



STUDENT HANDBOOK

2017-2018

North Central College, 30 North Brainard Street, Naperville, Illinois, 60540

The information in this document was the best available at the time of release. North Central College endeavors to present an accurate overview of the policies, programs, facilities, and personnel of the College in this document. However, North Central College reserves the right to alter any information described in the document without notice or obligation. This document is updated regularly, and published to the College website annually, through the Office of the Dean of Students.

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INTRODUCTION

Welcome to the 2017-2018 academic year. The entire staff is looking forward to helping you make the most of your college experience, whatever your background or interests. As a North Central College student you have access to resources and opportunities to nurture your talents and prepare you well for a productive future. I encourage you to take advantage of all that the College has to offer both inside and outside of the classroom. In short, work hard, have fun, and learn!

This handbook provides you with the expectations that strengthen our community and contribute to the success of all students. In the pages that follow you will also learn about College processes and resources that may be of use to you. If ever I can be of help as you pursue the best possible experience at North Central, I hope that you will let me know.

Wishing you the best for a healthy and successful year,

Kimberly Sluis, Ed.D.

Vice President for Student Affairs and Dean of Students

STATEMENT OF STUDENT CONDUCT

North Central College is a community of faculty, staff, and students representing numerous ethnic, racial, cultural, and religious backgrounds. Despite these differences, we share a common interest in creating an environment that encourages the growth and development of all of our members, as well as the wider community in which we live. While classroom learning is a pillar of the North Central College experience, the College seeks to offer a variety of supplementary personal development opportunities. To promote such a learning environment, the College offers the following Statement of Student Conduct, as well as a set of policies and procedures that each student accepts by becoming a member of the College community.

The North Central College Statement of Student Conduct is a simple one, and finds its origins in the need any community has to promote – and at times enforce – respect among its members. This statement does not seek to outline the minimally acceptable level of behavior; instead, the College hopes the language and the spirit of this statement will encourage the development of a “community” in the full sense of the word. When a student becomes a member of the North Central College community, that student agrees to abide by all College policies and to accept four responsibilities: to self, to the integrity of one’s education, to the College, and to the community. Students found in violation of any part of the policy, written or implied, will be sanctioned appropriately. In return for students’ acceptance of this code of conduct, the College also accepts its responsibility to provide for its students.

RESPONSIBILITY TO OURSELVES

The collegiate experience at North Central College invites students to become part of a community of learners who are curious, engaged, ethical, and purposeful citizens and leaders. North Central College asks that students take personal ownership of the community into which they enter, and to understand that the community is built upon appropriate standards of behavior. These standards of behavior should lead students to live in ways that exhibit leadership, ethics, and values.

Before students can fully pursue an education within the North Central College community, each individual must commit to treating his or herself with respect. Such self-respect is fundamentally a commitment to personal integrity and individual wellness. Those who are committed to personal integrity show a willingness to be accountable for their actions. Those who are committed to individual wellness strive for comprehensive personal health. In doing so, they avoid practices which harm the body and the mind, such as excessive consumption of alcohol, the recreational use of drugs, or other self-destructive behaviors. These committed individuals conduct themselves honestly, thoughtfully, and consistently with the values of the community.

As violations of the standards outlined below represent a lack of concern for the individual pillars of the College community, significant violations of all subsequent policies could result in disciplinary action. (For information about the College's Student Conduct Process, please review the final section of this handbook.)

Alcohol Policy

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 illegal substances.
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 in the presence of alcohol on campus (see note below), 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 illegal substances.
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, Seager, and Rall, are substance-free. Additionally, rooms or floors in other residence halls may be designated as substance-free.

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 bong, 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.

Drug Policy

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 Illinois law, supports the mission of the institution and its academic and student development goals.

Both Illinois and Federal Law prohibit the possession and/or distribution of illegal drugs. Criminal 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 drugs. The College cooperates fully with law enforcement officials in the prosecution of cases involving controlled substances.

Additionally, North Central College, as an educational institution, sets supplementary community standards for its members that are more restrictive than prescribed Federal, State, and Local laws. Violations of these policies are also subject 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.

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.

Medical Marijuana

North Central College prohibits the possession or use of all cannabis, cannabis products, or any substances containing THC (tetrahydrocannabinol) on campus, or at any College sponsored event or activity off campus. This prohibition includes the possession and use of medical marijuana. The Compassionate Care Act, an Illinois law that permits the use of medical marijuana by persons possessing lawfully issued medical marijuana cards, also 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.” Additionally, 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 does not recognize the difference between medical and recreational use of marijuana. 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. Standard sanctions include:

- A. **Fines:** Each student involved in an incident where the College’s Alcohol or Drug Policy is violated will be assessed a \$100.00 fine for a first offense. All subsequent incidents in which alcohol and/or drug violations occur will carry with them a \$200.00 fine, per person found in violation. Fines must be paid in cash or by personal check in the Office of the Dean of Students within one month (31 days) of the administrative hearing or hearing panel date, or the date on which the case is decided. Fine deadlines that fall on a weekend or holiday must be paid in advance of the deadline. Any fine outstanding after one month will be doubled and placed on the student’s account. All money collected through fines will be used for alcohol and drug abuse programming or interventions.
- B. **Parental Notification:** After the first occurrence, parents will be notified when students who are under the age of 21 violate the alcohol policy at North Central College. Parents may be notified of a student’s first violation of the alcohol policy, if, in the College’s 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 Vice President for Student Affairs and Dean of Students.

Sample Illinois Sanctions for Violation of Alcohol Control Statutes

(See Illinois Compiled Statutes for more specific information)

- A. It is a Class A Misdemeanor to possess or sell alcohol if you are under 21.
- B. It is a Class A Misdemeanor to sell, give, or furnish false ID to an individual 21 years old or under (minimum \$500 fine).
- C. It is a Class A Misdemeanor to use or possess a false ID if you are under 21.
- D. It is a Class A Misdemeanor to sell, give, or deliver alcohol to individuals under 21 years of age. Local ordinances may also be enforced.

Class A Misdemeanors are punishable with a fine of \$1 to \$1,000 and up to 1 year in the county jail.

Sample Illinois Sanctions for Violation of Drug Control Statutes

(See Illinois Compiled Statutes for more specific information)

Possession of Cannabis:

- A. It is a Class A Misdemeanor to possess from 10 to 29 grams of Cannabis.
- B. It is a Class 4 Felony to possess 30 grams to 499 grams of Cannabis.
- C. It is a Class 3 Felony to possess 500 grams to 1999 grams of Cannabis.
- D. It is a Class 2 Felony to possess 2000 grams to 4999 grams of Cannabis.
- E. It is a Class 1 Felony to possess more than 5000 grams of Cannabis.

Possession of Cocaine:

- A. It is a Class 4 Felony to possess 0-15 grams
- B. It is a Class 1 Felony to possess 15-100 grams.
- C. It is a Class 1 Felony to possess 100-400 grams.
- D. It is a Class 1 Felony to possess 400-900 grams.
- E. It is a Class 1 Felony to possess 900+grams.

Possession of Heroin/LSD:

- A. It is a Class 4 Felony to possess 0-14 grams
- B. It is a Class 1 Felony to possess 15-99 grams.
- C. It is a Class 1 Felony to possess 100-399 grams.
- D. It is a Class 1 Felony to possess 400-899 grams.
- E. It is a Class 1 Felony to possess 900+grams.

Class 4 Felony sentence may be from 1 to 3 years in a state penitentiary.

Class 3 Felony sentence may be from 2 to 5 years in a state penitentiary.

Class 2 Felony sentence may be from 3 to 7 years in a state penitentiary.

Class 1 Felony sentence may be from 3 to 15 years in a state penitentiary.

This is not an exhaustive list of narcotics and controlled substances that are subject to Illinois Compiled Statutes and which may have local, state, and/or federal sentencing guidelines.

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 as a result of an alcohol or drug-related incident may be a deterrent to students who might seek emergency medical assistance for themselves or others. Because the College wants students to seek assistance promptly in the event of a health or safety emergency involving alcohol or drug use, a policy of medical amnesty has been adopted as part of a comprehensive approach to reduce the harmful effects of substance use.

- 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. Any student(s) afforded amnesty under this policy will be required to meet with staff from the Dean of Students Office or 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.
- C. 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.
- D. This policy does not preclude disciplinary action regarding all other behaviors prohibited in the Student Handbook, 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, Kevin McCarthy, Assistant Dean of Students at kemccarthy@noctrl.edu, 630-637-5152, or John Acardo, Assistant Vice President for Human Resources at jjacardo@noctrl.edu, 630-637-5754.

Health Risks of Commonly Abused Substances

Substance	Nicknames/Slang	Short Term Effects	Long Term Effects
Alcohol		slurred speech, drowsiness, headaches, impaired judgment, decreased perception and coordination, distorted vision and hearing , vomiting, breathing difficulties, unconsciousness, coma, blackouts	toxic psychosis, physical dependence, neurological and liver damage, fetal alcohol syndrome, vitamin B1 deficiency, sexual problems, cancer, physical dependence
Amphetamines	uppers, speed, meth, crack, crystal, ice, pep pills	increased heart rate, increased blood pressure, dry mouth, loss of appetite, restlessness, irritability, anxiety	delusions, hallucinations, heart problems, hypertension, irritability, insomnia, toxic psychosis, physical dependence
Barbiturates and Tranquilizers	barbs, bluebirds, blues, yellow jackets, red devils, roofies, rohypnol, ruffies, tranqs, mickey, flying v's	slurred speech, muscle relaxation, dizziness, decreased motor control	severe withdrawal symptoms, possible convulsions, toxic psychosis, depression, physical dependence
Cocaine	coke, cracks, snow, powder, blow, rock	loss of appetite increased blood pressure and heart rate, contracted blood vessels, nausea, hyper-stimulation anxiety, paranoia, increased hostility Increased rate of breathing, muscle spasms and convulsions. dilated pupils disturbed sleep	depression, weight loss, high blood pressure, seizure, heart attack, stroke, hypertension, hallucinations, psychosis, chronic cough, nasal passage injury, kidney, liver and lung damage
Gamma Hydroxy Butyrate	GHB, liquid B, liquid X, liquid ecstasy, G, georgia homeboy, grievous bodily harm	euphoria, decreased inhibitions, drowsiness, sleep, decreased body temperature, decreased heart rate,	memory loss, depression, severe withdrawal symptoms, physical dependence, psychological dependence

Heroin	H, junk, smack, horse, skag	euphoria, flushing of the skin, dry mouth, "heavy" arms and legs, slowed breathing, muscular weakness	constipation, loss of appetite, lethargy, weakening of the immune system, respiratory (breathing) illnesses, muscular weakness, partial paralysis, coma, physical dependence, psychological dependence
Ketamine	K, super K, special K	dream-like states, hallucinations, impaired attention and memory, delirium, impaired motor function, high blood pressure, depression	Urinary tract and bladder problems, abdominal pain, major convulsions, muscle rigidity , increased confusion, increased depression, physical dependence, psychological dependence
LSD	acid, stamps, dots, blotter, A- bombs	dilated pupils, change in body temperature, blood pressure and heart rate, sweating, chills, loss of appetite, decreased sleep, tremors, changes in visual acuity, mood changes	may intensify existing psychosis, panic reactions, can interfere with psychological adjustment and social functioning, insomnia, physical dependence, psychological dependence
MDMA	ecstasy, XTC, adam, X, rolls, pills	impaired judgment, confusion, blurred vision, teeth clenching, depression, anxiety, paranoia, sleep problems, muscle tension	same as LSD, sleeplessness, nausea, confusion, increased blood pressure, sweating , depression, anxiety, memory loss kidney failure, cardiovascular problems, convulsions death, physical dependence, psychological dependence

Marijuana/ Cannabis	pot, grass, dope, weed, joint, bud, reefer, doobie, roach	sensory distortion, poor coordination of movement slowed reaction time, panic, anxiety	bronchitis, conjunctivas, lethargy, shortened attention span, suppressed immune system, personality changes, cancer, psychological dependence, physical
Mescaline	peyote cactus	nausea, vomiting, anxiety, delirium, hallucinations, increased heart rate, blood pressure, and body temperature,	lasting physical and mental trauma, intensified existing psychosis, psychological dependence
Morphine/ Opiates	M, morf, duramorph, Miss Emma, monkey, roxanol, white stuff	euphoria, increased body temperature, dry mouth, "heavy" feeling in arms and legs	constipation, loss of appetite collapsed veins, heart infections, liver disease, depressed respiration, pneumonia and other pulmonary complications, physical dependence, psychological dependence
PCP	crystal, tea, angel dust, embalming fluid, killer weed, rocket fuel, supergrass, wack, ozone	shallow breathing, flushing, profuse sweating, numbness in arms and legs, decreased muscular coordination, nausea, vomiting, blurred vision, delusions, paranoia, disordered thinking	memory loss, difficulties with speech and thinking, depression, weight loss, psychotic behavior, violent acts, psychosis, physical dependence, psychological dependence
Psilocybin	mushrooms, magic mushrooms, shrooms, caps, psilocybin & psilocyn	nausea, distorted perceptions, nervousness, paranoia,	confusion, memory loss, shortened attention span, flashbacks may intensify existing psychosis

Steroids	roids, juice	increased lean muscle mass, increased strength, acne, oily skin, excess hair growth, high blood pressure	Cholesterol imbalance, anger management problems, masculinization or women, breast enlargement in men, premature fusion of long bones preventing attainment of normal height, atrophy of reproductive organs, impotence, reduced fertility, stroke, hypertension, congestive heart failure, liver damage, psychological dependence
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Note: Above chart was utilized with permission from the Illinois Higher Education Center.

Counseling and Treatment

Students who would like more information on alcohol, drugs, and the affects thereof, are encouraged to contact the staff in the Dyson Wellness Center. Students experiencing difficulties with alcohol or drug use can talk with a staff member in Student Affairs, Residence Life, or the Dyson Wellness Center. Short term alcohol and other drug counseling is available on campus to students through the Dyson Wellness Center (630-637-5550). Students may be referred to other treatment programs for more intensive treatment.

North Central College's Office of Human Resources, through MHN, A Health Net Company (800-511-3920 or members.mhn.com) offers employees additional education and counseling, as well as appropriate referrals.

The following is a list of resources and contact information that may be utilized for support and care:

ON-CAMPUS RESOURCES/INFORMATION

The Dyson Wellness Center (confidential medical and counseling 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
Kimberly Sluis, Vice President for Student Affairs and Dean of Students	630-637-5151 https://www.northcentralcollege.edu/life-location/dean-students
Jeremy Gudauskas, Associate Dean of Students	630-637-5151
Kevin McCarthy, Associate Dean of Students	630-637-5151
Rebecca Gordon, Title IX Coordinator	630-637-5754
Department of Campus Safety	630-637-5911

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
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

These agencies provide a variety of services which may include intake/evaluation, social setting detoxification, intensive residential program, chemical dependency programs, adolescent and adult outpatient services, DUI evaluations and remedial education. Interested individuals are encouraged to contact each agency for additional information regarding specific services and costs.

Smoking and Tobacco Policy

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.

A. DEFINITIONS:

- **Smoking** is defined as 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** is defined as 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 use are prohibited.
- **E-Cigarette Use or Vaping** is defined as the use of electronic smoking devices and/or electronic nicotine delivery systems. These products and delivery systems are also prohibited on any of the College Areas, even without the use of nicotine, and may be subject to confiscation and/or disposal.
- **FDA-Approved Tobacco/Nicotine Cessation Aids**, such as nicotine patches and gum, are not prohibited.

B. SCOPE OF POLICY:

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.

This prohibition of tobacco products does not apply to public rights-of-way (sidewalks/streets) within the campus boundaries that are governed by City of Naperville. For a campus boundary map that displays prohibited areas, [click here](#).

C. COMPLIANCE:

All College employees, students, visitors, guests and contractors are required to comply with this policy. Refusal to comply may be cause for disciplinary action in accordance with employee and/or student conduct policies. Refusal to comply with the policy by visitors, guests and contractors may be grounds for removal from campus. Reasonable enforcement efforts are expected by the unit

supervisor for each facility or area of campus, and all members of the College community are encouraged to share the responsibility for bringing this policy to the attention of visitors.

D. EXCEPTIONS:

- The use of tobacco products may be permitted in laboratory and classroom instruction/experiments. Tobacco use for any such research or educational purposes must be approved in advance by the Provost and Vice President for Academic Affairs or a designee. Reasonable advance notice is required for the approval of any exception to the general prohibition.
- Specific activities used in connection with the practice of cultural activities by American Indians that are in accordance with the American Indian Religious Freedom Act, 42 U.S.C. sections 1996 and 1996a allow for the use of ceremonial tobacco. All ceremonial use exceptions must be approved in advance by a Vice President or other designee.
- Vaping and vapor devices may be used in College-sponsored theatrical productions, but are only permitted for use without nicotine.

E. CESSATION PROGRAMS:

The Dyson Wellness Center provides access to resources for those who are interested in quitting the use of tobacco products. These resources include nicotine replacement products for sale, access to College insurance-sponsored cessation programs, and referrals to local hospital cessation programs. For more information, contact the Dyson Wellness Center at 630-637-5550.

For more information on North Central College's Tobacco-Free Initiative, visit:

www.noctrl.edu/SmokeFreeNC

Health Insurance

All full-time students are required to carry health insurance coverage while attending North Central College. Health insurance information should be kept on file and up to date. All resident students may submit their insurance information by logging into their Merlin accounts and selecting the link for "ResHall Room and Board Agreement." All student who commute can contact the Office of Student Affairs at 630-637-5151 or studentaffairs@noctrl.edu to submit their insurance information.

Immunization Policy

The College Immunization code for the State of Illinois requires all students entering North Central College to provide evidence that the following vaccinations have been received unless appropriate evidence of a statutory exemption is filed with the College.

A. REQUIRED VACCINATIONS:

- Diphtheria, Tetanus, Pertussis: Students shall provide dates of any combination of three or more doses of Diphtheria, Tetanus and Pertussis containing vaccine. One dose must be a Tdap vaccine. The last dose of vaccine (DPT, DTap, Dt or Tdap) must be within 10 years prior to the term of current enrollment.
- Measles, Mumps, Rubella: Students shall provide documentation of receipt of two doses of the MMR (Measles, Mumps and Rubella) live vaccine. The first dose must be on or

after their first birthday. The minimum time interval between each dose must be at least 28 days. Students who cannot provide proof of immunization may provide laboratory evidence of immunity.

- **Meningococcal:** All new students under the age of 22 shall provide proof of at least one dose of meningococcal conjugate vaccine on or after their 16th birthday.
- International students are required to have a TB test completed upon arrival at North Central College.

B. IMMUNIZATION EXEMPTION

Occasionally the College is asked to exempt a particular student from its immunization requirements. Because the College believes that the entire campus population is best-served when every student is immunized, it does not favor exemptions. The College will, however, consider a request for exemption, only under the following circumstances.

- **Medical Risk to the Student:** The College may exempt a student from one or more of the required immunizations based on a written statement by a physician that describes the nature and probable duration of a medical condition or circumstance that contraindicates such immunizations(s) and that identifies the specific immunization(s) that could be detrimental to the student's health.
- **Medical Risk to an Unborn Fetus:** Female students may be granted temporary exemption from immunization against measles, mumps, and rubella if pregnancy or suspected pregnancy is certified by a physician's written statement.
- **Immunizations Scheduled, but Not Yet Completed:** If a student is on an approved schedule to receive all necessary doses of the required vaccines, the student may be granted temporary medical exemption for the duration of the approved schedule.
- **Religious Objection:** The College will consider granting an exemption based on a written statement by the student stating the specific religious belief on which the opposition to the required vaccinations is based and the theological basis for such belief. General philosophical or moral reluctance to allow immunizations will not provide a sufficient basis for an exception to statutory requirements.

North Central College must follow the guidelines provided by the Illinois Department of Public Health. As such, there are circumstances where individuals who have not presented proof of immunity may not be permitted on campus as outlined by the Illinois Department of Public Health. For more information on immunization requirements visit:

<https://cardinalnet.northcentralcollege.edu/student-life/immunization-requirements-1>

Registration Confirmation

Registration confirmation occurs on the first official day of each term. At this time, students have the responsibility to verify their class schedule for the term, assume responsibility for payment for tuition and fees generated from registration, and purchase parking stickers. Students receiving financial aid are responsible for understanding what type of aid they are receiving and the requirements.

Financial Responsibility

Tuition and all fees are due and payable to the College and are the student's responsibility to pay as the result of registration or other activity incurred. After financial aid has been considered, a payment plan option is available for students unable to complete their financial arrangements at the time of registration. Contact the Business Office at busoffice@noctrl.edu for more information.

Failure to make satisfactory financial arrangements can result in delay of graduation, denial of registration privileges, removal from classes/residence halls, withholding of transcripts, assessment of late fees, and/or referral to a collection agency.

RESPONSIBILITY TO THE INTEGRITY OF ONE'S EDUCATION

NOTE: This section of the Student Handbook should be considered a supplement to the information found in the North Central College Catalog. Students are encouraged to regularly review the Catalog, and to consult it for information on academic policies and procedures.

To acquire an education that is complete and authentic, individuals must treat the academic pursuit with respect. All members of the North Central College community are obligated to maintain an atmosphere conducive to academic work so that the educational mission of the College will not be hindered.

Academic life at North Central College is full of challenges, and meeting those challenges should be a student's primary objective. The College offers students the support they may need along the way. Faculty members are organized in academic departments and four undergraduate college/schools. Questions or concerns about a course should first be addressed to the instructor, and then if necessary, to his or her department chair or Academic Dean. Additionally, while North Central College encourages students to tutor and assist each other, and provides many opportunities for them to do so, students remain responsible for submitting work that is genuinely theirs. True learning cannot be accomplished if one steals the work of others, or dishonestly prepares course work. Consequently, the College requires students to adhere to the following policies in order to ensure the honesty and integrity of their academic performance. Violation of these policies can include, but are not limited to, any of the following situations described below. Students found in violation of any part of the policy, written or implied, will be subject to the Student Conduct Process.

Contact Hours

A full course, equivalent to three credit hours, represents a total student effort of about 135 hours, or 13.5 hours per week. This number represents contact hours plus hours of study. Therefore, for a class that meets 3.5 hours a week (35 hours altogether plus exam), 10 hours of outside study per week are expected. The 135 hours of total effort applies to all courses.

Syllabus

Instructors are expected to hand out a syllabus during the first week of the term. In addition to describing goals and content, the syllabus should include a statement of the grading policy.

Final Examinations

The first three days in week 11 of each term are scheduled for final examinations in regular and second five-week undergraduate courses. Each faculty member is required to meet each class during the designated two-hour period for either a final examination or other instructional activity, with attendance expected. Students should not request changes in the designated [final examination schedule](#). Final examinations for first five-week courses, graduate courses, and summer courses are given at the last regular class meeting.

Class Attendance

Regular class attendance is expected of all students. The instructor of a course sets the attendance standard for that course. A student who is absent from class for any reason should contact the instructor. In general, the College expects attendance on the first and last days of a term, as well as the class days immediately preceding and following College holidays. If there is a waiting list for a course, the instructor

may remove from the course roster any student who is absent the first day, unless the student has notified the instructor in advance of his or her absence. Generally speaking, however, absence from a class does not constitute withdrawal from a course.

In certain scenarios, students may request an excused absence and receive special accommodations and help making up missed work.

A. Medical Emergencies

When an emergency medical situation occurs in the midst of an academic term, a student may request special consideration. A medical emergency is defined as a serious and unexpected injury to oneself, or a serious and sudden illness. This does not include minor sickness, common conditions or routine medical appointments. As soon as possible, the student or his or her designee (parent, guardian, etc.) should notify both the instructor(s) and the Vice President for Student Affairs and Dean of Students (630-637-5151). Following a medical emergency, students can receive support from the Center for Student Success (630-637-5266) and work with their instructors to make up as much missed content as is reasonably possible. When a student is transported to an emergency room, a health facility, or any other care facility, they are encouraged to schedule a support meeting upon their return to the College (see Support Meeting section).

B. Prolonged Illness

Students unavoidably absent from classes because of illness should keep in touch with their academic advisors and instructors. Students who must be absent from classes longer than three weeks may be instructed to withdraw from some or all courses. The usual criteria for withdrawal is applied except that the date of withdrawal is calculated as the date on which illness first prevented attendance in classes.

C. Mental Health Emergencies

In instances where the Dyson Wellness Center staff or the Behavioral Intervention Team has reason to believe a student may be dangerous or life-threatening to themselves or others, the College may require the student be evaluated by appropriate off-campus medical/mental health professionals to ensure their safety. If the student refuses to be evaluated, the student may be sent involuntarily for an assessment to ensure their safety and/or be subject to the student conduct process given their failure to comply with a College official. The student's parent/guardian/emergency contact person will be advised the student is in a potentially dangerous situation to allow them to assist. Local authorities may also be contacted to ensure safety or as required by law.

When a student is experiencing an emergency that threatens their life or the life of others and agrees to be evaluated, the Dyson Wellness Center staff, when possible, will provide information to the student about the process for assessment and/or hospitalization and transportation for evaluation/treatment. The staff will assist the student navigating missed classes and in scheduling a support meeting to discuss their return to campus. When a student is transported to an emergency room, a mental health facility, or any other care facility, they are encouraged to schedule a support meeting upon their return to the College (see Support Meeting section).

D. Faculty Notification.

The Dyson Wellness Center staff will work with the Dean of Students staff to provide an absence notice for classes missed while a student is being treated for a medical or mental health emergency. To respect privacy, this notification only includes basic details regarding the missing of classes due to hospitalization. If a student wishes to share additional details with instructors, he/she may do so.

E. Support Meeting.

After a student has been treated for a medical or mental health emergency, a support meeting will be offered by the college to assist the student in navigating their needs when coming back to campus. Support meetings are an opportunity to ensure that proper support structures (academic, health, etc.) are in place and allow the student an easier transition back into classes and/or the residence halls following their emergency assessment and/or hospitalization. A parent, family member and/or guardian is encouraged to accompany the student to this meeting for the purpose of transparency and coordination of care. Prior to this meeting, students should consider the following steps to help make the process of returning to classes/residence halls successful.

1. Seeing a care-provider (i.e. medical doctor, therapist, psychiatrist) who will act as a continued care provider(s) to offer support, treatment and advice to the student as they return to campus. Medical services offered at the Dyson Wellness Center (DWC) include evaluation and treatment of acute illnesses and injuries; medical consultation and referral to community resources. The DWC medical providers do not routinely provide assessment and management of chronic health conditions. Mental health services at the DWC include short-term counseling; sport and health psychology services; risk assessment and referral; advocacy and collaboration for care (case management); and referral to resources for appropriate level of care. Referrals to an off-campus provider for longer-term care, and/or more specialized care, are often provided depending on the client's needs.
2. Receive a letter from the care-provider outlining a plan of return that will reduce potential escalations in behaviors and identify helpful support mechanisms to best ensure academic success. The outlined plan provided by the care-provider should be followed after returning to campus.
3. Complete and sign a release of information that will allow the Dyson Wellness Center staff to communicate with the care-provider, ensuring quality support and follow-up with efforts to ensure the student's successful return to the academic environment.

A list of local care providers can be found at:

<http://cardinalnet.northcentralcollege.edu/student-life/dyson-wellness-center>. The staff at the Dyson Wellness Center can help with a referral and/or in navigating insurance-related issues. Please call the Dyson Wellness Center with any questions: (630) 637-5550.

F. College Sponsored Activities

North Central College is committed to ensuring that students are able to gain the full range of experiences that constitute a North Central College education, including participation in co-curricular and extracurricular activities. On occasion these activities may conflict with class meeting times.

Students who miss classes due to participation in College-sponsored activities are responsible for arranging make-up assignments with their faculty instructors prior to missing class. Examples of College-sponsored activities include intercollegiate athletic competitions, academic competitions (such as: Forensics, Mock Trial, Model United Nations, SIFE, etc.) and other activities that enhance student learning – such as field trips – that are required for other courses. When participation in College-sponsored activities results in absence from class, students will be given a reasonable opportunity to make up the work missed. It should be understood, however, that in some cases, due to the nature of the missed activity (i.e., lab, group discussion, or quiz), the make-up work may not be identical to the work completed by students who attended the class session. If students fulfill their responsibilities to communicate with their instructors, and to make up their work in a timely way, their grades will not be penalized. In the terms where participation in College-sponsored activities is particularly heavy, students should consult with advisors regarding course workload and scheduling. Students are strongly encouraged to meet with their instructors prior to the start of the term.

Faculty and staff who coach or direct College-sponsored activities that may involve students missing classes have been requested to communicate information about absences at least one week before each event. Information about the event should include the names of students participating, and the anticipated starting time and ending time of the scheduled activities. If unforeseen circumstances arise that require a change in the schedule, the coach or director will promptly inform the faculty. Normally, students will not be excused from class in order to participate in practices and rehearsals. Additionally, faculty have been requested to avoid scheduling field trips during the period when many midterm exams are scheduled, as well as during the tenth week of the term, and during finals week.

Even though coaches and directors may be communicating with faculty about College-sponsored events which conflict with classes, it is the student's responsibility to contact instructors prior to missing classes to arrange to make up work. The collaborative effort of all parties will ensure that students can take full advantage of the educational opportunities made available at North Central College within and outside of the classroom.

Withdrawing for Financial Aid Recipients

Federal regulations require that North Central College has a written policy for the refund and repayment of Federal Aid (Supplemental Educational Opportunity Grant, Pell Grant, Perkins Loan, Federal Stafford Loan and Federal Parent Loan) received by students who withdraw during a term for which payment has been received. This policy is effective only for those students who completely terminate their registration (i.e. students who cancel their registration, withdraw or are dismissed) or who stop attending class before completing 60% of the enrollment period.

The North Central College withdrawal and refund policies and the requirements for the return of grant or loan assistance are printed annually in the Financial Aid Handbook and on the Financial Aid website, here: <https://www.northcentralcollege.edu/aid-costs/financial-aid-policies>. For more information, contact the Office of Financial Aid at (630) 637-5600.

Withdrawing for the Term

Students wishing to withdraw from the College for the entire term should begin the withdrawal process in the Office of Student Affairs, Old Main Fifth Floor, or by calling (630) 637-5151.

Plagiarism

The following policy was enacted by the College Senate on May 11, 1977:

- A. **Defining Plagiarism:** Plagiarism means offering of someone else's words, ideas, or conceptions as if they were one's own. Students are indeed encouraged to draw upon the information and wisdom of others, but in the spirit of scholarship they are always expected to state such indebtedness so that a) their own creativity can be justly appreciated and b) their use of sources, like a scientist's experiment, can be verified by others. Plagiarism differs from this productive use of sources in that the similarity of the original and the borrowings are very close; it is acknowledged inexactly or not at all; and it shows little or no creative application by the borrower. Plagiarism is a prime intellectual offense in that the borrower is faking the learning process. No learning community can thrive if its members counterfeit their achievements, deceive their teachers, and take unfair advantage of their fellow students. Since the integrity of the whole academic community is thus at stake, the penalties are high.
- B. **Identifying Plagiarism:** To establish the occurrence of plagiarism it is not necessary to prove intent. All students are responsible for knowing or learning what academic honesty is. At North Central College, plagiarism will be deemed to have occurred when one or more of the following external evidences is present:
 - 1. The writing of a student includes word-for-word passages taken without explicit and accurate acknowledgment from a source written by another, provided that the cumulative borrowing includes at least ten words. "Explicit and accurate acknowledgment" means the use of quotation marks and a verifiable citation of source, either in parentheses or by footnote, at the point of indebtedness. (The mere listing of the source in the bibliography is not sufficient acknowledgment by itself.)
 - 2. The writing of a student closely resembles another source in thought, order, or diction (including synonyms) for a cumulative resemblance of three or more sentences, without explicit and accurate acknowledgment as defined in 1) above.
 - 3. Two or more papers or exams, submitted at the same time, contain resemblances in factual or stylistic detail which are decidedly outside normal probabilities of coincidence. The likelihood of plagiarism will be deemed even higher a) if the students were known to be in close physical proximity at the time of writing, and b) if the factual details involve unusual error. In the event of such resemblances, all parties involved will be judged responsible.
 - 4. A paper or exam contains terminology or information which the student, on questioning, cannot explain.
 - 5. A paper or exam contains unusually detailed data for which the student does not produce a verifiable source.
 - 6. These same principles hold for the inclusion of borrowed diagrams, mathematical statements, tables, and pictures.
- C. **Citations:** In citing any sources, the student implicitly guarantees the accuracy and fullness of acknowledgment.

1. The instructor may properly request the student to bring in those sources so that such guarantee may be confirmed. Such a request, made routinely in many schools, carries no implied criticism.
 2. If students are unsure about whether their writing has sufficiently acknowledged outside sources, students should consult with either their course instructor or the Writing Center before submitting the final copy.
- D. **Sanctions:** Any instructor who has assembled evidence of plagiarism will first offer the student a chance to provide an alternate explanation of the evidence or to admit fault. If the inference of plagiarism remains, the instructor may choose one of these options, listed in order of increased severity according to the extent and evident deliberateness of the deceit. The first two options suppose that the plagiarism is not extensive, or that it would not have given the student substantial academic advantage such as full course credit or high course grade, or that the instructor has clear reasons to believe that the plagiarism can be accounted for by ignorance which though subject to discipline is genuine. The remaining options would come into play if the plagiarism is extensive; or if it would have given the student substantial academic advantage, or if the student had previously been warned against it.
1. Reprimanding the student and requiring a revision of the work to eliminate plagiarism or an additional paper, or exam.
 2. Lowering the grade for the paper or exam (even as far as F) without opportunity to regain the lost credit.
 3. Directed withdrawal of the student from the course.
 4. Failure of the student for the course.
 5. Referral of evidence to the Provost and Vice President for Academic Affairs for appropriate disciplinary action (which may go so far as suspension or dismissal).
- E. **Records:** Any sanction beyond reprimanding the student and requiring a revision of the work to eliminate plagiarism or an additional paper, or exam will be reported to the Associate Provost and Dean of Academic Services for notation in the student's file. The record of past plagiarisms for a given student may affect the disposition of any new case. Notation of the incident will not appear on a student's academic transcript, but will be included in a student's permanent file.

Grade Appeals

A student who believes that the final grade the student received in a course does not reflect the quality of the work performed has the right to meet with the instructor of the course and be given a review of the manner in which the grade was determined. Either the student or the instructor or both may bring a peer or a third party to this meeting. If the student is not satisfied with the outcome of the meeting, the student may appeal the instructor's decision to the Dean who supervises the instructor concerned. The Dean of the appropriate college/school will consult with the instructor and with the Department Chair of the instructor's department, will determine whether there is a basis for appeal and may recommend a grade change to the Associate Provost and Dean of Academic Services. Appeal of a grade given by a Dean will be made directly to the Associate Provost and Dean of Academic Services. Grade appeals must be made within a ninety (90) day period following the last day of the term in which the grade was received. Students who wish to appeal grades must understand that except for clerical errors or miscalculation, grades will be changed only in extremely rare instances.

RESPONSIBILITY TO THE COLLEGE AND ITS MEMBERS

To allow oneself and others to engage fully in the pursuit of their education, individuals must treat the College campus, College resources, and other members of the College community with respect. To do so requires a personal commitment not only to refrain from conduct that harms, but also to engage in conduct that makes the community a better place for all to live and learn. Individuals should demonstrate stewardship of community assets through responsible use, and should refrain from damaging or misusing College facilities and resources. In line with these goals, the College created the following policies to guide student conduct within the College community:

Activities and Events

It is assumed that non-performance activities and events held on the North Central campus, and sponsored by North Central organizations, are primarily for the enjoyment and benefit of students, staff, and faculty. Non-performance activities and events such as dances and parties which encourage attendance and participation from individuals outside of the North Central Community must be approved by the Vice President for Student Affairs and Dean of Students in advance of any planning and publicity. Unless otherwise stipulated and pre-approved, the College adheres to a one-guest-per-student policy for non-performance student events, activities, and programs.

Compliance

Students must comply with the reasonable directions of any person employed by, or acting for, the College and given the responsibility to enforce the rules and regulations of the College. Students also must comply with the regulations and policies of College offices and departments.

- A. Students must comply with a request to participate in an investigation as a witness, to attend a hearing as a respondent or as a witness, and to provide complete and truthful information at all times.
- B. Students are required to participate in mandated assessments as directed by the Behavioral Intervention Team. Mandated assessments allow the Behavioral Intervention Team the ability to better determine a person's functioning and the context of potentially concerning behavior, and to offer essential consultation to the decision-makers at the institution. This process can involve a psychological evaluation, a threat assessment, or both. Students who fail to comply with a mandated assessment as directed by the Behavioral Intervention Team may be referred to the College's student conduct process.
- C. Students must comply with the request to open or unlock a personal safe or other locked container when asked by a staff member who suspects a violation of a rule or policy. It is expected that students will produce a key to a locked safe/container in a timely manner.

Conduct that Endangers

No student may engage in conduct or action that injures, threatens to injure or has the potential to endanger the safety, health or wellbeing of oneself or others, through direct action or negligent inaction. Conduct or action that endangers, threatens or injures another person on the basis of race, gender, sexual orientation, religion, physical ability, and ethnic or cultural origins is particularly reprehensible and prohibited, and will be reported to governmental authorities as required by law.

Conduct Unbecoming

North Central College holds high standards of behavior for students. Unbecoming conduct refers to those acts that may not be specifically identified by other policies but that could reasonably be regarded as so improper or inappropriate by their nature and in their context that they are harmful to the reputation of both the student and/or the College. Students will be held accountable for actions or activities that are inconsistent or incompatible with the spirit of the community standards set forth in the Student Handbook, whether such actions take place on or off campus.

Contract Policy

In order to protect North Central College and the various student organizations from financial problems arising from contracts, all contracts for student-sponsored events should be processed through the Office of Student Involvement. The original copy will be returned to the individual or the agency, and the duplicate will be placed on file in the Office of Student Involvement.

Damage and Vandalism

- A. **Damage:** Destruction, damage, or abuse of any property, public or private, is prohibited.
- B. **Vandalism:** Deliberate attempts to deface property are prohibited.

Discouraging Policy Violations

Students have a responsibility to discourage their peers from violating the Statement of Student Conduct and/or the Policies of the College.

E-mail

E-mail is an official means for communication within North Central College.

- A. **E-mail Information:** Information Technology Services (ITS) will assign all faculty, staff and students an official College e-mail address. This address will be the one listed in all directories and the one used by the College for official business and communications.
- B. **Campus E-mail Access:** The College's e-mail system can be accessed on- and off-campus through an Internet Service Provider.
- C. **Outside E-mail Service Providers:** The College recommends that faculty, staff, and students use the College's e-mail system. Individuals having their e-mail electronically redirected to another e-mail address do so at their own risk. The College will not be responsible for the handling of e-mail by outside vendors. Redirecting e-mail does not absolve an individual from the responsibilities associated with communication sent to his or her official e-mail address.
- D. **E-mail as a Method of Communication:** The College has the right to communicate with students, faculty, and staff members through e-mail, and the right to expect that those communications will be read in a timely fashion. Students, faculty, and staff members are expected to check their official e-mail address on a frequent basis in order to stay current with College communications.

Fires, Fire Alarms and Fire Equipment

In case of fire, immediately sound the fire alarm for the building, evacuate to a safe location, and call 911.

- A. **Residence Halls:** If you are in a Residence Hall, please notify a Residence Life staff member immediately.
- B. **Campus Buildings:** If you are in any other building on campus, please notify the Department of Campus Safety.
- C. **Evacuation:** When a fire alarm is sounded, building occupants must evacuate the building immediately. Failure to evacuate a building during an alarm is a serious offense and may result in fines and/or referral to the Student Conduct Process.
- D. **Tampering:** Tampering with fire equipment or sounding a false alarm is a serious offense, and may result in criminal prosecution, costly fines, and referral to the College's Student Conduct Process.

Fire Safety

- A. Fireworks, flammable liquids, explosives, candles, incense, incense burners, halogen lamps, or bomb-making (or similar) materials are not permitted on campus-owned or leased properties.
- B. To comply with fire codes, no interior hallway doors may be propped open.
- C. 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.

Fraudulent Use of College Resources

The College prohibits the direct or indirect unauthorized or fraudulent use of the College's facilities, telephone system, e-mail system, mail system, computer system, keys or College identification cards, or the use of any of the above for any illegal or unethical act.

Free Expression

The College affirms its belief in the importance of free expression and the right of all members of the College community to speak in favor of issues that they support, and to criticize issues with which they disagree. At the same time, students share with the College a responsibility to help insure a campus climate of civility—one where intimidation, hostility, or demeaning actions directed toward a specific individual or group are not tolerated. Gatherings or protests that obstruct the educational process or create a risk of harm, regardless of duration, are not permitted. The College recognizes that no definition of "obstructive" can describe all possible situations, but as a general guideline defines obstructive demonstrations as those at which there is disruption of access to College facilities or activities relevant to the College's mission.

Additionally, College community members are expected to take ownership of their expression. Therefore, all letters, posters or electronic forms of communication distributed to the campus community regarding any issue will identify the author(s), so that dialogue and understanding may be achieved. College community members must adhere to College posting regulations at all times.

Gambling

Illegal wagering, bookmaking or unauthorized games or contests of chance are prohibited on College property.

Littering

Littering is prohibited. North Central College seeks to be a litter-free environment. Students are expected to put all trash and recycling materials in the bins provided around campus.

Bullying, Intimidation and Threats

No student may bully, intimidate or threaten another person. Such conduct may include, but is not limited to: repeated infliction of verbal abuse, such as the use of derogatory remarks, insults, and epithets; written communication or physical conduct of a hostile or humiliating nature; the sabotage or undermining of an individual's work or academic performance; or attempts to exploit an individual's known psychological or physical vulnerability. These are acts that a reasonable person would find distressing based on the severity, nature and frequency of the conduct, and have the purpose or effect of substantially interfering with an individual's work, study, or living environment. A single act may not constitute abusive conduct, but repeated excessive and unwanted contact or a single severe and egregious act may meet the standard.

Bullying, intimidation and threats may be perpetrated in person, via email, phone, text messaging, social networking sites or other electronic means—any of which are a violation of College policy. Bullying, intimidation and threats based on race, gender, sexual orientation, religion, physical ability, and ethnic or cultural origins are particularly reprehensible and prohibited.

Hazing

Hazing of any kind is not permitted at North Central College.

- A. **Definition:** A person commits hazing when he or she requires the performance of any act by a student, prospective student, or other person in the College for the purpose of admission, induction, acceptance, or continued participation in any group, organization, sport, or society associated with the institution. This excludes activities associated with initiation ceremonies sanctioned by the College for officially-recognized clubs, organizations, and honor societies.
- B. **Intent:** The intent of the act, or the consent or cooperation of the hazing recipient, does not constitute a defense.
- C. **Jurisdiction:** The College, or the hazing recipient, may charge an individual or individuals with responsibility for the hazing act(s) whether the act(s) took place on-campus or off.
- D. **Examples:** Hazing includes, but is not limited to, any act or activity which may, or does, cause:
 - 1. Fear or intimidation
 - 2. Embarrassment or ridicule
 - 3. Physical exhaustion
 - 4. Endangerment, harm, mutilation, or alteration of any part(s) of the body
 - 5. Mental fatigue, harassment, or duress
 - 6. Forced or excessive consumption of food, alcohol, drugs or other substances
 - 7. Defacement, removal, damage, or destruction of property

Key Policy

Room and building keys are officially issued by the College to an individual solely for that individual's possession and use only.

- A. Using an unauthorized key or loaning keys to another individual is strictly prohibited. Duplication of any key(s) issued by the College is strictly prohibited.
- B. If a key is lost, a written report must be made with the Department of Campus Safety. If the lost key is not found within 24 hours the affected locks must be changed for the safety of the personnel and property housed in campus buildings. A minimum charge of \$50.00 per lock and \$5.00 per key is assessed for the lock change.
- C. For safety reasons, on-campus residents and individuals who work in campus buildings are encouraged to lock the doors to their rooms and offices at all times, particularly when sleeping in a residence hall room or when away from the room or office.

Laser Pointers

Due to the potentially hazardous effects of laser pointers, students are not allowed to own, possess, store, or use laser pointers on campus, except when explicitly granted permission by a faculty member or instructor for limited use in a classroom setting and for a limited time period.

Obstruction

No student may intentionally interfere with and/or interrupt any function on-campus, or College activity off-campus. No student may occupy any facility on campus beyond a time reasonably fixed and announced by the College, when the effect of the occupation is to interfere with any College activity. Furthermore, no student may willfully obstruct entry into, or exit from, any building, walkway or roadway by any form of a blockade.

Parking and Vehicle Regulations

Parking enforcement on North Central College's Campus is overseen by the Department of Campus Safety. North Central College has established the following regulations to govern parking and traffic movement within the College community. Permission to park or operate a motor vehicle or personal travel device (including bicycles, hoverboards, motorcycles, scooters and other motorized alternative vehicles) on North Central College property is governed by these policies. Parking is a privilege granted by the College. The College does not guarantee the regular availability of a parking space. Authorized parking areas on the North Central College campus are specifically and clearly designated. The responsibility of finding a legal parking space rests solely on the driver. A legal parking space is defined to be a space between two designated, painted lines. Vehicles must be parked so as to occupy only one space or stall, as designated.

- A. **General Information about Parking Permits:** The North Central College parking permit is a self-adhesive sticker which is affixed to the vehicle in the upper left corner of the rear window. Vehicles displaying their permits improperly are subject to citation. Expired permits must be removed before the current permit is displayed. Permits must be displayed 24 hours a day, seven days a week. All vehicles parked on campus must display a valid permit issued by the Department of Campus Safety. A valid permit is either a current parking permit issued to employees and

students of North Central College that is properly registered and displayed in accordance with these policies, or a temporary or visitor permit authorized by the Department of Campus Safety.

- B. **Commuter Parking Permits:** Designated parking spaces for vehicles displaying a Commuter Parking Permit are available for daytime and evening parking until midnight during the academic year, and may not be used for overnight parking except by direct permission from the Director of Campus Safety, or his/her designee. Vehicles with a Commuter Permit are authorized to park in commuter parking spaces only. Commuter students may also utilize parking spaces in the Old Main parking lot designated for Admissions Guests after 5:00 p.m. Commuter Permits should not be used to park and walk to the train or downtown Naperville. These permits should be used only when attending classes, official College events or when utilizing College facilities.
- C. **Graduate Student Parking Permits:** Graduate students living on campus are subject to the same rules and fees governing current undergraduate resident students of senior standing. Graduate students living off-campus may acquire a free parking pass that is valid in all Commuter and Faculty parking lots between the hours of 4:00 p.m. and midnight, Monday through Friday, and all day Saturday and Sunday. The free parking pass is not valid at any other time, and violators will be subject to parking fines.
- D. **Accessible Permits:** Accessible parking spaces are provided in College parking lots in accordance with the Americans with Disabilities Act (ADA). Vehicles parked in these spaces must display a valid accessible/ADA permit. Accessible permits may be obtained from the Illinois Secretary of State Office. Under Federal law, these spaces may be ticketed by state, local, and federal law enforcement officials, including campus safety officers.
- E. **Permit Cancellation or Renewal:** The College may revoke or refuse to issue a parking permit without prior notice. All outstanding parking violations or penalties must be satisfactorily settled before a parking permit may be issued or renewed. Parking permits may be revoked for non-payment of parking fines or other violation of the Parking Regulations. The Director of Campus Safety or his/her designee will notify the permit holder of any suspension of parking privileges, and the reason for the suspension, via campus e-mail, mail or the U.S. Postal Service.
- F. **Remote Parking Permits:** All first year on-campus residents wishing to bring a vehicle to campus are required to park in the College's Remote Parking Lot. The Remote Lot is located approximately one mile from campus at the All Saints Catholic Academy, 1155 Aurora Avenue in Naperville. The remote lot permit may not be used in any on-campus parking lot. For additional information and policies governing the remote lot, please contact the Department of Campus Safety.
- G. **Reserved Parking Permits:** Designated parking spaces for the president and selected officers of the College are reserved 24 hours a day, seven days a week, unless otherwise specified.
- H. **Resident Parking Permits:** Designated parking spaces for vehicles displaying a resident parking permit are available 24 hours per day, seven days a week, during the academic year. Vehicles with a resident permit must park only in residential parking spaces. Resident parking permits must be affixed to the upper left corner of the vehicle's rear window.
- I. **Temporary Permits for Students:** Temporary permits are issued to an individual that does not have a valid resident, commuter, or remote permit. The temporary permit allows a current

student to park their vehicle in a designated parking lot. Temporary permits cost \$5.00 for each day the vehicle is on campus. Each student is allowed a temporary permit for up to (7) days per term. In the event a student has a valid resident, commuter, or remote permit but will be using another vehicle for a short period of time they must contact the Parking and Transportation Services Coordinator to make arrangements for a temporary permit at no cost. Temporary permits must be visibly displayed facing outward on the rear view mirror.

- J. **Visitor Permits:** All visitors parking overnight – including alumni, parents, and others in personal vehicles, must display a visitor permit issued by the Department of Campus Safety. Visitor permits are distributed as a courtesy to overnight guests. The student housing a visitor is responsible for the any parking violations the visitor receives while on College property. Visitor permits must be visibly displayed facing outward on the rear view mirror.
- K. **Wheeled Personal Travel Devices (WPTD):** For the safety of all students, faculty, staff, guests and visitors, the use of rollerblades, skateboards, scooters, motorized standing scooters, hoverboards, skywalkers, segways, or similar devices is prohibited inside of all campus buildings. Appropriate steps also should be taken to ensure personal and community safety around campus when a WPTD is used in permitted areas.
 - 1. Pending revised guidance from the Consumer Product Safety Commission, hoverboards or other motorized WPTDs may not be stored in any North Central College owned or operated residence hall.
 - 2. Students utilizing WPTDs for transportation must behave responsibly with their own safety and the safety of the community in mind. This includes operating the WPTD at a speed which minimizes or eliminates potential hazards with other vehicles and pedestrian traffic. Extra caution should be used at intersections and crossings. The use of helmets and other safety equipment is strongly encouraged.
 - 3. Students wishing to utilize WPTDs must discontinue the use before entering campus buildings, and may not resume use until after fully exiting campus buildings.
 - 4. Extra care should be taken to avoid damage to campus and public facilities, properties, and infrastructure. Using WPTDs to “grind” on seating walls, curbs, stairs, or other structures is prohibited. Damage caused by WPTDs to any College property such as floors, walls, or sidewalks through the use of WPTDs will be the sole responsibility of the operator.
 - 5. The safe operation, storage and charging of WPTDs is the sole responsibility of the owner and/or operator. Damage to people or property will be the responsibility of the owner of the WPTD.
- L. **Motorized Alternative Vehicles:** Motorized Alternative Vehicles (“MAV”) (except wheelchairs and designated College vehicles), including, but not limited to, motorcycles, mopeds, motorized seated scooters, and gas-powered bicycles are not to be operated or parked on the grass, sidewalks, or pedestrian walkways of the campus at any time. MAVs are subject to the same regulations as automobiles, and must be registered with and permitted by the Department of Campus Safety. The riding of any MAV inside any campus building is strictly prohibited.

1. **Vehicle Code:** All bicycles, mopeds, and MAVs must be operated according to the State of Illinois Vehicle Code.
 2. **Safety:** Students utilizing MAVs for transportation must use the MAV responsibly with their own safety and the safety of the community in mind. This includes, but is not limited to, adapting speed with regard to potential hazards, pedestrian traffic, and exercising additional caution at intersections and crossings. The use of helmets and other safety equipment is strongly encouraged.
 3. **Parking:** All MAVs on College property must be parked in a designated parking space, and should not be parked, stored, or left in such a manner as to impede normal entrance to, or exit from, any building on campus. MAVs are subject to citations for parking violations, and can be towed at the owner's expense, in accordance with the Campus Safety Towing Policy. Parking permits for MAVs are required and may be obtained through Campus Safety.
- M. **Bicycles:** Students utilizing bicycles are expected to behave responsibly with their own safety and the safety of the community in mind. This includes adapting speed with regard to potential hazards and pedestrian traffic, and exercising additional caution at intersections and crossings. The use of helmets, bells, horns, lights, and other safety equipment is strongly encouraged.
1. **Vehicle Code:** All bicycles must be operated according to the provision set forth by the State of Illinois Vehicle Code.
 2. **Parking:** No person may park, store, or leave a bicycle in such a manner as to impede normal entrance to, or exit from, any building or facility on campus. All bicycles on College property must be parked or secured to a designated bicycle rack, and may not be left unattended and unsecured on any College property. North Central College is not responsible for any lost or stolen bicycles or related equipment.
 3. **Relocation of Bicycles:** Bicycles secured to public infrastructure, such as railings, light posts, fire hydrants, parking signs, benches, stairwells, ramps, or trees will be removed and stored by the Department of Campus Safety for a period not to exceed one year. If a bicycle is found abandoned or inoperable at the end of the academic year, the bicycle will be removed and stored by the Department of Campus Safety, at the department's discretion, for a period of at least 30 days but not to exceed one year.
 - i. To retrieve a relocated bicycle, the owner of the bicycle will be required to provide proof of ownership (e.g. serial number) prior to receiving the bicycle.
 - ii. Confiscated, found, or seized bicycles will be retained for a period of at least 30 days, but no longer than 1 year, from the date of procurement and disposed of thereafter at the College's sole discretion.
 - iii. If a bicycle must be relocated, North Central College is not responsible for reimbursement or costs associated with locks or chains.
 4. **Personal Bicycle Registration:** Students are strongly encouraged to register their personal bicycle with Campus Safety. Bicycle registration information can be found here: <https://cardinalnet.northcentralcollege.edu/student-life/personal-bikes>.

Parking Enforcement

- A. **Citation and Service of Citations:** When there is cause to believe that a violation of policy has occurred, an appropriate violation notice will be issued by the Department of Campus Safety. The violation notice will set forth the date, approximate time, location, and nature of the violation. The citation may be served by affixing a copy to the vehicle involved or by delivering or mailing a copy to the alleged violator. Service by mail is accomplished by sending a copy of the citation to the alleged violator's campus or home mailing address.
- B. **Paying or Appealing a Fine:**
1. Instructions on the front of the notice of a parking violation advise the alleged violator that he/she may choose to either pay the fine applicable to the violation(s) charged, or appeal the matter through the Appeals Board within eight (8) business days of the issuance of the violation. The Appeals Board meets on a bi-weekly basis to consider appeals received within the allotted eight-day time period. Appeal forms are available at the Department of Campus Safety, located at 451 S. Brainard St., or online at <https://cardinalnet.northcentralcollege.edu/student-life/appealing-citation>. The Department of Campus Safety office is open five days a week between the hours of 8:00 a.m. and 8:00 p.m.
 2. If the alleged violation is for altering the date of a temporary permit, the temporary permit in question must be submitted with the appeal.
 3. If the alleged violator chooses to pay the fine, he/she may mail a check or money order for the appropriate amount to, or pay that amount at, the Department of Campus Safety (New Hall) or at North Central College Business Office (Old Main). The violator has eight (8) business days from the date of the citation to pay the fine or file an appeal. Please note, payment of the fine constitutes a waiver of the right to appeal the citation.
 4. If the alleged violator neither pays the fine nor appeals the notice of violation within eight (8) business days, the fine amount will automatically be charged to his/her College account.
 5. If the alleged violator is denied his/her appeal or is required to pay the fine, the amount due must be paid within eight (8) business days of the notice of the appeal decision. In addition, individuals with three (3) or more parking violations will be subject to immobilization and/or towing. All appeal decisions made by the Appeals Board are final. There is no further avenue for appeal.
- C. **Immobilization and/or Towing:**
1. Any vehicle parked on North Central College property may be subject to immobilization and/or towing for cause after notification, as specified in these regulations. Under Illinois State Statute, all parking lots must be posted with towing signs in order to facilitate towing. The College and its officers, employees, and agents are not liable for any loss or damage of any kind resulting from towing.
 2. After receiving three (3) citations a vehicle is subject to immobilization and additional fines. After five (5) total violations, the vehicle is subject to towing from College property at the owner's expense and revocation of the privilege to utilize College parking lots and structures.
 3. A vehicle may be towed without notice for the following reasons: when parked in a designated accessible/ADA parking space without a valid permit; when blocking a driveway, entrance, exit, or fire hydrant/posted fire lane; when in a loading zone, no-

parking area, tow zone, landscaped area, prohibited area; or when restricting College activities. These violations include parking in a campus service area without proper authorization, or parking in a reserved space on College property without proper display of a valid parking permit.

4. North Central College works with Contract Towing to act as its relocation service for all College owned and leased properties. If your vehicle is towed from the property, you may contact Contract Towing at 331-814-3456. The storage facility is located at 31W100 Schoger Dr. in Naperville.
- D. **Responsibility for Illegal Parking:** The permit holder – or in the absence of a valid permit, the vehicle’s registered owner – is responsible for any parking violations for that vehicle, and for all offenses under these regulations regardless of whether or not the vehicle was being used by the permit holder or registered owner or another entity.
- E. **Suspension of Parking Privileges:** An individual whose vehicle has been towed is subject to suspension of parking privileges. The Director of Campus Safety, or their designee, will notify the permit holder that his or her failure to comply with parking policies constitutes grounds for suspension of parking privileges. Additionally, the vehicle may be subject to immobilization and/or towing, if found on College property.

Posting Policy

- A. All postings must clearly identify the individual or group responsible for the information.
- B. Any postings that do not align with the mission of North Central College and/or demeans any population will be denied posting approval unless the postings are part of an academic project or protected by academic freedom.
- C. Postings of any kind are not permitted on windows, entry and exit doors, elevators or walls of any building (with the exception of residence hall postings approved by the Office of Residence Life) and may be removed.
- D. Announcements and advertisements of any kind which are written with chalk, taped, or otherwise affixed on campus sidewalks without prior approval by the Office of Student Involvement are not permitted and will be removed.
- E. Individuals and groups affiliated with the College may post approved and stamped announcements on College bulletin boards to advertise meetings, events, activities, and classes. Unless otherwise noted, bulletin boards in academic buildings, the White Activities Center, Kaufman Dining Hall, and the Rolland Center Boilerhouse Café, are all open for this category of postings. For approval to post in residence halls, please contact the Office of Residence Life at (630) 637-5858. All postings must be approved and date stamped at the Harold and Eva White Activities Center’s (WAC) front desk. Postings can only be posted for two weeks, unless approval is received from the Office of Student Involvement or Office of Residence Life.
- F. Organizations or individuals not affiliated with the College may only post approved and date-stamped materials in the following designated spots: the bulletin board in the White Activities Center main lobby, the designated board in the Rolland Center Boilerhouse Café, the bulletin

board located in Kaufman Dining Hall entrance, and the designated bulletin board in the Larrance Academic Center stairwell. All postings must be approved and date stamped at the Harold and Eva White Activities Center's (WAC) front desk. Postings can only be posted for two weeks, unless approval is received from the Office of Student Involvement.

Pranks

Pranks, defined as mischievous or malicious tricks that cause, or have the potential to cause, damage, harm, or distress, are prohibited.

Public Gathering Spaces

Public lounges, study areas and gathering spaces are provided throughout the campus to support an engaging and interactive educational community and to nurture a culture of curiosity, collaboration, and inquiry. Gathering spaces are for the use of all students, faculty and staff, and in particular cases, guests of the College. In many cases public gathering spaces exist in close proximity to classrooms, faculty and staff offices and other public event spaces. It is, therefore, expected that all gathering spaces will be respected as College property and remain clean and well-kept and that the volume of activity in the gathering spaces will not interfere with other College activity (classes, meetings, etc.). Personal belongings should not be left unattended. Sleeping overnight in public lounges, study areas and gathering spaces is not permitted. Public gathering spaces are solely accessible during posted building hours and North Central College reserves the right to adjust building hours and accessibility as it deems appropriate.

Sales, Surveys and Solicitation

Groups or individuals who wish to distribute literature or sell merchandise, or wish to recruit students or seek membership or support for organizations must abide by the following:

- A. All organizations or individuals not affiliated with the College who wish to distribute printed materials must receive approval from, and work with, the Director of Student Involvement.
- B. All other organizations and individuals not affiliated with the campus are prohibited from soliciting students on campus to join their organization, purchase their products, or utilize their services without prior approval from the Director of Student Involvement.
- C. All organizations or individuals desiring to recruit professionally on campus must contact the Office of Career Development.
- D. All campus-affiliated organizations or individuals wishing to sell merchandise or services must receive permission from and work with the Director of Student Involvement.
- E. Student organizations must obtain permission to sell merchandise or services in the residence halls for fundraising purposes from the Director of Residence Life. Door-to-door selling and soliciting in the Residence Halls, on campus, or in the local community are not permitted.
- F. Students who wish to conduct a survey in the Residence Halls must obtain prior approval from the Director of Residence Life. Students who wish to conduct a survey elsewhere on campus must obtain prior approval from the Director of Student Involvement.

- G. No alcohol may be sold or distributed on campus unless it is being offered as part of an official College program or event in a specially designated location.

Please note: If you believe a solicitor has harassed you, you may file a complaint with the Vice President for Student Affairs and Dean of Students, the Department of Campus Safety, the Office of Residence Life, or the Director of Student Involvement.

Statement of Acceptable Use of Information Technologies

The Statement of Acceptable Use of Information Technologies describes conditions for the use of information technologies at North Central College. This document does not attempt to address every situation encountered in the use of information technologies at North Central College, but is intended to establish a framework in which each situation may be evaluated. If users have questions about whether a specific use of information technologies facilities or services is authorized, it is the user's responsibility to ask an Information Technology Services (hereafter, "ITS") staff member. Ignorance of these policies will not be considered an excuse. This document is supplemented by all other applicable College policies and procedures governing the conduct of students, faculty and staff.

A. Revision and Distribution of This Document

This Statement of Acceptable Use will be periodically revised by North Central College's Information Technology Services and reviewed by the appropriate College authorities before distribution. Copies of revisions will be made available to all users on the NCC Intranet, the Student Handbook and via other means of distribution as appropriate.

B. Purpose of Information Technologies

The purpose of information technologies at North Central College is to create and maintain an infrastructure to support the College's basic missions of teaching, learning and research. While limited personal use of the College's information technologies is permitted, any use of information technologies not directly related to instructional, administrative or research activities of the College may be terminated immediately and without warning.

C. Defining Information Technologies

Information technologies at North Central College includes, but is not limited to, terminals, computers, computer peripherals, computer data networks, computer software, data storage media, communication devices, telephones, telecommunications equipment, telecommunications networks, fax machines, video equipment and video networks, as well as any other machine or network to which North Central College provides access or is connected.

In addition to the policies outlined in this document, any network traffic exiting the College (e.g. via Internet) is subject to any acceptable use policies of the networks through which it flows (such as ICN, Verio, etc.). If users abuse networks to which the College belongs, or the computing services at other sites connected to those networks, the College will treat this matter as an abuse of the user's North Central College information technology privileges.

D. Disclaimer of Editorial Control

North Central College is a carrier of information and not a publisher. As a carrier, the College is not expected to be aware of, or directly responsible for, materials that users of its information

technologies post, send or publish via e-mail, voice mail, the World Wide Web or other means.

E. Account Eligibility and Use

The use of information technologies at North Central College is a privilege available to all NCC students, faculty and staff. User privileges may also be granted on a selective basis to persons not directly affiliated with the College who are assisting or participating in a College-sponsored program. In return for obtaining account privileges, all users of information technologies agree to comply with this Statement of Acceptable Use and adhere to individual departmental or unit lab and system policies, procedures and protocols.

When persons cease their affiliation with the College (i.e. cease to be an enrolled student, leave the employment of the College, are no longer involved in an affiliated program) their privileges to use information technologies may be revoked without prior notice. In addition, the College reserves the right to limit or restrict access to its information technologies.

Users are responsible for safeguarding their files, identification codes and passwords, and for using them for their intended purposes only. Each user is responsible for all transactions made under the authorization of his or her ID, and for all network activity originating from his or her data jack. Users are solely responsible for their personal use of information technology resources and are prohibited from representing or implying that the content constitutes the views or policies of the College. Users are not to use an alias or perform any activity that alters or eliminates their login ID or makes it appear that another performed their actions.

Do not share your password and do not use anyone else's password. If a user has reason to believe their password has become known by another user, it is the user's responsibility to change it immediately.

F. Expectation of Civil Conduct

All users are to utilize information technologies in a responsible manner. Users are to respect the rights of others, respect the integrity of physical facilities and network management systems, and respect all pertinent licensing and contractual agreements entered into by the College.

Users are not to use information technologies to originate, disseminate, or store material that: is libelous; violates copyright or other intellectual property law; intimidates, threatens, or harasses individuals or groups in violation of law or College policy; violates community obscenity standards as defined by the US Supreme Court; endangers the security of information technologies; or violates other state or federal law or College policy. For example, the unauthorized duplication and distribution of sound recording (e.g. copyrighted MP3) and the use of the College logo and/or name on a web site without permission of the College is a violation of copyright.

Users are not to deliberately damage information technology resources; attempt to obtain or access resources to which they are not authorized; uncover security loopholes; attempt to access protected files or decrypt encrypted materials; modify system or network facilities, operating systems or other installed software, or disk partitions; attempt to crash or tie up computers or networks; monitor data, packets, signals or other information unless specifically authorized by ITS; or damage College computing facilities, equipment, software or computer files.

G. Use of Information Technologies Equipment and Resources

Any information technology equipment belonging to North Central College, including but not limited to computers, peripherals, software media, telephones and telecommunications equipment, and data, telephone and video network cabling is not to be tampered with or moved from its original location without the permission of Information Technology Services. Residence Hall computing network services and wiring may not be modified or extended beyond the areas of intended use; this applies to all network wiring, hardware and in-room jacks.

IP addresses are to be assigned solely by ITS or by automated mechanisms implemented by ITS or its explicit designees. Use of IP addresses other than those assigned as described above is a violation of this Statement of Acceptable Use.

Users are expected to not deliberately perform actions which are injurious to or wasteful of information technologies, or which unfairly monopolize resources to the exclusion of others. These actions include, but are not limited to: sending chain letters or other forms of mass mailings (also known as "spam"); creating unnecessary multiple jobs or processes; degrading the performance of a computer or network; creating, distributing or running computer viruses, Trojan horses, or worms; and printing excessive copies of documents.

Computers owned by students in residence halls and connected to the College's data network may not be configured so as to be accessible to anyone outside of North Central College for any purpose.

H. Personal/Recreational Use

While limited personal use of information technologies is permitted, the use of resources for personal or recreational purposes that may bog down the network when others need these resources to complete work or coursework will be considered an irresponsible use of information technologies. Any use of information technologies not directly related to the primary instructional, administrative or research activities of the College may be terminated immediately and without warning if it interferes with primary activities. In addition, users must not use the College's information technologies for personal financial gain or political activity that would jeopardize the College's tax-exempt status. In addition, using email to solicit sales or conduct business, setting up a web page to advertise or sell a service, or posting advertisements to a newsgroup constitutes commercial use.

I. Use of Computer Software

Computer software protected by copyright is not to be copied using College resources except as permitted by law or contract with the owner of the copyright. If North Central College has a site license specifically permitting the copying of software, users must not copy site-licensed software for distribution to persons other than College students, faculty or staff. Users may not copy site-licensed software for use at locations not covered under the terms of the licensing agreement.

J. Free Expression

It is important that users recognize that many computer systems, especially the Internet, may contain information considered offensive or unorthodox. Users are advised to take responsibility for their own use and navigation of these resources. Users are free from censorship in expressing their views through electronic communications facilities (including, but not limited to, e-mail and "talk" or "chat" programs) as long as their views are not represented as the views of North Central

College. Within this framework of free expression, however, users are not to use College information technologies to originate, disseminate, or store material that: is libelous; violates copyright or other intellectual property law; intimidates, threatens, or harasses individuals or groups in violation of law or College policy; violates community obscenity standards as defined by the US Supreme Court; endangers the security of information technologies; or violates other state or federal law or College policy.

K. Privacy and Integrity of Information

Although it is the College's intention to provide and preserve the security of files, account numbers, authorization codes and passwords, security can be breached through actions or causes beyond its reasonable control. The College cannot guarantee the absolute security, confidentiality and integrity of a user's information. It is the user's responsibility to safeguard data, personal information, passwords, and authorization codes; to take full advantage of security mechanisms built into systems; to choose passwords wisely and change them periodically; and to follow any security policies and procedures related to the access and use of data.

Users are to respect the privacy of other users. Programs, data files and the contents of voice mail are considered confidential unless they have been explicitly made available to other users; the ability to access a file or other information does not imply permission to do so. Deletion, examination, copying or modification of files or data belonging to other users without their prior consent is prohibited. Users shall not intentionally seek information on, obtain copies of, or modify passwords belonging to others.

ITS staff will make every effort to ensure the privacy of user files and voice mailboxes and will hold in strict confidence anything they discover in user files or voice mailboxes except when they have reason to suspect a violation of College policy or of the law. Information belonging to users will only be disclosed to College authorities that are empowered by College policies and procedures to handle charges of improper conduct, including but not limited to the Vice President for Student Affairs and Dean of Students, the Provost and Vice President of Academic Affairs and the Assistant Vice President of Human Resources.

L. Special Warning on the Privacy of E-mail

E-mail is not a secure medium and the privacy of e-mail messages cannot be guaranteed. Users are strongly advised to not send sensitive or confidential material via e-mail.

M. Monitoring Use of Information Technologies

ITS staff will not intentionally monitor the use of information technologies by specific users unless (1) it is necessary to maintain or improve the functioning of the College technology systems, (2) there is reason to suspect a violation of College policy or (3) there is a violation of state or federal law. Individuals using the College's information technologies without authority, or in excess of their authority, are subject to having their activities monitored and recorded by ITS staff. In the course of monitoring individuals who are improperly using information technologies, or in the course of system maintenance, the activities of authorized users may also be monitored. Anyone using North Central College's information technologies expressly consents to such monitoring and is advised that if such monitoring reveals possible evidence of criminal activity, ITS staff may provide evidence from such monitoring to the appropriate College and/or law enforcement officials, including but not limited to the Vice President for Student Affairs and Dean of Students,

the Provost and Vice President of Academic Affairs and the Assistant Vice President of Human Resources.

N. Data Security

Viruses, Trojan horses, worms, password breakers and packet observer programs are known to exist at other colleges and may be introduced into North Central College's information technology infrastructure. Although every reasonable effort will be made to detect and eradicate dangerous and unethical hardware and software, it is the user's responsibility to be aware that such hardware or software exists and take appropriate precautions. In particular, a program should never be run, especially on a networked computer, unless the user knows what the program does and trusts the source.

O. Backups

While regular network backups include personal account files, it is the sole responsibility of the user to make backups or copies of important data. There is no guarantee that lost data can be recovered from a network backup.

P. Violations of Policy

Violation of these guidelines constitutes unacceptable use of information technologies, and may violate other College policies and/or state and federal law. The appropriate College authorities and/or law enforcement agencies will process violations. Violations may result in revocation of computing resource privileges; faculty, staff or student disciplinary action; or legal action. Grievance procedures regarding actions taken as a result of enforcing this policy should be initiated with the Vice President for Student Affairs and Dean of Students for students, the Provost and Vice President for Academic Affairs for faculty, and the Assistant Vice President for Human Resources for all other employees.

In time-sensitive cases or when required to meet critical operational needs, access to technology may be wholly or partially restricted without prior notice and without consent. Suspected violations of law or College policy will be investigated. Upon discovery of evidence of unauthorized or irresponsible use of information technologies, ITS staff may immediately and without warning restrict or suspend a user's information technology privileges in order to prevent further activity, and may also delete or move any files or other information stored which appear to be involved in the suspected violation. Violations of law or College policy will be reported to appropriate College officials who will deal with the suspected violations through procedures that already exist for other types of misconduct.

Q. Reporting Abuses

You can report an abuse of this policy to *either* the Vice President for Student Affairs and Dean of Students, the Provost and Vice President for Academic Affairs, the Assistant Vice President for Human Resources, the Assistant Vice President of Information Technology Services, or the Director of Campus Safety. When reporting abuse of this policy it will help to include copies of any document or communication that is relevant as well as dates and times of the occurrence, etc.

R. Questions

If you have any questions related to acceptable use of North Central College Information Technologies, please contact a member of the ITS staff either by telephone or by visiting the Information Technology Services Department located at 110 Carnegie Hall.

Student Identification Cards

Student Identification Cards can be obtained in the Department of Campus Safety located in New Hall (451 N. Brainard St.).

- A. **Receiving an ID:** Students must present a picture ID in order to receive a North Central College Student ID.
- B. **Replacement ID:** The cost for a replacement ID is \$10.00.
- C. **Returning an ID:** Students must return their ID to the Office of Student Affairs or Department of Campus Safety when they have completed their education at North Central College.
- D. **IDs and Key:** Student IDs grant access to campus buildings and services, and therefore fall under the jurisdiction of the Key Policy. All key policies and rules also govern Student IDs.
- E. **Campus Food Services:** Student IDs may be used to purchase food at campus dining facilities. Students must have their IDs in order to utilize campus dining services. IDs may not be lent to other students for the purpose of purchasing food. Students may swipe in guests at Kaufman Dining Hall or purchase food for friends at other campus food venues, but the ID owner must be present in order to use the ID.
- F. **Recreation Facilities:** Students must present their IDs in order to enter and use recreational facilities.

Study Atmosphere

No student may substantially disrupt or unreasonably interfere with another's right to attend class, receive instruction, learn, read, study, or sleep. No student may substantially disrupt or unreasonably interfere with a faculty's ability to provide classroom instruction. A student who is substantially disrupting classroom instruction may be asked to leave a particular class period by faculty. Disruptions that are found to unreasonably interfere with the educational environment may be addressed through the student conduct process.

- A. Robust discussion and debate are fundamental to the life of the College and freedom of speech. This policy is not meant to inhibit open discussion, academic debate, expressive activity, and expression of personal opinion, particularly in the classroom and within academic forums. Expression that is harassing, discriminatory, or that creates a hostile environment based on a protected class or social identity is not protected and will be addressed under the Discrimination, Harassment, Sexual Misconduct and Retaliation policy.
- B. Students with Service and/or Assistance Animals are expected to maintain control over their animals and are covered under this policy. If a student cannot prevent a Service and/or Assistance Animal from substantially disrupting or unreasonably interfering with the study and learning atmosphere at the College, the matter may be referred to the student conduct process. The student conduct process could determine that a student is responsible for violating this policy and that a particular Service or Assistance animal is unable to meet the college's requirements for maintaining a study and learning atmosphere for others that is free of unreasonable interference or disruptions.

Theft and Unauthorized Borrowing

Theft, attempted theft, unauthorized borrowing, or unauthorized use of any College, public, or private property is prohibited.

Trespassing

College resources and facilities are meant to be utilized by the College community, but some limitations regarding hours of use and authorization do exist.

- A. No individual may enter a College building or property outside of its set hours of operation, unless he or she has obtained written permission to do so.
- B. Areas on campus marked as “no-trespassing” or “authorized personnel only” must not be entered without explicit permission.
- C. No unauthorized persons are permitted on any campus roof or elevated exterior surface at any time.

Truthfulness

All members of the College community are expected to be both truthful and complete when providing information (written, verbal, or electronic) to the College or to any person employed by or acting for the College.

Video and Audio Recording Policy

North Central College values open and honest communication, and respects the privacy of campus members. Therefore, in settings in which the parties involved have a reasonable expectation of privacy, audio and/or video recordings of conversations, interviews, phone calls, meetings or other activities are prohibited, without the express verbal or written consent of all parties involved. Sharing, transmitting, publishing, and/or arranging for others to produce or disseminate surreptitiously recorded communications is also a violation of this policy.

This policy is not intended to govern classroom activities, security cameras, the recording of approved athletic events, music events, theatre events, lectures, presentations, or any other public activities on campus.

Weapons and Firearms Policy

Weapons and firearms are prohibited on the campus of North Central College.

A. Weapons

A weapon is defined as any device or object designed or used for inflicting bodily harm or physical damage including but not limited to explosives, slingshots, bows and arrows, swords, spears, and brass knuckles. Knives or other bladed instruments with blades three inches or longer (with the exception of knives intended for kitchen use) are considered weapons and are prohibited. The possession and/or use of disabling chemical sprays are allowed, when intended and used for self-defense.

B. Firearms

A firearm is defined as any device which is designed to expel a projectile or projectiles by the

action of an explosion, expansion of gas, or escape of gas including but not limited to machine guns, rifles, shotguns, handguns or other firearms, BB/pellet guns, spring guns, paint ball guns, airsoft guns, flare guns, stun guns, tasers, or dart guns. Ammunition for any such device or any replica of the foregoing is also prohibited, except for College sanctioned theatrical productions.

C. Concealed Carry Policy

North Central College is committed to providing a safe and secure environment for all students, staff, faculty and guests. The 2013 Illinois Firearm Concealed Carry Act (430 ILCS 66/10) enables lawfully registered persons to carry concealed firearms in certain public locations, but also allows colleges to establish restrictions on their campuses (430 ILCS 66/65(15)). North Central College chooses to restrict the ability to carry firearms on its entire campus as outlined below.

1. Persons Covered by this Policy

All employees, students, persons conducting business, or guests visiting property owned, leased or controlled by North Central College are expected to observe all federal, state, and local laws as well as North Central College policies. Visitors include, but are not limited to, prospective students, former students and their respective families.

2. Prohibited Activities

North Central College maintains a weapons and firearms-free campus. "Campus" includes, but is not limited to any building, classroom, laboratory, artistic venue, entertainment venue, officially recognized College-related organizational property, whether owned or leased, and any real property specified as a prohibited area, including designated parking areas, sidewalks, and common areas under the control of North Central College and College-owned vehicles.

To provide a safe and secure environment this policy prohibits:

- a. Any person covered by this policy from possessing a weapon or firearm on campus, as described previously, even if that person has a valid federal or state license to possess a weapon or firearm.
- b. Any person covered by this policy from carrying, displaying, brandishing, discharging, or otherwise using any and all weapons or firearms, including concealed weapons or firearms.

3. Exceptions

The provisions of this policy do not apply to the possession of weapons or firearms in North Central College buildings, grounds, vehicles, or at any North Central College-sponsored activity if the possession of the weapon or firearm is related to one of the following exceptions:

- a. A firearm may be in the possession of on-duty law enforcement officials or by off-duty law enforcement officials provided they are carrying proper credentials as outlined in Illinois' *Law Enforcement Officers' Safety Act*. However, off-duty law enforcement officers are not permitted to carry or conceal a firearm while attending class or other sanctioned College events as students.
- b. A weapon or firearm may be used in connection with sanctioned classes, educational presentations, athletics, or recreational sports practices, games, matches, tournaments or events on campus when the activity requires the use of such weapons or firearms (e.g., fencing, starter pistols, and archery).

- c. A simulated weapon or firearm is allowed when used for the purposes of sanctioned North Central College-related theatrical productions.
- d. Any other exception to this policy must be approved by the Vice President for Student Affairs and Dean of Students or his/her designee.

4. Parking Lots and Storage

North Central College shall determine placement of clearly and conspicuously posted signs at all building and restricted parking area entrances stating that concealed firearms are prohibited. Signs shall be in accordance with the design approved by the Illinois State Police.

Parking Lots

- a. A weapon or firearm may be transported into an unrestricted parking lot within a vehicle if the weapon or firearm and its ammunition remain locked in a case out of plain view within the parked vehicle. "Case" is defined as a glove compartment or console that completely encases the weapon or firearm and its ammunition, the trunk of the vehicle, or a weapon or firearm carrying box, shipping box, or other container.
- b. The weapon or firearm may only be removed for the limited purpose of storage or retrieval from within the trunk of the vehicle.
- c. A weapon or firearm must first be unloaded before removal from the vehicle.
- d. Certain parking lots on campus may be designated as areas where weapons and firearms are always prohibited. Such parking lots will be clearly and conspicuously posted with signs identifying the prohibition of weapons and firearms.

Storage

- a. The primary place of storage for a weapon or firearm is within a locked case out of plain view within a parked vehicle in an unrestricted parking lot.
- b. North Central College does not offer additional storage locations for weapons or firearms.

5. Enforcement and Reporting

- a. Any student found to have carried a weapon or firearm onto the property of North Central College knowingly, or found to be carrying a weapon under circumstances in which the student should have known that he or she was in possession of a weapon or firearm, may be subject to discipline up to and including, but not limited to, expulsion from the College.
- b. Any individual visiting, conducting business, or otherwise present on the campus of North Central College who is found to have carried a weapon or firearm onto college property knowingly, or found to be carrying a weapon or firearm under circumstances in which the individual should have known that he or she was in possession of a weapon or firearm, may be banned from campus. Additionally, external law enforcement agencies may be contacted and involved which could result in additional sanctions/charges.
- c. As required by the 2013 Illinois Firearm Concealed Carry Act (430 ILCS 66/105), the Vice President for Student Affairs and Dean of Students or his/her designee will report to the Department of State Police any student who is determined to pose a "clear and present danger."

- d. The Department of Campus Safety is responsible for enforcing the Concealed Carry restrictions. Any questions can be directed to the Department of Campus Safety at 630-637-5911.

(The Weapons and Firearms policy was drafted in consultation with Northern Illinois University; portions of this policy borrow heavily from the work of the NIU Department of Police and Public Safety)

Residence Life and Housing Policies

As a member of the residential community at North Central College, students are afforded a great deal of independence. Along with this independence comes the responsibility of living in a community. The following policies, services, and procedures were designed to help create the most enjoyable, comfortable, and safe community possible. Failure to adhere to these guidelines and policies may result in referral to the College's Student Conduct Process.

- A. **Air Conditioning:** Students are not permitted to install or use individual air-conditioning units (window units, portable units, swamp coolers, etc.) in their residence hall rooms.
- B. **Barbecuing:** 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.
- C. **Check-In and Check-Out:** Upon arrival for check-in students are required to complete several forms which include but are not limited to a Room and Board Agreement and room condition report. Regardless of the time of year and/or the circumstances of departure, proper check-out consists of making an appointment to check-out with a Residence Life staff member who will inspect the room, record any damages, and collect room keys. Improper check-out will result in a minimum \$50.00 charge, in addition to other charges that may be assessed for cleaning or damage.
- D. **Common Area Damage:**
 - 1. If damage or theft occurs in community areas, and no one accepts responsibility, all residents of the floor or residence hall will be charged equally. Please refer to the current Room and Board Agreement for details.
 - 2. Residents are expected to report information regarding damage, theft, and vandalism to a Residence Life staff member.
- E. **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 residence hall rooms.

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.
- F. **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 as part of the check-in procedure for campus housing.
1. If a student is under the age of 18, 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.
 2. 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.
- G. **Entry Doors:** All residence hall entry doors are locked for protection and security of students. Propping doors open is prohibited and may result in a \$100 fine and/or disciplinary action. Doors may be propped open when in use by maintenance or authorized hall staff members. For the safety of the community, students should close a door if they find it propped open unless directed otherwise by a College staff member.
- H. **Holiday and Hallway Decorations:**
1. Holiday decorations are encouraged by the Office of Residence Life, but must follow specific safety guidelines. Please see your Area Hall Director for specific guidelines regarding holiday and hallway decorations.
 2. Live Christmas Trees present a potential fire hazard and are prohibited in residence halls.
- I. **Kitchens:** Residents may use the community kitchen areas located in the residence halls. Residents are expected to use care when cooking and may not leave cooking food or a hot stove or oven unattended. Residents are also expected to keep kitchen areas clean and sanitary. Students should not leave dishes or food items in community kitchen areas. Misuse or unsafe use of community kitchen areas may result in kitchen privileges being revoked.
- J. **Live-On Policy:** North Central College requires any full-time student classified as a first-year, sophomore, or junior to live in on-campus housing. The College will assign campus housing to any student not exempted from the live-on requirement. All charges and fees associated with on-campus living will be processed accordingly.

Exemptions to the live-on requirement will be considered when a student demonstrates to the Office of Residence Life that:

- The student is living at the residence of their parent or legal guardian.
- The student is 16 years of age or younger or 24 years of age or older.
- Post high school graduation, the student has attended an institution of higher education for at least two academic years and will enter North Central with 54 or more transferable credit hours.
- The student has a legal dependent that is living with the student.
- The student is legally married.
- The student is a veteran or on active duty.
- The student is participating in a North Central College sponsored program that requires living off campus or out of the area (i.e. study abroad).
- The student has a documented medical or psychological disability with the Center for Student Success which outlines that living in on-campus housing would have detrimental effects on the student's physical health and/or emotional well-being.

Students wishing to request an exemption for reasons other than those listed above may do so by contacting the Director of Residence Life at 630-637-5861.

- K. **Lofts:** The only lofts permitted in residence halls are those rented through bedloft.com. Please contact the Office of Residence Life for more information on this rental program. Elevation of beds with cinder blocks or other unauthorized materials is not permitted.
- L. **Residence Hall Lounges:** Most residence halls have a communal lounge to be used for recreation and/or study.
1. All common area furniture must remain in the residence hall lounge. Removal of common area furniture to a student's private room may constitute theft, and will be handled through the College's Student Conduct Process.
 2. Twenty-four hour visitation is allowed in all the main residence hall lounges. However, students and guests are not allowed to sleep in lounges overnight or to take up residence in lounges.
- M. **Maintenance Concerns:** Resident students must report all maintenance concerns to a Residence Life staff member in a timely fashion.
- N. **Modification to Rooms:** Creativity is encouraged in personalizing rooms, with the expectation that rooms be returned to their original condition at the time of check out.
1. Students may not modify rooms in any way which alters College property, changes the architecture of a room, impedes or damages fire protection devices, or blocks lanes of ingress or egress.
 2. Students are not allowed to paint residence hall rooms.
 3. Prohibited items include, but are not limited to, waterbeds, lighted signs, and alcoholic beverage signage (when it is visible from outside the building).

4. All room furnishings provided by the College must remain in the room at all times. Wardrobe closets must not be unbolted or moved from their designated locations.
- O. **Murals:** Floor communities in College-owned residence halls are encouraged to create hallway murals. Residents wishing to paint a mural must work in collaboration with their Resident Assistant and Area Hall Director to ensure that all policies are being adhered to, and proper approval has been obtained from the Office of Residence Life.
1. A mural contract must be completed prior to the beginning of any murals.
 2. Unauthorized additions or subtractions to murals may be considered vandalism, and subject to the College's Student Conduct Process.
 3. Murals may be removed every three to five years to promote ongoing creativity.
- P. **Pets:** Fish (defined as cold-blooded, aquatic vertebrates, having gills), kept in five-gallon tanks or smaller, are the only pets allowed in residence hall rooms. All other pets are prohibited. If unauthorized pets are found, they may be confiscated and turned over to local animal control authorities.
- Q. **Quiet Hours:** Quiet hours in all residence halls are Sunday through Thursday, 11:00 p.m. to 8:00 a.m., and Friday and Saturday, 12:00 a.m. to 8:00 a.m. Quiet hours will be extended prior to and during final exam periods. Even at times other than officially established quiet hours, students are expected to maintain reasonably low levels of noise in full courtesy to others. Therefore, courtesy hours are in effect 24 hours a day. Themed communities, entire floors, or entire buildings may vote to increase their community's quiet hours.
- R. **Room and Board Agreements:** Every North Central Student required or choosing to live on campus is required to sign a Residence Hall Room and Board Agreement before moving into a residence hall room. The Office of Residence Life reserves the right, upon three weeks' notice prior to the beginning of any term, to terminate this agreement.
- The Room and Board Agreement is issued for the entire academic year. A resident may request to be released from his or her Room and Board Agreement by completing a Contract Release Request Form. If granted, a release involves the assessment of a \$500 liquidation fee. For more information, please refer to the current Room and Board Agreement or the Office of Residence Life.
- S. **Room Care and Damages:** For health reasons and continuous care of College property, rooms must be kept clean and in good condition throughout the year. Upon move in, a room condition report will be completed. The condition of the room at check-out will be compared to the condition at check-in. Charges will be made for any missing or damaged room items. Incidents of damage should be reported immediately in order to facilitate repair and to prevent additional damage. If damage or theft occurs in the community areas, and no one accepts responsibility, all residents of the floor or hall will be charged equally. Students whose rooms are deemed a health or safety risk may incur mid-year cleaning charges and could have their housing privileges revoked.
- T. **Room Changes:** Room changes may be requested any time during the term by contacting your Area Hall Director. Students may not move rooms without authorization from a professional Residence Life staff member. Room changes for the upcoming term require vacating the current

room prior to the end of the current term. Students experiencing roommate difficulty should contact their RA or Area Hall Director to pursue mediation or other remedies.

- U. **Room Entry and Search:** North Central College recognizes the right of students to protection against unreasonable entry and search of their rooms. In order to safeguard this right, the College follows these guidelines:
 - 1. Entry may take place by a College staff member without prior notification for scheduled room inspections, non-scheduled inspections during vacations, requested and scheduled repair/maintenance, when there is reason to suspect a violation of college or legal regulations, when imminent danger to the health and welfare of any student is suspected or in cases of an emergency.
 - 2. Except in serious or emergency situations, the premises occupied by students will not be searched unless authorization for the search has been obtained from the Vice President for Student Affairs and Dean of Students, Director of Campus Safety, or their designee.
 - 3. If you believe your privacy has been violated by a member of the staff or another student, a written report of the incident with specific details should be submitted to the Vice President for Student Affairs and Dean of Students.
- V. **Room Selection:** The room selection process for sophomores, juniors, seniors, and graduate students occurs during Spring Term. Detailed information regarding the room selection process will be distributed to eligible students during the Spring Term. Students who do not currently live in a residence hall, but would like to, should contact the Office of Residence Life to obtain housing information.
- W. **Sports and Ball Playing:** Due to the potential for causing injury or damage, sports, ball playing, wrestling, and general rough-housing are prohibited within residence halls or any buildings not designated for appropriate athletic use.
- X. **Theft, Other Loss, and Insurance:** Report any property lost immediately to Campus Safety and/or a Resident Assistant or an Area Hall Director. The best guard against property loss or damage is a locked door and secured window. The College is not responsible for loss or damage to personal property, whether by theft, fire, flooding, power surges, brownouts, or other circumstances. It is strongly recommended that students check homeowner's coverage and other insurance policies to determine any current level of coverage or to consider renter's insurance.
- Y. **Vacations and Closings:**
 - 1. The residence halls and any leased apartments close each year for Thanksgiving Break, Winter Break, and for Spring Break.
 - 2. Students are required to leave campus during all breaks, except as specifically provided herein or when granted specific permission from the Office of Residence Life. Students who do not comply with this policy may be assessed a fine, and may be subject to disciplinary action.
 - 3. Summer housing is available on a limited basis for a separate fee.
 - 4. Students are allowed to remain on campus during December Term, when officially signed up for Summer Housing, and/or when granted specific permission from the Office of Residence Life. However, if students violate any of the policies outlined in the handbook,

or if it is deemed to be in the best interest of the community, a student may be asked to leave campus for the duration of December Term or any break period.

Z. Guests and Visitation: Guests are defined as 1) individuals who are not affiliated with North Central College; and 2) North Central College students who are not official residents of a building or room in which they are present.

1. Students are responsible for holding their guests to the same standards set forth for North Central College students, and may be held accountable for inappropriate conduct by their guests.
2. Guests must be escorted at all times while in a campus building. Any non-resident person without an escort will be asked to leave the building.
3. To respect the privacy of everyone living in a residence hall, individuals, whether guests or residents of the building, may only visit residence hall rooms and hallways (with the exception of lounges) where students of the opposite gender reside during the hours of 8:00 a.m. to 1:00 a.m., Sunday through Thursday, and 8:00 a.m. to 2:00 a.m., Friday and Saturday.
4. Residents may have a same-gender overnight guest in the residence hall for a maximum of two nights. Permission to host an overnight guest for more than two consecutive nights must be obtained from the Area Hall Director.
5. Residence Hall Staff and Campus Safety Officers retain the right to ask a guest to vacate a particular building or room at any time if it is deemed to be in the best interest of the community.
6. A student may not enter another student's residence hall room without being explicitly invited.
7. Guests under the age of 18 are not permitted to stay overnight in the residence halls. Exceptions to this policy can be made regarding official overnight visits sponsored by the Office of Admissions or when a resident student officially requests to have a sibling stay overnight. In order for a sibling under the age of 18 to stay on campus overnight, they must submit written parental permission to the resident student's Area Hall Director prior to the visit.

AA. Windows: Windows, screens, and window blocks must be intact at all times – this includes common areas and lounges. Any tampering with windows or screens, entering or exiting through windows, or throwing, dropping, or hanging/displaying objects from windows is prohibited, and may result in disciplinary action.

1. Flashing lights or images are prohibited from being displayed in residence hall windows.
2. Anything visible from outside of a building is subject to removal by the College.
3. Blinds are provided on each window and must remain intact.
4. Beds, whether bunked or lofted, may not rest against windows.
5. As a safety precaution, residents are encouraged to lock windows when not in the room and when sleeping.

THE COLLEGE'S RESPONSIBILITY TO STUDENTS

North Central College is committed to providing a positive, holistic educational experience. The College expects much from its students, staff and faculty, and also recognizes that it has certain obligations to the safety, wellbeing, and privacy of the entire campus community. Therefore, by admitting new students, faculty, and staff into the community, the College agrees to certain responsibilities to protect and serve the community it has created.

Asbestos Management Plan

The asbestos management plan for North Central College is kept on file in Business Operations (999 E. Chicago Avenue) and is available for inspection during normal business hours by representatives of the U.S. Environmental Protection Agency and the State of Illinois, the public, faculty, staff, students, and parents. Questions regarding the College's asbestos management plan may be directed to the Assistant Director of Auxiliary Services and Risk Management at 630-637-5656.

Crime Statistics

In accordance with Federal law, North Central College is required to provide annual crime statistics to faculty, staff, students, and the public. Annual crime statistics and fire reports are made available to the entire campus community via the College website, and a daily crime log may be requested by contacting the Director of Campus Safety at 630-637-5912 or the Office of Student Affairs at 630-637-5151.

Department of Campus Safety

This department is composed of administrative leadership, professional Campus Safety Officers and student Campus Safety Officers that are trained by the professional staff. The department works to protect life and property within the College community. Officers are available 24 hours a day, seven days a week. All Campus Safety Officers are trained to handle security and safety matters on campus, in addition to parking enforcement. Students should promptly report any and all criminal activity and safety concerns to Campus Safety. Campus Safety Officers will assist Area Hall Directors and Resident Assistants with concerns in the residence halls, and, if necessary, assist the police or fire departments. Campus Safety Officers are authorized to examine and withhold identification cards of students, to conduct field interviews for violation of College policies and/or criminal activity, and to detain parties on campus for questioning, or for referral to local, state and/or federal law enforcement authorities.

Directory Information

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, may be disclosed to third parties without a student's written consent. If students do not wish directory information to be disclosed, they must request in writing that this information be withheld. Such requests must be received by the Registrar no later than August 15 for the following year and are in effect until the student notifies the Registrar, in writing, to remove the non-disclosure request. Directory information includes, but is not limited to: student's name; participation in officially recognized activities and sports; addresses; phone numbers; weight and height of athletes; e-mail address; photographs and video; degrees, honors, and awards received; date and place of birth; major and minor fields of study; dates of attendance; class level; the most recent educational institution attended; and current class load.

Discrimination, Harassment, Sexual Misconduct and Retaliation

Responsible College Official: Title IX/504 Coordinator

Responsible Offices: Office of Student Affairs; Office of Academic Affairs; Office of Human Resources

Policy Implementation Date: January 15, 2018

Policy Statement

North Central College ("College") is committed to maintaining a positive learning, working, social and residential environment. The College does not discriminate or allow harassment on the basis of race, color, religion, ethnicity, national origin, sex, gender identity, gender expression, age, marital status, citizenship, mental or physical disability status, sexual orientation, pregnancy or parenting, order of protection status, military or veteran status, genetic information, unfavorable military discharge (except dishonorable discharges) or any other characteristic protected by law in admission and access to, and treatment and employment in, its educational programs and activities.

In pursuit of these goals, the College will not tolerate acts of discrimination, harassment, sexual misconduct and/or retaliation against any administrator, staff, faculty, student, guest, visitor, camper, vendor or subcontractor, as such behavior seriously undermines the College's effectiveness as an educational institution and a workplace. 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 "Responsible Employees" with the authority and responsibility to report disclosures or observations of sexual misconduct to the Title IX/504 Coordinator. 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 a non-confidential employee to report in a timely manner is a violation of College policy and the employee can be subject to disciplinary action.

The 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 Assistance Animals, and Pregnant and Parenting Students.

The Title IX/504 Coordinator 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 sex discrimination, sex or gender-based harassment, sexual misconduct and/or retaliation (collectively referred to as sexual misconduct).

Dr. Rebecca Gordon
Title IX/504 Coordinator

532 Old Main
30 N. Brainard
(630) 637-5340
rgordon@noctrl.edu

The Assistant Vice President for Human Resources and Deputy Title IX Coordinator assists the College regarding efforts related to the investigation, resolution, and implementation of corrective measures and monitoring to stop, remediate, and prevent discrimination, harassment, retaliation based on race, color, religion, national origin, age, marital status, citizenship, mental or physical disability status, religion, sexual orientation, order of protection status, military or veteran status, genetic information, or unfavorable military discharge (except dishonorable discharges), here after referred to bias related discrimination.

John Acardo
Assistant Vice President for Human Resources
Deputy Title IX Coordinator
508 Old Main
30 N. Brainard
(630) 637-5754
jjacardo@noctrl.edu

Together, this team plays an integral role in carrying out the College's commitment to creating, fostering and maintaining an educational, employment, and campus environment that is free of discrimination, harassment, sexual misconduct (including dating/domestic violence or stalking) and retaliation.

External Inquiries may also be made to:

Office of Civil Right (OCR); Midwest Region
U.S. Department of Health and Human Services
233 N. Michigan Ave., Suite 240
Chicago, IL 60601
Customer Response Center: (800) 368-1019
Fax: (202) 619-3818
TDD: (800) 537-7697
Email: ocrmail@hhs.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](http://www.illinois.gov/ihr/Pages/default.aspx)
<http://www.illinois.gov/ihr/Pages/default.aspx>

For definitions of the terms and terminology used throughout this policy, please refer to the Definitions/Glossary of Terms section of this policy.

Reason for Policy/Purpose

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 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 he/she has 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.

Policy Jurisdiction and Applicability

The Title IX/504 Coordinator or the Assistant Vice President of Human Resources is able to respond to alleged violations of this policy that occur on campus, that are part of official College programs/groups (regardless of location), or where the responding party is a member of the College community, regardless of location and regardless of whether the reporting party is a member of the College community. If the responding party is unknown or is not a member of the College community, the Title IX/504 Coordinator/Deputy Coordinator will assist students or others in identifying appropriate campus resources or local authorities if the individual would like to file a report. In addition, the Title IX/504 Coordinator or the Assistant Vice President of Human Resources may take other actions as appropriate to protect the student, faculty, or staff member against such third parties.

The policy covers administrators, Staff, Faculty, Students, Groups/Programs, Guests, Visitors and Third-Party Consultants/Contractors.

Definitions and applicable state and federal legislation are included at the end of this document.

Policy Review and Updates

These policies and procedures will be reviewed and updated annually by the Title IX/504 Coordinator and/or Assistant Vice President of Human Resources. Title IX/504 Coordinator or the Assistant Vice President of Human Resources reserves the right to make changes to this document as necessary and once those changes are posted online, they are in effect. The Title IX/504 Coordinator may make minor modifications to procedure that do not materially jeopardize the fairness owed to any party, such as to accommodate summer schedules, etc. The Title IX/504 Coordinator or Assistant Vice President of Human Resources may also vary procedures materially with notice (on the institutional web site, with appropriate date of effect identified) upon determining that changes to law or regulation require policy

or procedural alterations not reflected in this policy and procedure. Procedures in effect at the time of the resolution will apply to resolution of incidents, regardless of when the incident occurred. Policy in effect at the time of the offense will apply even if the policy is changed subsequently but prior to resolution, unless the parties consent to be bound by the current policy. If government regulations change in a way that impacts this document, this document may be construed to comply with government regulations in their most recent form.

This document does not create legally enforceable protections beyond the protection of the background state and federal laws which frame such codes generally.

This policy and procedure is in effect for the 2018 winter term and was implemented January 1, 2018.

Contacts for this Policy

If you have questions about this Policy, you may:

1. Contact the Title IX/504 Coordinator, Rebecca Gordon, at (630) 637-5340 or rgordon@noctrl.edu.
2. Contact the Assistant Vice President of Human Resources at (630) 637-5754 or jjacardo@noctrl.edu.

Title IX and Deputy Title IX Coordinators

The Title IX/504 Coordinator, Rebecca Gordon (Old Main, 30 N Brainard, Suite 530, rgordon@noctrl.edu, (630) 637-5340) is assisted by seven (7) Title IX Deputy Coordinators:

- John Acardo, Assistant Vice President of Human Resources (Old Main, 30 N Brainard, Suite 507, jjacardo@noctrl.edu, (630) 637-5754)
- Stephen Caliendo, Dean of the College of Arts and Sciences (Goldspohn Hall, 31 N Loomis, Room 19C, smcaliendo@noctrl.edu, (630) 637- 5344)
- Jeremy Gudauskas, Assistant Vice President and Co-Director of the Center for Social Impact (Old Main, 30 N Brainard, Suite 501, jkgudauskas@noctrl.edu, (630) 637-5147)
- Susan Kane, Assistant Athletic Director (Merner Field House, 450 S Brainard, Room 106C, smkane@noctrl.edu, (630) 637-5501)
- Lisa Long, Dean of College Programs and Special Assistant to the Provost (Old Main, 30 N Brainard, Suite 530, lalong@noctrl.edu, (630) 637- 5286)
- Kevin McCarthy, Assistant Vice President for Student Affairs and Dean of Students (Old Main, 30 N Brainard, Suite 501, kemccarthy@noctrl.edu, (630) 637-5152)
- Sharon Merrill, Director of Human Resource Services (Old Main, 30 N Brainard, Suite 507, semerrill@noctrl.edu, (630) 637-5718)

Together, these individuals are responsible for coordinating the College's compliance with Title IX, VAWA Section 304, which includes, among other responsibilities, oversight of the resolution process, communications and training in connection with Title IX's prohibition of discrimination based upon sex/gender, and identifying and addressing any patterns or systemic problems that arise during the review of reports. The Title IX/504 Coordinator and Deputy Coordinators are knowledgeable about, and will provide information on, all options for addressing and resolving allegations of discrimination on the

basis of sex/gender, including concerns pertaining to sexual harassment and sexual misconduct. At North Central College the role of the Assistant Vice President of Human Resources extends to the other forms of discrimination cited in the policy. Together, this team plays an integral role in carrying out the College's commitment to creating, fostering and maintaining an educational, employment, and campus environment that is free of sexual discrimination, harassment, misconduct and/or retaliation.

Resources and Reporting Options

The Title IX/504 Coordinator wants individuals to be aware of what to do following an experience of sexual assault, intimate partner violence (i.e. dating and domestic violence), and stalking 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 Title IX/504 Coordinator can respond appropriately. The College has resources that are either confidential or private where individuals can seek support and discuss options.

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 if 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, and Residence Life will only share an individual's information to the extent necessary to report to the Title IX/504 Coordinator and provide a coordinated response to their concerns.

The Title IX/504 Coordinator 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 Title IX/504 Coordinator are considered to be private and information is only shared to the extent necessary to provide academic accommodations, interim safety measures, referrals, and/or to conduct an investigation (*see Section III, B. Preliminary Inquiries*).

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.

I. RESOURCES FOR THOSE WHO EXPERIENCE SEXUAL MISCONDUCT

A. Procedures to Follow After Experiencing Sexual Misconduct

The following are suggested options after experiencing sexual misconduct. These options are not listed in a step-wise 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 number (630) 420-6666 (24/7/365),**
 - **Campus safety (630) 637-5911 (24/7/365) or,**
 - **the 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. If possible, 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 Title IX Coordinator, 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. 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-Wherli 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 assault, dating or domestic violence, and/or stalking, preserving evidence is important to assist in criminal prosecution, a Title IX 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.

- Secure the room or location where the 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 of the assault. If you can avoid it, 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 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-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.
- 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, Campus Safety, or Title IX/504 Coordinator.

For dating and domestic violence and stalking

- Take pictures of any physical injuries or damage to property.
- Keep a record of witnesses or people you informed of what was happening.
- 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, a College official like the Campus Advocate, Campus Safety, or Title IX/504 Coordinator to be the repository of the information.
- 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 time stamp.

B. Confidential Advocacy and Counseling

On-Campus Confidential Resources:

The Campus Advocate available through the Dyson Wellness Center offers confidential support services and advocacy. The Campus Advocate can be contacted at (630) 637-5113 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 Title IX/504 Coordinator 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.

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. - 7:00 p.m. and Thursday and Friday, 8:00 a.m. - 5:00 p.m.

Off-Campus Confidential Resources:

YWCA Metropolitan Chicago Patterson and Mc Daniel Family Center (**confidential**)

2055 West Army Trail Road, Suite 140

Addison, IL 60101

Sexual Violence and 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

Family Shelter Service- Healing from Domestic Abuse (**confidential**)

Provides 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 am-5:30 pm

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

II. REPORTING OPTIONS

A. Local Law Enforcement and Campus Safety

The right of individuals to report to law enforcement is supported, but the Title IX/504 Coordinator also acknowledges that some individuals do not want to report their experiences with sexual misconduct to law enforcement. Any individual who would like to report to law enforcement can be assisted through the Campus Advocate 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 Title IX/504 Coordinator. 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.

B. Reporting to the College

All employees receiving reports of sexual misconduct are expected to promptly contact the Title IX/504 Coordinator for sex or gender-based discrimination, violence or harassment, or to the Assistant Vice

President of Human Resources for discrimination, misconduct or harassment committed on the basis of the other protected classes covered by this policy, within 24 hours of becoming aware of a report or incident. All initial contacts will be treated with privacy: specific information on any allegations received by any party will be reported to the Title IX/504 Coordinator, but, subject to the College's obligation to redress violations, every effort will be made to maintain the privacy of those initiating an allegation.

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 a resolutions 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 Title IX/504 Coordinator or the Assistant Vice President of Human Resources. Whether reported directly or by a third-party, the Title IX/504 Coordinator or the Assistant Vice President of Human Resources 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.

Title IX/504 Coordinator or Assistant Vice President for Human Resources 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. Regardless, with all reports, interim measures and remedies may be offered to the reporting party and the community. In cases indicating pattern, predation, multiple offenders, threat, weapons and/or violence, it is unlikely the Title IX/504 Coordinator will be able to honor a request for anonymity, confidentiality or to take no action. If the Title IX/504 Coordinator or Assistant Vice President for Human Resources determines that an investigation must be pursued, the reporting party will be informed and can participate in as much or as little of the process as they so choose. The Title IX/504 Coordinator or the Assistant Vice President of Human Resources 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

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 Title IX Coordinator, 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 phone by calling (630) 637-5113. The Campus Advocate can be contacted after hours through contacting Campus Safety at (630) 637-5911. Confidential reporting 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 Title IX/504 Coordinator 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 individuals impacted by the bias related incident and will be reviewed by the Bias Incident Response Team and responded to promptly. Individuals who have experienced a bias related incident will typically be contacted by a member of the Bias Incident Response Team to outline their options, resources, and rights.

Title IX/504 Coordinator

In responding to incidents of sexual or gender-based violence or harassment, the Title IX/504 Coordinator assists individuals with 1) understanding the available options; 2) implementing interim safety measures such as changing offices or housing assignments, issuing College No Contact or Trespass Orders, or issuing interim suspensions; 3) obtaining academic accommodations which could include flexible deadlines, excused absences, support of academically related petitions or withdrawal from classes without academic or financial penalty; 4) overseeing Title IX related investigations and appeals processes; and 5) making referrals. The Title IX/504 Coordinator 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.

Assistant Vice President of Human Resources

Is responsible for overseeing the response to complaints made about discrimination, misconduct or harassment committed on the basis of protected classes covered in this policy, other than sex/gender, and will assist individuals with 1) understanding the available options; 2) implement an immediate response to reports, including safety measures 3) oversee related investigations and appeals processes; and 4) providing referrals. The Assistant Vice President of Human Resources works closely with various offices on campus to coordinate the College's response to and support of individuals who experience discrimination, misconduct, or harassment on the basis of protected class status.

Places to call to assist you in reporting to the College

- Campus Advocate – (630) 637-5113, M-F 8AM-5PM, call Campus Safety to reach the Campus Advocate after hours
- Campus Safety:
 - Campus Safety: Officer on Call – (630) 637-5911, **24-hours**
 - Director of Campus Safety – (630) 637-5912, M-F: 8AM-5PM
- Residence Life:
 - Area Hall Director on Call – (630) 816-5298, **24-hours**
 - Director of Residence Life – (630) 637-5861, M-F: 8AM-5PM
- Deputy Title IX Coordinators:

- John Acardo, Assistant Vice President of Human Resources (Old Main, 30 N Brainard, Suite 507, jjacardo@noctrl.edu, (630) 637-5754)
- Stephen Caliendo, Dean of the College of Arts and Sciences (Goldspohn Hall, 31 N Loomis, Room 19C, smcaliendo@noctrl.edu, (630) 637- 5344)
- Jeremy Gudauskas, Assistant Vice President and Co-Director of the Center for Social Impact (Old Main, 30 N Brainard, Suite 501, jkgudauskas@noctrl.edu, (630) 637-5147)
- Susan Kane, Assistant Athletic Director (Merner Field House, 450 S Brainard, Room 106C, smkane@noctrl.edu, (630) 637-5501)
- Lisa Long, Dean of College Programs and Special Assistant to the Provost (Old Main, 30 N Brainard, Suite 530, laalong@noctrl.edu, (630) 637- 5286)
- Kevin McCarthy, Assistant Vice President for Student Affairs and Dean of Students (Old Main, 30 N Brainard, Suite 501, kemccarthy@noctrl.edu, (630) 637-5152)
- Sharon Merrill, Director of Human Resource Services (Old Main, 30 N Brainard, Suite 507, semerrill@noctrl.edu (630) 637-5718)
- Student Affairs:
 - Assistant Vice President for Student Affairs and Dean of Students – (630) 637-5152, M-F: 8AM-5PM
 - Assistant Vice President for Student Affairs and Co-Director of the Center for Social Impact -- (630) 637-5147, M-F: 8AM-5PM
- Human Resources: Assistant Vice President for Human Resources – (630) 637-5757, M-F: 8AM-5PM
- Dysons Wellness Center: Professional Counselors – (630) 637-5550, M-F 8AM-5PM
- Multicultural Affairs: Director of Multicultural Affairs – (630) 637-5156, M-F 8AM-5PM
- Campus Ministry: Director of Ministry and Service – (630) 637-5417, M-F: 8AM-5PM
- College faculty, staff, or supervisor

III. COMPLAINT RESPONSE AND RESOLUTION PROCEDURES

A. Filing a Complaint

Prompt reporting of discrimination, harassment, sexual misconduct and/or retaliation as defined in this policy is strongly encouraged, as it facilitates expedient resolution of a complaint. The Title IX/504 Coordinator or the Assistant Vice President of Human Resources 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 Title IX/504 Coordinator or the Assistant Vice President of Human Resources to respond may be limited if the responding party is no longer a member of the North Central College community. If a College staff member or faculty member wishes to leave North Central College with an allegation of misconduct pending, the Title IX/504 Coordinator or the Assistant Vice President of Human Resources 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 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 Title IX/504 Coordinator for sexual misconduct incidents. Discrimination, misconduct or harassment committed on the basis of the other protected classes covered by this policy should be reported to the Assistant Vice President of Human Resources. Complaints may be made verbally, in writing or online. 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.

Reporting Structural or Procedural Concerns

The campus community benefits from an environment in which concerns are shared regarding potential structures or procedures which might result in discrimination or bias. The exchange of ideas and problem solving serves an educative function and contributes to the climate of fairness and respect for all members of the College community. When concerns about specific behaviors rise to the level of potential discrimination or bias, the parties should consider sharing their concerns with the administrators noted above, a supervisor, and/or with the relevant group or program on campus that serves as a resource for communication (i.e., faculty or student governance, the Welfare and Benefits Committee).

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 Title IX/504 Coordinator and will be promptly addressed. The Title IX/504 Coordinator or the Assistant Vice President of Human Resources 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 sexual misconduct hearing about the organization president; the student member is subsequently removed as a member of the organization because he participated in the hearing.

Amnesty for Reporting Party and Witnesses

Reporting parties and witnesses are encouraged to report misconduct and crimes. Sometimes, reporting parties or witnesses are hesitant to report to College officials or participate in resolution processes because they fear that they themselves may be accused of policy violations, such as violating the drug or alcohol policy at the time of the incident. It is in the best interest of this community that as many reporting parties as possible choose to report to College officials, and that witnesses come forward to share what they know. To encourage reporting, reporting parties and witnesses are offered amnesty from minor drug or alcohol policy violations related to the incident. While some policy violations cannot be completely overlooked, educational options will be provided, rather than discipline, to those who offer assistance to others in need. Amnesty may be granted on a case-by-case basis for other policy violations and will be evaluated by the Title IX/504 Coordinator or Assistant Vice President of Human Resources.

Reports about Students

To make a report or allegation of discrimination, harassment, sexual misconduct or retaliation involving a student responding party, contact the Title IX/504 Coordinator (Rebecca Gordon: (630) 637-5134), the Assistant Vice Presidents in the Office of Student Affairs (Jeremy Gudauskas: (630) 637-5147, Kevin McCarthy: (630) 637-5152), or the Director of Campus Safety (630) 637-5912). After business hours, please contact the Area Hall Director on Call at (630) 816-5298 or Campus Safety at (630) 637-5911 in order to make a report with one of the parties listed above.

Reports about Faculty Members

To make a report or allegation of discrimination, harassment, sexual misconduct or retaliation involving a faculty member as the responding party, contact: the Title IX/504 Coordinator (Rebecca Gordon: (630) 637-5134), the Associate Provost and Dean of Academic Services (Marti Bogart: (630) 637-5355), the Dean of College Programs and Special Assistant to the Provost (Lisa Long: (630) 637-5286), Director of the Office of Institutional Effectiveness and Planning (Peter Barger: (630) 637-5362), the Dean of College of Arts and Science (Stephen Caliendo: (630) 637-5344), the Assistant Vice President for Human Resources (John Acardo: (630) 637-5754) or the Director of Human Resource Services (Sharon Merrill: (630) 637-5718). After business hours, please contact Campus Safety at (630) 637-5911 in order to make a report with one of the parties listed above.

Reports about Administrators, Staff, Groups/Programs, and Third-Parties

To make a report or allegation of discrimination, harassment, sexual misconduct or retaliation involving an administrator, staff member, group/program, or third-party contractor/consultant as the responding party, contact the Title IX/504 Coordinator (Rebecca Gordon: (630) 637-5134), the Assistant Vice President for Human Resources (John Acardo: (630) 637-5754) or the Director of Human Resource Services (Sharon Merrill: (630) 637-5718). After business hours, please contact Campus Safety at (630) 637-5911 in order to make a report with one of the parties listed above.

Allegations of misconduct or discrimination committed by the Title IX/504 Coordinator can be reported to the Vice President for Student Affairs and Strategic Initiatives (Kimberly Sluis, OM 504, kasluis@noctrl.edu, (630) 637-5153), the Provost and Vice President for Academic Affairs (Abiodun Goke-Pariola, OM 538, agokepariola@noctrl.edu, (630) 637-5354) or the College President (Troy

Hammond, OM 424, president@noctrl.edu, (630) 637-5454).

The Title IX/504 Coordinator or Assistant Vice President of Human Resources monitors all resolutions for potential conflicts, and asks all employees involved in the resolution process to immediately identify potential conflicts. Similarly, any participant in the process who is concerned about a conflict should immediately identify that concern to the Title IX/504 Coordinator or Assistant Vice President of Human Resources. In the event that there is a potential conflict of interest involving the Title IX/504 Coordinator or Assistant Vice President of Human Resources, participants in the resolution process should raise that concern promptly with the Provost and Vice President for Academic Affairs or the Vice President of Student Affairs and Dean of Students. If circumstances require, the Provost and Vice President for Academic Affairs, the Vice President of Student Affairs and Dean of Students, or the Title IX/504 Coordinator may designate another person to oversee the process below, should an allegation of conflict be made about the Coordinator or the Assistant Vice President of Human Resources or the Coordinator or the Assistant Vice President of Human Resources be otherwise unavailable or unable to fulfill their duties.

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.

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.

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). 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 reporting party will be notified by the Title IX/504 Coordinator or Assistant Vice President of Human Resources that a report has been

received. The Title IX/504 Coordinator and/or responsible administrator will offer to meet with the reporting party to discuss options and available support resources. If the allegation was received electronically, information will be sent to the individual submitting the report within 12 hours outlining campus resources, policy, rights, and options.

B. Preliminary Inquiries

Following receipt of notice or a report of discrimination, harassment, sexual misconduct or retaliation, the Title IX/504 Coordinator or Assistant Vice President of Human Resources engages in a preliminary inquiry to determine if there is reasonable cause to believe the nondiscrimination policy has been violated. The preliminary inquiry is typically 1-3 business days in duration.

A reporting party can report an incident and ask for confidentiality or for a complaint not to be investigated. While confidentiality will limit the Title IX/504 Coordinator or Assistant Vice President of Human Resources' ability to respond, these requests will be honored when a safe, nondiscriminatory environment for the reporting party and the campus community can be maintained. In these cases, the Title IX/504 Coordinator or Assistant Vice President for Human Resources would conduct a preliminary inquiry to determine appropriate remedies and necessary steps to prevent recurrence of the alleged behavior. If, however, the preliminary inquiry provides information that indicates a presence of violence, threat, pattern, predation and/or use of a weapon, or the vulnerability of minors, the College reserves the right to initiate an investigation without a formal report or participation by the reporting party. The reporting party would be informed that an investigation is being initiated and could participate in as much or as little of the investigation as they so choose.

In cases where the reporting party wishes to proceed, or the Title IX/504 Coordinator or Assistant Vice President of Human Resources determines they must proceed, and the preliminary inquiry shows that reasonable cause exists to believe that College policy may have been violated, the Title IX/504 Coordinator or Assistant Vice President of Human Resources will initiate a formal investigation and the allegation will be resolved through an investigation and determination of findings regarding policy violations.

If an informal resolution is desired by the reporting party, and appears appropriate given the nature of the alleged behavior, then the report does not proceed to a formal investigation, unless a pattern of misconduct is suspected or there is an actual or perceived threat of further harm to the community or any of its members. Informal resolution procedures, as outlined below, are used instead.

Once a formal investigation is commenced, the Title IX/504 Coordinator or Assistant Vice President of Human Resources will provide written notification of the investigation to the responding party at an appropriate time during the investigation. The Title IX/504 Coordinator or Assistant Vice President of Human Resources aims to complete all investigations within a sixty (60) business day time period, which can be extended as necessary for appropriate cause by the Title IX/504 Coordinator or Assistant Vice President of Human Resources with notice to the parties as appropriate.

If, during the preliminary inquiry or at any point during the formal investigation, the Title IX/504 Coordinator or Assistant Vice President of Human Resources determines that there is no reasonable cause to believe that policy has been violated, the process will end unless the reporting party requests that the Title IX/504 Coordinator or Assistant Vice President of Human Resources makes an extraordinary determination to re-open the investigation. This decision lies at the discretion of the Title

IX/504 Coordinator or Assistant Vice President of Human Resources.

C. Informal Resolution Procedures

NOTE: The informal resolution procedure will not apply to any allegation of discrimination involving the Promotion and Tenure Committee (*see Formal Resolution Procedures-Section III, E*).

When an incident arises in which a person believes that they have been subjected to discrimination or harassment as defined in this policy, it should be addressed as soon as possible. In many cases, informal actions can be taken that will effectively stop the behavior or actions; however, informal resolution is never required to resolve a concern. If the attempts made by the reporting party do not stop the misconduct, or if the reporting party does not feel that they can confront the offending individual or needs help in the process, then contact with the following individuals may be made:

- If the responding party is a student, the Title IX/504 Coordinator (Rebecca Gordon: (630) 637-5134), the Assistant Vice Presidents in the Office of Student Affairs (Jeremy Gudauskas: (630) 637-5147, Kevin McCarthy: (630) 637-5152), or the Director of Campus Safety (630) 637-5912.
- If the responding party is a faculty member, the Title IX/504 Coordinator (Rebecca Gordon: (630) 637-5134), the Associate Provost and Dean of Academic Services (Marti Bogart: 630-637-5355), the Dean of College Programs and Special Assistant to the Provost (Lisa Long: (630) 637-5286), Director of the Office of Institutional Effectiveness and Planning (Peter Barger: (630) 637-5362), and the Dean of College of Arts and Science (Stephen Caliendo: (630) 637-5344), the Assistant Vice President for Human Resources (John Acardo: (630) -637-5754) or the Director of Human Resource Services (Sharon Merrill: (630) 637-5718).
- If the responding party is a member of the administration, staff, group/program, or a third-party consultant/contractor the Title IX/504 Coordinator (Rebecca Gordon: (630) 637-5134), the Assistant Vice President for Human Resources (John Acardo: (630) 637-5754) or the Director of Human Resource Services (Sharon Merrill: (630) 637-5718).

At the reporting party's request, the Title IX/504 Coordinator or Assistant Vice President of Human Resources may intervene directly with the party who allegedly engaged in the conduct. In this case, the Title IX/504 Coordinator or Assistant Vice President of Human Resources will provide an opportunity to the party who allegedly engaged in the conduct to respond to the allegation and, after discussions with both parties, may attempt to facilitate a solution, which may result in a written agreement between the parties. The Title IX/504 Coordinator or Assistant Vice President of Human Resources will make every effort to resolve informal allegations in a timely manner. Every attempt is made to complete the informal resolution process within a thirty (30) business day time period, which can be extended as necessary for appropriate cause by the Title IX/504 Coordinator or Assistant Vice President of Human Resources with notice to the parties. The informal resolution process may also be utilized when a responding party accepts responsibility for all allegations.

The Title IX/504 Coordinator or Assistant Vice President of Human Resources may take steps to limit and remedy the effects of the alleged misconduct and prevent its recurrence without initiating formal action to discipline the alleged responding party or reveal the identity of the reporting party. The actions available to the Title IX/504 Coordinator or Assistant Vice President of Human Resources include, but are not limited to: providing increased monitoring, supervision or security at locations or activities where

the misconduct occurred; providing training and education materials for students and employees; revising and publicizing the College's policies on discrimination, harassment, sexual misconduct and/or retaliation; and conducting climate surveys.

At any time, either party may end the informal process and begin the formal allegation and resolution procedure. The formal allegation and resolution procedure may also be started if the informal allegation and resolution procedure has not resulted in satisfactory resolution to the reporting party or the Title IX/504 Coordinator or Assistant Vice President of Human Resources.

D. Interim Measures

Persons bringing an allegation of discrimination, harassment, sexual misconduct and/or retaliation under this policy may seek the following arrangements from the Title IX/504 Coordinator or Assistant Vice President for Human Resources handling the allegation, who will consult with the appropriate individuals to ensure that arrangements are reasonably available. The Title IX/504 Coordinator or Assistant Vice President of Human Resources may take whatever measures are deemed necessary in response to an allegation in order to protect the personal safety and well-being of the parties, the safety of the College community and/or College property. Interim measures may also be imposed in instances where it is determined that the responding party may pose a potential threat to another person, as well as in cases where the responding party poses a threat of disruption or interference with the normal operations of the College. Failure to adhere to the parameters of any interim measure is a violation of College policy and may lead to additional disciplinary action. Interim measures include, but are not limited to:

- An interim suspension or reassignment (immediate, temporary suspension pending the outcome of the resolution process or student conduct process),
- Suspension with or without pay pending an investigation,
- A no contact order (an order that an individual refrain from direct/indirect contact with another person[s]),
- An escort to ensure movement safely between classes, activities or work assignments,
- Restrictions on access to campus or areas of campus (i.e. no trespass order),
- Restrictions on participation in College athletic programs,
- Appropriate changes in academic schedule (for the reporting party and/or responding party), housing arrangements, transportation, office location or work assignment arrangements,
- Assistance with enforcing locally-obtained protection orders on campus,
- Access to on- and off-campus counseling and/or health services, and/or
- Assistance in reporting the matter to local police.

Interim measures will be determined in the following ways:

- If the responding party is a student, the Title IX/504 Coordinator will consult with the Assistant Vice President for Student Affairs and Dean of Students, the Director of Campus Safety, and/or the Behavioral Intervention Team to assess risk to the reporting party or campus community.
- If the responding party is a faculty member, the Title IX/504 Coordinator will consult with the Provost and Vice President for Academic Affairs, the hiring manager, and the Assistant Vice President for Human Resources.

- If the responding party is a staff member, group/program, or a third-party consultant/contractor, the Title IX/504 Coordinator will consult with the Assistant Vice President for Human Resources or the Director of Human Resource Services.
- If the responding party is a member of the College administration the Title IX/504 Coordinator will consult with the Assistant Vice President for Human Resources and the College President.

Each interim measure is determined on a case-by-case basis. Every effort will be made to balance individual and community safety with the rights of both parties to pursue their education. If the responding party feels an interim measure unreasonably deprives them of their access to education, they can submit a request to the Title IX Coordinator to review the interim measure. The matter will be assigned to a Deputy Title IX Coordinator or similarly situated trained administrator who will decide if there is justification to amend or rescind the interim measure. Both parties will be notified regarding the decision and if any adjustments have been made to the interim measures. Any program modifications and/or protective measures will be maintained as confidential provided confidentiality does not impair ability of the Title IX/504 Coordinator or Assistant Vice President of Human Resources to provide the modifications or protective measures.

For students, it is also recognized that experiences with sex discrimination, sexual or gender-based harassment, sexual misconduct, and/or retaliation can interfere with their academic performance. Therefore, the Title IX/504 Coordinator will review with the parties their rights to reasonable academic accommodations and will assist in making these requests to the appropriate advisor, faculty member(s), department chair or dean, or College administrator. Academic and administrative accommodations include but are not limited to:

- Working with College staff to re-calculate financial aid due to changes in family or dependency status
- Working with College staff to minimize the negative impact on the student's completion rate and financial aid awards.
- Working with faculty to request academic accommodations such as extra time to complete assignments, projects, or exams.
- Working with faculty on identifying excused absences and opportunities to make-up work that was missed.
- Arranging for test or class re-takes, or withdrawal from a class or campus without academic or financial penalty, to the extent possible.

The Title IX/504 Coordinator has the authority to determine that such reasonable accommodations are necessary and appropriate and will maintain documentation related to accommodations. The Title IX/504 Coordinator may inform faculty members, deans or College administration of the need to adjust academic parameters accordingly. A request for accommodations from a student will be shared with faculty and staff only to the extent necessary to provide reasonable accommodation.

In addition, the Title IX/504 Coordinator can review prior sanctions that were imposed on the reporting party to determine if there may be a connection between those sanctions and the sex discrimination, sexual or gender-based harassment, sexual misconduct, and/or retaliation experienced by the reporting party.

Additional Individual and Community Remedies:

Imposing sanctions on the responding party 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 sexual misconduct has occurred;
- Offering comprehensive, holistic services to the reporting party such as medical, counseling, advocacy support, and academic support services;
- Training or re-training College employees on how to effectively handle reports of sexual misconduct;
- Developing additional resources;
- Conducting bystander training or sexual misconduct prevention programs;
- Re-issuing policy statements or taking additional steps to communicate that the College does not tolerate sex discrimination, sexual or gender-based 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.

E. Formal Resolution Procedures

The following outlines the formal resolution procedure that will be used to address alleged violations of this policy and any appeals based on the same. The formal resolution procedure has been created based on the principle of fundamental fairness, equity, and transparency that affords an opportunity for all parties to provide information, identify witnesses, suggest questions, and review all of the information collected before a decision is rendered.

All investigations will be thorough, reliable, impartial, prompt, and fair. Investigations entail interviews with all relevant parties and witnesses, submission of evidentiary information by the parties and witnesses, an independent gathering of pertinent facts and materials, and the identification of sources of expert information, as necessary. All parties will be provided the names of the individuals who will be appointed to serve as the investigative team, or appeals committee. Each party has an opportunity to identify conflicts of interest posed by the individuals determining the finding and/or sanctions in the complaint resolution process and request a substitution. Each party has the opportunity to have an advisor of choice present for all meetings and proceedings and to receive notification about the outcome of the investigation, simultaneously, in writing. All parties have an equal opportunity to appeal the finding and/or sanction. For investigations that involve employees, the hiring manager and appropriate Vice President are informed and will be consulted by the Title IX/504 Coordinator or Assistant Vice President of Human Resources to review the sanctions/remedies.

In allegations involving the classroom or other instances in which academic freedom may be a consideration, one (1) of the trained investigators assigned will be a faculty member or staff member in the Office of Academic Affairs. An exception to this will be if the Title IX/504 Coordinator, Assistant Vice President of Human Resources, or College administration determines, in its sole discretion, to engage an external party to investigate.

Advisors

Each party is allowed to have an advisor of their choice present with them for all resolution process meetings and proceedings, from intake through to final determination. The parties may select whomever they wish to serve as their advisor as long as the advisor is eligible and available, and usually not otherwise involved in the resolution process, such as serving as a witness. The advisor may be a friend, mentor, family member, attorney, advocate, process advisor, or any other supporter a party chooses to advise them. Witnesses cannot also serve as advisors. The parties may choose advisors from inside or outside the campus community. The Title IX/504 Coordinator has trained individuals that can serve in the role as an Advocate (reporting party) or Process Advisor (responding party). Please contact the Title IX/504 Coordinator if you want an Advocate or Process Advisor to be provided for you.

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 their advisees prepare for each meeting, and are expected to advise ethically, with integrity and in good faith. The Title IX/504 Coordinator or Assistant Vice President of Human Resources 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 one.

Responding parties 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>)

Reporting parties may wish to contact organizations such as:

- The Victim Rights Law Center (<http://www.victimrights.org>), or the
- The National Center for Victims of Crime (<http://www.victimsofcrime.org>), which maintains the Crime Victim's Bar Association

Pro Bono Legal Assistance

- DuPage Legal Assistance Foundation
126 S. County Farm Road, Wheaton, IL 60187
(630) 653-6212
www.dupagelegalaids.org
- Illinois Attorney General- Legal Assistance Referrals
www.illinoisattorneygeneral.gov/about/probono

All advisors are subject to the same rules, whether they are attorneys or not. The advisor may not make a presentation or present evidence during any meeting or proceeding and may not speak on behalf of the advisee to the investigators or hearing panelists. The parties are expected to ask and respond to questions on their own behalf, without representation by their advisor. Advisors may confer quietly with their advisees or in writing as necessary, as long as they do not disrupt the process. For longer or more involved discussions, the parties and their advisors should ask for breaks or step out of meetings to allow for private conversation. Advisors will typically be given an opportunity to meet in advance of any interview or meeting with the administrative officials conducting that interview or meeting. This pre-meeting will allow advisors to clarify any questions they may have, and allows the Title IX/504 Coordinator or Assistant Vice President of Human Resources an opportunity to clarify the role the advisor is expected to take.

Advisors are expected to refrain from interference with the investigation and resolution. Any advisor who steps out of their role will be warned once and only once. If the advisor continues to disrupt or otherwise fails to respect the limits of the advisor role, the advisor will be asked to leave the meeting. When an advisor is removed from a meeting, that meeting will typically continue without the advisor present. Subsequently, the Title IX/504 Coordinator will determine whether the advisor may be reinstated, may be replaced by a different advisor, or whether the party will forfeit the right to an advisor for the remainder of the process.

Parties frequently share documentation related to the allegations with their advisors. In order for the Title IX/504 Coordinator or Assistant Vice President of Human Resources to share information directly with an advisor, a consent form must be completed by the party in question. Parties may share any information they receive directly with their advisor if they wish. 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 Title IX/504 Coordinator or Assistant Vice President of Human Resources. The Title IX/504 Coordinator or Assistant Vice President of Human Resources 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.

An advisor is expected to adjust their schedule to allow them to attend College meetings when scheduled. Scheduled meetings are not typically changed to accommodate an advisor's inability to attend. Reasonable provisions will be made, however, to allow an advisor who cannot attend in person to attend a meeting by telephone, video, and/or virtual meeting technologies as may be convenient and available.

A party may elect to change advisors during the process, and is not locked into using the same advisor throughout. The parties must advise the investigators of the identity of their advisor at least one (1) day 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 must provide timely notice to investigators if they change advisors at any time.

Investigation Time Line

Investigations are completed expeditiously, normally within 45-60 business days, though some investigations take significantly longer, depending on the nature, extent and complexity of the allegations, availability of witnesses, police involvement, etc.

Once the decision is made to initiate a formal investigation, the Title IX/504 Coordinator or Assistant Vice President of Human Resources will appoint the investigation team and provide the parties with a notice of allegation and/or investigation generally within two (2) business days. Within the notice of investigation, each party is invited to attend a meeting to review the allegation, investigation process, their rights and resources (including right to have an advisor present and report to law enforcement), and to identify any potential conflicts with the investigative team members. This meeting is typically held with the Title IX/504 Coordinator or Assistant Vice President of Human Resources and the responsible administrator assigned to the investigation team.

In most cases it takes 10-20 business days to arrange scheduling and conduct interviews with the parties and witnesses, transcribe interviews and have the parties and witnesses review their transcriptions, collect information from the parties and witnesses, and independently gather relevant information.

The investigators create an investigative report of all of the information that has been collected in the neutral fact-finding process (approximately 5-10 business days). The parties are usually afforded three (3) business days to review the investigative report, list of witnesses, and all the information used to render a decision before a determination is made. The parties can provide clarifications and suggest additional questions, or witnesses. The investigative team takes typically between 10-12 business days to review the information gathered, determine if a policy violation occurred, finalize the investigation report, recommend sanctions if appropriate, and notify the parties.

The Title IX Coordinator/Assistant Vice President of Human Resources may undertake a short delay in its investigation (typically days to weeks) to allow evidence collection when criminal charges are being investigated on the basis of the same behaviors that invoke this process. The Title IX Coordinator/Assistant Vice President of Human Resources will promptly resume their investigation and resolution processes once notified by law enforcement that the initial evidence collection process is complete. The ability of the Title IX Coordinator/Assistant Vice President of Human Resources to take action will not typically be altered or precluded on the grounds that civil or criminal charges involving the same incident have been filed or that charges have been dismissed or reduced.

Investigation Process

The investigation team typically includes two investigators, a responsible administrator, and a Deputy Title IX Coordinator. The investigators are neutral fact-finders in charge of interviewing all parties and witnesses, collecting information submitted by the parties and witnesses, independently gathering evidentiary information and pertinent facts, and drafting an investigative summary and report. The responsible administrator oversees the investigation, monitors the timeline, provides regular updates to the parties, reviews the evidence, and assists in writing the investigative summary and report. The Deputy Title IX Coordinator facilitates the investigative team's review of the evidence, analysis of credibility, determination of findings regarding policy violations; assists in writing the investigative report, and the selection of appropriate recommended sanctions if there is a finding of violation.

The investigative team has the authority to investigate all collateral misconduct, meaning that it will investigate all allegations of discrimination, sexual misconduct, harassment and retaliation, but also may identify any additional alleged policy violations that have occurred in concert with the discrimination, sexual misconduct, harassment or retaliation, even though those collateral allegations may not specifically fall within the jurisdiction of these procedures. Accordingly, investigations are conducted with as wide a scope as necessary.

The Title IX/504 Coordinator or Assistant Vice President of Human Resources, in conjunction with the investigation team, will typically take the following steps, if not already completed (not necessarily in order):

- The Title IX/504 Coordinator and responsible administrator or Assistant Vice President of Human Resources will meet with both the reporting and responding parties to review the complaint, related policies, the resolution procedures and provide an opportunity for all parties to identify any bias concerns related to the investigation team that has been assembled to respond to the allegations, and request substitutions. The Title IX/504 Coordinator or Assistant Vice President of Human Resources will also identify support resources and interventions or interim measures available to both parties;
- In coordination with campus partners (e.g. Campus Safety, Financial Aid), initiate or assist with any necessary remedial actions;
- Determine the identity and contact information of the reporting party;
- Identify all policies allegedly violated;
- Conduct preliminary inquiry to determine if there is reasonable cause to believe the responding party has violated policy;
 - If there is insufficient evidence to support reasonable cause, the inquiry should be closed with no further action.
- Commence a thorough, reliable, and impartial investigation by developing a strategic investigation plan, including a witness list, evidence list, intended timeframe, and order of interviews for all witnesses and the responding party, who may be given notice prior to or at the time of the interview;
- Prepare the notice of allegations on the basis of the preliminary inquiry;
- Meet with the reporting party to take their statement, if necessary;
- If possible, provide written notification to the parties prior to their interviews that they may have the assistance of an advisor or advocate of their choosing present for all meetings;
- Provide reporting party and responding party with a written 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;
- Conduct interviews as needed with all appropriate individuals, including the reporting and responding party and identified witnesses; gather any pertinent facts and evidentiary materials;
 - Throughout the investigation the parties will have an equal opportunity to present relevant witnesses and other evidence, to fully understand the details of the allegations, and to respond. Typically, character witnesses will not be included in a resolution process.
- Allow each party the opportunity to suggest questions they wish the investigators to ask of the other party and witnesses;
- Prior to the conclusion of the investigation, provide the reporting party and the responding party with a list of witnesses whose information will be used to render a finding;
- Provide parties with the investigation report and access to all relevant evidence to be used in

rendering a determination and provide each with a full and fair opportunity to address that evidence prior to a finding being rendered;

- The investigators may incorporate feedback from the parties as appropriate. Each party will be able to respond to the content and provide suggested follow-up questions, areas of inquiry, additional witnesses, and/or provide additional corroborating information. The investigators, in consultation with the Title IX/504 Coordinator and responsible administrator, will determine the appropriateness of the suggested inquiry by the parties.
- Complete the investigation promptly, and without unreasonable deviation from the intended timeline;
- Provide regular updates to the reporting party and to the responding party, throughout the investigation, as appropriate;
- The investigative team will make a finding, based on a preponderance of the evidence (whether a policy violation is more likely than not) and provide the investigative report and finding to the Title IX/504 Coordinator. For student responding parties, the investigative team will also determine sanctions;
- The Title IX/504 Coordinator will review the investigative report, finding, and sanctions for student responding parties found in violation of the policy.
- Title IX/504 Coordinator will finalize and present the findings to the parties, without undue delay between notifications.

At any point during the investigation, if it is determined there is no reasonable cause to believe that College policy has been violated, the Title IX/504 Coordinator or Assistant Vice President of Human Resources has authority to terminate the investigation and end resolution proceedings.

Witnesses (as distinguished from the parties) are expected to cooperate with and participate in the Title IX/504 Coordinator's or Assistant Vice President of Human Resources' investigation. Failure of a witness to cooperate with and/or participate in the investigation may constitute a violation of policy and may be subject to discipline. Witnesses may be permitted to provide written statements in lieu of interviews during the investigation and may be interviewed remotely by phone, Skype (or similar technology), if they cannot be interviewed in person or if the investigators determine that timeliness or efficiency dictate a need for remote interviewing. The Title IX/504 Coordinator or Assistant Vice President of Human Resources can determine if a witness is exempt from being compelled to participate.

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.

Determination of Finding

The investigative team reviews all the materials collected in the investigation, analyzes the credibility of the parties and witness, and on this basis determines the finding of whether or not a policy violation occurred. The investigation team provides a rationale for its decision based on the preponderance of

evidence and recommends sanctions and remedies if appropriate (See Sanctions/Remedies-Section III, F). During these deliberations, the investigative team can consult with the Title IX/504 Coordinator and/or Assistant Vice President of Human Resources about precedent, parity, and sanctioning guidelines.

The Title IX/504 Coordinator or the Assistant Vice President of Human Resources will review any finding and recommended sanctions/remedies to assure equitable and remedial mandates have been met. Based on this review, the Title IX/504 Coordinator or Assistant Vice President of Human Resources can recommend changes, including additional corrective actions that should be taken in order to remedy the effects of a hostile environment for the reporting party, and implement remedies required for the broader campus community. For student sexual misconduct, the recommended finding and sanctions/remedies are then finalized by the Title IX/504 Coordinator. For faculty and staff members, the finding, recommended sanctions for a finding of **“in violation,”** and proposed remedies are provided to the hiring manager and appropriate administrator. In the case of a resolution to a Promotion and Tenure Committee allegation, the recipients of the finding and recommended sanctions include the Chairperson of the Promotion and Tenure Committee and the Provost and Vice President for Academic Affairs.

The parties are not required to abide by a nondisclosure agreement, in writing or otherwise, that would prevent the re-disclosure of information related to the outcome of the investigation (*see Privacy--Section VI*). The parties have discretion to share their own experiences if they so choose. It is recommended that the parties discuss disclosures with their advisors. Faculty and staff who are witnesses are expected to maintain privacy, subject to College consequences for failure to do so.

Once a finding has been made by the investigative team, the following will take place:

Finding of NOT In Violation:

If the investigative team finds the responding party not-responsible for a policy violation, the investigation will be closed and the parties will be notified simultaneously in writing. If the investigative team finds violations of other policies (for offenses outside the policy on Discrimination, Harassment, Sexual Misconduct and Retaliation) this information will be included in the notification letter.

- a. The parties will typically receive written notification of the outcome of the investigation within 1-2 business days of the Title IX/504 Coordinator’s or Assistant Vice President of Human Resources’ review. This written notification will inform the parties about the findings and rationale, when an outcome of this process is considered final, and will include information on the right to appeal and the procedures for doing so in accordance with the standards for appeal established by this policy.
- b. In some circumstances involving a finding of **“Not in violation,”** other forms of remedial, community-based responses, such as educational initiatives and/or trainings, may be instituted as deemed appropriate by the Title IX/504 Coordinator, Assistant Vice President of Human Resources and/or the investigative team
- c. The reporting party may appeal the findings of the investigation (*see Appeals Process – Section IV*).

Finding of In Violation:

If the responding party is found responsible for a policy violation, the Title IX/504 Coordinator or Assistant Vice President of Human Resources will notify the reporting party and the responding party of the findings in writing, without undue delay between notifications. If the investigative team finds violations of other policies (for offenses outside the policy on Discrimination, Harassment, Sexual Misconduct and Retaliation), this information will be included in the notification letter.

- a. The parties will receive written notification of the outcome of the investigation typically within 1-2 business days of the Title IX/504 Coordinator's or Assistant Vice President of Human Resources' review. This written notification will inform the parties about the findings and rationale, when the outcome of this process is considered final, any changes that occur to the outcome prior to finalization, information on the right to appeal, and the procedures for doing so in accordance with the standards for appeal established by this policy. Sanctions are in effect immediately unless otherwise indicated by the Title IX/504 Coordinator or Assistant Vice President of Human Resources.
- b. In some circumstances involving a finding of "**in violation**," other forms of remedial, community-based responses, such as educational initiatives and/or trainings, may be instituted as deemed appropriate by the Title IX/504 Coordinator, Assistant Vice President of Human Resources and/or the investigative team.
- c. The reporting and/or responding party may appeal the outcome of the investigation (*see Appeals Process – Section IV*).

F. Sanctions/Remedies

The following may be considered by the investigative team as appropriate in making recommendations about sanctions when it is determined that the responding party has violated the *Discrimination, Harassment, Sexual Misconduct and Retaliation* policy:

- the nature of and the circumstances surrounding the violation including the use of force, incapacitation, and/or the presence of weapons,
- the impact of the conduct and level of disruption the conduct had on the reporting party's ability to participate in the educational program or workplace,
- the responding party's prior disciplinary record,
- precedent decisions,
- College safety concerns,

- the rights of both the reporting party and the responding party,
- the degree to which the responding party accepted responsibility for the prohibited conduct,
- any mitigating, aggravating or compelling factors, and
- any other information deemed relevant.

The sanction(s) will be structured to end the misconduct, prevent its recurrence, and remedy its effects on the reporting party and the College community. Behavior found in violation of its policy is taken seriously. Those violations that have resulted in creating a hostile environment through emotional, physical, and sexual harm receive the most severe sanctions, including suspension or expulsion for students and termination for employees. The Title IX/504 Coordinator or Assistant Vice President of Human Resources reserves the right, however, to impose sanctions based on the facts of the case and circumstances of the particular allegations.

Possible sanctions/remedies include, but are not limited to:

- **For a Student Responding Party:** an oral warning, a written letter of warning, a letter of reprimand, mandatory attendance at an educational program on discrimination, harassment, and/or sexual misconduct, mandatory referral for psychological or chemical dependency assessment and compliance with any resulting treatment plan, change in room assignment, barring participation in student organizations, official College programs, or College sponsored activities, probation, suspension or expulsion from residence halls and/or from non-academic campus activities, suspension or expulsion from the College.
- **For a Faculty Responding Party:** an oral warning, a written warning, a letter of reprimand, mandatory attendance at an educational program on discrimination, harassment, sexual misconduct and/or retaliation, mandatory referral for psychological assessment and compliance with any resulting treatment plan, restriction of responsibilities, reassignment, barring leadership or participation in domestic or international off-campus educational programs, canceling College related travel, denial of salary increase, suspension without pay or dismissal/termination of employment. Sanctions/remedies that include dismissal/termination of employment will be carried out in accordance with the Faculty Handbook, under Terms and Conditions of Faculty Employment, Separation.
- **For an Administrator or Staff Responding Party:** an oral warning, a written warning, a letter of reprimand, mandatory attendance at an educational program on discrimination, harassment, and/or sexual misconduct, or retaliation, mandatory referral for psychological assessment and compliance with any resulting treatment plan, restriction of responsibilities, reassignment or transfer to another department, denial of salary increase, suspension without pay, final written warning or dismissal/termination of employment. Should the responding party be a member of the President's Cabinet, communication of the outcome will go to the College President. Should the responding party be the College President, communication of the outcome will go to the Chair of the Board of Trustees.

- **For a Group/Program Responding Party:** an oral warning, a written warning, a letter of reprimand, mandatory attendance at an education program on discrimination, harassment, sexual misconduct and/or retaliation, restriction of responsibilities, reassignment, or other sanctions or remedies required to redress the discriminatory behavior/actions.
- **Promotion and Tenure Committee Decision-making:** a communication to the Provost and Vice President for Academic Affairs will include remedies that are required to redress the discriminatory behavior/actions.
- **For a Third-Party Consultant/Contractor Responding Party:** up to and including removal from campus and termination of contractual arrangements.

The sanctions/remedies described in this policy are not exclusive of and may be in addition to other actions taken or sanctions/remedies imposed by outside authorities (*see Coordination with Local Law Enforcement-Section VII*).

The imposed sanctions/remedies will be implemented by the appropriate administrator. The Title IX/504 Coordinator will implement student related sanctions/remedies for sexual misconduct. The Vice President for Student Affairs and Dean of Students will implement sanctions/remedies determined by this process for other bias-related policy violations. The appropriate hiring manager will implement the recommended sanctions/remedies determined by this process for staff. When the responding party is a faculty member, the sanctions/remedies will be instituted through the responding party's department head and/or Provost and Vice President of Academic Affairs. Sanctions that include revoking tenure or termination of a tenured faculty member will be addressed through the Faculty Handbook under Terms and Conditions of Faculty Employment, Separation.

Unless otherwise determined by the Title IX/504 Coordinator or Assistant Vice President of Human Resources, the sanctions/remedies will be in effect upon the responding party's receipt of the finding letter and finalized Investigative Report, and will remain in effect pending the outcome of any appeal. Both parties have the opportunity to appeal the finding and sanction/remedies. The appeal process is included in the next section.

IV. APPEALS 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/remedy. 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.

Disagreement with the finding or sanctions/remedy is not, by itself, grounds for an appeal. The **ONLY** grounds upon which an appeal may be made are:

- **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)/remedy(ies) 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/remedies must be included in the written appeal; or
- **Disproportionate Sanction(s):** The sanctions/remedies imposed are substantially disproportionate to the severity of the violation(s). An explanation of why the sanction(s)/remedy(ies) are disproportionate to the severity of the violation must be included. Mere dislike or disagreement with the sanction(s)/remedy(ies) or the impact of the sanction(s)/remedy(ies) 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 Title IX/504 Coordinator 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 Title IX/504 Coordinator or Assistant Vice President of Human Resources and will have five (5) business days to submit a written response to the appeal to the Title IX/504 Coordinator or Assistant Vice President of Human Resources. 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 cases where the Title IX/504 Coordinator or Assistant Vice President of Human Resources has a conflict of interest with the appeal, a Deputy Title IX Coordinator will assume responsibility for the appeal.

Appeal Committee Selection

The Title IX/504 Coordinator or Assistant Vice President of Human Resources will assemble at least three (3) individuals from the trained pool of Deputy Title IX Coordinators, responsible administrators, investigators, faculty, staff, and/or members of the Grievance Panel to form an appeals committee to review the case and appeal statements, and determine if the grounds for the appeal are substantiated. Every effort is made to identify and mitigate potential conflicts or bias in selecting members of the appeal committee. Each party has the opportunity to identify potential conflicts. The review of an appeal typically occurs within ten (10) business days of notification of a contested finding and/or sanction.

In the event that the responding and reporting parties differ in classification, the composition of the appeal committee will provide balanced representation for each party involved. For example, when the responding party is a student and the reporting party is a faculty member, the appeal committee will have a balanced number of appeal committee members from faculty or Academic Affairs and Student Affairs.

In addition, for faculty and staff, each appeal committee may include one of the following responsible administrators:

- If the responding party is a faculty member: the Associate Provost and Dean of Academic Services, the Dean of College Programs and Special Assistant to the Provost, or the Director of the Office of Institutional Effectiveness and Planning.
- If the responding party is a member of the administration or staff: the Assistant Vice President of Human Resources, or the Director of Human Resource Services.

If a discrimination allegation relates to a Promotion and Tenure Committee action, including, but not exclusive to retention and tenure decisions, the appeals committee will consist of two (2) members appointed by the Title IX/504 Coordinator or the Assistant Vice President of Human Resources and additionally supplemented by representation of three (3) of the ten (10) members of the Grievance Panel as defined in the Faculty Handbook. For Grievance Panel members to be eligible for selection as a member of the appeals committee in this process, they must have received eight (8) hours of related training on an annual basis. The Title IX/504 Coordinator or the Assistant Vice President of Human Resources will select these additional hearing panel members by lot from among the individuals who are eligible within the ten (10) Faculty Grievance Panelists. If a Grievance Panel representative identified by lot recuses themselves due to a conflict of interest or is recused for conflict of interest, the Title IX/504 Coordinator or Assistant Vice President of Human Resources will again make a selection by lot until the appeals committee is fully constituted. In the event there are not enough trained Grievance Panel members, the remainder of the appeals committee will be made up of trained faculty investigators, Deputy Title IX Coordinators and/or Academic Affairs Administrators.

Appeal

If the grounds for appeal are not substantiated, the appeal will be denied and the parties will be notified in writing, under the provisions of notification described above. If the appeal is substantiated, the appeal officers, in conjunction with the Title IX/504 Coordinator, will take appropriate action as indicated below.

- **Procedural Error:** If the appeals committee determines that a procedural error occurred that was substantially prejudicial to the outcome of the investigation, they will return the allegation to the Title IX/504 Coordinator or Assistant Vice President of Human Resources with instructions to reconvene the investigative team in order to cure the error. In rare cases, where the procedural error cannot be cured by the investigative team (as in cases of bias), the appeals committee may order a new investigation with a new investigation team. The results of a reconvened investigation cannot be appealed. The results of a new investigation can be appealed once, on the applicable grounds for appeals.
- **New Information:** If the appeals officers determine that new information should be considered, it will return the allegation to the original investigative team to reconsider the allegation in light of the new information only. The findings of the investigative team based on consideration of the new information are not appealable.
- **Disproportionate Sanction(s):** If the appeals officers determine that the sanctions/remedies imposed

are substantially disproportionate to the severity of the violation(s), the appeals committee may return the allegation to the Title IX/504 Coordinator with instructions to review the sanctions/remedies in light of the appeals committee's recommendations and make the appropriate changes to the sanctions.

The appeal committee will render a decision within ten (10) business days after the receipt of the written appeal and response from the non-appealing party. The appeal decision and subsequent changes made by the investigative team are final, except when a new investigation has been recommended.

All parties will be informed of the status of requests for appeal in a timely manner and will be informed of the outcome in the same manner in which the investigation outcome was shared.

Following the appeal process, the Title IX/504 Coordinator will evaluate whether there are additional remedies required for the reporting party or the community to eliminate a hostile environment and prevent its recurrence (*see Interim Measures-Section III, D*).

V. STATEMENT OF THE RIGHTS OF THE PARTIES

All parties have a right to:

- A prompt, sensitive response to all reports of sexual misconduct, harassment, and/or discrimination and respectful treatment for all individuals who participate in the complaint resolution process;
- Receive information about the option to report to Campus Safety and/or local law enforcement and College support and assistance reporting (or not reporting) to local law enforcement and on-campus authorities;
- An investigation and appropriate resolution of all credible allegations of sexual misconduct; discrimination, and harassment that are made in good faith through a fundamentally fair resolution process as defined in these procedures;
- Decisions that are based on information that is found to be credible, relevant, based in fact, and without prejudice;
- Have College policies and procedures followed without material deviation;
- Make decisions freely without pressure from a College official about whether or not to proceed formally or informally to resolve any reported misconduct involving violence, including sexual violence;
- Notification of available services both on campus and in the community that provide counseling, mental health, advocacy, medical healthcare, legal assistance, student financial aid, and visa and immigration assistance;
- A campus no contact order (or a no trespass order against a non-affiliated third party) when someone has engaged in or threatens to engage in stalking, threatening, harassing, retaliatory or other improper behavior that presents a danger to the welfare of the parties;

- Notification of, options for, and available assistance in, changing academic and living situations after an alleged sexual misconduct incident, if so requested by a party and if such changes are reasonably available (no formal report, or investigation, campus or criminal, need occur before this option is available). Accommodations may include:
 - Changing an on-campus housing assignment;
 - Assistance from College support staff in completing the relocation;
 - Transportation accommodations;
 - Arranging to dissolve a housing contract and pro-rating a refund;
 - Exam (paper, assignment) rescheduling;
 - Excused absences
 - Taking an incomplete in a class;
 - Transferring class sections;
 - Course withdrawal; and
 - Alternative course completion options.
- Accommodations being maintained for as long as is necessary, and for protective measures to remain confidential, provided confidentiality does not impair the institution's ability to provide the accommodations or protective measures;
- Be fully informed of campus policies and procedures as well as the nature and extent of all alleged violations contained within the report;
- Be informed of the individuals who will be appointed to serve in the complaint resolution and appeals processes, identify conflicts of interest posed by the individuals determining the finding and/or sanctions, and request a substitution;
- Provide the investigators a list of witnesses and corroborating information;
- Receive the names of all witnesses whose information will be used to render a finding, in advance of that finding, except in cases where a witness's identity will not be revealed to the responding party for compelling safety reasons (this does not include the name of the reporting party, which will always be revealed);
- To have investigators identify and question relevant witnesses, including expert witnesses and be afforded an opportunity to suggest questions to be asked of witnesses;
- The opportunity to review and challenge all documentary evidence available in the report, subject to the privacy limitations imposed by state and federal law, prior to a finding by the investigation team;

- To have irrelevant prior sexual history be excluded as evidence;
- Regular updates on the status of the investigation and/or resolution, as appropriate;
- Have individuals involved in the complaint resolution and appeals processes who have been appropriately trained and receive eight (8) hours of training on an annual basis;
- Have the College compel the participation of student, faculty and staff witnesses, and the opportunity to provide the investigators with a list of potential questions to ask of witnesses, and the right to challenge documentary evidence;
- Bring an advocate or advisor of the party's choosing to all phases of the investigation and resolution proceeding;
- Prompt notice of the outcome and sanction of the resolution process in writing, without undue delay between the notifications to the parties;
- Receive written notification of when a decision by the College is considered final and any changes to the sanction to occur before the decision is finalized;
- The preservation of privacy by the College, to the extent possible and permitted by law;
- Meetings and/or interviews that are closed to the public;
- Receive advanced notification of any public release of information regarding the incident by the College;
- The right not to have any personally identifiable information released to the public by the College, without their consent, except as permitted or required by law;

VI. PRIVACY

Allegations involving discrimination, harassment, sexual misconduct and/or retaliation are particularly sensitive and demand special attention to issues of privacy. Those responsible for carrying out procedures in this policy will respect the privacy of the individuals involved, to the extent reasonably possible and mandated by law. Absolute confidentiality may not be possible in all circumstances, including when the Title IX/504 Coordinator or Assistant Vice President of Human Resources is required to disclose information in response to legal process or when the need to protect the safety of others must outweigh privacy concerns. In addition, College personnel responsible for handling or investigating these matters may consult with legal counsel at any point during the process.

The parties and witnesses involved in an allegation of discrimination, harassment, sexual misconduct and/or retaliation are encouraged to keep the matter as private as is reasonably possible. Faculty and staff involved in the investigation are expected to maintain privacy, subject to College consequences for failure to do so. For the parties, the College does not prevent the re-disclosure of information related to the outcome of the investigation or appeal. The parties have discretion to share their own experiences if they so choose. It is recommended that the parties discuss disclosures with their advisors.

VII. COORDINATION WITH LOCAL LAW ENFORCEMENT

In allegations involving potential crimes, including sexual assault, dating or domestic violence or stalking, individuals are encouraged to file a report with the Naperville Police Department.

The complaint resolution procedures outlined in this policy and the legal system work independently from one another and the Title IX/504 Coordinator or Assistant Vice President of Human Resources will implement these procedures regardless of action or inaction by outside authorities. While the College's resolution procedures are separate, the Title IX/504 Coordinator or Assistant Vice President of Human Resources 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. 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 responding party.

In certain instances, North Central College may need to report conduct to law enforcement authorities even when the reporting party 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 reporting party and the campus community or other situations in which there is clear and imminent danger or when a minor is involved.

VIII. ANONYMOUS REPORTS

The Title IX/504 Coordinator or Assistant Vice President of Human Resources will reasonably respond to all allegations of discrimination, harassment, sexual misconduct and/or retaliation. However, due to the inherent difficulty of investigating and resolving allegations from unknown persons, it may be difficult for the Title IX/504 Coordinator or Assistant Vice President of Human Resources to resolve an anonymous report. The Title IX/504 Coordinator or Assistant Vice President of Human Resources may be unable to properly investigate or impose disciplinary action if a reporting party insists that their name not be revealed. Community remedies will be provided when possible to address anonymous reports.

IX. MALICIOUS ALLEGATIONS PROHIBITED

The purpose of this policy is to promote and maintain an environment at North Central College that is free from discrimination, harassment, sexual misconduct and/or retaliation. Any member of the College community who believes that they has been subjected to discrimination, harassment, sexual misconduct (including dating/domestic violence or stalking) and/or retaliation is encouraged to use the procedures provided in this policy, not only for the benefit and protection of that individual, but ultimately for the entire College community. However, knowingly false allegations of discrimination, harassment, sexual misconduct (including dating/domestic violence or stalking) and/or retaliation undermine the purpose and effectiveness of this policy. Accordingly, persons who knowingly make false or malicious allegations of discrimination, harassment, sexual misconduct (including dating/domestic violence or stalking) and/or retaliation may be subject to disciplinary action. The failure of an allegation to result in a finding of discrimination, harassment, sexual misconduct (including dating/domestic violence or stalking) and/or retaliation is not alone evidence that the allegations were knowingly false.

X. TRAINING

North Central College is committed to providing effective educational and training programs to students, faculty and staff as a key component in maintaining an environment free from discrimination, harassment, sexual misconduct and retaliation. This policy will be available via the College's website as well as be included in other sources of media as is deemed appropriate. Educational programs on discrimination, harassment, sexual misconduct (including dating/domestic violence or stalking), retaliation, bystander intervention and other related topics will be provided for all new faculty and staff, including student employees and graduate assistants. Periodic refresher programs will also be provided, as will training to individuals with specific responsibilities as defined within this policy to ensure their ability to carry out those responsibilities effectively.

XI. RECORD RETENTION

Records of investigations and hearings are maintained by the Title IX/504 Coordinator or Assistant Vice President of Human Resources for a minimum of seven (7) years as indicated below.

Students: If the responding party is a student, the records will be maintained for a minimum of seven (7) years past the student's graduation, or, if the student leaves the College before graduation, for a minimum of seven (7) 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 responding party 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 responding party is a group, the records will be maintained for a minimum of seven (7) years past the conclusion of the investigation and any hearing.

XII. 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.

Definitions/Glossary of Terms and Examples

The following terms are used throughout this policy for the complaint resolution process and are defined by the main headings identified below:

Complaint Resolution Process and Parties to an Allegation of Policy Violation for Sexual discrimination, harassment, misconduct and/or retaliation:

Advisors: The parties may each have any advisor of their choosing (as long as the individual is not a witness or otherwise a part of the investigation) to accompany them to all meetings involved in reporting and the complaint resolution process. The advisor may attend, but does not participate in meetings except to provide advice and support to their advisee, rather than advocacy and/or representation. If any party prefers a current member of the North Central College community to act in this capacity, the Office of Academic Affairs, Student Affairs or Human Resources will help the party to identify an appropriate advisor. Advisors may not be someone who could be called as a possible witness to the allegation, and must be compliant with the College's expectations for advisor conduct and decorum (*for more information on advisors see Procedure for Reporting Violations of this Policy - Section V*).

Appeals Committee: As part of the formal resolution of an allegation for student responding parties, an appeals committee will be charged with reviewing the appeals from both parties on the basis that there were procedural errors, new information not available at the time of the investigation, or disproportionate sanctions.

Complaint and Resolution Process: The process followed to ensure a thorough, reliable, impartial, prompt, and fair approach to facilitating and resolving allegations of misconduct. A resolution process may include a formal and/or an informal approach to resolving issues, as appropriate, except in the case of a faculty discrimination allegation arising out of Promotion and Tenure Committee action where the resolution process will always be the formal approach.

Campus Advocate: A College employee who serves as the confidential advisor to the reporting party. The Campus Advocate is trained in providing technical assistance to reporting parties who experience any form of sexual violence, sexual or gender-based harassment, intimate partner violence, and or stalking. Reports made to this person are confidential unless the reporting party signs a release of information. The Campus Advocate provides crisis support, an overview of on- and off campus options, referrals and will accompany the reporting party to meetings related to any process that is chosen.

Deputy Title IX Coordinators: Staff and faculty who receive specialized training in Title IX and sexual and gender-based violence and harassment. Deputy Title IX Coordinators serve as part of the College's response to report and investigate incidents of sex or gender based discrimination, harassment, sexual misconduct or retaliation.

Hearing Panel: As part of the formal resolution of an allegation, a hearing panel will be charged with conducting a hearing to determine, based on a preponderance of the evidence, whether or not the responding party violated any College policy specific to the alleged misconduct.

Hearing Panelist: An individual who has been selected and trained to serve on a panel that will review a discrimination, harassment, sexual misconduct and/or retaliation allegation through the process defined by this policy. Hearing panelists will receive training to support the conduct of their review of an allegation in an equitable, fair and impartial way that protects the safety of victims and promotes accountability. Panelists will be chosen to participate on a given panel on the basis of such considerations as diversity, balance, and the absence of conflict of interest. All hearing panelists annually receive special training on issues pertaining to sexual misconduct, sexual harassment, discrimination, stalking, and intimate partner violence.

Investigator: An impartial individual who is free from any conflict of interest, who coordinates the gathering of information from parties who may have information relevant to the allegation as a neutral fact-finder. An investigator synthesizes this information in a report setting forth the facts gathered. An investigator has specific training and experience to investigate allegations of discrimination, harassment, sexual misconduct and/or retaliation including trauma informed investigation techniques. Investigators serve on the investigation team tasked with reviewing all of the pertinent information making a determination about policy violations and recommending sanctions. This person may be a faculty or staff member or, at the sole discretion of the College, an external party as determined by the circumstances. To meet legislative requirements, internal investigators receive annual training coordinated by the Title IX/504 Coordinator.

Preponderance of Evidence Standard: The preponderance of evidence is the standard by which policy violations are determined and means evidence that shows a policy violation is more likely than not.

Process Advisor: A trained faculty or staff member who serves as a non-confidential resource for responding parties to provide support, technical assistance about the complaint resolution process, accompanies the responding party to any process-related meetings, and assists with obtaining reasonable accommodations or interim measures from the Title IX/504 Coordinator.

Reporting Party: The person who experiences an incident of discrimination, harassment, sexual misconduct and/or retaliation. Allegations may be brought forth in person, in writing, by phone, via email, or by other means of notice.

Responding Party: The individual who is alleged to have engaged in discrimination, harassment, sexual misconduct and/or retaliation. A responding party may be an individual or a group/program.

Responsible Administrator: An administrator who is the College representative and who works with the Title IX/504 Coordinator to receive and/or manage allegations of discrimination, harassment, sexual misconduct and/or retaliation. The responsible administrator receives specialized training in conducting investigations and manages the investigation process by regularly communicating with the parties to provide updates and managing deadlines. A responsible administrator is obligated to act in accordance with this policy upon learning of a potential violation of this policy.

Responsible Employee: Is a College employee who has or is perceived to have the authority to take action or address observations or disclosures of sexual assault, dating or domestic violence, stalking, and sexual or gender-based harassment. Responsible Employees are required to report all observations or disclosures to the Title IX/504 Coordinator within 24 hours. Employees not considered to be Responsible Employees are those who are afforded confidentiality as part of their professional role in the College such as professional or pastoral counselors, medical health professionals, and advocates.

Title IX/504 Coordinator: The school official designated to oversee the Discrimination, Harassment, Sexual Misconduct and Retaliation policy in respect to sexual discrimination, sexual or gender-based violence or harassment. The Title IX/504 Coordinator responds to reports of sexual or gender based harassment, sexual assault, dating and domestic violence, and stalking, oversees investigations and offers interim safety measures as well as academic and other accommodations to ameliorate the impact of a hostile environment based on sex or gender. The Title IX/504 Coordinator receives annual training.

Witness: An individual who may offer relevant knowledge or information regarding the allegations being

investigated. Typically, character witnesses will not be included in a resolution process.

Terminology Defining Standard of Affirmative Consent and Prohibited Conduct:

Affirmative Consent: Affirmative consent is defined as a clear, active, informed, and voluntary agreement to engage in specific sexual activity. Affirmative consent maintains the value that all persons have the right to feel respected, acknowledged, and safe during sexual interactions. The following points are important aspects of affirmative consent:

- Consent must be mutual and ongoing throughout a sexual encounter and can be revoked at any time. If at any time consent is withdrawn, the activity must stop within a reasonable time.
- Consent can be communicated verbally or by action(s). In whatever way consent is communicated, it must be mutually understandable and clear. Although consent does not need to be verbal, verbal communication is the most reliable form of communicating consent. Non-verbal communication heightens the potential for ambiguity, even in long-term relationships. Talking with sexual partners about desires and limits is necessary as the basis for positive sexual experiences shaped by mutual willingness and respect.
- Consent to some sexual acts does not imply consent to others, nor does past consent to a given act imply present or future consent.
- Silence or passivity alone (absent a non-verbal action clearly demonstrating consent) is not considered consent. Consent cannot be inferred from the absence of a “no”; a clear “yes”, verbal or otherwise, is necessary.
- Affirmative consent may be called in to question with respect to minors or mentally disabled individuals.
- Affirmative consent is not possible during sexual activity with someone the responding party knows to be, or should know to be, incapacitated. Examples of incapacitation can include, but are not limited to, being highly intoxicated to the point where rational judgments are not possible, being blacked out, passed out, asleep, or unable to respond or communicate. Alcohol consumption by the responding party does not excuse a policy violation, or compromise what a reasonable person (who is sober and using good judgment) would have known about the situation.
- Consent can only be accurately gauged through direct communication about the decision to engage in sexual activity. Presumptions based upon contextual factors (such as clothing, alcohol consumption, or dancing) are unwarranted, and should not be considered as evidence for consent.
- Affirmative consent cannot result from force, or threat of force, coercion, fraud, intimidation, or threat. Physical force includes but is not limited to: hitting, kicking and restraining. Intimidation can include deterring a person from some action by inducing fear or inducing action by implied threat. Coercion is shown by an unreasonable amount of pressure for sexual activity. Threatening someone can come in the form of words, gestures, or non-verbal actions that create consequences for non-compliance. It is not possible to obtain affirmative consent for a sexual act through the above described means, though nothing in this policy is intended to limit consensual sexual behaviors such as bondage, discipline, dominance and submission,

sadomasochism, or other kink-based sexual practices between consenting adults.

Below are some examples/scenarios where Affirmative Consent is **NOT** present:

- Amanda and Bill meet at a party. They spend the evening dancing and getting to know each other. Bill convinces Amanda to come up to his room. From 11:00pm until 3:00am, Bill uses every line he can think of to convince Amanda to have sex with him, but she adamantly refuses. He keeps at her, and begins to question her religious convictions, and accuses her of being “a prude.” Finally, it seems to Bill that her resolve is weakening, and he convinces her to give him a “hand job” (hand to genital contact). Amanda would never have done it but for Bill’s incessant advances. He feels that he successfully seduced her, and that she wanted to do it all along, but was playing shy and hard to get. Why else would she have come up to his room alone after the party? If she really didn’t want it, she could have left. **Bill is responsible for violating the College’s sexual misconduct policy. It is likely that campus decision-makers would find that the degree and duration of the pressure Bill applied to Amanda is unreasonable. Bill coerced Amanda into performing unwanted sexual touching upon him. Where sexual activity is coerced, it is forced. Consent is not valid when forced. Sex without consent is sexual misconduct.**
- Jiang is a junior at the College. Beth is a sophomore. Jiang comes to Beth’s residence hall room with some mutual friends to watch a movie. Jiang and Beth, who have never met before, are attracted to each other. After the movie, everyone leaves, and Jiang and Beth are alone. They hit it off, and are soon becoming more intimate. They start to make out. Jiang verbally expresses his desire to have sex with Beth. Beth, who was abused by a baby-sitter when she was five, and has not had any sexual relations since, is shocked at how quickly things are progressing. As Jiang takes her by the wrist over to the bed, lays her down, undresses her, and begins to have intercourse with her, Beth has a severe flashback to her childhood trauma. She wants to tell Jiang to stop, but cannot. Beth is stiff and unresponsive during the intercourse. Is this a policy violation? **Jiang would be held responsible in this scenario for sexual misconduct. It is the duty of the sexual initiator, Jiang, to make sure that he has mutually understandable consent to engage in sex. Though consent need not be verbal, a verbal “yes” is the clearest form of consent. Here, Jiang had no verbal or non-verbal mutually understandable indication from Beth that she consented to sexual intercourse. Of course, wherever possible, it is important to be as clear as possible as to whether or not sexual contact is desired, and to be aware that for psychological reasons, or because of alcohol or drug use, one’s partner may not be in a position to provide as clear an indication as the affirmative consent policy requires. As the policy makes clear, consent must be actively, not passively, given.**
- Kevin and John are at a party. Kevin is not sure how much John has been drinking, but he is pretty sure it’s a lot. After the party, he walks John to his room, and John comes on to Kevin, initiating sexual activity. Kevin asks him if he is really up to this, and John says “yes”. Clothes go flying, and they end up in John’s bed. Suddenly, John runs for the bathroom. When he returns, his face is pale, and Kevin thinks John may have thrown up. John gets back into bed, and they

begin to have sexual intercourse. Kevin is having a good time, though he can't help but notice that John seems pretty groggy and passive, and he thinks John may have even passed out briefly during the sex, but he does not let that stop him. When Kevin runs into John the next day, he thanks him for the wild night. John remembers nothing, and decides to make a report to the Dean. **This is a violation of the sexual misconduct policy. Kevin should have known that John was incapable of making a rational, reasonable decision about sex. Even if John seemed to consent, Kevin was well aware that John had consumed a large amount of alcohol, and Kevin thought John was physically ill, and that he passed out during sex. Kevin should be held accountable for taking advantage of John in his condition. This is not the level of affirmative consent and respectful conduct the College expects.**

Discrimination: Conduct that is based upon an individual's race, color, ethnicity, religion, national origin, sex, gender identity or expression, age, marital status, citizenship, mental or physical disability status, religion, sexual orientation, order of protection status, military or veteran status, genetic information, unfavorable military discharge (except dishonorable discharges) or any other characteristic protected by law that has the effect of excluding individuals from participation in, denies the benefits of, or results in an adverse impact in an individual's employment, education, living environment or participation in a College program or activity.

Gender-Based Harassment: Unwelcome conduct based on gender identity or expression, including acts of verbal, nonverbal, or physical aggression, intimidation, harassment, stalking or hostility. Gender-based harassment can occur if one is harassed either for exhibiting what is perceived as a stereotypical characteristic for one's sex, or for failing to conform to stereotypical notions of masculinity or femininity regardless of actual sex or gender identity. Gender-based harassment can include comments like "You're not a real woman," questioning why a student or staff member has elected to use a particular restroom, or failing to use a student's preferred pronouns or name, once known, in the classroom, residence halls or during other interactions with the College. These actions can lead to the creation of a hostile environment in which the conduct is sufficiently severe or pervasive to cause substantial emotional distress or interfere with an individual's work, learning, or living environment. Students have the option to provide a chosen name which will be used in place of the individual's legal name in such areas as the network login, email, Blackboard, class photo roster. For a full list of the areas in which a chosen name can be used and process for requesting a chosen name substitution can be found at <https://cardinalnet.northcentralcollege.edu/node/3675>.

Harassment: Unwelcome actions on the basis of actual or perceived protected class status (protected classes are defined above). Such conduct may include, but is not limited to repeated infliction of verbal abuse, such as the use of derogatory remarks, insult and epithets; written communication or physical conduct of a hostile or humiliating nature; the sabotage or undermining of an individual's work or academic performance; or attempts to exploit an individual's known psychological or physical vulnerability; changing someone's mail address or sending unwanted subscriptions; unwanted and repeated phone calls, text messages or emails, contact over social media sites; or showing up or creating a disturbance at the person's residence, work, educational, or other setting.

These are acts that a reasonable person would find offensive based on the severity, nature and frequency of the conduct. A single act may not typically constitute harassment unless it is severe. Harassment may be perpetrated in person, via third parties, electronic means or social media, or in print

– all of which are a violation of College policy. All harassment should be reported to the College, and remedies will be afforded appropriately, under this policy.

Hate Crime: Is when an individual or group commits acts such as, but not limited to: murder or manslaughter, physical or sexual violence, harassment, threats or intimidation, damage/destruction/vandalism to property, theft, burglary, robbery, mob action, disorderly conduct, and/or arson based on their bias against another person's or group's perceived or actual race, religion, sexual orientation, gender, gender identity, ethnicity, national origin, disability or other protected identity.

Intimate Partner Violence (Dating and Domestic Violence): Encompasses a broad range of abusive behaviors committed by a person who has an intimate relationship with the person who is the target of abuse. Abusive behaviors include: emotional/psychological abuse, physical and/or sexual abuse, violence, harassment, threats, intimidation, forcing someone to participate in illegal activities such as selling drugs or stealing, or depriving someone of necessities such as food or medicine. The intimate relationship includes a past or present dating relationship, spouse or romantic partner, and a person with whom a child is shared in common. While covered under Illinois Domestic Violence Act (750 ILCS 60), abusive behaviors committed by a student living in the same residence (such as a roommate) or by a caregiver may be considered a violation of the Student Handbook, specifically the Conduct that Endangers policy under the Responsibility to the College and its Members section of the handbook. Potential violations of the Conduct that Endangers policy will be adjudicated through the process outlined in the Student Handbook.

Below are some examples/scenarios of Intimate Partner Violence:

- The partner of a transgender student prevents them from going to their doctor's appointment to receive their weekly hormone injection.
- A boyfriend shoves his girlfriend into a wall upon seeing her talking to a male friend. This physical assault based in jealousy is a violation of the Intimate Partner Violence policy.
- An ex-girlfriend shames her female partner, threatening to out her as a lesbian to her partner's parents if she doesn't give her another chance. Threats are a form of Intimate Partner Violence.
- A graduate student refuses to wear a condom and forces his girlfriend to take hormonal birth control, though it makes her ill, in order to prevent pregnancy.
- Married employees are witnessed in the parking garage, with one partner slapping and scratching the other in the midst of an argument.

Non-Consensual Sexual Contact: Defined as any intentional sexual touching, however slight, with any object, by a person upon another person that is without consent and/or by force. Sexual touching includes intentional contact with the breasts, groin, genitals, buttocks, or mouth or touching another with any of these body parts, or making another touch you, or themselves, with, or on, any of these body parts either directly or through clothing; or any other bodily contact in a sexual manner. Non-consensual sexual contact can take place even over an individual's clothing.

Non-Consensual Sexual Intercourse: Defined as sexual penetration, no matter how slight, with any object, by a person upon another person that is without consent and/or by force. Sexual intercourse includes vaginal or anal penetration by a penis, tongue, finger or object, or oral copulation (mouth to

genital contact) no matter how slight the penetration or contact.

Sexual Exploitation: Occurs when a person takes non-consensual or abusive sexual advantage of another person for their own benefit or for the benefit of anyone other than the person being exploited and does not otherwise constitute sexual misconduct under this policy. Examples of prohibited conduct include, but are not limited to: non-consensual video/audio taping of sexual activity by any electronic device; non-consensual sharing of a consensually made video/audio tape of sexual activity; prostitution; going beyond the boundaries of consent given, such as by secretly allowing others to watch consensual sex; or voyeurism of a sexual nature. Sexual exploitation also includes viewing or disseminating child pornography, which includes pornographic images that are consensually sent by or to minors (i.e. sexting) or coercing minors to send images pornographic images. Sexual Exploitation is prohibited and will be treated as sexual misconduct.

Sexual Harassment: Unwelcome sex-based conduct, or unwelcome conduct of a sexual nature, including unwelcome sexual advances, requests for sexual favors and other verbal, nonverbal and physical conduct of a sexual nature constitutes sexual harassment. Types of sexual harassment may include *quid pro quo* sexual harassment or hostile environment harassment.

Typically, a single act or offensive comment would not meet the criteria for sexual harassment, however, a single or isolated incident can be sufficiently severe to be considered sexual harassment as would be the case with sexual or physical assault. While it is not possible to list all of the conduct or circumstances that may constitute sexual harassment, the following are some examples of conduct which, if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances, including the severity of the conduct and its pervasiveness.

- Unwelcome sexual advances -- whether they involve physical touching or not -- and unwanted discussions of sexual matters;
- Sexual epithets, jokes, written or oral references to sexual conduct; gossip regarding one's sex life; comment on an individual's body; comment about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, cartoons;
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
- Sexist remarks/ behaviors that are delivered with the intent to belittle, control, embarrass or hurt others;
- Requests or demands for sexual favors accompanied by implicit or explicit promised rewards or threatened punishment;
- Inquiries into one's sexual experiences; and
- Discussion of one's sexual activities.

The definitions of sexual harassment are intended to be illustrative and are not limited to the stated definitions.

Hostile Work, Learning, or Living Environment: Unwelcome conduct creates a hostile environment when it is based on a protected class, severe or pervasive (persistent), and objectively offensive, whether intended or not. To constitute a hostile environment, the harassment must be sufficiently

severe or pervasive to the extent it unreasonably affects the conditions of the reporting party's employment, academic standing or participation in an education program, social or residential activity, or cause significant emotional distress. Such conduct may create a hostile environment for individuals other than those at whom the conduct is directed. Harassment that creates a hostile environment includes peer harassment, such as student-to-student or colleague-to-colleague. A single incident or isolated incidents of offensive conduct or remarks may create a hostile environment, but generally do not unless the conduct is quite severe. Not all harassment creates a hostile environment, but even instances that may not constitute a hostile environment should be addressed under the informal procedures of this policy so that they are not repeated, and so that remedial actions can be taken for the reporting party and the College community.

Hostile Learning Environments and Academic Freedom: Robust discussion and debate are fundamental to the life of the College. Classroom instruction requires appropriate latitude for germane pedagogical discussions, as well as other methodologies used to fully engage students. This policy will be interpreted in a manner that is consistent with academic freedom. Free speech rights apply in the classroom and in all other educational programs and activities of the College. Great care must be taken not to inhibit open discussion, academic debate, expressive activity, and expression of personal opinion, particularly in the classroom and within academic forums. Nonetheless, speech or conduct of a sexual or hostile nature which occurs in the context of educational instruction may exceed the protections of academic freedom and constitute prohibited discrimination, harassment, sexual misconduct, or retaliation if it meets the definitions of misconduct provided throughout this policy and a) is reasonably regarded as non-professional speech (i.e., advances a personal interest of the faculty member or a student as opposed to furthering the learning process or legitimate objectives of the course), or b) lacks accepted pedagogical purpose and/or is not germane to the academic subject matter.

Quid Pro Quo Harassment: A type of sexual harassment, *quid pro quo* sexual harassment, may occur when anyone in a position of power or authority over another uses that power to subject such other person to unwelcome sexual attention or verbal or physical conduct of a sexual nature. In general, *quid pro quo* sexual harassment means: unwelcome sexual advances, requests for sexual favors, or other verbal and physical conduct of a sexual nature by one in a position of power or influence when:

- Submission by an individual is made either an explicit or implicit term or condition of employment or of academic standing; or
- Submission to, or rejection of, such conduct is used as the basis for academic or employment decisions affecting that student or employee; or
- Such conduct creates an intimidating, hostile or offensive working or educational environment (*See definition of Hostile Work, Learning or Living Environment listed above*).

Most often *quid pro quo* sexual harassment arises in the context of an authority relationship or power differential. This relationship may be direct (as in the case of a supervisor/subordinate or teacher/student), or it may be indirect (when the harasser has the power to influence others who have authority over the targeted person or persons.) This definition is intended to be illustrative and is not limited to the stated definition.

Some examples/scenarios of possible Sexual Harassment include:

- A professor insists that a student have sex with them in exchange for a good grade. This is harassment regardless of whether the student accedes to the request.
- A student repeatedly sends sexually oriented jokes around on an email list they created, even when asked to stop, causing one recipient to avoid the sender on campus and in the residence hall in which they both live.
- Explicit sexual pictures are displayed in a professor's office or on the exterior of a residence hall door.
- Two supervisors frequently 'rate' several employees' bodies and sex appeal, commenting suggestively about their clothing and appearance.
- A professor engages students in her class in discussions about their past sexual experiences, yet the conversation is not in any way germane to the subject matter of the class. She probes for explicit details, and demands that students answer her, though they are clearly uncomfortable and hesitant.
- An ex-girlfriend widely spreads false stories about her sex life with her former boyfriend to the clear discomfort of the boyfriend, turning him into a social pariah on campus.
- A student grabbed another student by the hair, then grabbed her breast and put his mouth on it. While this is sexual harassment, it is also a form of sexual violence.

Sexual Misconduct: Includes sexual and gender-based harassment, non-consensual sexual contact, non-consensual sexual intercourse, sexual exploitation, intimate partner violence and stalking. Additionally, in Illinois, a minor (meaning a person under the age of 17 years) cannot consent to sexual activity. This means that sexual contact by an adult with a person younger than 17 years old is a crime, as well as a violation of this policy, even if the minor consented to engage in the act.

Stalking: Is engaging in a course of conduct directed at a specific person that is unwelcome and would cause a reasonable person to fear for their safety or the safety of family members or intimate/dating partners, or to suffer significant emotional distress. Stalking may include a pattern of repetitive and menacing behavior such as pursuit, unwelcome attention, surveillance, following, harassing, threats of immediate or future harm, and/or interfering with the peace and/or safety of another. Stalking can be perpetrated in person, via email, phone, text messaging, and social networking sites or other electronic means – all of which are a violation of College policy. Stalking someone on the basis of their actual or perceived membership in a protected class (age, race, sex, etc.) is also form of sexual, gender or biased-related, harassment and is prohibited.

Some examples of possible stalking include:

- Avery and Scout began dating at the start of the school year. Scout ended the romantic relationship after a month. After the breakup, Scout blocked Avery on Facebook. Avery would then create multiple new Facebook accounts in an attempt to get around the fact that Scout had blocked him on Facebook. Additionally, Scout noticed that Avery was showing up at many of the same events and programs he was attending, even ones that occurred off-campus. Scout later discovered that Avery had installed spyware on his computer that allowed Avery to take screen

shots of Scout's computer. Scout believes this is how Avery was determining where Scout was going to be at any given time.

- A graduate student working as an on-campus tutor received flowers and gifts delivered to their office. After learning the gifts were from a student they recently tutored, the graduate student thanked the student and stated that it was not necessary and would appreciate the gift deliveries to stop. The student then started leaving notes of love and gratitude on the graduate assistant's car, both on-campus and at home. Asked again to stop, the student stated by email: "You can ask me to stop, but I'm not giving up. We are meant to be together, and I'll do anything necessary to make you have the feelings for me that I have for you." When the tutor did not respond, the student emailed again, "You cannot escape me. I will track you to the ends of the earth. We are meant to be together." This is a form of stalking and is against College policy.

Illinois Statutory Definitions

Criminal Sexual Assault, 720 ILCS 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) 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:

(1) 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;

(2) the person causes bodily harm to the victim, except as provided in paragraph (10);

(3) the person acts in a manner that threatens or endangers the life of the victim or any other person;

(4) the person commits the criminal sexual assault during the course of committing or attempting to commit any other felony;

(5) the victim is 60 years of age or older;

(6) the victim is a physically handicapped person;

(7) 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;

(8) the person is armed with a firearm;

(9) the person personally discharges a firearm during the commission of the offense; or

(10) 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.

(b) 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.

(c) A person commits aggravated criminal sexual assault if that person commits an act of sexual penetration with a victim who is a 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) 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.

(b) 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.

(c) 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) 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:

(1) 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;

(2) the person causes bodily harm to the victim;

(3) the victim is 60 years of age or older;

(4) the victim is a physically handicapped person;

(5) the person acts in a manner that threatens or endangers the life of the victim or any other person;

(6) the person commits the criminal sexual abuse during the course of committing or attempting to commit any other felony; or

(7) 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.

(b) 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.

(c) A person commits aggravated criminal sexual abuse if:

(1) 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

(2) 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.

(d) 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.

(e) 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.

(f) 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) 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) 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-3) 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-5) 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 purposes of this Section:

(1) 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.

(2) 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.

(3) Emotional distress means significant mental suffering, anxiety or alarm.

(4) 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.

(5) 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.

(6) 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.

(7) 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.

(8) Reasonable person means a person in the victim's situation.

(9) 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.

(d) Exemptions.

(1) 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.

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

(3) 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) 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-1) 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.

(c) Exemptions.

(1) 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.

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

(3) 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) 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-3) 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-5) 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:

- (1) 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
- (2) 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
- (3) 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.

(c) For purposes of this Section:

(1) "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.

(2) "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.

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

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

(5) "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.

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

(7) "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.

(d) 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.

Violence Against Women Act Amendment 304 Definitions

34 C.F.R. 668.46(a)

Sexual assault: An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's UCR program and included in Appendix A of this subpart.

Dating violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

(i) The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of relationship, the type of the relationship, and the frequency of the interaction between the persons involved in the relationship.

(ii) For the purposes of this definition—

(A) Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

(B) Dating violence does not include acts covered under the definition of domestic violence.

(ii) For the purposes of complying with the requirements of this section and § 668.41, any incident meeting this definition is considered a crime for purposes of Clery Act reporting.

Domestic violence: (i) A felony or misdemeanor crime of violence committed—

(A) By a current or former spouse or intimate partner of the victim;

(B) By a person with whom the victim shares a child in common;

(C) By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;

(D) 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; or

(E) By any other person against an adult or youth alleged victim 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.

(ii) For the purposes of complying with the requirements of this section and § 668.41, any incident meeting this definition is considered a crime for purposes of Clery Act reporting.

Stalking. (i) Engaging in a course of conduct directed at a specific person that would cause a reasonable person to —

(A) Fear for the person's safety or the safety of others; or

(B) Suffer substantial emotional distress.

(ii) For purposes of this definition —

(A) Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, surveils, or threatens, or communicates to or about a person, or interferes with a person's property.

(B) Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

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

(iii) For the purposes of complying with the requirements of this section and § 668.41, any incident meeting this definition is considered a crime for purposes of Clery Act reporting.

Informing Legislation

While the intent of listing pertinent legislation is to share the wide scope of federal and state mandates that this policy covers, it is not intended to be a complete and all-inclusive listing of all applicable legislation.

Age Discrimination in Employment Act (ADEA) (1967): Forbids employment discrimination against anyone at least 40 years of age. The ADEA includes a broad ban against age discrimination and also specifically prohibits discrimination in hiring, promotions, wages, or termination of employment and

layoffs, statements or specifications in job notices or advertisements of age preference and limitations, denial of benefits to older employees. Since 1986 it has prohibited mandatory retirement in most sectors, with phased elimination of mandatory retirement for tenured workers, such as college professors, in 1993.

Americans with Disabilities: Prohibits discrimination against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, job training, and other terms, conditions, and privileges of employment. Requires an employer to make a reasonable accommodation to the known disability of a qualified applicant or employee if it would not impose an “undue hardship” on the operation of the employer’s business. It is also unlawful to retaliate against an individual for opposing employment practices that discriminate based on disability or for filing a discrimination charge, testifying, or participating in any way in an investigation, proceeding, or litigation under the ADA.

Equal Pay Act of 1963 (EPA): Amends the Fair Labor Standards Act, aimed at abolishing wage disparity based on sex. Prohibits “employer[s] from discriminating on the basis of sex by paying wages to employees at a rate less than the rate paid to employees of the opposite sex for equal work on jobs requiring equal skill, effort, and responsibility, and which are performed under similar working conditions.”

Hate Crimes Law: Protects against hate crimes (also known as *bias crimes*) motivated by enmity or animus against a protected class. Although state laws vary, current statutes permit federal prosecution of hate crimes committed on the basis of a person's protected characteristics of race, religion, ethnicity, nationality, gender, sexual orientation, gender identity, and disability. The U.S. Department of Justice (DOJ)/FBI, as well as campus security authorities, are required to collect and publish hate crime statistics.

Illinois ‘At Will’ Employment: States that Illinois is an “at-will” employment state. As an “at-will” employment state, it does not have any regulations or laws that prohibit an employer from firing an employee at any time for whatever reason (except a reason based on race, gender or ethnicity). At the same time, employees are not required to give an employer notice that they are leaving their job. An employee is free to leave the job at any time for any reason.

Illinois Domestic Violence Laws: Asserts that any person who physically assaults (which includes but is not limited to: hitting, choking, kicking, shoving, raping, destruction of personal property), threatens, harasses, exploits, neglects, deprives, intimidates dependents, stalks, or interferes with the personal liberty of another family or household member has broken the Illinois Domestic Violence law. Under Illinois law family or household members are defined as family members related by blood; people who are married or used to be married; people who share or used to share a home, apartment, or other common dwelling; people who have or allegedly have a child in common or a blood relationship through a child in common; people who are dating or engaged or used to date, including same sex couples; and people with disabilities and their personal assistants.

Illinois Preventing Sexual Violence in Higher Education Act: Requires institutions of higher education in Illinois to provide prevention education to incoming and current students and employees, trauma informed training to those individuals who respond to reports of sexual violence and to those who conduct investigations and hearings. The legislation requires the designation and training of confidential advisors for victims of sexual violence. Institutions of higher education are also required to form a

campus-wide or regional task force with local law enforcement, community advocacy agencies, local state's attorneys, faculty, staff, and students in order to improve policy and coordinated community response.

Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act: The Clery Act, named for Jeanne Clery, a 19-year-old Lehigh University freshman who was raped and murdered in her campus residence hall in 1986, requires all colleges and universities that participate in federal financial aid programs to keep and disclose information about crime on and near their respective campuses. Compliance is monitored by the United States Department of Education.

The Rehabilitation Act of 1973: Prohibits discrimination on the basis of disability in programs conducted by federal agencies, in programs receiving federal financial assistance, in federal employment, and in the employment practices of federal contractors. The standards for determining employment discrimination under the Rehabilitation Act are the same as those used in Title I of the Americans with Disabilities Act. Section 504 has provided opportunities for children and adults with disabilities in education, employment and various other settings. It allows for reasonable accommodations such as special study area and assistance as necessary for each student.

The Victims' Economic Security and Safety Act (VESSA): Allows employees who are victims of domestic or sexual violence or who have family or household members who are victims of such violence to take up to twelve (12) weeks of unpaid leave per any twelve (12) month period to seek medical help, legal assistance, counseling, safety planning, and other assistance. The Act also prohibits employers from discriminating against employees who are victims of domestic or sexual violence or who have family or household members who are victims of domestic or sexual violence.

Title VI of the Civil Rights Act of 1964: Protects people from discrimination on the basis of race, color, or national origin in any program, or activity receiving Federal financial assistance, where the primary purpose is employment or where the discriminatory practice has an impact on program beneficiaries [students].

Title VII of the Civil Rights Act of 1964: Prohibits discrimination by covered employers on the basis of race, color, religion, sex or national origin. Title VII also prohibits discrimination against an individual because of their association with another individual of a particular race, color, religion, sex, or national origin.

Title IX of the U.S. Department of Education Amendments of 1972: Provides that no person will, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance (Legal Citation: Title IX of the Education Amendments of 1972, and its implementing regulation at 34 C.F.R., Part 106 [Title IX]). Includes the guidance issued through the "Dear Colleague" Letter of April 4, 2011, from the U.S. Department of Education, Office of Civil Rights, the "Questions and Answers on Title IX and Sexual Violence" guidance document of April 29, 2014 and the website www.notalone.gov. The College acknowledges its obligations under Title IX and is committed to complying with all Title IX requirements.

Uniformed Services Employment and Re-employment Rights Act (USERRA): Clarifies and strengthens the Veterans' Reemployment Rights (VRR) Statute by protecting civilian job rights and benefits for veterans, members of reserve components, and even individuals activated by the President of the United States to provide Federal Response for National Emergencies.

Violence Against Women Reauthorization Act (VAWA): Addresses the rights of victims of sexual misconduct, stalking and domestic violence by complementing and expanding the scope of Title IX. Includes the Campus Sexual Violence Elimination Act (Campus SaVE). Addresses requirements for procedures, structures and the need for trained officials to investigate, resolve and communicate the outcome of allegations; establishes standards of evidence; provides insight into sanctions and remedies; requires sharing information regarding available support services; requires the establishment of prevention and awareness programs, and outlines specifications regarding institutional reporting and documentation.

Whistleblower Laws (the Illinois Whistleblower Act): Protects every citizen when he/she blows the whistle on government corruption. A State agency cannot retaliate through a reprimand, discharge, suspension, demotion or denial of promotion or transfer.

Related Policies

These related policies can be found on Cardinalnet under Human Resources. Select HR Knowledge Base and the link HR Policies and Procedures.

- I. **CONSENSUAL RELATIONSHIPS:** https://nchr.groovehq.com/knowledge_base/topics/consensual-relationships-policy?from_search=true
- II. **PREGNANT AND PARENTING STUDENTS:**
https://nchr.groovehq.com/knowledge_base/topics/pregnant-and-parenting-students
- III. **SERVICE AND ASSISTANCE ANIMAL:** https://nchr.groovehq.com/knowledge_base/topics/service-and-assistance-animal-policy?from_search=true

History/Revision Dates

Origination Date: June 1, 2006

Last Amended Date: January 15, 2018

Endorsed by Board of Trustees: May 17, 2014

Review Frequency: Annually

Citation: This policy utilized content from the 2016 One Policy One Process Model developed by ATIXA, Association of Title IX Administrators.

Consensual Relationships

Responsible College Official: Title IX Coordinator

Responsible Offices: Office of Student Affairs; Office of Academic Affairs; Office of Human Resources

Policy Implementation Date: September 11, 2017

Policy Statement

Any perceived abuse of authority diminishes trust and respect among members of the College community; therefore, all members of the College community are expected to maintain appropriate professional relationships with one another. The College does not wish to interfere with private choices

regarding personal relationships when these relationships do not interfere with the goals and policies of the College. However, a consensual relationship policy serves an important purpose in protecting the integrity of the academic and work environment.

Persons in positions of power or authority over others should be aware of and sensitive to the problems that may arise from apparently consensual relationships with their subordinates. There are inherent risks in any romantic or sexual relationship between individuals in unequal positions (such as faculty-student, staff-student, senior faculty/staff-junior faculty/staff, administrator to staff or faculty, coach-student, supervisor-supervisee, counselor-student, mentor-mentee, advisor-advisee, etc.). These relationships may be less consensual than perceived by the individual whose position confers power. The power differential inherent in such relationships may compromise free choice, produce conflicts of interest, or encourage favoritism and/or exploitation, and consensual relationships can turn into *quid pro quo* harassment. The relationship also may be viewed in different ways by each of the parties, particularly in retrospect. Furthermore, circumstances may change, and conduct that was previously welcome may become unwelcome. Even when both parties have consented at the outset to a romantic or sexual involvement, this past consent may not remove grounds for a later allegation of a violation of applicable College policies.

Relationships with Students

There are potential risks arising out of romantic or sexual relationships between students and faculty, staff, or administrators in a higher education setting, where differences in power and authority are substantial and there is potential for coercion or perceptions of favoritism or exploitation. For the personal protection of members of the College community, the College specifically prohibits all faculty, and staff whose roles include, but are not limited to, teaching, coaching, advising, counseling, mentoring, supervision of research, supervision of student employees, or participation in disciplinary actions, sanctions or remedies involving a student, from entering into or inviting a consensual sexual, romantic, and/or physically intimate relationship. Any sexual involvement between a faculty and/or staff member and a student who is aged 17 or younger, can never be considered consensual and violates the Discrimination, Harassment, Sexual Misconduct policy and potentially state law.

Relationships between Faculty and Staff

An individual may be found to have professional influence or authority over a faculty or staff member when one individual supervises or evaluates performance, or recommends/awards salary, is responsible for reappointment, mentorship, promotion, or tenure of another individual. The existence of professional influence or authority is determined on a case-by-case basis.

When a consensual sexual, romantic, and/or physically intimate relationship exists or develops between faculty or staff and individuals over whom they have professional influence or authority, the person with professional influence or authority must promptly report the existence of the relationship to the College. The College will take steps to address the professional influence and authority between the two individuals, take action to remove potential conflicts, and minimize the potential detrimental impact on the individual who is in the subordinate position.

The College cautions faculty and staff to carefully consider the potential costs before entering into sexual, romantic and/or physically intimate relationships with each other. Such relationships may adversely affect the subordinate person in the relationship, may jeopardize the position at the College of the person with influence or authority, and/or may inconvenience or cause undue hardship to other members of the College community.

Reporting to the College

Faculty and staff are required to report all relationships that are covered by this policy to the College. Once notified, the College may inform relevant College officials including the Vice President for Student Affairs and Dean of Students for reports that involve students, Provost and Assistant Vice President for Academic Affairs for reports that involve faculty, and/or Assistant Vice President of Human Resources for reports that involve staff.

There may be occasions in which a faculty or staff member has or had a consensual relationship with an individual who becomes a student. Faculty or staff should not accept authority over a student with whom they have had a consensual relationship, without first seeking authorization from the College. In this circumstance, the pre-existing relationship should be promptly disclosed to the College. The College will take steps to remove the conflict in a manner that causes the least detrimental effect for the student.

It is important to note that the submission of tuition remission forms do not act as notice of a pre-existing relationship to the College. Failure to comply with this policy or to self-report the existence of a relationship as required by this policy is considered employee misconduct and will be subject to the appropriate disciplinary action in collaboration with Human Resources, which may include suspension without pay or dismissal/termination of employment.

If you want to report a consensual relationship or potential violations of this policy, contact:

Assistant Vice President Human Resources (Staff)

John Acardo

Old Main 508

jjarcad@noctrl.edu

(630) 637-5754

Provost and Vice President for Academic Affairs (Faculty)

Dr. Abiodun Goke-Pariola

Old Main, Academic Affairs Suite 530

agokepariola@noctrl.edu

(630) 637-5354

Vice President for Students and Dean of Students (Students)

Dr. Kimberly Sluis

Old Main, Student Affairs Suite 500

kasluis@noctrl.edu

(630) 637-5153

If you want to report violations of this policy that have created a hostile environment based on sex or gender, contact:

Title IX Coordinator

Dr. Rebecca Gordon

Old Main 532

rgordon@noctrl.edu

(630) 637-5340

Pregnant and Parenting Students

Responsible College Official: Title IX Coordinator

Responsible Offices: Office of Student Affairs; Office of Academic Affairs; Office of Human Resources

Policy Implementation Date: September 11, 2017

Policy Statement

As stated in the *Discrimination, Harassment, Sexual Misconduct and Retaliation* policy, Title IX ensures protection and equal treatment of pregnant individuals, persons with pregnancy-related conditions, and new parents in the College's admission process, educational programs, extracurricular activities, hiring, leave policies and employment policies. *Title IX also prohibits the College from applying any rule related to a student's parental, family, or marital status that treats students differently on the basis of sex.*

Students who are pregnant will be treated as students who have temporary medical conditions.

Therefore pregnancy, childbirth, false pregnancy, termination of pregnancy, and recovery will be viewed as a justification for excused absences or a leave of absence for the period of time deemed medically necessary by the student's physician. To receive approval for leaves, students are expected to comply with the Medical Emergencies policy in the Student Handbook and they or their designee (parents, guardian, etc.) should notify the instructors and the Title IX Coordinator (630) 637-5340. Upon the student's return to the College, reasonable steps will be taken to ensure that the student retains the same position of academic progress they were in when the leave was initiated, which includes access to the same course catalogue in place at the start of the medical leave.

Pregnant and parenting students with medically necessary absences will be granted reasonable accommodations to make up missed work, attendance, or graded class participation (e.g. assignments, projects, papers, quizzes, tests, and presentations) wherever possible. Reasonable accommodations may include, but are not limited to: excused absences, extended deadlines, alternative test dates, projects in lieu of class participation, independent study, tutoring, online course completion options, incomplete grades, retroactive withdrawal, or when medically warranted, retaking a term. In addition, pregnant students may have access to ergonomic and assistive supports typically provided through the Center for Student Success and Disability Services. The College offers a lactation space in the Oesterle Library, room 231 (through the Giere Audiovisual Center). The key can be checked out at the Oesterle Library information services desk.

The College will work with the student to devise an alternative path to completion, if possible, for programs that include clinical rotations, performances, labs, and group work. In progressive curricular and/or cohort-model programs, medically necessary leaves are sufficient cause to permit the student to shift course order, substitute similar courses, or join a subsequent cohort when returning from leave, but essential program requirements or licensure requirements cannot be modified.

Students are encouraged to work with their faculty members and College's support systems such as academic advisors, the Center for Student Success, and Dyson Wellness Center staff to proactively devise a plan for how to best address anticipated need for leave, minimize the academic impact of their absence, and work toward a smooth re-entry to the student's academic program. The Title IX Coordinator will assist with plan development and implementation, as needed.

The Title IX Coordinator has the authority to determine that such accommodations are necessary and appropriate and will maintain all appropriate documentation related to accommodations. The Title IX

Coordinator may inform faculty members of the need to adjust academic parameters accordingly. A request for accommodations from a student who is pregnant or parenting will be shared with faculty and staff only to the extent necessary to provide reasonable accommodation. The Title IX Coordinator may grant accommodations retroactively, within a reasonable period of time, if appropriate.

To access reasonable accommodations or leave, the student is required to contact:

Dr. Rebecca Gordon
Title IX Coordinator
30 N Brainard St.
Office #532, Old Main
rgordon@noctrl.edu
(630) 637-5340

Retaliation and Harassment

Faculty, staff, students and third parties are prohibited from interfering with a students' right to take leave, seek reasonable accommodations, or otherwise exercise their rights under this policy. Retaliation is prohibited against students for exercising the rights articulated by this policy, including imposing or threatening to impose negative educational outcomes because a student requests a leave or accommodation, files a complaint, or otherwise exercises their rights under this policy. Pregnant students are protected from harassment that could include verbal acts, name-calling, graphic and written statements, and other conduct that may be humiliating or physically threatening or harmful. Making sexual comments or jokes about a student's pregnancy, calling a student who is pregnant sexually charged names, spreading rumors about sexual activity, and making sexual propositions or gestures are all behaviors that may constitute harassment.

Residence Life and Housing-Related Accommodations

The on-campus housing of a student who is pregnant will not be altered based on pregnancy status unless requested by the student.

Leave Policies

Relevant leave policies include the Graduate School Leave of Absence policy: <http://catalog.noctrl.edu/content.php?catoid=13&navoid=879> and Medical Emergencies policy in the Student Handbook: <https://cardinalnet.northcentralcollege.edu/student-life/student-handbookhall-policies>.

Complaint Process

Students who feel that they have been discriminated against based on their pregnant and/or parenting status can access the Title IX complaint process outlined in the *Discrimination, Harassment, Sexual Misconduct and Retaliation* policy. To make a report, contact:

Dr. Rebecca Gordon
Title IX Coordinator
30 N Brainard St.
Office #532, Old Main
rgordon@noctrl.edu
(630) 637-5340

For external inquiries:
Office of Civil Right (OCR); Midwest Region
U.S. Department of Health and Human Services
233 N. Michigan Ave., Suite 240
Chicago, IL 60601
Customer Response Center: (800) 368-1019
Fax: (202) 619-3818
TDD: (800) 537-7697
Email: ocrmail@hhs.gov

Definitions

Caretaking: caring for and providing for the needs of a child.

Medical Necessity: a determination made by a health care provider (of the student's choosing) that a certain course of action is in the patient's (e.g. infant or mother) best health interests.

Parenting: the raising of a child by the child's parents/legal guardians in the reasonably immediate postpartum period.

Pregnancy Related Conditions: include (but are not limited to) pregnancy, childbirth, false pregnancy, termination of pregnancy, conditions arising in connection with pregnancy, and recovery from any of these conditions.

Pregnancy Discrimination: includes treating an individual affected by pregnancy or a pregnancy-related condition less favorably than similar individuals not so affected, and includes a failure to provide legally mandated leave or accommodations.

Pregnant Student/Birth-Parent: refers to the student who is or was pregnant. This policy and its pregnancy-related protections apply to all pregnant persons, regardless of gender identity or expression.

Reasonable Accommodations: (for the purposes of this policy) changes in the academic environment or typical operations that are made to the extent possible in order to enable pregnant students, students with pregnancy related conditions, and parenting students (whose accommodations relate to the medical necessity of the mother or child) to continue to pursue their studies and enjoy the equal benefits of the College.

Service and Assistance Animals

Responsible College Official: Title IX Coordinator

Responsible Offices: Office of Student Affairs; Office of Academic Affairs; Office of Human Resources

Policy Implementation Date: September 11, 2017

Policy Statement

North Central College recognizes the importance of "Service Animals" as defined by the Americans with Disabilities Act Amendments Act (ADAAA) and Section 504 of the Rehabilitation Act and the category of

“Assistance Animals” under the Office of Housing and Urban Development (HUD) and Fair Housing Act (FHA) in providing equal access to and participation in the College for qualified individuals with disabilities. The College is committed to providing reasonable accommodations to individuals with disabilities including the use of Service Animals on campus to facilitate their full-participation and equal access to the College’s programs, activities and work environment. The College is also committed to allowing Assistance Animals that are necessary to provide individuals with disabilities an equal opportunity to use and enjoy campus housing.

Students with disabilities who utilize Service Animals or are requesting Assistance Animals as an accommodation to use campus housing are requested to meet with Disability Services. For an appointment contact the Center for Students Success via email at academicsupport@noctrl.edu or by phone [630-637-5266](tel:630-637-5266).

Faculty and staff with disabilities who utilize Service Animals are asked to contact Human Resources via email at humanresources@noctrl.edu or phone (630) 637-5757.

If you believe your rights under disability law are not being provided appropriately by the College, grievance procedures can be found in the *Discrimination, Harassment, Sexual Misconduct and Retaliation* policy. Individuals with disabilities who have a complaint or grievance regarding how this policy has been implemented or who feel that they have been wrongfully denied access, services, or accommodations related to a Service or Assistance Animal can contact the:

Title IX Coordinator
Dr. Rebecca Gordon
Old Main 532
rgordon@noctrl.edu
(630) 637-5340.

Deputy Title IX Coordinator
Assistant Vice President Human Resources
John Acardo
Old Main 508
jjarcad@noctrl.edu
(630) 637-5754

External Inquiries may also be made to
Office for Civil Rights
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; TDD: 800-877-8339
Email: OCR.Chicago@ed.gov

Service Animal

Service Animals are defined as dogs, without breed restrictions, that have been individually trained to do work or perform tasks directly related to an individual’s disability. The ADA also has a provision to

include miniature horses as Service Animals so long as they have been trained to perform work or tasks for the individual with disabilities and the College determines this is reasonable. No other species of animals, wild or domestic, are included as Service Animals under ADA.

Service Animals must provide a work or task related to the individual's disability. Where it is not readily apparent that the animal is a Service Animal, the College may ask the following two questions: 1) Is the animal a Service Animal required because of a disability? and 2) What work or task has the animal been trained to perform? While Service Animals can also provide comfort, therapy, and emotional support, they must also perform work or tasks related to the individual's disability to be considered a Service Animal.

In cases where the service animal is a miniature horse, the College may consider:

- the type, size and weight of the service animal,
- whether the service animal is house broken,
- if the animal is under the handler's/owner's control, and
- whether or not the animal's presence will compromise legitimate safety requirements for safe operations.

In addition, the College may determine that a service animal is not permitted if the service animal's presence fundamentally alters the nature of a job, service, program, or activity.

The types of work or tasks performed by service animals include, but are not limited to:

- Alerting an individual with diabetes that his/her blood sugar reaches high or low levels
- Calming an individual with Post Traumatic Stress Disorder (PTSD) or anxiety
- Detecting the onset of a seizure and then help the individual to remain safe during the seizure
- Assisting an individual with low vision with navigation
- Retrieving items or turning on/off light switches
- Providing assistance with stability or balance
- Alerting an individual with hearing loss to the presence of people

Students with disabilities may live with their service animal in campus housing. If the College determines that the individual and Service Animal would be better served in an individual room or different residence hall, the student will not be charged the difference in price of a single room or the cost of relocating. Service Animals are permitted to accompany the individual in all public areas of the College, which include areas such as classrooms, the cafeteria, residence halls, and other campus buildings. Service Animals are not required to wear an identifying vest or badge. An interactive process will be engaged in if the service animal poses an issue to another member of the campus community because of allergies, phobias, or religion-based reasons. This may include making housing assignments based on separating residents with service animals from residents with allergies, phobias or religious preferences

Dogs not trained to do work, perform a task, or take specific action to mitigate the effects of a disability and only provide comfort, therapy or emotional support (aka, Assistance Animals) do not qualify as Service Animals and may be excluded from public areas of the campus such as classrooms and other public buildings. Animals "in-training" are not considered to be service animals.

The College is not responsible for the supervision or care of the Service Animal. Service animals must be under the handler's/owner's control at all times. The animal must be harnessed, leashed or tethered. In the event these devices interfere with the Service Animal's work or the individual's disability prevents using these devices, the individual must maintain control through voice, signal or other effective controls. The individual is also responsible for:

- The health, well-being, and cleanliness of the animal
- The cost of any damages incurred as a result of the animal
- The immediate clean-up after and proper disposal of the animal's waste
- Adhering to all State and local ordinances for dog licensing, registration, and vaccination requirements

Students with Service Animals may be asked to remove the animal from the premises when causing a substantial disruption, unreasonably interfering with the College's study, learning, or work environment, or for health and safety reasons. For example,

- The animal's behavior or actions show aggression toward their handler or other members of the campus community
- The animal is out of control or disruptive (e.g. barking repeatedly) and the handler does not take effective action to control it
- The presence of the animal causes danger to the safety of the handler or other students/campus members
- The animal would fundamentally alter the nature of a job, service, or activity
- The animal is not housebroken
- The animal is physically ill or unreasonably dirty

A specific Service Animal can be determined to be inappropriate for providing the accommodation if, over time, the service animal substantially disrupts or unreasonably interferes with the College's study, learning, or work environment or if the Service Animal is not house-broken, physically ill, or jeopardizes the safety or well-being of the handler or campus community. These matters will be referred to Student Conduct or Human Resources.

Assistance Animals

Assistance Animals are defined as untrained animals that provide emotional support, comfort and/or therapy required for individuals with disabilities to be able to utilize and enjoy living in the residence halls. Assistance Animals are not pets and must alleviate symptoms or effects of a disability.

Requests for Assistance Animals are determined on a case-by-case basis through an interactive process with Disability Services in consultation with the Office of Residence Life. The interactive process must establish that the individual seeking to live with the assistance animal has a disability and a disability-related need for the assistance animal. There may be occasions in which the individual with a disability is requested to provide supporting documentation of their disability and/or specific recommendations for an assistance animal as an accommodation by a licensed service provider with expertise in the individual's specific condition.

In determining if a particular Assistance Animal is appropriate, the College may consider:

- the type, size and weight of the assistance animal for the assigned housing space
- if the animal poses an undue financial or administrative burden
- if the presence of the animal fundamentally alters the nature of the program or services offered in housing
- whether the animal is house broken
- if the animal is under the owner's control
- if the animal would cause substantial physical damage to the property of others that cannot be reduced or eliminated through another reasonable accommodation, and
- whether the animal poses a direct threat to the health and safety of others that cannot be mitigated through other reasonable accommodations

Approved Assistance Animals are allowed in the residence halls but not in classrooms, other buildings, or the workplace.

The College may determine that an Assistance Animal is not permitted if the Assistance Animal's presence interferes with the reasonable use and enjoyment of others living in the same dwelling. This may include making housing assignments based on separating residents with Assistance Animals from residents with allergies, phobias or religious preferences. If the College determines that the individual with the Assistance Animal would be better served in an individual room or different residence hall, the student will not be charged the difference in price of a single room or the cost of relocating.

The College is not responsible for the supervision or care of the Assistance Animal. Assistance Animals must be under the handler's/owner's control at all times. The animal must be harnessed, leashed, tethered or in a pet carrier when being transported or exiting the room. The individual is also responsible for:

- The health, well-being, and cleanliness of the animal
- The cost of any damages incurred as a result of the animal
- The immediate clean-up after and proper disposal of the animal's waste
- Adhering to all State and local ordinances for dog licensing, registration, and vaccination requirements

Students with Assistance Animals may be asked to remove the animal from the premises when the animal causes a substantial disruption, unreasonably interferes with the College's study, learning or work environment, or creates health and safety concerns. For example,

- The animal's behavior or actions show aggression towards their handler or other members of the campus community
- The animal is out of control or disruptive (e.g. repeated barking, meows, screeches) and the handler does not take effective action to control it
- The presence of the animal causes danger to the safety of the handler or other students/campus members
- The animal would fundamentally alter the nature of a job, service, or activity
- The animal is not housebroken
- The animal is physically ill or unreasonably dirty

A specific Assistance Animal can be determined to be inappropriate for providing the accommodation if, over time, the individual with the disability allows the animal to substantially disrupt or unreasonably interfere with the College's study, learning, or work environment or if the assistance animal is not house-broken, physically ill, or jeopardizes the safety or well-being of the handler or campus community. These matters will be referred to Student Conduct or Human Resources.

Driver Certification

Faculty, staff, and students wishing to use North Central College vans must be driver certified in order to meet College insurance requirements. A driver certification may be obtained by contacting the Department of Campus Safety at 630-637-5826. The certification process consists of a van safety presentation, a written test, and the completion of registration packet. Faculty/Staff member certifications will be valid for four years, and students must renew certifications on an annual basis.

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:
<http://intranet.noctrl.edu/omc/responseplan/index.htm>.

Emergency Procedures

The safety of all members of the campus community and visitors to the College is of the utmost importance. Emergency information is posted near the door or light switch in every classroom, office, and residence hall room and in the lobbies of administrative and academic buildings. It is important that you review this information and pay attention to what is going on around you. Please report any suspicious person, object, or behavior to Campus Safety at 630-637-5911 immediately.

- A. **Emergency Notification:** In the event of an emergency, the College will communicate with you in a number of ways. Pop up messages may appear on your campus computer, an announcement or siren may sound from our campus outdoor alert system, a faculty or staff person may communicate a message in person, and/or you may receive a voicemail or an email. Our campus siren/outdoor alert system is tested on the First Tuesday of every month.
- B. **Emergency Text Message:** To ensure that the College has another means of communicating with you, you may sign up for emergency text messaging via RAVE, the College's emergency communication system. To add your mobile phone number, or to update your account, go to:
<http://cardinalnet.northcentralcollege.edu/employees/rave>.

- C. **Evacuation/Safe Area:** If an emergency situation occurs, North Central may need to evacuate a building or area. As every second counts in an emergency, the College needs your full cooperation whenever you hear an alarm or are instructed by College personnel to evacuate, even if it appears to be a false alarm. Upon evacuation, proceed to a safe area away from the building and threat. It is vital that emergency responders have enough room to address the situation. Once you are safe, look around to see if someone is collecting names. If you see a College employee accounting for individuals, please check in with him/her immediately.
- D. **Fire Safety:** When a fire alarm sounds, every student, employee, and visitor must promptly and carefully evacuate the building. In preparation for a possible fire, it is a good idea to locate at least two exit routes from your room/floor. If a fire begins in the room you are in, leave the room and close the door behind you to keep smoke and flames out of the corridor. Locate the closest pull station and sound the alarm. Exit the building via the closest exit. If the fire alarm sounds:
1. If the door to the room is closed, first feel the door and door knob with the palm of your hand. If either is hot, leave the door shut. If they are not hot, open the door slowly.
 2. Check the hall. If you can leave safely, shut the door behind you and exit the building via the closest exit.
 3. If the nearest exit or stairway is blocked by smoke or fire, use an alternate exit if clear. If you cannot find a safe exit, return to your room, close the door, and let someone know that you are in your room (call Campus Safety at ext. 5911 and hang something out the window).
- E. **Medical Emergency:** If a student, employee, or visitor experiences a medical emergency while on campus, please call 9-1-1 immediately; then contact the Department of Campus Safety at 630-637-5911. All accidents or injuries that occur on College property must be promptly reported to Campus Safety.
- F. **Violent Behavior:** If confronted with violent behavior or a crime in-progress attempt to remain calm. When deciding what action to take, consider any real-time information that may be available to you. Avoid approaching the situation or placing yourself in danger. Remain observant and vigilant to your surroundings and be prepared to seek safety, if necessary. Considerations may include:
1. Whether a threat is nearby? Are you in immediate danger?
 2. Do you need to consider options (Run, Hide, Fight) to provide for your safety?
 - a. **Run** - Are there options to leave the area and relocate to a place of safety?
 - b. **Hide** - Are there options to seek shelter in a locked room or closet?
 - c. **Fight** - If the threat is in or entering the area you are in, be prepared to take steps to distract the threat and defend yourself until you can escape.
- As you consider your options and take action, inform others of what is taking place. Remain observant and vigilant to your surroundings and be prepared to seek safety, if necessary. Call 9-1-1 as soon as possible; then notify Campus Safety. Provide as much information as possible.
- G. **Severe Weather:** In the event of severe weather, occupants of campus buildings should take shelter in the designated areas. Designated areas are typically listed on the back of every office, classroom, and residence hall room door. All individuals on campus should::

1. Move away from the outside perimeter of the building and toward a safe area such as an interior washroom, stairwell, basement, or other interior room. Avoid areas with large glass windows.
 2. Not attempt to leave the building.
 3. Not get on an elevator.
 4. Remain calm and follow instructions from North Central College personnel.
- H. **School Closures:** As a general practice, North Central College does not close unless the health, safety and security of the College personnel and students are seriously brought into question. When this does happen, either because of severe weather conditions or other emergencies, the College will notify students and employees via text alert, voicemail and/or email and the Office of Marketing and Communications will update the public. Announcements of the emergency closing will, to every extent possible, specify the starting and ending times of the closing and whether the closing includes specific College services, events and evening or weekend classes and programs. Listen to radio announcements and check the College website for closing information.

For school closing information:

- Listen to radio stations WBBM-AM 780/105.9FM, WGN-AM 720 or WONC-FM 89.1
- Watch CBS 2 Chicago, NBC 5 Chicago, ABC 7 Chicago, WGN-TV 9, Fox News Chicago and CLTV news
- Go online to emergencyclosings.com
- Check your campus email, voicemail and the College home page northcentralcollege.edu
- Sign up for emergency text messages at:
<http://cardinalnet.northcentralcollege.edu/employees/rave>

Enrollment Verifications

The Registrar's Office verifies student enrollment status for the current term and/or past terms of enrollment to financial lending institutions for loans, for insurance companies for "good driver" discounts, for scholarship receipt and/or continuance, for health insurance coverage, and for employment purposes. Verifications are processed on the form a student provides or on official College letterhead or forms. Please note that current term enrollment can only be verified after the eighth day of the term.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

- A. **The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.** A student should submit to the Registrar a written request that identifies the record(s) the student wishes to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar, he/she will advise the student of the correct official to whom the request should be addressed.
- B. **The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.** A student who wishes to ask the College to amend a record should write the College

official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the College decides not to amend the record as requested, the College will notify the student in writing of the decision, and the student's right to a hearing regarding the request for amendment.

- C. **The right to provide written consent before the College discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.** The College discloses educational records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic, research, or support staff position; a person serving on the Board of Trustees; a student serving on an official committee (such as a disciplinary or grievance committee) or assisting another school official in performing his or her tasks; or a person, institution, or company with whom the College has contracted as its agent to provide a service instead of using College employees or officials. The College currently outsources enrollment and degree verification, debt collection, tuition management services, enrollment, retention and graduation tracking and financial aid analysis; other agents include attorneys and auditors. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College. Upon request, the College also discloses education records without consent to officials of another school in which a student seeks or intends to enroll. Additionally, the College will disclose records without consent to comply with a judicial order or lawfully issued subpoena and to appropriate officials in cases of health and safety emergencies.
- D. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.**

Filing a Complaint

A formal student complaint is a written and signed complaint; initiated by a student or a family member on behalf of a student (and confirmed by the student), that is a non-trivial, non-routine complaint, either academic or non-academic, the resolution of which rises to the level of a President's Cabinet member. Formal student complaints and their resolution are logged and regularly reviewed by the Cabinet. Petitions for waiver of College regulations, College disciplinary actions and grade appeals are not formal student complaints. Complaints related to discrimination, harassment, sexual misconduct and retaliation are handled through the process outlined in the section of this handbook labeled "Discrimination, Harassment, Sexual Misconduct and Retaliation."

Any member of the North Central community – faculty, staff or student – may report a serious complaint or concern to the Campus Conduct Hotline at 866-943-5787. The hotline is staffed by professional staff members of BHR Worldwide, an organization which specializes in compliance hotlines, and it is available 24 hours a day, seven days a week. The hotline operator will record the complaint or concern and forward it to the appropriate staff member at North Central for review and action as appropriate. Callers to the hotline may remain anonymous.

Hazard Communications Standard

It is the policy of North Central College to train all employees and students on – and inform them of – the Hazard Communication Standard.

- A. **Purpose:** The purpose of this notice is to inform all employees and students that North Central College is complying with the Occupational Safety and Health Administration [OSHA Hazard Communication Standard, Title 29 Code of Federal Regulations 1910.1200], by compiling a hazardous chemicals list, by using Material Safety Data Sheets [MSDS], by ensuring that containers are labeled, and by providing all employees with training. All affected persons will be advised of the hazard communication program at the College. This program applies to work operations at the College where the individual may be exposed to hazardous substances under normal working conditions or during an emergency situation.
- B. **Training:** Each employee who works with or is potentially exposed to hazardous chemicals will receive initial training on the Hazard Communication Standard, as well as the safe use of toxic substances. This general training program will be organized by the safety and compliance officers and participation is a condition of employment at the College. The program prepared for this purpose uses both audio-visual materials and seminar-type training. The training program will emphasize the following items:
1. A summary of the standard and this written program.
 2. The chemical and physical properties of hazardous substances and methods that can be used to detect the presence or release of chemicals.
 3. The physical hazards of chemicals.
 4. The health hazards, including signs and symptoms of exposure, the hazards associated with exposure to chemicals, and any medical condition known to be aggravated by exposure to the chemical.
 5. The procedures to protect against hazards.
 6. Where Material Safety Data Sheets (MSDS) are located, how to read and interpret the information on both labels and MSDS, and how employees may obtain additional hazard information.
- C. **Specialized Training:** In addition to the general training program, the employee will, when appropriate, participate in a second session devoted to the hazards specific to their work area. This session will be part of the on-the-job training program. This job-specific training will be organized by the program and regional coordinators. Whenever a new hazard is introduced into the work area, additional training will be provided. Supervisors will be trained regarding hazards and appropriate protective measures so they will be available to answer questions and to provide regular monitoring of safe-work practices.
- D. **Non-Routine Tasks:** When an employee is required to perform hazardous non-routine tasks, a special training session will be conducted to inform the employee about the hazardous chemicals to which they might be exposed, and the proper precautions to take to reduce or avoid exposure. The departmental coordinator is responsible for the special training, which will be documented and submitted to the safety and compliance officers.
- E. **General Principles:** Under this program, the employee will be informed of the content of the Hazard Communication Standard, the hazardous properties of the chemicals with which they work, safe-handling procedures, and measures for protection from these chemicals. The employee will also be informed of the hazards associated with non-routine tasks.

- F. **List of Hazardous Chemicals:** The safety and compliance officers will maintain a list of all hazardous chemicals on the campus and related work practices used by the College, and will update this list as necessary. This list will include the work area in which the substance is used. This master list is available in the Business Operations Office. In addition, departmental coordinators will maintain a list of all hazardous substances for their designated areas and update these lists as required. The departmental lists are available from each departmental coordinator.
- G. **Material Safety Data Sheets:** The Material Safety Data Sheets [MSDS] provide individuals with specific information on the chemicals the College uses. The safety and compliance officers will maintain an MSDS file in the office for every substance on the list of hazardous chemicals. The MSDS will be a fully completed OSHA Form 74 or equivalent. In addition, the departmental coordinators will maintain a file of MSDS in their work areas, which will be available to all individuals.
1. The departmental coordinators are responsible for acquiring and updating MSDS files. Any updates should be submitted to the safety and compliance officers for the master file. Chemical manufacturers will be contacted by the coordinators if additional information is necessary.
 2. It is the coordinators' responsibility to contact the supplier to obtain an MSDS sheet in the event that any hazardous material is received without one.
 3. All new procurement of hazardous chemicals for the College must be cleared by one of the coordinators.
- H. **Labels and Other Forms of Warning:** The safety and compliance officers will assist departmental coordinators in ensuring that all hazardous chemicals at the College are properly labeled and updated, as required. Labels should include at least the chemical identity, appropriate hazard warnings, and the name and address of the supplier. The program and departmental coordinators will refer to the corresponding MSDS to assist the individual in verifying label information. No hazardous material delivered to the College will be accepted unless it is properly labeled.
1. If there are a number of stationary containers in a work area that have similar contents and hazards, signs will be posted to convey the hazard information.
 2. If the individual transfers chemicals from a labeled container into a portable container that is intended for his or her immediate use only, no labels are required on the portable container.
- I. **Contractor Employees:** The safety and compliance officers will advise, in person, outside contractors of any chemical hazards that may be encountered in the normal course of their work on the College premises, the labeling system in use, the protective measures to be taken, and the safe-handling procedures to be used. In addition, these individuals will be notified of the location and availability of MSDS. Each contractor bringing chemicals on-site must provide the College with the appropriate hazard information on these materials, including the labeling system used and the precautionary measures to be taken in working with these chemicals.
- J. **Administration:** The safety and compliance officers are the program coordinators, acting as the representative of the President, Dr. Troy Hammond, and Vice President of Operations, Mr. Mike Hudson, who have the overall responsibility for the program. The safety and compliance officers will review and update the program as necessary. Copies of the written program may be obtained in the Business Operations Office. Due to the operational structure of the institution, each division

chairperson, department head or student organization advisor will be responsible for their respective area and will report to the safety and compliance officers.

- K. **Additional Information:** Any individual can obtain further information on this written program, the hazard communication standard, applicable MSDS, and chemical information by contacting the Assistant Director of Auxiliary Services and Risk Management at 630-637-5656.

HIV/AIDS Policy

North Central College is committed to programs and policies that protect individuals' privacy and right to pursue their personal and professional goals. The College is committed to applying the same statutes, policies, procedures, and regulations to all members of the College community – including, students, student applicants, employees, and employment applicants with HIV/AIDS – as are applied to persons with other disabling conditions. HIV antibody tests are not required of applicants for admission or candidates for employment at the College.

- A. **Notification of the College:** If an HIV positive person notifies the College, or if the College gains actual knowledge of the condition and considers the person in need of special accommodations, the Center for Student Success or the Assistant Vice President of Human Resources – in consultation with an attending physician – will assess the individual's circumstances on a case-by-case basis. Those departments will then make recommendations in accordance with the Americans with Disabilities Act, the Illinois Human Rights Act, and other applicable Federal and State laws. Recommendations will take into consideration the physical and mental capabilities of the individual, the latest available medical information, and the hardship placed upon the College by accommodating the individual relative to the benefit that the individual may receive from the accommodation.
- B. **HIV Education:** North Central College subscribes to the position of the American College Health Association (ACHA) that education should be the primary institutional response to HIV infection, and commits itself to ongoing HIV/AIDS education and awareness with all members of the College community. The focus of the College will be to maintain a community well informed about HIV infection, to promote behavior that minimizes the risk of HIV infection, and to foster sensitivity, concern, and support for individuals infected with HIV/AIDS.
- C. **Commitment to Safe Working Conditions:** North Central College is committed to providing a safe working and educational environment. As this commitment relates to HIV/AIDS, the College adheres to OSHA guidelines, as well as safety guidelines promulgated by the U.S. Public Health Service, including but not limited to, such areas as the Dyson Wellness Center, College equipment, and teaching laboratories. Infection control procedures, as instituted by the Centers for Disease Control, will be followed. For more information you may contact the Assistant Director of Auxiliary Services and Risk Management at 630-637-5656.
- D. **Privacy:** At North Central College we are members of a community that respects the privacy of individuals. Medical and counseling records of those individuals with HIV/AIDS will remain confidential. Information on individuals infected with the AIDS virus will be disseminated in strict compliance with Federal and State confidentiality and reporting statutes and guidelines. Information will be provided to the Vice President for Student Affairs and Dean of Students, and the Assistant Vice President of Human Resources when necessary to protect the health and safety

of the College community. The Vice President for Student Affairs and Dean of Students and Assistant Vice President of Human Resources will instruct personnel with access to and/or handling responsibility of medical records on the confidentiality requirements. Discrimination and/or harassment against those with, or suspected of having HIV/AIDS, will not be tolerated. Those members of the College communities who perpetrate such actions will be subject to disciplinary action by the College.

- E. **Expectations of the Campus Community:** All members of the North Central College community (faculty, staff, and students) will be expected to perform their assigned duties without discriminating against persons who have HIV/AIDS. Refusal to perform any such assignment, in the absence(s) of valid medical judgments supporting such refusal, will subject the employee or student to disciplinary actions. Disciplinary action may result in termination or expulsion. Additionally, behavior by members of the campus community known to have HIV infection that intentionally places other members of the community at risk of contracting HIV is considered endangering behavior. Such behavior is unacceptable and may be a violation of College policy and subject to disciplinary action.
- F. **Referrals:** Voluntary and confidential initial HIV testing, counseling or referral is offered by the Dyson Wellness Center to the extent the College is reasonably able to provide such services. The College encourages students with HIV infection to inform the Dyson Wellness Center so that the institution can provide them with medical care, referrals, support, counseling, and education to the extent the College is reasonably able to provide such services. The Dyson Wellness Center staff may refer persons concerned about HIV/AIDS to the DuPage County Health Department for confidential testing. Faculty and staff are encouraged to utilize the testing and counseling services provided through the DuPage County Health Department or their private physician.
- G. **Who to Contact:** The Office of Student Affairs and the Office of Human Resources will be charged with the responsibility of coordinating the implementation of the HIV/AIDS policies and procedures.

Housing Accommodations

North Central College students living on campus are provided with all of the accommodations afforded by the Americans with Disabilities Act (ADA), as amended, and Section 504 of the Rehabilitation Act. If a student has a disability that falls under the definition of the ADA, the student will be granted reasonable accommodations in student housing. These accommodations are determined on a case-by-case basis according to documented need, prevailing standards for reasonable accommodations, and available housing options. In order to request housing accommodations students should contact the Center for Student Success. More information on the housing accommodation process can be found here: <https://cardinalnet.northcentralcollege.edu/student-life/accommodated-housing>.

Lock Outs

In the event on-campus residents are locked out of their rooms, they should attempt to contact the following resources in the following order for assistance: roommate(s), their Resident Assistant (RA), any other RA in the building/area, the on-call RA, their Area Hall Director (AHD), and finally, the AHD on duty or Campus Safety. Residents must show their ID prior to, or immediately after, their door is unlocked, or upon receipt of a temporary key. If a temporary key is issued it must be returned in the timeline outlined by the issuant. Failure to return a temporary key will result in a lock change at the student's expense.

Lost and Found

The Department of Campus Safety will attempt to return all found property to rightful owners. When the owner can be determined, the Department of Campus Safety will attempt to notify the owner by telephone or by e-mail, giving instructions on procedures to claim the property. The Department of Campus Safety maintains found property for up to 90 days. Property not claimed within 90 days may be destroyed or discarded. Persons claiming lost property will be required to show proper identification, and sign for all items returned. Individuals can also file a lost property report at the Department of Campus Safety to speed along the identification and return of recovered property.

If you have lost something, please contact the Department of Campus Safety at 630-637-5826, or at their office, located at 451 S. Brainard St. in Naperville.

Mental Health Emergency Contact Policy

North Central College maintains a safe community by encouraging students to care for their physical and mental health. In accordance with Illinois state law, North Central College is required to provide each student an opportunity to designate a contact person in the event of a mental health emergency. The Illinois Student Optional Disclosure of Private Mental Health Act states that the institution may disclose the student's mental health information "if a physician or qualified examiner makes a determination that the student poses a clear danger to himself, herself, or others."

Students have the choice to elect a desired contact person or decline this option. A mental health emergency contact person can be anyone over the age of 18 (e.g., parent, sibling, or friend). Students do not have to designate a mental health emergency contact person if they do not wish to do so. Students may also modify the designation entries at any time.

In the event that a mental health clinician or physician at the Dyson Wellness Center at North Central College finds that a student is experiencing an emergency that puts the student or others at risk for serious injury or death, the mental health clinician or physician will contact the designated mental health emergency contact person listed within 24 hours.

Students may complete the designation form by accessing their Merlin account, selecting the [Emergency Contact Information](#) link and completing the applicable fields for the Emergency Mental Health Contact.

Please note that the College reserves the right to contact any emergency contact person (including parents or legal guardians) as required or permitted by law.

Privacy – Safeguard Rule

North Central College, in compliance with the Federal Trade Commission's rules and consumer protection mission, has instituted privacy principles and policies designed to safeguard students, users, employees, and customer information against such risks as loss, unauthorized access, destruction, misuse, modification, or disclosure.

The Safeguard Rule policy will ensure the security of personally identifiable information that is stored in hardcopy or electronic format. Information Technology Services, in conjunction with the Office of Human Resources, is responsible for data security policies and procedures and all related technical and legal issues.

Student Record Retention

Records of incidents, investigations, hearings, meetings, Early Alert referrals, bias incident reports, and any other student conduct/behavioral record are maintained by the Office of Student Affairs for a minimum of seven (7) years as indicated below. If the records involve a student, the records will be maintained for a minimum of seven (7) years past the student's graduation, or, if the student leaves the College before graduation, for a minimum of seven (7) years past the date of the incident/event and in accordance with the Family Educational Rights and Privacy Act (FERPA), which protects the privacy of student education records. The College reserves the right to maintain, but is not required to maintain, any record it deems appropriate for a longer period. For example, records involving a student's suspension or dismissal from the College may be kept for a longer time period. The College will purge any applicable records annually during the summer break period.

Note: Records involving the College's Discrimination, Harassment, Sexual Misconduct and Retaliation Policy have specific processes and procedures that may differ from the above records retention policy. To obtain information unique to these records, please refer to the Discrimination, Harassment, Sexual Misconduct and Retaliation policy located in "The College's Responsibility to Students" section of this Handbook.

Office of Residence Life 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 resources 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 5:00 p.m. to 8:00 a.m. to assist students. On-call RAs can be contacted by calling 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.

Unmanned Aircraft Systems (aka Drones)

The personal, institutional or commercial use of unmanned aircraft systems (UAS), as defined by the Federal Aviation Administration (FAA) is prohibited on campus unless pre-approved in writing by the Vice President for Operations or the Assistant Vice President for External Affairs. Requests for approval are to be made by submitting the Unmanned Aircraft Flight Request Form available at <https://www.northcentralcollege.edu/dronepolicy>.

Any and all data obtained from an approved use of a UAS on campus must be provided to the College. UAS operators are solely responsible for any injuries or damage of any type caused to property and/or people by the UAS. The UAS Operator will indemnify, defend and hold the College harmless for any costs or damages, including reasonable attorney's fees, incurred by the College in connection with the use of a UAS. The College will not be responsible for any damages of any kind caused by use of a UAS. Any operator of a UAS must register the UAS with the FAA and other governmental authorities as required. The operator must also follow all pertinent federal, state and local laws and regulations including, but not limited to, the City of Naperville, the Naperville Park District, and DuPage County. Detailed information regarding federal regulations can be found on the Federal Aviation Administration website at www.faa.gov/uas/.

Voter Registration

Information on registering to vote may be found at the Illinois State Board of Election's website <http://www.elections.il.gov/InfoForVoters.aspx>. Students who need additional assistance in registering to vote should contact the Office of Student Affairs or the College's Student Governing Association.

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 the disclosure 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 more timely 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. If a major safety incident occurs, the campus community will be notified by a RAVE text message alert and/or a special bulletin that will be emailed to all students, faculty and staff. Additionally, a safety bulletin may be posted at the entrance/exit to each residence hall, various high traffic areas on campus, and on the Campus Safety website. The safety bulletins are displayed on bright orange paper designed to draw their importance.

STUDENT CONDUCT PROCEDURES

When a student is alleged to have violated College policy (except as noted below), a review of the incident report and/or a preliminary investigation will take place within a reasonable period of time. The purpose of the preliminary investigation is to determine whether there is reasonable cause to believe that the conduct reported may have violated College policy. When in the judgment of the Vice President for Student Affairs and Dean of Students (or her/his designee, typically an Associate Dean of Students) or the Associate Provost and Dean of Academic Services (or her/his designee) and based on the incident report and/or preliminary investigative report, a violation of College policy may have occurred, the student will be informed of the allegations against him/her and will have a hearing to resolve the matter. Students are informed of the hearing date, time, and location via their North Central College email accounts and/or their campus or home mailing addresses. Should the Vice President for Student Affairs and Dean of Students (or her/his designee, typically an Associate Dean of Students) or Associate Provost and Dean of Academic Services determine that there is no reasonable cause to believe that a violation of College policy has occurred, the reporting party will be informed and may request an independent review of the incident report and/or investigative report by the Vice President for Student Affairs and Dean of Students or the Provost and Vice President for Academic Affairs.

It is expected that students attend and participate in an investigative and/or student conduct process when called to appear as a witness or respondent. Students with disabilities who wish to request a modification to the hearing process may do so in writing to an Associate Dean of Students at least two working days prior to the scheduled hearing.

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 located in "The College's Responsibility to Students" section of this Handbook.

Conduct Process Administration

Members of the College administrative staff including but not limited to, the Provost and Vice President for Academic Affairs, the Vice President for Student Affairs and Dean of Students, the Associate Deans of Students, the Associate Provost and Dean of Academic Services, and professional staff members of the Office of Residence Life have the responsibility of providing an environment which is conducive to comfortable and safe living and effective learning. As a result, these individuals have the authority to discipline students for conduct which is not consistent with the College's policies. Such discipline may be either permanent or interim. All cases where academic integrity is involved will be handled by the individual instructor, or by the Associate Provost and Dean of Academic Services. The President of the College and the Board of Trustees may also discipline students when necessary and appropriate.

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.

Hearings

A Hearing is a formal way of resolving a violation of College policy or the Statement of Student Conduct. Two kinds of hearings are possible: an Administrative Hearing or a Hearing Panel (Sanction Hearings are considered part of the official Hearing Panel process). All academic integrity cases will be resolved through an Administrative Hearing with the instructor and the Associate Provost and Dean of Academic Services. Hearing Panels will be convened to address repeated policy violations, or to resolve more serious matters – i.e., those that may result in a student being suspended or dismissed from the College, or permanently dismissed from the residence halls. The College may refer any matter, regardless of potential outcome, to a Hearing Panel for resolution.

- A. **Investigation:** Any preliminary investigation into a policy violation will be conducted by Campus Safety Staff, the Residence Life Staff, the Associate Deans of Students, the Associate Provost and Dean of Academic Services, or another appropriate designee, as determined by the Vice President for Student Affairs and Dean of Students and/or the Associate Provost and Dean of Academic Services. It is expected that all members of the College community will cooperate fully in an investigation; this includes responding fully and truthfully to requests for information. If the result of the investigation is such that an Administrative Hearing or Hearing Panel must be convened, the Office of the Dean of Students, or its designee, will provide written notice to the student clearly outlining the violations alleged, and the time and date on which the Administrative Hearing or the Hearing Panel will convene. Every attempt will be made so as to avoid conflicts with classes, but students are expected to make arrangements for other schedule conflicts. The names of the Administrative Hearing Officer or the members of the Hearing Panel will also be included in the written notification.
- B. **Advisor:** The Student Conduct Process allows all parties the right to be accompanied by an advisor of their choice during any investigation or disciplinary-related meeting or proceeding. The parties may select whomever they wish to serve as their advisor as long as the advisor is available for the process as scheduled, and is not otherwise involved in the current student conduct process, such as, but not limited to serving as a witness or as a hearing panelist. The advisor may be a friend, mentor, family member, attorney, advocate or any other supporter a party chooses. Witnesses and/or Hearing Panel members cannot also serve as advisors. The parties may choose advisors from inside or outside the campus community.

The parties may be accompanied by their advisor in all meetings and interviews at which the party is entitled to be present. Advisors may help their advisees prepare for each meeting, and are expected to advise ethically, with integrity and in good faith. The College does not 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 one.

All advisors are subject to the same campus rules, whether they are attorneys or not. Advisors may not address campus officials in a meeting or interview unless invited to do so. The advisor may not make a presentation or represent the parties during any meeting or proceeding and may not speak on behalf of the advisee to the investigators or hearing panelists. The parties are expected to ask and respond to questions on their own behalf, without participation by their advisor. Advisors may confer quietly with their advisees or in writing as necessary, as long as they do not disrupt or unreasonably delay the process. For longer or more involved discussions, the parties and their advisors should ask for breaks or step out of meetings to allow for private

conversation. Advisors will typically be permitted the opportunity to meet in advance with the administrative officials conducting the interview or meeting. This pre-meeting will allow advisors to clarify any questions they may have, and allows the College an opportunity to clarify the role the advisor is expected to take.

Advisors are expected to refrain from interference with the investigation and resolution. Any advisor who is unable to follow these guidelines will be allotted only one warning. If the advisor continues to disrupt or otherwise fails to respect the limits of the advisor role, the advisor will be asked to leave the meeting. When an advisor is removed from a meeting, that meeting will typically continue without the advisor present. Subsequently, the administrative officials conducting the interview or meeting will determine whether the advisor may be reinstated, may be replaced by a different advisor, or whether the party will forfeit the right to an advisor for the remainder of the interview, meeting or hearing.

The College expects that the parties will wish to share documentation related to the allegations with their advisors. Before the College will provide information directly to an advisor, a consent form must be completed by the party in question. Parties may share any information they receive directly with their advisor if they wish. Advisors are expected to maintain the privacy of the records shared with them. These records may not be shared with 3rd parties, disclosed publicly, or used for purposes not explicitly authorized by the College. The College may seek to restrict the role of any advisor who does not respect the nature of the process or who fails to abide by the College's privacy expectations.

The College expects an advisor to adjust their schedule to allow for attendance at any scheduled meeting, hearing or interview. The College does not typically change scheduled meetings to accommodate an advisor's inability to attend. The College will, however, make reasonable provisions to allow an advisor who cannot attend in person to attend a meeting by telephone, video and/or virtual meeting technologies as may be convenient and available.

A party may elect to change advisors during the process but changing advisors will not delay the process. The parties must provide notice to the administrators and/or investigators of the identity of their advisor and if/when they wish to change their advisor with sufficient time, so the process is not delayed.

Administrative Hearings

Administrative Hearings are conducted by members of the College administrative staff, including, but not limited to the Office of Residence Life staff, the Associate Deans of Students and the Vice President for Student Affairs and Dean of Students. All Administrative Hearings are closed to non-parties, with the exception of witnesses, victims, members of the College community serving as advisors, and student conduct process personnel.

- A. **Notification:** Students will be notified, in writing, of their hearing date, time, location and of all charges.
- B. **Process:** During an Administrative Hearing, the student accused of violating a College policy will meet with an Administrative Hearing Officer (AHO) to discuss any and all alleged policy violations.

The student will have an opportunity to share his/her account of the incident both verbally and in writing.

- C. **Sanctioning:** Based on the information provided in the Incident Report and the conversation with the accused student, the AHO will determine whether the student was in violation of College policies. If a student is found in violation, the AHO also will issue appropriate sanctions.

Hearing Panels

Note: Hearing panels that convene to resolve reports or allegations that fall under the College's Discrimination, Harassment, Sexual Misconduct and Retaliation Policy have specific processes and procedures that differ from hearing panels that resolve other policies described in the Student Handbook. For these cases, please refer to the Discrimination, Harassment, Sexual Misconduct and Retaliation policy located in "The College's Responsibility to Students" section of this Handbook.

The Hearing Panel process begins once the Office of the Dean of Students receives an Incident Report from the Office of Residence Life, Department of Campus Safety, or law enforcement authority that outlines an alleged policy violation. A Panel may be convened because of repeated policy violations, or because of an especially egregious or serious matter – i.e., those that may result in a student being suspended or dismissed from the College, or permanently dismissed from the residence halls. The College may refer any matter, regardless of potential outcome, to a Hearing Panel for resolution. Written notification (typically an official North Central College email) will be provided to the accused student to set-up an initial appointment to discuss the student conduct process with a Student Affairs staff member. At this time the accused student will be able to review all relevant documents and/or Incident Reports regarding the case, and if desired, provide a written Voluntary Statement describing their knowledge of the incident. At this time, the student will also be given the option to submit an Early Plea.

Early Plea Option for Hearing Panel Cases: A student will be permitted to submit a plea of "in violation" to all charges prior to a Hearing Panel being convened. By pleading "in violation" to all policies in question, the student gives up the following rights: (1) The right to have the case heard by a Hearing Panel, (2) the right to see, hear and question all witnesses, if any, (3) the right to present evidence and call witnesses, and (4) the right to be found NOT in violation.

If a student chooses this option, the standard hearing process will be abbreviated and a Sanction Hearing will be scheduled. Sanction Hearings can be administered by the Vice President for Student Affairs and Dean of Students, the Associate Deans of Students, the Director of Residence Life, a Sanction Hearing Panel or any staff member deemed appropriate by the Vice President for Student Affairs and Dean of Students. Sanction Hearing Panels will consist of two students and two faculty or staff members assigned by the Office of the Dean of Students. During periods when the College is not in session, at the beginning of a term or during the final examination period of each term, the Office of the Dean of Students reserves the right to convene a Sanction Hearing Panel that is different in make-up than described above. Every attempt will be made to secure two students and two faculty/staff members.

Sanction Hearings for Hearing Panel Cases: After an initial conversation regarding the information pertaining to the case (i.e. Incident Reports, Voluntary Statements) the Sanction Hearing Officer or Panel will levy sanctions, as appropriate. In the event the incident involves a reporting party or victim, they will be invited to attend the Sanction Hearing. The reporting party or victim will have the ability to make a statement and answer any questions posed by the Sanction Hearing Officer or Panel. A reporting party or

victim will be afforded all rights as explained in the Student Handbook under Student Rights/Rights of Victims section. Sanction Hearings will be digitally recorded.

If the respondent to a Sanction Hearing decides at any time prior to, or during, a Sanction Hearing that they no longer wish to accept responsibility, a standard Hearing Panel will be scheduled to resolve the case. Once the Sanction Hearing Officer or Panel administers sanctions or enters deliberation, the case is finalized and the responding party no longer has the ability to change their plea or request the case be heard by a standard Hearing Panel. Sanction Hearings are eligible for appeal through the standard student conduct appeal process as outlined in the "Appeals" section of this policy.

If the student does not wish to submit an Early Plea of "In Violation," a standard Hearing Panel will be scheduled.

A. Hearing Panel Personnel

Panelists: Panelists, including Sanction Hearing Panelists, will be specially selected and trained members of the North Central community, and may include any student who has not been found in violation of a major College policy.

Panel Chairperson: A Panel Chair will be appointed by the Office of the Dean of Students from among the members of the panel. This may be a faculty or staff member, or a student. The individual serving as Chair of the Hearing Panel will call the hearing to order through an opening statement and explain the rules governing the process. The Chair will be responsible for making procedural decisions during the hearing; the panel as a whole will vote upon substantive decisions.

Initiator: The Initiator is a representative of the College who brings the case on behalf of the College. The burden of proof will be with the Initiator at all times. The Initiator will have the opportunity to present any facts substantiating the claims made by the College. The Initiator will ask questions of any Responding Party, Reporting Party and/or witnesses (in person, or, if necessary and with consent, by written statement) and inspect information and documents in order to best determine what specifically took place during the alleged incident and the role the Responding Party played in the alleged incident. Broad latitude should be given by the Panel in this regard.

Responding Party: The Responding Party is the individual being examined by the Hearing Panel. The Responding Party will have the opportunity to present evidence and make statements in their defense and rebut any claim(s) made by the Initiator, Reporting Party, and/or witnesses in any way that the Panel deems appropriate and fair. The Respondent can ask questions of the Initiator, any Reporting Party and/or witnesses (in person, or, if necessary and with consent, by written statement), and inspect information and documents in order to illustrate what specifically took place during the alleged incident and the role the Responding Party played in the alleged incident. Broad latitude should be given by the Panel in this regard.

Reporting Party: The Reporting Party is the individual who reports an allegation of student misconduct. Reporting parties may be individuals or groups of individuals who have been impacted by student misconduct, or a third-party who brings an allegation on behalf of another member(s) of the College community. Allegations may be brought forth in person, in writing, by phone, via email, or by other means of notice. The Reporting Party will have the opportunity to present any facts substantiating any alleged student misconduct. The Reporting Party will be able to ask questions of any Responding Party, witnesses, and/or the Initiator (in person, or, if necessary and with consent, by

written statement) and inspect information and documents in order to illustrate what specifically took place during the alleged incident and the role the Responding Party played in the alleged incident. Broad latitude should be given by the Panel in this regard.

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 located in "The College's Responsibility to Students" section of this Handbook.

Witnesses: Witnesses may be called to the hearing to provide additional information. Before the hearing, any Responding Party or Reporting Party and the Initiator should submit to the Office of the Dean of Students and Hearing Panel Coordinator a full list of any persons who will speak at the hearing as witnesses.

Hearing Panel Coordinator: The Hearing Panel Coordinator oversees the organization of Hearing Panels, including Sanction Hearings. The Coordinator can be any member of the College's faculty or staff deemed appropriate by the Vice President for Student Affairs and Dean of Students. The Hearing Panel Coordinator is present during the Hearing Panel or Sanction Hearing to ensure that due process is served, and to guide the proceedings.

B. Hearing Panel Process Policies

Dismissing Panelists: To ensure fairness and impartiality, those participating in the hearing as Initiator (the representative of the College who brings the case on behalf of the College) and the Responding Party (the party subject to disciplinary action) will have the uncontested right to request a change of one (1) student and one (1) faculty member of the panel. The Hearing Panel Coordinator will select a substitute member from the list of trained panelists. In any instance where an Initiator or Responding Party has significant concerns about additional Panel members, a written appeal may be made to the Vice President for Student Affairs and Dean of Students to consider additional substitutions. The Vice President for Student Affairs and Dean of Student's decision on the appeal, including the individuals selected as substitutions (if any), will be considered final. As an additional safeguard of fairness and impartiality, any member of the Panel assigned may request to be excused or and/or replaced. Panel members will be expected to excuse themselves where a conflict of interest or the appearance of a conflict of interest is present.

No-Contact: The parties called to a Hearing Panel will not contact any member of the Panel in any way before the hearing, nor will the Panel members contact the parties in any way before the hearing.

Hearing Panel Proceedings: A Hearing Panel will be convened no later than seven business days from final Panel assignment, barring unusual circumstances. However, the Panel or the Office of the Dean of Students may consider and allow reasonable requests for postponement. All Hearing Panels will be closed to non-parties, with the exception of witnesses, Reporting Parties, members of the College community serving as advisors, and relevant College personnel.

Pleading In Violation: If a respondent willingly pleads "in violation" to charges during a standard Hearing Panel, the Panel will convene to hear the student's testimony and plea related to the incident. In this case, the Initiator and any witnesses will not be called to speak at the Panel. A Reporting Party,

will have a right to make a statement to the Hearing Panel before its deliberation in those cases where a Responding Party pleads “in violation.”

Order of Events: Each party, commencing with the Initiator, will have the opportunity to make a full opening and closing statement. The burden of proof will be with the Initiator at all times. The Initiator, Responding Party and any Reporting Party will have the opportunity to ask questions of each other and of witnesses before closing statements are made.

Absence of the Responding Party: A hearing will proceed in the absence of a Responding Party who was given proper notice, who does not request a postponement, or who does not attend the hearing. While a Responding Party is permitted to appeal the decision made by a Panel in his or her absence, the appeal may not be made on the basis of the party's absence.

Interim Panels: During periods when the College is not in session, at the beginning of a term or during the final examination period of each term, the Office of the Dean of Students reserves the right to convene a Hearing Panel that is different in make-up than described above. Every attempt will be made to secure two students and two faculty/staff members.

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 or an accused student, in identifying resources that will provide support before, during, and after the student conduct process take place.

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 him/her.
7. To provide a written statement and/or verbal information on his/her 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 his/her 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 located in “The College’s Responsibility to Students” section of this Handbook.

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 the Dean of Students. 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 his/her 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. 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. **eCHECKUP TO GO:** The student is required to complete eCHECKUP TO GO, 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.
- I. **College No Contact Order:** The student is required to have no contact with another student, faculty, or staff member.
- J. **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.
- K. **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.
- L. **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.
- M. **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.
- N. **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.
- O. **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.
- P. **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.

- Q. **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.
- R. **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.
- S. **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.
- T. **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 Dean of Students, or his/her 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). In addition, the Vice President for Student Affairs and Dean of Students, or his/her 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 or the College-Initiated Medical Withdrawal Process. An interim sanction begins immediately upon notification by the Vice President for Student Affairs and Dean of Students or his/her 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.

Appeals

A student may appeal a decision made by a Hearing Panel or Administrative Hearing Officer concerning the finding of a violation or the sanction(s) imposed within five (5) business days of notification of a decision. A student may appeal a decision made by a Sanction Hearing Panel or Officer concerning only imposed sanction(s) within five (5) business days of notification of a decision.

- A. **Submitting an Appeal:** To submit an appeal, the student must deliver a typed explanation of the grounds upon which the appeal is made to the Office of Student Affairs. This explanation should clearly and completely set forth the grounds for appeal.
- B. **Usual Grounds for Appeal:** Mere dissatisfaction with a decision or sanction is not grounds for appeal. The burden of demonstrating an inequity in the hearing or sanction will lie with the Responding Party. Usual grounds for an appeal may include:

1. That the AHO or the Hearing Panel made a clearly erroneous finding of fact contrary to the substantial weight of the evidence.
2. That the administrator or Hearing Panel did not correctly interpret a responsibility or policy.
3. That there was an error in procedure.
4. That the sanction imposed by the AHO, Hearing Panel, or Sanction Hearing Panel/Officer was clearly erroneous in light of the facts of the case and the student's disciplinary history at North Central College.
5. That there is new evidence to the case that was not available at the time of the hearing, including a statement as to why the evidence was not available.

NOTE: Appeals for cases adjudicated under the College's Discrimination, Harassment, Sexual Misconduct and Retaliation Policy have specific processes and procedures that may differ from the appeal process for other policies described in the Student Handbook. For these cases, please refer to the Discrimination, Harassment, Sexual Misconduct and Retaliation policy located in "The College's Responsibility to Students" section of this Handbook.

C. Appeal Process:

1. **Appealing the Decision of an Administrative Hearing:** A copy of the appeal, the entire record, and the complete disciplinary file will be reviewed by an Associate Dean of Students, or other appropriate Student Affairs staff member as determined by the Vice President for Student Affairs and Dean of Students. The Appellate Officer will render a final decision on the appeal. The Appellate Officer may deny an appeal, overturn the decision of an Administrative Hearing Officer, alter sanctions, or order a new hearing to be held.
 - a. If all Associate Deans of Students need to recuse themselves do to a real or perceived conflict of interest, the appeal will be heard by the Vice President for Student Affairs and Dean of Students.
2. **Appealing the decision of a Hearing Panel:** A copy of the appeal, the entire record, and the complete disciplinary file will be reviewed by the Vice President for Student Affairs and Dean of Students, who will render a final decision on the appeal. The appeal may be denied, a new hearing may be ordered, or the case may be sent back to the original panel. The Vice President for Student Affairs and Dean of Students may not alter sanctions rendered by standard Hearing Panels.
 - a. If the Vice President for Student Affairs and Dean of Students needs to recuse themselves do to a real or perceived conflict of interest, the appeal will be heard by the Vice President for Finance.
 - b. If a student, after choosing to submit an Early Plea of "in violation," appeals the decision of a Sanction Hearing, the appeal will be heard by the Vice President for Student Affairs and Dean of Students, who will render a final decision on the appeal. The appeal may be denied, a new Sanction Hearing may be ordered, the case may be sent back to the original Sanction Hearing Panel/Officer, or sanctions may be altered. If the Vice President for Student Affairs and Dean of Students needs to recuse themselves do to a real or perceived conflict of interest, the appeal will be heard by the Vice President for Finance.
3. If a new hearing is called for on the basis of the appeal, the Office of the Dean of Students will convene a new Panel or assign a new Administrative Hearing Officer

according to the guidelines set forth by the College. The findings and decisions made by the second hearing will be final, and no further appeal will be granted.

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 he/she 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 an order of "College No Trespass" that would prohibit the student from being present on any College owned or leased property.