclaim are made in good faith. Counterclaims by the Respondent may be made in good faith, but are, on occasion, also made for purposes of retaliation. Counterclaims made with retaliatory intent will not be permitted.

Counterclaims determined to have been reported in good faith will be processed using the grievance procedures below. Investigation of such claims may take place after resolution of the underlying initial allegation, in which case a delay may occur.

Counterclaims may also be resolved through the same investigation as the underlying allegation, at the discretion of the Assistant Vice President for Equity, Diversity and Inclusion. When counterclaims are not made in good faith, they will be considered retaliatory and may constitute a violation of this policy.

Right to an Advisor

The parties may each have an Advisor of their choice present with them for all meetings and interviews within the resolution process, if they so choose. The parties may select whoever they wish to serve as their Advisor as long as the Advisor is eligible and available.

Choosing an Advisor who is also a witness in the process creates potential for bias and conflict-of-interest. A party who chooses an Advisor who is also a witness can anticipate that issues of potential bias will be explored by the hearing Decision-maker(s).

The College may permit parties to have more than one Advisor upon special request to the Assistant Vice President for Equity, Diversity and Inclusion. The decision to grant this request is at the sole discretion of the Assistant Vice President for Equity, Diversity and Inclusion and will be granted equitably to all parties.

Who Can Serve as an Advisor

The Advisor may be a friend, mentor, family member, attorney, or any other individual a party chooses to advise, support, and/or consult with them throughout the resolution process. The parties may choose Advisors from inside or outside of the College community.

The Assistant Vice President for Equity, Diversity and Inclusion will also offer to assign a trained Advisor for any party if the party so chooses. If the parties choose an Advisor from the pool available from the College, the Advisor will be trained by the College and be familiar with the College's resolution process.

If the parties choose an Advisor from outside the pool of those identified by the College, the Advisor may not have been trained by the College and may not be familiar with College policies and procedures.

Parties also have the right to choose not to have an Advisor in the initial stages of the resolution process, prior to a hearing.

Advisors in Hearings/College-Appointed Advisor

Under U.S. Department of Education regulations applicable to Title IX, cross-examination is required during the hearing, but must be conducted by the parties' Advisors. The parties are not permitted to directly cross-examine each other or any witnesses. If a party does not have an Advisor for a hearing, the College will appoint a trained Advisor for the limited purpose of conducting any cross-examination.

A party may reject this appointment and choose their own Advisor, but they may not proceed without an Advisor. If the party's Advisor will not conduct cross-examination, the College will appoint an Advisor who will do so, regardless of the participation or non-participation of the advised party in the hearing itself. Extensive questioning of the parties and witnesses may also be conducted by the Decision-maker(s) during the hearing.

Advisor's Role

The parties may be accompanied by their Advisor in all meetings and interviews at which the party is entitled to be present, including intake and interviews. Advisors should help the parties prepare for each meeting and are expected to advise ethically, with integrity, and in good faith.

The College cannot guarantee equal Advisory rights, meaning that if one party selects an Advisor who is an attorney, but the other party does not or cannot afford an attorney, the College is not obligated to provide an attorney.

Pre-Interview Meetings

Advisors may request to meet with the administrative officials conducting interviews/meetings in advance of these interviews or meetings. This pre-meeting allows Advisors to clarify and understand their role and College's policies and procedures.

Advisor Violations of College Policy

All Advisors are subject to the same College policies and procedures, whether they are attorneys or not. Advisors are expected to advise their advisees without disrupting proceedings. Advisors should not address College officials in a meeting or interview unless invited to (e.g., asking procedural questions). The Advisor may not make a presentation or represent their advisee during any meeting or proceeding and may not speak on behalf of the advisee to the Investigator(s) or other Decision-maker(s) except during a hearing proceeding, during cross-examination.

The parties are expected to ask and respond to questions on their own behalf throughout the investigation phase of the resolution process. Although the Advisor generally may not speak on behalf of their advisee, the Advisor may consult with their advisee, either privately as needed, or by conferring or passing notes during any

resolution process meeting or interview. For longer or more involved discussions, the parties and their Advisors should ask for breaks to allow for private consultation.

Any Advisor who oversteps their role as defined by this policy will be warned only once. If the Advisor continues to disrupt or otherwise fails to respect the limits of the Advisor role, the meeting will be ended, or other appropriate measures implemented. Subsequently, the Assistant Vice President for Equity, Diversity and Inclusion will determine how to address the Advisor's non-compliance and future role.

Sharing Information with the Advisor

The College expects that the parties may wish to have the College share documentation and evidence related to the allegations with their Advisors. Parties may share this information directly with their Advisor or other individuals if they wish. Doing so may help the parties participate more meaningfully in the resolution process.

The College also provides a consent form that authorizes the College to share such information directly with their Advisor. The parties must either complete and submit this form to the Assistant Vice President for Equity, Diversity and Inclusion or provide similar documentation demonstrating consent to a release of information to the Advisor before College is able to share records with an Advisor.

If a party requests that all communication be made solely through their attorney Advisor, the College will not comply with that request.

Privacy of Records Shared with Advisor

Advisors are expected to maintain the privacy of the records shared with them. These records may not be shared with third parties, disclosed publicly, or used for purposes not explicitly authorized by the College. College may seek to restrict the role of any Advisor who does not respect the sensitive nature of the process or who fails to abide by the College's privacy expectations.

Expectations of an Advisor

The College generally expects an Advisor to adjust their schedule to allow them to attend College meetings when planned but may change scheduled meetings to accommodate an Advisor's inability to attend, if doing so does not cause an unreasonable delay.

The College may also make reasonable provisions to allow an Advisor who cannot attend in person to attend a meeting by telephone, video conferencing, or other similar technologies as may be convenient and available.

Expectations of the Parties with Respect to Advisors

A party may elect to change Advisors during the process and is not obligated to use the same Advisor throughout. The parties are expected to inform the Investigator(s) of the identity of their Advisor at least two (2) business days before the date of their first meeting with Investigators (or as soon as possible if a more expeditious meeting is necessary or desired).

The parties are expected to provide timely notice to the Assistant Vice President for Equity, Diversity and Inclusion if they change Advisors at any time. It is assumed that if a party changes Advisors, consent to share

information with the previous Advisor is terminated, and a release for the new Advisor must be secured. Parties are expected to inform the Assistant Vice President for Equity, Diversity and Inclusion of the identity of their hearing Advisor at least two (2) business days before the hearing.

Resources for Securing an External Advisor

For representation, Respondents may wish to contact organizations such as:

- Illinois State Bar Association (<https://www.isba.org/>)
- IllinoisLawyerFinder (<https://www.isba.org/public/illinoislawyerfinder>)
- Families Advocating for Campus Equality (FACE) (<http://www.facecampusequality.org>)

Complainants may wish to contact organizations such as:

- The Victim Rights Law Center (<http://www.victimrights.org>),
- The National Center for Victims of Crime (<http://www.victimsofcrime.org>), which maintains the Crime Victim's Bar Association.]
- The Time's Up Legal Defense Fund: <https://nwlc.org/times-up-legal-defense-fund/>]

Notice of Investigation and Allegations

The Assistant Vice President for Equity, Diversity and Inclusion will provide written notice of the investigation and allegations (the "NOIA") to the Respondent upon commencement of the Formal Grievance Process. This facilitates the Respondent's ability to prepare for the interview and to identify and choose an Advisor to accompany them. The NOIA is also copied to the Complainant, who is to be given advance notice of when the NOIA will be delivered to the Respondent.

The NOIA will include:

- A meaningful summary of all of allegations,
- The identity of the involved parties (if known),
- The precise misconduct being alleged,
- The date and location of the alleged incident(s) (if known),
- The specific policies implicated,
- A description of the applicable procedures,
- A statement of the potential sanctions/responsive actions that could result,
- A statement that the College presumes the Respondent is not responsible for the reported misconduct unless and until the evidence supports a different determination,
- A statement that determinations of responsibility are made at the conclusion of the process and that the parties will be given an opportunity to inspect and review all directly related and/or

- relevant evidence obtained during the review and comment period,
- A statement about the College's policy on retaliation,
- Information about the privacy of the process,
- Information on the need for each party to have an Advisor of their choosing and suggestions for ways to identify an Advisor,
- A statement informing the parties that the College's Policy prohibits knowingly making false statements, including knowingly submitting false information during the resolution process,
- Detail on how the party may request disability accommodations during the interview process,
- A link to the College's Sexual Misconduct or Civil Rights Resource Brochure,
- The name(s) of the Investigator(s), along with a process to identify, in advance of the interview process, to the Assistant Vice President for Equity, Diversity and Inclusion any conflict of interest that the Investigator(s) may have, and
- An instruction to preserve any evidence that is directly related to the allegations.

Amendments and updates to the NOIA may be made as the investigation progresses and more information becomes available regarding the addition or dismissal of various charges.

Notice will be made in writing and may be delivered by one or more of the following methods: in person, mailed to the local or permanent address(es) of the parties as indicated in official College records, or emailed to the parties' College-issued email or designated accounts. Once mailed, emailed, and/or received in-person, notice will be presumptively delivered.

Resolution Timeline

The College will make a good faith effort to complete the resolution process within a sixty-to-ninety (60- 90) business day time period, including appeal, which can be extended as necessary for appropriate cause by the Assistant Vice President for Equity, Diversity and Inclusion, who will provide notice and rationale for any extensions or delays to the parties as appropriate, as well as an estimate of how much additional time will be needed to complete the process.

Appointment of Investigators

Once the decision to commence a formal investigation is made, the Assistant Vice President for Equity, Diversity and Inclusion appoints Pool members to conduct the investigation (typically using a team of two Investigators), usually within two (2) business days of determining that an investigation should proceed.

Ensuring Impartiality

Any individual materially involved in the administration of the resolution process, including the Assistant Vice President for Equity, Diversity and Inclusion, Investigator(s), and Decision-maker(s), may neither have nor demonstrate a conflict of interest or bias for a party generally, or for a specific Complainant or Respondent.

The Assistant Vice President for Equity, Diversity and Inclusion will vet the assigned Investigator(s) to ensure

impartiality by ensuring there are no actual or apparent conflicts of interest or disqualifying biases. The parties may, at any time during the resolution process, raise a concern regarding bias or conflict of interest, and the Assistant Vice President for Equity, Diversity and Inclusion will determine whether the concern is reasonable and supportable. If so, another Pool member will be assigned and the impact of the bias or conflict, if any, will be remedied. If the source of the conflict of interest or bias is the Assistant Vice President for Equity, Diversity and Inclusion, concerns should be raised with:

- Dr. Abiodun Goke-Pariola, the Provost and Vice President for Academic Affairs (Old Main 538, agokepariola@noctrl.edu, (630) 637-5354)
- Dr. Troy Hammond, College President (Old Main 424, president@noctrl.edu, (630) 637-5454)

The Formal Grievance Process involves an objective evaluation of all relevant evidence obtained, including evidence which supports that the Respondent engaged in a policy violation and evidence which supports that the Respondent did not engage in a policy violation. Credibility determinations may not be based solely on an individual's status or participation as a Complainant, Respondent, or witness.

The College operates with the presumption that the Respondent is not responsible for the reported misconduct unless and until the Respondent is determined to be responsible for a policy violation by the applicable standard of proof of preponderance of the evidence.

Investigation Timeline

Investigations are completed expeditiously, normally within thirty (30) business days, though some investigations may take weeks or even months, depending on the nature, extent, and complexity of the allegations, availability of witnesses, police involvement, etc.

The College will make a good faith effort to complete investigations as promptly as circumstances permit and will communicate regularly with the parties to update them on the progress and timing of the investigation.

Delays in the Investigation Process and Interactions with Law Enforcement

The College may undertake a short delay in its investigation if circumstances require. Such circumstances include but are not limited to: a request from law enforcement or States Attorney to temporarily delay the investigation, the need for language assistance, the absence of parties and/or witnesses, and/or accommodations for disabilities or health conditions.

The College will communicate in writing the anticipated duration of the delay and reason to the parties and provide the parties with status updates if necessary. The College will promptly resume its investigation and resolution process as soon as feasible. During such a delay, College will implement supportive measures as deemed appropriate.

College action(s) are not typically altered or precluded on the grounds that civil or criminal charges involving the

underlying incident(s) have been filed or that criminal charges have been dismissed or reduced. While the College's resolution procedures are separate, the Assistant Vice President for Equity, Diversity and Inclusion will make every effort to cooperate with active criminal investigations and may delay initiation of an investigation in order to allow law enforcement the opportunity to complete the evidence collection process without disruption. The College also cooperates with requests for records in response to subpoenas issued by law enforcement or the States Attorney's Office. The College will provide incident reports, witness statements, evidence gathered in an investigation, investigative reports, or other information that is included in the scope of the subpoena to the degree allowable by state and federal statutes. Decisions made or sanctions/remedies imposed through these complaint resolution procedures are not automatically subject to change because criminal or civil charges arising from the same conduct are dismissed, reduced, or rejected in favor of or against the Respondent.

In certain instances, North Central College may need to report conduct to law enforcement authorities even when the Complainant has not decided to do so. Such circumstances include incidents that warrant the undertaking of additional safety and security measures for the protection of the Complainant and the campus community or other situations in which there is clear and imminent danger or when a minor is involved.

Steps in the Investigation Process

All investigations are thorough, reliable, impartial, prompt, and fair. Investigations involve interviews with all relevant parties and witnesses; obtaining available, relevant evidence; and identifying sources of expert information, as necessary.

All parties have a full and fair opportunity, through the investigation process, to suggest witnesses and questions, to provide evidence and expert witnesses, and to fully review and respond to all evidence on the record.

The Investigator(s) typically take(s) the following steps, if not already completed (not necessarily in this order):

- Determine the identity and contact information of the Complainant
- In coordination with campus partners (e.g., the Assistant Vice President for Equity, Diversity and Inclusion), initiate or assist with any necessary supportive measures
- Identify all policies implicated by the alleged misconduct and notify the Complainant and Respondent of all the specific policies implicated
- Assist the Assistant Vice President for Equity, Diversity and Inclusion with conducting a prompt initial assessment to determine if the allegations indicate a potential policy violation
- Commence a thorough, reliable, and impartial investigation by identifying issues and developing a strategic investigation plan, including a witness list, evidence list, intended investigation timeframe, and order of interviews for all witnesses and the parties
- Meet with the Complainant to finalize their interview/statement, if necessary
- Prepare the initial Notice of Investigation and Allegation (NOIA). The NOIA may be amended with any additional or dismissed allegations
 - Notice should inform the parties of their right to have the assistance of an Advisor, who could be a member of the Pool or an Advisor of their choosing present for all

meetings attended by the party

- Provide each interviewed party and witness an opportunity to review and verify the Investigator's summary notes (or transcript) of the relevant evidence/testimony from their respective interviews and meetings
- Make good faith efforts to notify the parties of any meeting or interview involving the other party, in advance when possible
- When participation of a party is expected, provide that party with written notice of the date, time, and location of the meeting, as well as the expected participants and purpose
- Interview all available, relevant witnesses and conduct follow-up interviews as necessary
- Allow each party the opportunity to suggest witnesses and questions they wish the Investigator(s) to ask of the other party and witnesses, and document in the report which questions were asked, with a rationale for any changes or omissions
- Complete the investigation promptly and without unreasonable deviation from the intended timeline
- Provide regular status updates to the parties throughout the investigation.
- Prior to the conclusion of the investigation, provide the parties and their respective Advisors (if so desired by the parties) with a list of witnesses whose information will be used to render a finding
- Write a comprehensive investigation report fully summarizing the investigation, all witness interviews, and addressing all relevant evidence. Appendices including relevant physical or documentary evidence will be included
- Prior to the conclusion of the investigation, provide the parties and their respective Advisors (if so desired by the parties) a secured electronic or hard copy of the draft investigation report as well as an opportunity to inspect and review all of the evidence obtained as part of the investigation that is directly related to the reported misconduct, including evidence upon which the College does not intend to rely in reaching a determination, for a ten (10) business day review and comment period so that each party may meaningfully respond to the evidence. The parties may elect to waive the full ten days. Each copy of the materials shared will be watermarked on each page with the role of the person receiving it (e.g., Complainant, Respondent, Complainant's Advisor, Respondent's Advisor).
- The Investigator(s) may elect to respond in writing in the investigation report to the parties' submitted responses and/or to share the responses between the parties for additional responses
- The Investigator(s) will incorporate relevant elements of the parties' written responses into the final investigation report, include any additional relevant evidence, make any necessary revisions, and finalize the report. The Investigator(s) should document all rationales for any changes made after the review and comment period
- For Title IX grievance procedures, the Investigator(s) gather, assess, and synthesize evidence, but make no conclusions, engage in no policy analysis, and render no recommendations as part of their report. For Civil Rights and non-Title IX sexual misconduct, the Investigator(s) along with other members of the investigative team make determinations, engage in policy analysis, make

determinations of findings and recommend sanctions.

- The Investigator(s) shares the report with the Assistant Vice President for Equity, Diversity and Inclusion and/or legal counsel for their review and feedback
- The Investigator(s) will incorporate any relevant feedback, and the final report is then shared with all parties and their Advisors through secure electronic transmission or hard copy. For Title IX grievance proceedings the final report is provided at least ten (10) business days prior to a hearing. The parties are also provided with a file of any directly related evidence that was not included in the report. For Civil Rights complaints and non-Title IX related sexual misconduct, the final report is provided to the parties to review and have the opportunity to appeal the finding or sanction on limited grounds outlined in the Appeals section below.

Role and Participation of Witnesses in the Investigation

Witnesses (as distinguished from the parties) who are employees of the College are expected to cooperate with and participate in the College's investigation and resolution process. Failure of such witnesses to cooperate with and/or participate in the investigation or resolution process constitutes a violation of policy and may warrant discipline.

While in-person interviews for parties and all potential witnesses are ideal, circumstances (e.g., study abroad, summer break) may require individuals to be interviewed remotely. Skype, Zoom, FaceTime, WebEx, or similar technologies may be used for interviews if the Investigator(s) determine that timeliness or efficiency dictate a need for remote interviewing. The College will take appropriate steps to reasonably ensure the security/privacy of remote interviews. Any information from witnesses who participate in the investigation but do not submit to cross examination in the live hearing required by Title IX, will not be considered unless it can be independently corroborated. Witnesses may also provide written statements in lieu of interviews or choose to respond to written questions, if deemed appropriate by the Investigator(s), though not preferred. If a witness submits a written statement but does not intend to be and is not present for cross examination at a hearing, their written statement may not be used as evidence.

Recording of Interviews

All interviews will typically be recorded and transcribed. Participants are strictly forbidden to surreptitiously record the proceedings and doing so is a violation of policy. All participants in the process will have the opportunity to review their transcripts and provide additional information, clarifications or corrections. No unauthorized audio or video recording of any kind is permitted during investigation meetings or appeal processes.

Evidentiary Considerations in the Investigation

The investigation does not consider: 1) incidents not directly related to the possible violation, unless they evidence a pattern; 2) questions and evidence about the Complainant's sexual predisposition or prior sexual behavior, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the

Respondent and are offered to prove consent.

Referral for Hearing for Title IX Allegations

Provided that the complaint is not resolved through Informal Resolution and the allegations fall under the jurisdiction of Title IX, the Assistant Vice President for Equity, Diversity and Inclusion will refer the matter for a hearing once the final investigation report is shared with the parties.

The hearing cannot be less than ten (10) business days from the conclusion of the investigation – when the final investigation report is transmitted to the parties and the Decision-maker – unless all parties and the Decision-maker agree to an expedited timeline.

The Assistant Vice President for Equity, Diversity and Inclusion will select an appropriate group of between three and five (3-5) hearing panelists to serve as Decision-makers from the Pool depending on whether the Respondent is faculty, staff or student to serve on the hearing panel. An internal or external hearing chair will be identified at the discretion of the Assistant Vice President for Equity, Diversity and Inclusion.

Hearing Decision-maker Composition

The Decision-maker(s) will not have had any previous involvement with the investigation. The Assistant Vice President for Equity, Diversity and Inclusion may elect to have an alternate from the Pool sit in throughout the resolution process in the event that a substitute is needed for any reason.

Those who have served as Investigators will be witnesses in the hearing and therefore may not serve as Decision-makers. Those who are serving as Advisors for any party may not serve as Decision-makers in that matter.

The Assistant Vice President for Equity, Diversity and Inclusion may not serve as a Decision-maker or Chair in the matter but may serve as an administrative facilitator of the hearing if their previous role(s) in the matter do not create a conflict of interest. Otherwise, a designee may fulfill this role. The hearing will convene at a time determined by the Chair or designee.

Evidentiary Considerations in the Hearing

Any evidence that the Decision-maker(s) determine(s) is relevant and credible may be considered. The hearing does not consider: 1) incidents not directly related to the possible violation, unless they evidence a pattern; 2) questions and evidence about the Complainant's sexual predisposition or prior sexual behavior, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

Previous disciplinary action of any kind involving the Respondent may be considered in determining an appropriate sanction upon a determination of responsibility, assuming the College uses a progressive discipline system. This information is only considered at the sanction stage of the process.

The parties may each submit a written impact statement prior to the hearing for the consideration of the Decision-maker(s) at the sanction stage of the process when a determination of responsibility is reached.

After post-hearing deliberation, the hearing panelists render a determination based on the preponderance of the evidence; whether it is more likely than not that the Respondent violated the Policy as alleged.

Notice of Hearing

No less than ten (10) business days prior to the hearing, the Assistant Vice President for Equity, Diversity and Inclusion or the Chair will send notice of the hearing to the parties. Once mailed, emailed, and/or received in-person, notice will be presumptively delivered.

The notice will contain:

- A description of the alleged violation(s), a list of all policies allegedly violated, a description of the applicable procedures, and a statement of the potential sanctions/responsive actions that could result.
- The time, date, and location of the hearing and a reminder that attendance is mandatory, superseding all other campus activities.
- Any technology that will be used to facilitate the hearing.
- Information about the option for the live hearing to occur with the parties located in separate rooms using technology that enables the Decision-maker(s) and parties to see and hear a party or witness answering questions. Such a request must be raised with the Assistant Vice President for Equity, Diversity and Inclusion at least five (5) business days prior to the hearing.
- A list of all those who will attend the hearing, along with an invitation to object to any Decision-maker on the basis of demonstrated bias. This must be raised with the Assistant Vice President for Equity, Diversity and Inclusion at least two (2) business days prior to the hearing.
- Information on how the hearing will be recorded and on access to the recording for the parties after the hearing.
- A statement that if any party or witness does not appear at the scheduled hearing, the hearing may be held in their absence, and the party's or witness's testimony and any statements given prior to the hearing will not be considered by the Decision-maker(s). For compelling reasons, the Chair may reschedule the hearing.
- Notification that the parties may have the assistance of an Advisor of their choosing at the hearing and will be required to have one present for any questions they may desire to ask. The party must notify the Assistant Vice President for Equity, Diversity and Inclusion if they do not have an Advisor, and the College will appoint one. Each party must have an Advisor present. There are no exceptions.
- A copy of all the materials provided to the Decision-maker(s) about the matter, unless they have been provided already.¹⁶
- An invitation to each party to submit to the Chair an impact statement pre-hearing that the Decision-maker will review during any sanction determination.

- An invitation to contact the Assistant Vice President for Equity, Diversity and Inclusion to arrange any disability accommodations, language assistance, and/or interpretation services that may be needed at the hearing, at least seven (7) business days prior to the hearing.
- A statement that parties cannot bring mobile phones/devices into the hearing.

Hearings for possible violations that occur near or after the end of an academic term (assuming the Respondent is still subject to this Policy) and are unable to be resolved prior to the end of term will typically be held immediately after the end of the term or during the summer, as needed, to meet the resolution timeline followed by the College and remain within the 60-90 business day goal for resolution.

In these cases, if the Respondent is a graduating student, a hold may be placed on graduation and/or official transcripts until the matter is fully resolved (including any appeal). A student facing charges under this Policy is not in good standing to graduate.

Alternative Hearing Participation Options

If a party or parties prefer not to attend or cannot attend the hearing in person, the party should request alternative arrangements from the Assistant Vice President for Equity, Diversity and Inclusion or the Hearing Chair at least five (5) business days prior to the hearing.

The Assistant Vice President for Equity, Diversity and Inclusion or the Chair can arrange to use technology to allow remote testimony without compromising the fairness of the hearing. Remote options may also be needed for witnesses who cannot appear in person. Any witness who cannot attend in person should let the Assistant Vice President for Equity, Diversity and Inclusion or the Chair know at least five (5) business days prior to the hearing so that appropriate arrangements can be made.

Pre-Hearing Preparation

The Chair, after any necessary consultation with the parties, Investigator(s) and/or Assistant Vice President for Equity, Diversity and Inclusion, will provide the names of persons who will be participating in the hearing, all pertinent documentary evidence, and the final investigation report to the parties at least ten (10) business days prior to the hearing.

Any witness scheduled to participate in the hearing must have been first interviewed by the Investigator(s) or have proffered a written statement or answered written questions, unless all parties and the Chair assent to the witness's participation in the hearing. The same holds for any evidence that is first offered at the hearing. If the parties and Chair do not assent to the admission of evidence newly offered at the hearing, the Chair will delay the hearing and instruct that the investigation needs to be re-opened to consider that evidence.

The parties will be given a list of the names of the Decision-maker(s) at least five (5) business days in advance of the hearing. All objections to any Decision-maker must be raised in writing, detailing the rationale for the objection, and must be submitted to the Assistant Vice President for Equity, Diversity and Inclusion as soon as possible and no later than three (3) days prior to the hearing. Decision-makers will only be removed if the Assistant Vice President for Equity, Diversity and Inclusion concludes that their bias or conflict of interest

precludes an impartial hearing of the allegation(s).

The Assistant Vice President for Equity, Diversity and Inclusion will give the Decision-maker(s) a list of the names of all parties, witnesses, and Advisors at least five (5) business days in advance of the hearing. Any Decision-maker who cannot make an objective determination must recuse themselves from the proceedings when notified of the identity of the parties, witnesses, and Advisors in advance of the hearing. If a Decision-maker is unsure of whether a bias or conflict of interest exists, they must raise the concern to the Assistant Vice President for Equity, Diversity and Inclusion as soon as possible.

During the ten (10) business day period prior to the hearing, the parties have the opportunity for continued review and comment on the final investigation report and available evidence. That review and comment can be shared with the Chair at the pre-hearing meeting or at the hearing and will be exchanged between each party by the Chair.

Pre-Hearing Meetings

The Chair may convene a pre-hearing meeting(s) with the parties and/or their Advisors to invite them to submit the questions or topics they (the parties and/or their Advisors) wish to ask or discuss at the hearing, so that the Chair can rule on their relevance ahead of time to avoid any improper evidentiary introduction in the hearing or provide recommendations for more appropriate phrasing. However, this advance review opportunity does not preclude the Advisors from asking at the hearing for a reconsideration based on any new information or testimony offered at the hearing. The Chair must document and share their rationale for any exclusion or inclusion at this pre-hearing meeting.

The Chair, **only** with full agreement of the parties, may decide in advance of the hearing that certain witnesses do not need to be present if their testimony can be adequately summarized by the Investigator(s) in the investigation report or during the hearing.

At each pre-hearing meeting with a party and their Advisor, the Chair will consider arguments that evidence identified in the final investigation report as relevant is, in fact, not relevant. Similarly, evidence identified as directly related but not relevant by the Investigator(s) may be argued to be relevant. The Chair may rule on these arguments pre-hearing and will exchange those rulings between the parties prior to the hearing to assist in preparation for the hearing. The Chair may consult with legal counsel and/or the Assistant Vice President for Equity, Diversity and Inclusion, or ask either or both to attend pre-hearing meetings.

The pre-hearing meeting(s) will not be recorded.

Hearing Procedures

At the hearing, the Decision-maker(s) has the authority to hear and make determinations on all allegations of discrimination, harassment, and/or retaliation and may also hear and make determinations on any additional alleged policy violations that have occurred in concert with the discrimination, harassment, and/or retaliation, even though those collateral allegations may not specifically fall within the policy on Equal Opportunity, Harassment, and Nondiscrimination.

Participants at the hearing will include the Chair, any additional panelists, the hearing facilitator, the Investigator(s) who conducted the investigation, the parties (or three (3) organizational representatives when an organization is the Respondent¹⁷), Advisors to the parties, any called witnesses, the Assistant Vice President for Equity, Diversity and Inclusion, and anyone providing authorized accommodations or assistive services.

The Chair will answer all questions of procedure. Anyone appearing at the hearing to provide information will respond to questions on their own behalf.

The Chair will allow witnesses who have relevant information to appear at a portion of the hearing in order to respond to specific questions from the Decision-maker(s) and the parties and will then be excused.

Joint Hearings

In hearings involving more than one Respondent or in which two (2) or more Complainants have accused the same individual of substantially similar conduct, the default procedure will be to hear the allegations jointly.

However, the Assistant Vice President for Equity, Diversity and Inclusion may permit the investigation and/or hearings pertinent to each Respondent to be conducted separately if there is a compelling reason to do so. In joint hearings, separate determinations of responsibility will be made for each Respondent with respect to each alleged policy violation.

The Order of the Hearing – Introductions and Explanation of Procedure

The Chair explains the procedures and introduces the participants. This may include a final opportunity for challenge or recusal of the Decision-maker(s) on the basis of bias or conflict of interest. The Chair will rule on any such challenge unless the Chair is the individual who is the subject of the challenge, in which case the Assistant Vice President for Equity, Diversity and Inclusion will review and decide the challenge.

The Chair and/or hearing facilitator then conducts the hearing according to the hearing script. At the hearing, recording, witness logistics, party logistics, curation of documents, separation of the parties, and other administrative elements of the hearing process are managed by a non-voting hearing facilitator appointed by the Assistant Vice President for Equity, Diversity and Inclusion. The hearing facilitator may attend to: logistics of rooms for various parties/witnesses as they wait; flow of parties/witnesses in and out of the hearing space; ensuring recording and/or virtual conferencing technology is working as intended; copying and distributing materials to participants, as appropriate, etc.

Investigator Presents the Final Investigative Report

The Investigator(s) will then present a summary of the final investigation report, including items that are contested and those that are not, and will be subject to questioning by the Decision-maker(s) and the parties (through their Advisors). The Investigator(s) will be present during the entire hearing process, but not during deliberations.

Neither the parties nor the Decision-maker(s) should ask the Investigator(s) their opinions on credibility,

recommended findings, or determinations, and the Investigators, Advisors, and parties will refrain from discussion of or questions about these assessments. If such information is introduced, the Chair will direct that it be disregarded.

Testimony and Questioning

Once the Investigator(s) present their report and are questioned, the parties and witnesses may provide relevant information in turn, beginning with the Complainant, and then in the order determined by the Chair. The parties/witnesses will submit to questioning by the Decision-maker(s) and then by the parties through their Advisors (“cross-examination”).

All questions are subject to a relevance determination by the Chair. The Advisor, who will remain seated during questioning, will pose the proposed question orally, electronically, or in writing (orally is the default, but other means of submission may be permitted by the Chair upon request or agreed to by the parties and the Chair), the proceeding will pause to allow the Chair to consider it, and the Chair will determine whether the question will be permitted, disallowed, or rephrased.

The Chair may explore arguments regarding relevance with the Advisors, if the Chair so chooses. The Chair will then state their decision on the question for the record and advise the party/witness to whom the question was directed, accordingly. The Chair will explain any decision to exclude a question as not relevant, or to reframe it for relevance.

The Chair will limit or disallow questions on the basis that they are irrelevant, unduly repetitious (and thus irrelevant), or abusive. The Chair has final say on all questions and determinations of relevance, subject to any appeal. The Chair may consult with legal counsel on any questions of admissibility. The Chair may ask Advisors to frame why a question is or is not relevant from their perspective but will not entertain argument from the Advisors on relevance once the Chair has ruled on a question.

If the parties raise an issue of bias or conflict of interest of an Investigator or Decision-maker at the hearing, the Chair may elect to address those issues, consult with legal counsel, and/or refer them to the Assistant Vice President for Equity, Diversity and Inclusion, and/or preserve them for appeal. If bias is not in issue at the hearing, the Chair should not permit irrelevant questions that probe for bias.

Refusal to Submit to Cross-Examination and Inferences

Cross-examination is an all or nothing proposition, meaning that if any question is refused, no statements of that party or witness are admissible. Only if a party or witness is willing to submit to cross-examination, and answers all questions, will their statements prior to or at the hearing be fully admissible. If a party or witness chooses not to submit to cross-examination at the hearing, either because they do not attend the meeting, or they attend but refuse to participate in questioning, then the Decision-maker(s) may not rely on any prior statement made by that party or witness at the hearing (including those contained in the investigation report) in the ultimate determination of responsibility. The Decision-maker(s) must disregard all statements. Evidence provided that is something other than a statement by the party or witness may be considered.

Whether a party or witness does or does not answer questions from the Decision-maker, their statements will be admissible as long as they are willing to submit to cross-examination questions, even if they are not asked such questions. The Decision-maker(s) may not draw any inference solely from a party's or witness's absence from the hearing or refusal to answer cross-examination or other questions.

If charges of policy violations other than sexual harassment are considered at the same hearing, the Decision-maker(s) may consider all evidence it deems relevant, may rely on any relevant statement as long as the opportunity for cross-examination is afforded to all parties through their Advisors, and may draw reasonable inferences from any decision by any party or witness not to participate or respond to questions.

If a party's Advisor of choice refuses to comply with the College's established rules of decorum for the hearing, the College may require the party to use a different Advisor. If a College-provided Advisor refuses to comply with the rules of decorum, the College may provide that party with a different Advisor to conduct cross-examination on behalf of that party.

Recording Hearings

Hearings (but not deliberations) are recorded by the College for purposes of review in the event of an appeal. The parties may not record the proceedings and no other unauthorized recordings are permitted.

The Decision-maker(s), the parties, their Advisors, and appropriate administrators of the College will be permitted to listen to the recording in a controlled environment determined by the Assistant Vice President for Equity, Diversity and Inclusion. No person will be given or be allowed to make a copy of the recording without permission of the Assistant Vice President for Equity, Diversity and Inclusion.

Deliberation, Decision-making and Standard of Proof

The Decision-maker(s) will deliberate in closed session to determine whether the Respondent is responsible or not responsible for the policy violation(s) in question. If a panel is used, a simple majority vote is required to determine the finding. The preponderance of the evidence standard of proof is used. The hearing facilitator may be invited to attend the deliberation by the Chair, but is there only to facilitate procedurally, not to address the substance of the allegations.

When there is a finding of responsibility on one or more of the allegations, the Decision-maker(s) may then consider the previously submitted party impact statements in determining appropriate sanction(s). The Chair will ensure that each of the parties has an opportunity to review any impact statement submitted by the other party(ies). The Decision-maker(s) may – at their discretion – consider the statements, but they are not binding.

The Decision-maker(s) will review the statements and any pertinent conduct history provided by Student Affairs, Academic Affairs, Human Resources, and/or the Assistant Vice President for Equity, Diversity and Inclusion. The Decision-maker(s) will consult with the Provost or appropriate Vice President and Human Resources to make the appropriate sanction(s) recommendations.

The Chair will then prepare a written deliberation statement and deliver it to the Assistant Vice President for

Equity, Diversity and Inclusion, detailing the determination, rationale, the evidence used in support of its determination of findings, the evidence disregarded, credibility assessments, and any recommended sanctions.

This report typically should not exceed three (3) to five (5) pages in length and must be submitted to the Assistant Vice President for Equity, Diversity and Inclusion within two (2) business days of the end of deliberations, unless the Assistant Vice President for Equity, Diversity and Inclusion grants an extension. If an extension is granted, the Assistant Vice President for Equity, Diversity and Inclusion will notify the parties.

Notice of Outcome

Using the deliberation statement, the Assistant Vice President for Equity, Diversity and Inclusion will work with the Chair to prepare a Notice of Outcome. The Notice of Outcome will then be reviewed by legal counsel. The Assistant Vice President for Equity, Diversity and Inclusion will then share the letter, including the final determination, rationale, and any applicable sanction(s) with the parties and their Advisors within five business days of receiving the Decision-maker(s)' deliberation statement.

The Notice of Outcome will then be shared with the parties simultaneously. Notification will be made in writing and may be delivered by one or more of the following methods: in person, mailed to the local or permanent address of the parties as indicated in official College records, or emailed to the parties' College-issued email or otherwise approved account. Once mailed, emailed, and/or received in-person, notice will be presumptively delivered.

The Notice of Outcome will identify the specific policy(ies) reported to have been violated, including the relevant policy section, and will contain a description of the procedural steps taken by the College from the receipt of the misconduct report to the determination, including any and all notifications to the parties, interviews with parties and witnesses, site visits, methods used to obtain evidence, and hearings held.

The Notice of Outcome will specify the finding on each alleged policy violation; the findings of fact that support the determination; conclusions regarding the application of the relevant policy to the facts at issue; a statement of, and rationale for, the result of each allegation to the extent the College is permitted to share such information under state or federal law; any sanctions issued which the College is permitted to share according to state or federal law; and any remedies provided to the Complainant designed to ensure access to the College's educational or employment program or activity, to the extent the College is permitted to share such information under state or federal law (this detail is not typically shared with the Respondent unless the remedy directly relates to the Respondent).

The Notice of Outcome will also include information on when the results are considered by the College to be final, any changes that occur prior to finalization, and the relevant procedures and bases for any available appeal options.

Appeal Process

An appeal is not intended to be a new investigation. In most cases, an appeal is confined to a review of the written documentation and pertinent documentation regarding the grounds for appeal. An appeal is not an

opportunity to substitute judgment for that of the investigation team merely because of disagreement with the finding and/or recommended sanction. Appeal decisions are to be deferential to the investigative team for students, faculty, administration, or staff, making changes to the finding only where there is clear error and to the sanction only if there is a compelling justification to do so.

- **Procedural Error:** A procedural error occurred that significantly impacted the outcome of the investigation and/or hearing panel as it applies to the appealing party (e.g. substantiated bias, material deviation from established procedures, etc.). A description of the error and its impact on the outcome of the case as it applies to the appealing party must be included in the written appeal;
- **New Information:** New information has arisen which was not available or known to the appealing party during the investigation or hearing panel and that could have substantially impacted the original finding or sanction(s) had it been available at that time. Information that was known to the appealing party at the time of the investigation or hearing panel but which the party chose not to present is not new information. A summary of this new evidence and its potential impact on the findings and/or sanctions must be included in the written appeal; or
- **Disproportionate Sanction(s):** The sanctions imposed are substantially disproportionate to the severity of the violation(s). An explanation of why the sanction(s) are disproportionate to the severity of the violation must be included. Mere dislike or disagreement with the sanction(s) or the impact of the sanction(s) on the appealing party is not grounds for an appeal.

Either party may appeal the investigative team's decision regarding finding and/or recommended sanctions. The written appeal should be submitted to the Assistant Vice President for Equity, Diversity and Inclusion within five (5) business days following the receipt date of the investigation report and finding letter. The non-appealing party will receive notice of the appeal from the Assistant Vice President for Equity, Diversity and Inclusion and will have five (5) business days to submit a written response to the appeal to the Assistant Vice President for Equity, Diversity and Inclusion. Where each party appeals, these appeal requests and responses will be exchanged accordingly. The parties will be notified in writing with the names of the individuals on the appeal committee and will have an opportunity to request substitutions for any individuals who pose a conflict of interest. In sexual misconduct cases where the Assistant Vice President for Equity, Diversity and Inclusion has a conflict of interest with the appeal, a Deputy Title IX Coordinator will assume responsibility for the appeal.

Sanctions

Factors considered when determining a sanction/responsive action may include, but are not limited to:

- The nature, severity of, and circumstances surrounding the violation(s)
- The Respondent's disciplinary history
- Previous allegations or allegations involving similar conduct

- The need for sanctions/responsive actions to bring an end to the discrimination, harassment, and/or retaliation
- The need for sanctions/responsive actions to prevent the future recurrence of discrimination, harassment, and/or retaliation
- The need to remedy the effects of the discrimination, harassment, and/or retaliation on the Complainant and the community
- The impact on the parties
- Any other information deemed relevant by the Decision-maker(s)

The sanctions will be implemented as soon as is feasible, either upon the outcome of any appeal or the expiration of the window to appeal without an appeal being requested.

The sanctions described in this policy are not exclusive of, and may be in addition to, other actions taken or sanctions imposed by external authorities.

Student Sanctions

The following are the usual sanctions that may be imposed upon students.

- *Warning:* A formal statement that the conduct was unacceptable and a warning that further violation of any College policy, procedure, or directive will result in more severe sanctions/responsive actions.
- *Required Counseling:* A mandate to meet with and engage in either College-sponsored or external counseling to better comprehend the misconduct and its effects.
- *Mentoring:* The student must meet weekly with an assigned mentor, often for a specific number of weeks. A student is required to complete any mentoring-related homework that is assigned by the mentor.
- *Campus Engagement:* The student may be assigned a specific number of "campus involvement" hours in order to help the student get better connected to positive campus activities and people. Campus Engagement can include attending any number of College sponsored activities, including speakers, student organization meetings, workshops, concerts, etc.(with the exception of athletic events). Typically, a student is able to choose what Campus Engagement activities they will attend although particular activities may be required.
- *Probation:* A written reprimand for violation of institutional policy, providing for more severe disciplinary sanctions in the event that the student or organization is found in violation of any institutional policy, procedure, or directive within a specified period of time. Terms of the probation will be articulated and may include denial of specified social privileges, exclusion from co-curricular activities, exclusion from designated areas of campus, no-contact orders, and/or other measures deemed appropriate.
- *Reprimand:* The student will receive a formal notice of reprimand for violation of the Statement of Student Conduct or a College Policy. A copy of this notice will be placed in the student's

permanent disciplinary record. The notice of reprimand is intended to communicate to a student that further violation of the Statement of Student Conduct or College policies will not be tolerated.

- *Future Behavior Clause:* Disciplinary steps are outlined in the event the student is found in violation of a future College policy or Statement of Student Conduct.
- *Restitution:* The student may be required to make financial or other types of restitution when found in violation of a College policy or the Statement of Student Conduct.
- *Required Education or Training:* The student must participate in required education or training and provide proof of completion of the program, which may include a reflection paper or other means to demonstrate mastery of the material.
- *Campus Access Limitation:* A student may be on campus for classes only. While on campus a student may enter only the buildings where they have assigned classes. A student may not enter residence halls or any other campus buildings. Should a student need to be on campus to conduct official College business, they must receive approval from the Office of Student Affairs in advance.
- *Residence Hall Removal:* A student's Room and Board Agreement is terminated permanently or for a designated period of time. Until such a time as a student is again eligible to live in a residence hall, they are typically prohibited from entering any residence hall for any reason. Should a student need to enter a residence hall to conduct official College business, they must receive approval from the Office of Student Affairs in advance. If a student violates this order the College may contact the Naperville Police Department in order to pursue a charge of criminal trespassing.
- *College No Contact Order:* The student is required to have no contact with a specific student, faculty, or staff member.
- *College No Trespass Order:* The student is banned from certain areas of the College or the entire campus.
- *Suspension:* Termination of student status for a definite period of time not to exceed two years and/or until specific criteria are met. Students who return from suspension are automatically placed on probation through the remainder of their tenure as a student at the College.
- *Withholding Diploma:* The College may withhold a student's diploma for a specified period of time and/or deny a student participation in commencement activities as a sanction if the student is found responsible for an alleged violation.
- *Expulsion:* Permanent termination of student status and revocation of rights to be on campus for any reason or to attend College-sponsored events.
- *Other Actions:* In addition to or in place of the above sanctions, the College may assign any other sanctions as deemed appropriate.

Employee Sanctions

Responsive actions for an employee who has engaged in harassment, discrimination, and/or retaliation include:

- *Warning – Verbal or Written*

- *Performance Improvement/Management Process*
- *Required Counseling*
- *Required Training or Education*
- *Probation*
- *Loss of Annual Pay Increase*
- *Loss of Oversight or Supervisory Responsibility*
- *Demotion*
- *Suspension with pay*
- *Suspension without pay*
- *Termination*
- *Other Actions:* In addition to or in place of the above sanctions, the College may assign any other sanctions as deemed appropriate.

Withdrawal or Resignation While Charges Pending – Students

Should a student decide to not participate in the resolution process, the process proceeds absent their participation to a reasonable resolution. Should a student Respondent withdraw from the College, the resolution process ends, as the College no longer has disciplinary jurisdiction over the withdrawn student.

However, the College will continue to address and remedy any systemic issues or concerns that may have contributed to the alleged violation(s), and any ongoing effects of the alleged harassment, discrimination, and/or retaliation. The student who withdraws or leaves while the process is pending may not return to the College. Admissions will be notified they cannot be readmitted. Such exclusion applies to all programs of the College. They may also be barred from College property and/or events.

If the student Respondent only withdraws or takes a leave for a specified period of time (e.g., one semester or term), the resolution process may continue remotely and that student is not permitted to return to the College unless and until all sanctions have been satisfied.

Withdrawal or Resignation While Charges Pending – Employees

Should an employee Respondent resign with unresolved allegations pending, the resolution process ends, as the College no longer has disciplinary jurisdiction over the resigned employee.

However, the College will continue to address and remedy any systemic issues or concerns that contributed to the alleged violation(s), and any ongoing effects of the alleged harassment or discrimination.

The employee who resigns with unresolved allegations pending is not eligible for rehire with the College or any campus of the College, and the records retained by the Assistant Vice President for Equity, Diversity and Inclusion will reflect that status.

All College responses to future inquiries regarding employment references for that individual will include that the former employee resigned during a pending disciplinary matter.

Failure to Complete Sanctions/Comply with Interim and Long-Term Remedies

All responding parties are expected to comply with the assigned sanctions, responsive actions, and corrective actions within the timeframe specified by the Assistant Vice President for Equity, Diversity and Inclusion. Failure to abide by the sanctions/actions imposed by the date specified, whether by refusal, neglect, or any other reason, may result in additional sanctions/actions, including suspension, expulsion, and/or termination from the College and may be noted in response to admission inquiries from other colleges and universities about disciplinary actions. A suspension will only be lifted when compliance is achieved to the satisfaction of the Assistant Vice President for Equity, Diversity and Inclusion.

Records Retention

Records of investigations and hearings are maintained by the Assistant Vice President for Equity, Diversity and Inclusion for a minimum of ten (10) years as indicated below.

- **Students:** If the Respondent is a student, the records will be maintained for a minimum of ten (10) years past the student's graduation, or, if the student leaves the College before graduation, for a minimum of ten (10) years past the date of the incident and in accordance with the Family Educational Rights and Privacy Act (FERPA), which protects the privacy of student education records.
- **Faculty or Staff:** If the Respondent is a faculty or staff member, the records will be maintained for a minimum of seven (7) years past the conclusion of the investigation and any hearing.
- **Groups/Programs:** If the Respondent is a group, the records will be maintained for a minimum of ten (10) years past the conclusion of the investigation and any hearing.

Information Concerning Registered Sex Offenders

As required by the federal Campus Sex Crimes Prevention Act, institutions of higher education must issue a statement advising College community members where information concerning registered sex offenders may be obtained. This information can be found through the following web links:

Illinois Sex Offender Information: www.isp.state.il.us/sor/

North Central College Sex Offender Information: www.northcentralcollege.edu/content/registered-sex-offenders

Persons convicted of certain sex offenses are required by law to register with the state. Information on registered sex offenders is available at the Illinois State Police website and the Illinois Child Murderer and Violent Offender Against Youth Registry Database. The Department of Justice National Sex Offender Public Website is also a source for sex offender information. For information on registered sex offenders attending or employed at North Central College, contact the local police department or Campus Safety.

Rights of the Parties

- When a student or employee reports to the College that the student or employee has been a victim of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on- or off-campus, the College will provide the student or employee with a written explanation of the student's or employee's rights and options. If the report is submitted online, links to rights, options, and resources will be provided within 12 hours in an email acknowledging receipt of the report.
- The right to an equitable investigation and resolution of all credible allegations of prohibited harassment or discrimination made in good faith to College officials.
- The right to timely written notice of all alleged violations, including the identity of the parties involved (if known), the precise misconduct being alleged, the date and location of the alleged misconduct (if known), the implicated policies and procedures, and possible sanctions.
- The right to timely written notice of any material adjustments to the allegations (e.g., additional incidents or allegations, additional Complainants, unsubstantiated allegations) and any attendant adjustments needed to clarify potentially implicated policy violations.
- The right to be informed in advance of any public release of information regarding the allegation(s) or underlying incident(s), whenever possible.
- The right not to have any personally identifiable information released to the public without consent provided, except to the extent permitted by law.
- The right to be treated with respect by College officials.
- The right to have College policies and procedures followed without material deviation.
- The right not to be pressured to mediate or otherwise informally resolve any reported misconduct involving violence, including sexual violence.
- The right not to be discouraged by College officials from reporting sexual misconduct or discrimination to both on-campus and off-campus authorities.
- The right to be informed by College officials of options to notify proper law enforcement authorities, including on-campus and local police, and the option(s) to be assisted by College authorities in notifying such authorities, if the party so chooses. This also includes the right not to be pressured to report, as well.
- The right to have allegations of violations of this Policy responded to promptly and with sensitivity by College law enforcement and/or other College officials.
- The right to be informed of available interim actions and supportive measures, such as counseling; advocacy; health care; legal, student financial aid, visa, and immigration assistance; or other services, both on campus and in the community.
- The right to a College No Trespass Order against a non-College affiliated party, when that person has engaged in or threatens to engage in stalking, threatening, harassing, or other improper conduct that presents a danger to the welfare of the party or others.
- The right to be informed of available assistance in changing academic, living, and/or working situations after an alleged incident of discrimination, harassment, and/or retaliation, if such changes are reasonably available. No formal report, or investigation, either campus or criminal, needs to occur

before this option is available. Such actions may include, but are not limited to:

- Relocating an on-campus student's housing to a different on-campus location
 - Assistance from College staff in completing the relocation
 - Changing an employee's work environment (e.g., reporting structure, office/workspace relocation)
 - Transportation accommodations
 - Visa/immigration assistance
 - Arranging to dissolve a housing contract and a pro-rated refund
 - Exam, paper, and/or assignment rescheduling or adjustment
 - Receiving an incomplete in, or a withdrawal from, a class (may be retroactive)
 - Transferring class sections
 - Temporary withdrawal/leave of absence (may be retroactive)
 - Campus safety escorts
 - Alternative course completion options.
- The right to have the College maintain such actions for as long as necessary and for supportive measures to remain private, provided privacy does not impair the College's ability to provide the supportive measures.
 - The right to receive sufficiently advanced, written notice of any meeting or interview involving the other party, when possible.
 - The right to ask the Investigator(s) and Decision-maker(s) to identify and question relevant witnesses, including expert witnesses.
 - The right to provide the Investigator(s)/Decision-maker(s) with a list of questions that, if deemed relevant by the Investigator(s)/Chair, may be asked of any party or witness.
 - The right to have inadmissible prior sexual history or irrelevant character evidence excluded by the decision-maker.
 - The right to know the relevant and directly related evidence obtained and to respond to that evidence.
 - The right to a fair opportunity to provide the Investigator(s) with their account of the alleged misconduct and have that account be on the record.
 - The right to receive a copy of the investigation report, including all factual, policy, and/or credibility analyses performed, and all relevant and directly related evidence available and used to produce the investigation report, subject to the privacy limitations imposed by state and federal law, prior to the hearing, and the right to have at least ten (10) business days to review the report prior to the hearing.
 - The right to respond to the investigation report, including comments providing any additional relevant evidence after the opportunity to review the investigation report, and to have that response on the record.
 - The right to be informed of the names of all witnesses whose information will be used to make a finding, in advance of that finding, when relevant.
 - The right to regular updates on the status of the investigation and/or resolution.
 - The right to have reports of alleged Policy violations addressed by Investigators, Assistant Vice President for Equity, Diversity and Inclusions, and Decision-maker(s) who have received at least eight

hours of relevant annual training.

- The right to a Title IX Hearing Panel that is not single-sex in its composition, if a panel is used.
- The right to preservation of privacy, to the extent possible and permitted by law.
- The right to meetings, interviews, and/or hearings that are closed to the public.
- The right to petition that any College representative in the process be recused on the basis of disqualifying bias and/or conflict of interest.
- The right to have an Advisor of their choice to accompany and assist the party in all meetings and/or interviews associated with the resolution process.
- The right to have the College compel the participation of faculty and staff witnesses.
- The right to the use of the appropriate standard of evidence, preponderance of the evidence, to make a finding after an objective evaluation of all relevant evidence.
- The right to be present, including presence via remote technology, during all testimony given and evidence presented during any formal grievance hearing.
- The right to have an impact statement considered by the Decision-maker(s) following a determination of responsibility for any allegation, but prior to sanctioning.
- The right to be promptly informed in a written Notice of Outcome letter of the finding(s) and sanction(s) of the resolution process and a detailed rationale therefor (including an explanation of how credibility was assessed), delivered simultaneously (without undue delay) to the parties.
- The right to be informed in writing of when a decision by the College is considered final and any changes to the sanction(s) that occur before the decision is finalized.
- The right to be informed of the opportunity to appeal the finding(s) and sanction(s) of the resolution process, and the procedures for doing so in accordance with the standards for appeal established by the College.
- The right to a fundamentally fair resolution as defined in these procedures.

Potential Sanctions for Policy Violations

Sexual Assault - An oral warning, a written warning, required counseling, mentoring, campus engagement, probation, reprimand, future behavior clause, restitution, required education or training, campus access limitation, residence hall removal, College no contact order, College no trespass order, suspension, withholding diploma, expulsion, other actions, performance improvement/management process, loss of annual pay increase, loss of oversight or supervisory responsibility, demotion, suspension with pay, suspension without pay, termination

Dating Violence - An oral warning, a written warning, required counseling, mentoring, campus engagement, probation, reprimand, future behavior clause, restitution, required education or training, campus access limitation, residence hall removal, College no contact order, College no trespass order, suspension, withholding diploma, expulsion, other actions, performance improvement/management process, loss of annual pay increase, loss of oversight or supervisory responsibility, demotion, suspension with pay, suspension without pay, termination

Domestic Violence - An oral warning, a written warning, required counseling, mentoring, campus engagement, probation, reprimand, future behavior clause, restitution, required education or training, campus access limitation, residence hall removal, College no contact order, College no trespass order, suspension, withholding diploma, expulsion, other actions, performance improvement/management process, loss of annual pay increase, loss of oversight or supervisory responsibility, demotion, suspension with pay, suspension without pay, termination

Stalking - An oral warning, a written warning, required counseling, mentoring, campus engagement, probation, reprimand, future behavior clause, restitution, required education or training, campus access limitation, residence hall removal, College no contact order, College no trespass order, suspension, withholding diploma, expulsion, other actions, performance improvement/management process, loss of annual pay increase, loss of oversight or supervisory responsibility, demotion, suspension with pay, suspension without pay, termination

Illinois State Law and Informing Legislation

Criminal Sexual Assault, 720ILCS 5/11-1.20(a)

A person commits criminal sexual assault if that person commits an act of sexual penetration and: (1) uses force or threat of force; (2) knows that the victim is unable to understand the nature of the act or is unable to give knowing consent; (3) is a family member of the victim, and the victim is under 18 years of age; or (4) is 17 years of age or over and holds a position of trust, authority, or supervision in relation to the victim, and the victim is at least 13 years of age but under 18 years of age.

Sexual Penetration, 720 ILCS 5/11-0.1

"Sexual penetration" means any contact, however slight, between the sex organ or anus of one person and an object or the sex organ, mouth, or anus of another person, or any intrusion, however slight, of any part of the body of one person or of any animal or object into the sex organ or anus of another person, including, but not limited to, cunnilingus, fellatio, or anal penetration. Evidence of emission of semen is not required to prove sexual penetration.

Consent, 720 ILCS 5/11-1.70

(a) "Consent" means a freely given agreement to the act of sexual penetration or sexual conduct in question. Lack of verbal or physical resistance or submission by the victim resulting from the use of force or threat of force by the accused shall not constitute consent. The manner of dress of the victim at the time of the offense shall not constitute consent.

(c) A person who initially consents to sexual penetration or sexual conduct is not deemed to have consented to any sexual penetration or sexual conduct that occurs after he or she withdraws consent during the course of that sexual penetration or sexual conduct.

Aggravated Criminal Sexual Assault, 720 ILCS 5/11-1.30

A person commits aggravated criminal sexual assault if that person commits criminal sexual assault and any of the following aggravating circumstances exist during the commission of the offense or, for purposes of paragraph (7), occur as part of the same course of conduct as the commission of the offense:

- the person displays, threatens to use, or uses a dangerous weapon, other than a firearm, or any other object fashioned or used in a manner that leads the victim, under the circumstances, reasonably to believe that the object is a dangerous weapon;
- the person causes bodily harm to the victim, except as provided in paragraph (10);
- the person acts in a manner that threatens or endangers the life of the victim or any other person;
- the person commits the criminal sexual assault during the course of committing or attempting to commit any other felony;
- the victim is 60 years of age or older;
- the victim is a physically handicapped person;
- the person delivers (by injection, inhalation, ingestion, transfer of possession, or any other means) any controlled substance to the victim without the victim's consent or by threat or deception for other than medical purposes;
- the person is armed with a firearm;
- the person personally discharges a firearm during the commission of the offense; or
- the person personally discharges a firearm during the commission of the offense, and that discharge proximately causes great bodily harm, permanent disability, permanent disfigurement, or death to another person

A person commits aggravated criminal sexual assault if that person is under 17 years of age and: (i) commits an act of sexual penetration with a victim who is under 9 years of age; or (ii) commits an act of sexual penetration with a victim who is at least 9 years of age but under 13 years of age and the person uses force or threat of force to commit the act.

A person commits aggravated criminal sexual assault if that person commits an act of sexual penetration with a victim who is severely or profoundly intellectually disabled person.

Predatory Criminal Sexual Assault of a Child, 720 ILCS 5/11-1.40(a)

A person commits predatory criminal sexual assault of a child if that person is 17 years of age or older, and commits an act of contact, however slight, between the sex organ or anus of one person and the part of the body of another for the purpose of sexual gratification or arousal of the victim or the accused, or an act of sexual penetration, and: (1) the victim is under 13 years of age; or (2) the victim is under 13 years of age and that person: (A) is armed with a firearm;

(B) personally discharges a firearm during the commission of the offense; (C) causes great bodily harm to the victim that: (i) results in permanent disability; or (ii) is life threatening; or (D) delivers (by injection, inhalation, ingestion, transfer of possession, or any other means) any controlled substance to the victim without the victim's consent or by threat or deception, for other than medical purposes.

Criminal Sexual Abuse, 720 ILCS 5/11-1.50

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

A person commits criminal sexual abuse if that person is under 17 years of age and commits an act of sexual penetration or sexual conduct with a victim who is at least 9 years of age but under 17 years of age.

A person commits criminal sexual abuse if that person commits an act of sexual penetration or sexual conduct with a victim who is at least 13 years of age but under 17 years of age and the person is less than 5 years older than the victim.

Aggravated Criminal Sexual Abuse, 720 ILCS 5/11-1.60

A person commits aggravated criminal sexual abuse if that person commits criminal sexual abuse and any of the following aggravating circumstances exist (i) during the commission of the offense or (ii) for purposes of paragraph (7), as part of the same course of conduct as the commission of the offense:

- the person displays, threatens to use, or uses a dangerous weapon or any other object fashioned or used in a manner that leads the victim, under the circumstances, reasonably to believe that the object is a dangerous weapon;
- the person causes bodily harm to the victim;
- the victim is 60 years of age or older;
- the victim is a physically handicapped person;
- the person acts in a manner that threatens or endangers the life of the victim or any other person;
- the person commits the criminal sexual abuse during the course of committing or attempting to commit any other felony; or
- the person delivers (by injection, inhalation, ingestion, transfer of possession, or any other means) any controlled substance to the victim for other than medical purposes without the victim's consent or by threat or deception.

A person commits aggravated criminal sexual abuse if that person commits an act of sexual conduct with a victim who is under 18 years of age and the person is a family member.

A person commits aggravated criminal sexual abuse if:

- that person is 17 years of age or over and: (i) commits an act of sexual conduct with a victim who is under 13 years of age; or (ii) commits an act of sexual conduct with a victim who is at least 13 years of age but under 17 years of age and the person uses force or threat of force to commit the act; or
- that person is under 17 years of age and: (i) commits an act of sexual conduct with a victim who is under 9 years of age; or (ii) commits an act of sexual conduct with a victim who is at least 9 years of age but under 17 years of age and the person uses force or threat of force to commit the act.

A person commits aggravated criminal sexual abuse if that person commits an act of sexual penetration or sexual conduct with a victim who is at least 13 years of age but under 17 years of age and the person is at least 5 years older than the victim.

A person commits aggravated criminal sexual abuse if that person commits an act of sexual conduct with a victim who is a severely or profoundly intellectually disabled person.

A person commits aggravated criminal sexual abuse if that person commits an act of sexual conduct with a victim who is at least 13 years of age but under 18 years of age and the person is 17 years of age or over and holds a position of trust, authority, or supervision in relation to the victim.

Domestic Violence, 750 ILCS 60/103

Domestic violence means physical abuse, harassment, intimidation of a dependent, interference with personal liberty or willful deprivation but does not include reasonable direction of a minor child by a parent or person in loco parentis.

Physical abuse includes sexual abuse and means any of the following: (i) knowing or reckless use of physical force, confinement or restraint; (ii) knowing, repeated and unnecessary sleep deprivation; or (iii) knowing or reckless conduct which creates an immediate risk of physical harm.

Harassment means knowing conduct which is not necessary to accomplish a purpose that is reasonable under the circumstances; would cause a reasonable person emotional distress; and does cause emotional distress to the petitioner. Unless the presumption is rebutted by a preponderance of the evidence, the following types of conduct shall be presumed to cause emotional distress: (i) creating a disturbance at petitioner's place of employment or school; (ii) repeatedly telephoning petitioner's place of employment, home or residence; (iii) repeatedly following petitioner about in a public place or places; (iv) repeatedly keeping petitioner under surveillance by remaining present outside his or her home, school, place of employment, vehicle or other place occupied by petitioner or by peering in petitioner's windows; (v) improperly concealing a minor child from petitioner, repeatedly threatening to improperly remove a minor child of petitioner's from the jurisdiction or from the physical care of petitioner, repeatedly threatening to conceal a minor child from petitioner, or making a single such threat following an actual or attempted improper removal or concealment, unless Respondent was fleeing an incident or pattern of domestic violence; or (vi) threatening physical force, confinement or restraint on one or more occasions.

Intimidation of a dependent means subjecting a person who is dependent because of age, health or disability to participation in or the witnessing of: physical force against another or physical confinement or restraint of another which constitutes physical abuse as defined in this Act, regardless of whether the abused person is a family or household member.

Interference with personal liberty means committing or threatening physical abuse, harassment, intimidation or willful deprivation so as to compel another to engage in conduct from which she or he has a right to abstain or to refrain from conduct in which she or he has a right to engage.

Willful deprivation means willfully denying a person who because of age, health or disability requires medication, medical care, shelter, accessible shelter or services, food, therapeutic device, or other physical assistance, and thereby exposing that person to the risk of physical, mental or emotional harm, except with regard to medical care or treatment when the dependent person has expressed an intent to forgo such medical care or treatment. This paragraph does not create any new affirmative duty to provide support to dependent persons.

Domestic Battery, 720 ILCS 5/12-3.2, 720 ILCS 5/12-0.1

A person commits domestic battery if he or she knowingly without legal justification by any means: (1) causes bodily harm to any family or household member; (2) makes physical contact of an insulting or provoking nature with any family or household member.

"Family or household members" include spouses, former spouses, parents, children, stepchildren, and other persons related by blood or by present or prior marriage, persons who share or formerly shared a common dwelling, persons who have or allegedly have a child in

common, persons who share or allegedly share a blood relationship through a child, persons who have or have had a dating or engagement relationship, persons with disabilities and their personal assistants, and caregivers as defined in Section 12-4.4a of this Code. For purposes of this Article, neither a casual acquaintanceship nor ordinary fraternization between 2 individuals in business or social contexts shall be deemed to constitute a dating relationship.

Stalking, 720 ILCS 5/12-7.3

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

A person commits stalking when he or she, knowingly and without lawful justification, on at least 2 separate occasions follows another person or places the person under surveillance or any combination thereof and: (1) at any time transmits a threat of immediate or future bodily harm, sexual assault, confinement or restraint and the threat is directed towards that person or a family member of that person; or (2) places that person in reasonable apprehension of immediate or future bodily harm, sexual assault, confinement or restraint to or of that person or a family member of that person.

A person commits stalking when he or she has previously been convicted of stalking another person and knowingly and without lawful justification on one occasion: (1) follows that same person or places that same person under surveillance; and (2) transmits a threat of immediate or future bodily harm, sexual assault, confinement or restraint to that person or a family member of that person.

For the purpose of this section:

Course of conduct means 2 or more acts, including but not limited to acts in which a defendant directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, engages in other non-consensual contact, or interferes with or damages a person's property or pet. A course of conduct may include contact via electronic communications.

Electronic communication means any transfer of signs, signals, writings, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photoelectric, or photo-optical system. "Electronic communication" includes transmissions by a computer through the Internet to another computer.

Emotional distress means significant mental suffering, anxiety or alarm.

Family member means a parent, grandparent, brother, sister, or child, whether by whole blood, half- blood, or adoption and includes a step-grandparent, step-parent, step-brother, step-sister or step-child. "Family member" also means any other person who regularly resides in the household, or who, within the prior 6 months, regularly resided in the household.

Follows another person means (i) to move in relative proximity to a person as that person moves from place to place or (ii) to remain in relative proximity to a person who is stationary or whose movements are confined to a small area. "Follows another person" does not include a following within the residence of the defendant.

Non-consensual contact means any contact with the victim that is initiated or continued without the victim's consent, including but not limited to being in the physical presence of the victim; appearing within the sight of the victim; approaching or confronting the victim in a public place or on private property; appearing at the workplace or residence of the victim; entering onto or remaining on property owned, leased, or occupied by the victim; or placing an object on, or delivering an object to, property owned, leased, or occupied by the victim.

Places a person under surveillance means: (1) remaining present outside the person's school, place of employment, vehicle, other place occupied by the person, or residence other than the residence of the defendant; or (2) placing an electronic tracking device on the person or the person's property.

Reasonable person means a person in the victim's situation.

Transmits a threat means a verbal or written threat or a threat implied by a pattern of conduct or a combination of verbal or written statements or conduct.

Exemptions.

This Section does not apply to any individual or organization (i) monitoring or attentive to compliance with public or worker safety laws, wage and hour requirements, or other statutory requirements, or (ii) picketing occurring at the workplace that is otherwise lawful and arises out of a bona fide labor dispute, including any controversy concerning wages, salaries, hours, working conditions or benefits, including health and welfare, sick leave, insurance, and pension or retirement provisions, the making or maintaining of collective bargaining agreements, and the terms to be included in those agreements.

This Section does not apply to an exercise of the right to free speech or assembly that is otherwise lawful.

Telecommunications carriers, commercial mobile service providers, and providers of information services, including, but not limited to, Internet service providers and hosting

service providers, are not liable under this Section, except for willful and wanton misconduct, by virtue of the transmission, storage, or caching of electronic communications or messages of others or by virtue of the provision of other related telecommunications, commercial mobile services, or information services used by others in violation of this Section.

Aggravated Stalking, 720 ILCS 5/12-7.4

A person commits aggravated stalking when he or she commits stalking and: (1) causes bodily harm to the victim; (2) confines or restrains the victim; or (3) violates a temporary restraining order, an order of protection, a stalking no contact order, a civil no contact order, or an injunction prohibiting the behavior described in subsection (b)(1) of Section 214 of the Illinois Domestic Violence Act of 1986.

A person commits aggravated stalking when he or she is required to register under the Sex Offender Registration Act or has been previously required to register under that Act and commits the offense of stalking when the victim of the stalking is also the victim of the offense for which the sex offender is required to register under the Sex Offender Registration Act or a family member of the victim.

Exemptions.

This Section does not apply to any individual or organization (i) monitoring or attentive to compliance with public or worker safety laws, wage and hour requirements, or other statutory requirements, or (ii) picketing occurring at the workplace that is otherwise lawful and arises out of a bona fide labor dispute including any controversy concerning wages, salaries, hours, working conditions or benefits, including health and welfare, sick leave, insurance, and pension or retirement provisions, the managing or maintaining of collective bargaining agreements, and the terms to be included in those agreements.

This Section does not apply to an exercise of the right to free speech or assembly that is otherwise lawful.

Telecommunications carriers, commercial mobile service providers, and providers of information services, including, but not limited to, Internet service providers and hosting service providers, are not liable under this Section, except for willful and wanton misconduct, by virtue of the transmission, storage, or caching of electronic communications or messages of others or by virtue of the provision of other related telecommunications, commercial mobile services, or information services used by others in violation of this Section.

Cyberstalking, 720 ILCS 5/12-7.5

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

A person commits cyberstalking when he or she, knowingly and without lawful justification, on at least 2 separate occasions, harasses another person through the use of electronic communication and: (1) at any time transmits a threat of immediate or future bodily harm, sexual assault, confinement, or restraint and the threat is directed towards that person or a family member of that person; or (2) places that person or a family member of that person in reasonable apprehension of immediate or future bodily harm, sexual assault, confinement, or restraint; or (3) at any time knowingly solicits the commission of an act by any person which would be a violation of this Code directed towards that person or a family member of that person.

A person commits cyberstalking when he or she, knowingly and without lawful justification, creates and maintains an Internet website or webpage which is accessible to one or more third parties for a period of at least 24 hours, and which contains statements harassing another person and:

- which communicates a threat of immediate or future bodily harm, sexual assault, confinement, or restraint, where the threat is directed towards that person or a family member of that person, or
- which places that person or a family member of that person in reasonable apprehension of immediate or future bodily harm, sexual assault, confinement, or restraint, or
- which knowingly solicits the commission of an act by any person which would be a violation of this Code directed towards that person or a family member of that person.

For the purposes of this section:

"Course of conduct" means 2 or more acts, including but not limited to acts in which a defendant directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, engages in other non-consensual contact, or interferes with or damages a person's property or pet. The incarceration in a penal institution of a person who commits the course of conduct is not a bar to prosecution under this Section.

"Electronic communication" means any transfer of signs, signals, writings, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photoelectric, or photo-optical system. "Electronic communication" includes transmissions through an electronic device including, but not limited to, a telephone, cellular phone, computer, or pager, which communication includes, but is not limited to, e-mail, instant

message, text message, or voice mail.

"Emotional distress" means significant mental suffering, anxiety or alarm.

"Harass" means to engage in a knowing and willful course of conduct directed at a specific person that alarms, torments, or terrorizes that person.

"Non-consensual contact" means any contact with the victim that is initiated or continued without the victim's consent, including but not limited to being in the physical presence of the victim; appearing within the sight of the victim; approaching or confronting the victim in a public place or on private property; appearing at the workplace or residence of the victim; entering onto or remaining on property owned, leased, or occupied by the victim; or placing an object on, or delivering an object to, property owned, leased, or occupied by the victim.

"Reasonable person" means a person in the victim's circumstances, with the victim's knowledge of the defendant and the defendant's prior acts.

"Third party" means any person other than the person violating these provisions and the person or persons towards whom the violator's actions are directed.

Telecommunications carriers, commercial mobile service providers, and providers of information services, including, but not limited to, Internet service providers and hosting service providers, are not liable under this Section, except for willful and wanton misconduct, by virtue of the transmission, storage, or caching of electronic communications or messages of others or by virtue of the provision of other related telecommunications, commercial mobile services, or information services used by others in violation of this Section.

Crime Statistics

Campus crime, arrest, and referral statistics include those reported to North Central College Campus Safety, designated campus officials, and local law enforcement agencies. The College believes that an informed public is a safety-conscious public. The following reported statistics, provided in compliance with the *Crime Awareness and Campus Security Act of 1990*, and covering the period January 1–December 31 for each year, are for your information. Please note that reported crimes may involve individuals not associated with the College.

Each year, the link to this report is e-mailed to all faculty, staff, and students and posted on the College's website. Copies of the report may also be obtained in person at the Department of Campus Safety.

**Please note the following information regarding Clery statistical data:*

- *Data reported in the category of “On Campus Student Housing Facility” must also be reported under the “On Campus Property” classification since a Clery reportable crime within a campus residence hall is also considered to be “On Campus Property”.*
- *Data reported in the classification of disciplinary referrals reflects persons being referred for disciplinary action due to a violation of law and does not include disciplinary action due to a violation of our institution’s policies. Illinois Compiled Statutes 301/55-15 states: No county, municipality or political subdivision shall adopt or enforce any law that includes being intoxicated as the sole basis of the offense.*
- *The Cannabis Regulation and Tax Act (410/705) was effective January 1, 2020 for the state of Illinois.*

Clery Act Crimes	2019					2020					2021				
	On Campus Property	On Campus Student Housing Facilities	Non-Campus Property	Public Property	Reports Designated Unfounded by Police*	On Campus Property	On Campus Student Housing Facilities	Non-Campus Property	Public Property	Reports Designated Unfounded by Police*	On Campus Property	On Campus Student Housing Facilities	Non-Campus Property	Public Property	Reports Designated Unfounded by Police*
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offense Rape	3	3	0	0	0	2	1	0	0	0	8	8	0	0	0
Sex Offense Fondling	1	0	0	0	0	3	3	0	0	0	0	0	0	0	0
Sex Offense Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offense Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault/Battery	0	0	0	0	0	0	0	0	2	0	0	0	0	0	0
Burglary	2	0	0	0	0	3	1	0	0	0	1	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arrests															
Illegal Weapons Possession	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	8	8	0	0	0	0	0	0	1	0	0	0	0	0	0
Liquor Law Violations	7	7	0	0	0	1	1	0	2	0	0	0	0	0	0
Disciplinary Action															
Illegal Weapons Possession	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	5	5	0	0	0	10	10	0	0	0	5	5	0	0	0
Liquor Law Violations	35	35	0	0	0	38	38	0	0	0	59	59	0	0	0

Violence Against Women Re-Authorization Act Amendments to Clery	2019					2020					2021				
	On Campus Property	On Campus Student Housing Facilities	Public Property	Non-Campus Property	Reports Designated Unfounded by Police*	On Campus Property	On Campus Student Housing Facilities	Public Property	Non-Campus Property	Reports Designated Unfounded by Police*	On Campus Property	On Campus Student Housing Facilities	Public Property	Non-Campus Property	Reports Designated Unfounded by Police*
Domestic Violence	1	1	0	0	0	0	0	0	0	0	1	1	0	0	0
Dating Violence	5	4	0	0	0	1	1	0	0	0	1	1	0	0	0
Stalking	5	2	0	0	0	1	0	0	0	0	5	3	0	0	0

Hate Crimes	2019					2020					2021				
	On Campus Property	On Campus Student Housing Facilities	Public Property	Non-Campus Property	Reports Designated Unfounded by Police*	On Campus Property	On Campus Student Housing Facilities	Public Property	Non-Campus Property	Reports Designated Unfounded by Police*	On Campus Property	On Campus Student Housing Facilities	Public Property	Non-Campus Property	Reports Designated Unfounded by Police*
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault / Battery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offense Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offense Non-Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Behind the Statistics

Definition of Crimes

Each of the crimes for which we report statistics are defined below. The definitions are taken from the Federal Bureau of Investigation's (FBI's) Uniform Crime Reporting handbook as required by Clery Act regulations.

Aggravated Assault — An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

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.

Burglary — The unlawful entry of a structure to commit a felony or a theft.

Criminal Homicide-Murder and Non-Negligent Manslaughter — The willful (non-negligent) killing of one human being by another.

Criminal Homicide-Negligent Manslaughter — The killing of another person through gross negligence.

Dating Violence — Any violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

Domestic Violence — Any felony or misdemeanor crime of violence committed by:

- By a current or former spouse or intimate partner of the victim;
- By a person with whom the victim shares a child in common;
- By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;
- By any other person against an adult or youth who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Motor Vehicle Theft — The theft or attempted theft of a motor vehicle.

Robbery — Taking or attempting to take anything of value from the care, custody or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Stalking — Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others; or suffer substantial emotional distress.

Weapon Law Violations — The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons.

Drug Abuse Violations — The violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.

Liquor Law Violations — The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.

Sex Offenses

For sex offenses only, definitions from the FBI's National Incident-Based Reporting System (NIBRS) Edition of the Uniform Crime Reporting (UCR) are used.

Sexual Assault

Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

Sex Offenses-Forcible

A. Rape — 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.

Under the rape definition, the FBI UCR Program will aggregate three sex offenses in the NIBRS into Rape in Summary for publication in *Crime in the United States*. The definitions of the offenses are:

- **Rape (except for Statutory Rape)** — 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.
- **Sodomy** — Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
- **Sexual Assault with an Object** — To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

B. Fondling — The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

Sex Offenses-Non-forcible

A. Incest — Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

B. Statutory Rape — Sexual intercourse with a person who is under the statutory age of consent.

Note: The age of consent in Illinois is 17 years of age.

Hate Crimes

For hate crimes, definitions from the FBI's UCR Hate Crime Data Collection Guidelines and Training Guide for Hate Crime Data Collection are used. A hate crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. A bias is a preformed negative opinion or attitude toward a group of persons based on their race, religion, disability, sexual orientation, ethnicity, national origin, gender, or gender identity.

Larceny – *The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.*

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, severe laceration or loss of consciousness.*

Intimidation – *To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.*

Destruction/Damage/Vandalism of Property – *To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.*

Note: Even if the offender was mistaken in his/her perception that the victim was a member of the group he or she was acting against, the offense is still a bias crime because the offender was motivated by bias against the group. It is the perception of the offender, not the perception of the victim that determines whether a crime is classified as a Hate Crime. There must be evidence that the offender was motivated by that prejudice to commit the crime.

Required Reporting Locations

North Central College's required crime statistics reporting areas are defined as the following:

- **On Campus Property** includes violations of law that occurred on campus property both within and outside of the residence halls.
- **On Campus Student Housing Facilities** includes violations of law that occurred in the residence halls within the same reasonably contiguous geographic area of the main campus.
Note: Statistical data reported in this category is a subset to "On Campus Property" classification (i.e. – a Clery reportable crime that occurs within a campus residence hall, will be counted once in "On Campus Property" and again in "On Campus Student Housing Facility").
- **Public Property** includes violations of law that occurred on public property that is within the campus, or immediately adjacent to and accessible from College property (i.e. sidewalks and streets)
- **Non-Campus Property** includes violations of law that occurred at college owned, leased or controlled locations that are not within the same reasonably contiguous geographic area of main campus, including the College's Dixon, IL property and student apartments at The Flats in Chicago, IL.

Please note: Statistics for otherwise reportable crimes that do not occur within Clery Act-specified geography are not included in these statistics even if North Central College students or employees are involved.

Reference Map

This map provides a basic overview of North Central College's main campus. All items highlighted in blue are considered "On Campus Property." Items in green are considered "Campus Public Property." In most cases these locations consist of public parking facilities and the sidewalk/street/sidewalk adjacent to and accessible from "On Campus Property."



Fire Safety Report

Definitions that apply to this section:

- **Cause of fire:** The factor or factors that give rise to a fire. The causal factor may be, but is not limited to, the result of an intentional or unintentional action, mechanical failure, or act of nature.
- **E-Cigarette Use or Vaping:** The use of electronic smoking devices and/or electronic nicotine delivery systems.
- **Fire:** Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.
- **Fire drill:** A supervised practice of a mandatory evacuation of a building for a fire.
- **Fire-related injury:** Any instance in which a person is injured as a result of a fire (including an injury sustained from a natural or accidental cause), while involved in fire control, attempting rescue, or escaping from the dangers of the fire. The term “person” may include students, employees, visitors, firefighters, or any other individuals.
- **Fire-related death:** Any instance in which a person
 - Is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire; or
 - Dies within one year of injuries sustained as a result of the fire.
- **Fire safety system:** Any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire. This may include sprinkler systems or other fire extinguishing systems, fire detection devices, stand-alone smoke alarms, devices that alert one to the presence of a fire, such as horns, bells, or strobe lights; smoke-control and reduction mechanisms; and fire doors and walls that reduce the spread of a fire.
- **Smoking:** The use of smoke-producing tobacco products, including but not limited to cigarettes, cigars, cigarillos, mini-cigars, e-cigarettes, tobacco alternative vapor or vaping products and hookahs. All forms of smoking are prohibited.
- **Tobacco Use:** The use of any tobacco product including, but not limited to cigarettes, cigars, cigarillos, mini-cigars, hookah, chewing tobacco, snuff, and other smokeless tobacco products. All forms of tobacco are prohibited.
- **Value of property damage:** The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity. This estimate should include contents damaged by fire, and related damages caused by smoke, water, and overhaul; however, it does not include indirect loss, such as business interruption.

In Case of a Fire on Campus

Should you discover a fire, remember RACE:

Remove anyone from immediate danger.

Activate the fire alarm system by pulling the nearest fire alarm pull station, then call 911.

Contain fire by closing doors.

Evacuate the building.

All buildings are equipped with fire alarm systems which activate at certain temperature levels or smoke conditions.

Should you be in a building when an alarm is activated:

- Evacuate immediately in a calm, orderly manner; close all office and classroom doors.
- Assist people with disabilities in exiting the building or going to an area of refuge; ensure, to the extent possible, that other occupants know to evacuate.
- After evacuation, proceed to the preliminary designated assembly area for that particular building.
- Supervisors and faculty in classes and residence hall area coordinators will gather the names of people in the evacuation area and notify Campus Safety of anyone who may be missing.
- Be prepared to move to another location if the area is deemed to be too close to the building.
- Help keep roads, fire lanes, hydrants and walkways clear for emergency vehicles and crews. If you become trapped in a building during a fire, stay near the floor where the air will be less toxic. Shout for help at regular intervals to alert emergency rescue crews of your location. Remain calm and do not panic.

Whenever a fire alarm is sounded, all persons must evacuate the building in a safe and orderly manner through the nearest fire exit to an open area away from the building. The Residence Life staff in conjunction, with Campus Safety, will oversee the evacuation of the residence hall areas. Please do not panic. Never disregard a fire alarm. Obstruction and/or disregarding the instructions of firefighting personnel, Campus Safety, police or Residence Life staff may result in disciplinary action and possibly arrest. Campus Safety along with the Naperville Fire Department, will determine when it is safe to re-enter the building. If a false alarm is witnessed, this should be reported to Campus Safety.

In Case of a Fire Inside of Your Residence Hall Room:

If you cannot easily extinguish the fire, GET OUT, take your room key, close the door and safely evacuate the area.

- Activate fire alarms and alert others.
- Walk - do not run to the nearest stairwell exit.
- Do not use an elevator. If you are caught in the elevator push the emergency phone button. The emergency phones in elevators on campus typically ring to Campus Safety personnel.
- If the room or hallway is smoky, get on your hands and knees (or stomach) and crawl to the nearest exit.
- Go to a designated assembly area and CALL 911. Be prepared to tell the dispatcher your exact location and what is on fire.

In Case of a Fire Outside of Your Room

- Feel the door and doorknob. If it is hot, DO NOT open the door.
 - CALL 911. Be prepared to tell the dispatcher your exact location, and what is on fire, if known.
 - If possible, wedge WET cloth materials along the bottom of the door to help keep out smoke.
 - Check to see if there is smoke outside the window. If there is no smoke, open the window and hang light colored material outside and SCREAM, "FIRE!"
 - If the room becomes smoky, tie a folded cloth (wet if possible) over your nose and mouth and stay low.
 - Try to make yourself visible to rescue personnel through the window or balcony.
 - Do not jump from upper story windows.
- If the door is not hot, stay behind the door and open it cautiously. Be ready to close the door quickly if fire is close by.
 - If it is safe to proceed into the hallway, walk; do not run, to the nearest stairwell. Take your room key with you. Activate the fire alarms and alert others.

- Do not use an elevator. If you are caught in the elevator push the emergency phone button. The emergency phones in elevators on campus typically ring to Campus Safety personnel.
- If smoke is present in the hallway, keep low.

Fire Reporting

North Central College community members are strongly encouraged to immediately report any fire, evidence of a fire that has been extinguished, or suspicious circumstances in an accurate and timely manner to the North Central College Department of Campus Safety at 630-637-5911 and the Naperville Police at 630-420-6666 (non-emergency) or 9-1-1 (emergency). In addition to reporting a fire to Campus Safety, the following individuals may also be contacted:

Vice President for Operations, 630-637-5657

Assistant Vice President for Student Affairs and Athletics, 630-637-5151

Assistant Dean of Students, 630-637-5993

Assistant Dean of Students and Director of Multicultural Affairs, 630-637-5156

Director, Campus Safety 630-637-5912

Director, Residence Life, 630-637-5861

Area Hall Director On Call, 630-816-5298

Emergency Drills, Testing & Evacuation Procedures

The College's Operations Manager, in conjunction with the Department of Campus Safety, organizes, plans and executes announced and unannounced emergency drills, alarm testing, and evacuation plans several times throughout the year. Among the types of emergency exercises on campus are fire and tornado drills. Fire drills will be conducted regularly during the academic year. Residence halls have an unannounced fire drill twice per year, and academic buildings are done annually. Emergency response charts and cards are published and posted in office suites and available online. All emergency response and evacuation procedures are publicized through the College's email system, and monitored during testing by the Operations Manager, Campus Safety and numerous building captains who oversee the documentation (sign-in sheets of participants), monitor the effectiveness of the drills, and provide feedback for improvement through organized meetings on each drill. When applicable, the Naperville Fire Department is involved with the testing of alarms and fire drills to ensure the equipment is functioning properly and the evacuations proceed in an effective and safe manner. The Operations Manager monitors emergency drills, maintains institutional records, oversees compliance and evaluation efforts as they relate to emergency management, and coordinates the maintenance of emergency equipment. Please note: Persons who tamper with firefighting equipment, sound false alarms, fail to evacuate during a fire alarm, remove batteries from smoke detectors, damage emergency exit signs and/or inhibit the work of firefighters in any way are subject to disciplinary action and may result in criminal prosecution and costly fines.

Fires, Fire Alarms and Fire Equipment

A person's first action should be to evacuate the building. If a fire is small and appears controllable, use a nearby fire extinguisher to combat the fire. Remember **PASS**:

Pull the pin from the fire extinguisher.

Aim the fire extinguisher at the base of the fire.

Squeeze the handles together.

Sweep the spray from side to side across the base of the flames.

If the fire is not put out by the first fire extinguisher used, evacuate the building. Do not attempt to use a second fire extinguisher.

Fire Safety Systems

The College reviews campus buildings annually for any potential improvements to fire safety systems. At the time of this report's publication, there are no planned fire safety system improvements. To comply with fire codes, no interior hallway doors may be propped open. Sprinkler heads need to be kept free from obstruction, so that they can operate properly. Items may not be stored within 18 inches of any sprinkler head. Hanging anything from a sprinkler head is prohibited.

Fire Safety Education

Residence Life personnel receive annual training on the proper use of a fire extinguisher in a controlled environment and in coordination with the Naperville Fire Department.

Residence Life and Housing Policies

Smoking and Tobacco

To protect the health and safety of students, faculty, staff, and visitors on campus, and to create a cleaner and more sustainable campus environment, all areas of the North Central College campus, including owned and leased buildings and grounds (collectively "College Areas") are smoke and tobacco-free areas.

The use of tobacco e-cigarettes and smokeless tobacco products (including cigarettes, e-cigarettes, cigars, pipes, vaping and vapor devices, smokeless tobacco and all other tobacco products of any type) by students, faculty, staff, guests, visitors, and contractors is prohibited on all properties owned or leased by North Central College, including (but not limited to):

- all interior space on campus and/or property leased by the College, including remote sites;
- all outside property or grounds owned or leased by the College, including areas such as walkways (for example, the Sesquicentennial Walkway), breezeways, parking lots, and patios;
- all vehicles leased or owned by the College;
- all personal vehicles while on college property;
- all indoor and outdoor athletic facilities

Electrical Appliances and Wires

1. Residents must only use Underwriter's Laboratory approved electrical appliances. These appliances will have an UL sticker, stamp, or logo on them. In an effort to conserve energy and further support sustainability initiatives, the College requests that students bring Energy Star certified appliances.
2. Open coil items including toasters, toaster ovens, warmers, hot plates, hot pots, popcorn poppers, and electric blankets are prohibited in the residence hall.
3. A power strip or extension cord may be used, but connecting or "piggy-backing" multiple extension cords or power strips, in any combination, is prohibited.
4. Residents may be asked to limit the wattage or use of certain appliances, especially at peak hours, due to overloading. To reduce the risk of overloading the circuits, surge protectors must have a built-in circuit breaker or fuse. The College accepts no responsibility for damages incurred to electrical appliances as a result of power surges or outages.
5. Stereo, TV, and other electrical wires/antenna may not be extended from your room underneath doors, windows, or through walls in order to prevent injury to you and others who live or work in your building.

Grills

Only small personal grills may be used by students. Grills must be at least 15 feet away from residence halls and attended at all times. Grilling is not permitted on the balconies of any apartments owned or operated by the College. Appropriate clean up and safe disposal of charcoal and other materials must be done as soon as possible after cooking. Disposing of charcoal on College lawns is strictly prohibited. For appropriate means to dispose of charcoal and store grills and other cooking equipment, see the Office of Residence Life. Flammable liquids, such as lighter fluid, may not be stored in residence halls.

Annual Fire Statistics

Data reported in the annual fire statistics reflects unintentional fires, undetermined fires and intentional fires for all residence halls on campus.

2021									
Location	Date Reported	Date of Incident	Time of Incident	Incident Number	Type of Incident	Reason for Activation	Fire Report Number	Number of Injuries or Deaths	Property Loss Value
Kaufman Dining Hall	8/6/2021	8/6/2021	4:00 PM	2020495201	Unintentional	Ice machine	No Response	0	\$2,500.00

2020									
Location	Date Reported	Date of Incident	Time of Incident	Incident Number	Type of Incident	Reason for Activation	Fire Report Number	Number of Injuries or Deaths	Property Loss Value
New Hall	11/7/20	11/7/20	4:00 PM	2020238502	Fire Alarm	Washing machine motor	20-12032	0	\$200.00

2019									
Location	Date Reported	Date of Incident	Time of Incident	Incident Number	Type of Incident	Description	Fire Report Number	Number of Injuries or Deaths	Property Loss Value
Residence Hall/Recreation Cent	1/21/19	1/21/19	7:45 PM	2018090601	Unintentional	Overloaded Washing Machine	19 -834	0	\$0
Patterson Hall	10/14/19	10/14/19	1:39 PM	2019054101	Unintentional	Overloaded Washing Machine	19-12354	0	\$1,000

Fire Safety Systems

Facility	Fire Alarm Monitoring Done Off-Site	Partial Sprinkler System	Full Sprinkler System	Smoke Detection	Heat Sensors	Fire Extinguisher Devices	Fire Doors	Evacuation Plans & Placards	# of Evacuation Drills Per Year
Geiger Hall 221 E. Chicago Ave.	YES	NO	YES	YES	YES	YES	YES	YES	2
Kaufman Dining Hall 221 S. Brainard St.	YES	NO	YES	YES	YES	YES	YES	YES	1
Kimmel Hall 224 N. Loomis St.	YES	NO	YES	YES	YES	YES	YES	YES	2
New Hall 451 S. Brainard St.	YES	NO	YES	YES	YES	YES	YES	YES	2
Patterson Hall 180 E. Chicago Ave.	YES	NO	YES	YES	YES	YES	YES	YES	2
Rall Hall 211 S. Brainard St.	YES	NO	YES	YES	YES	YES	NO	YES	2
Res/Rec Center 440 S. Brainard St.	YES	NO	YES	YES	YES	YES	YES	YES	2
Seager Hall 311 E. Chicago Ave.	YES	NO	YES	YES	YES	YES	YES	YES	2
Schneller Hall 147 S. Loomis St.	YES	NO	YES	YES	YES	YES	YES	YES	2
Ward Hall 192 E. Chicago Ave.	YES	NO	YES	YES	YES	YES	YES	YES	2