

2015

NORTH
CENTRAL
COLLEGE

NAPERVILLE, ILLINOIS

Founded 1861



Annual Security and Fire Safety Report



About this Report

North Central College Department of Campus Safety prepares this annual report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This report is prepared in cooperation with the Naperville Police Department and with local law enforcement agencies surrounding our non-Naperville owned, leased or rented properties (i.e. Tailor Loft Apartments in Chicago, IL; classes held at high schools in Downers Grove, IL; and College-owned property in Dixon, IL). Campus Safety also seeks collaboration with the Office of Residence Life, International Programs, the Dean of Students' office, the Title IX Coordinator when compiling data for this report.

Campus crime, arrest, and referral statistics include those reported to Campus Safety, to designated campus officials (including deans, directors, department heads, coaches, human resources and advisors to student organizations), and local law enforcement agencies.

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

Campus Safety Procedures

About the Department of Campus Safety

The Department of Campus Safety is the primary department responsible for safety, security and emergency response at North Central College. The Department of Campus Safety is located in New Hall at 451 S. Brainard Street, and Campus Safety officers are available 24 hours a day.

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

The Department of Campus Safety has an excellent working relationship with both the Naperville Police and Fire Departments where assistance and support can be obtained immediately. For all reported crimes, the victim is encouraged and assisted by the Department of Campus Safety to also report the crime to the Naperville Police Department.

Contacting Campus Safety

Campus Safety officers can be reached by dialing extension 5911 from any campus phone or by dialing 630-637-5911 from an off-campus telephone or cellular phone. Campus phones are located in the lobbies or public areas of many buildings across campus. In addition, 18 emergency call boxes are located throughout the campus. These emergency call boxes can be used to report a crime, a fire, or any other type of emergency.

Confidential Reporting

If you are the victim of a crime and do not want to pursue action with the College's disciplinary system, you may still want to consider making a confidential report. The best way to make a confidential report is through the Dyson Wellness Center (630-637-5550) or the Violence Education and Prevention Coordinator (630-637-5113) and through the College's Early Alert referral system. Other confidential reporting options may be requested through the Title IX Coordinator. Reports made confidentially may be difficult to follow up on, but information provided in confidential reports will be included in the College's annual crime statistics where applicable and will assist Campus Safety in taking the proper steps to ensure the safety of others. Individuals reporting a crime to the Dyson Wellness Center will also be encouraged to consider filing a non-confidential report with the Naperville Police and/or North Central College Department of Campus Safety.

While the Department of Campus Safety will always work diligently to protect a complainant's privacy, not all information reported to Campus Safety can remain confidential. For example, in situations where there is an ongoing threat to the campus community, Campus Safety may need to take immediate action. Voluntary statements

used in the North Central College student disciplinary and investigative processes are not confidential.

Crime Reporting

North Central College community members are strongly encouraged to immediately report criminal activity and suspicious person(s) to the North Central College Department of Campus Safety at 630-637-5911 and the Naperville Police at 630-420-6666 (non-emergency) or 9-1-1. In addition to reporting a crime to Campus Safety, the following individuals may also be contacted to report a crime:

Dean of Students, 630-637-5153

Associate Dean of Students, 630-637-5147 or 630-637-5152

Director, Campus Safety 630-637-5912

Director, Dyson Wellness Center 630-637-5161

Director, Residence Life, 630-637-5861

Title IX Coordinator, 630-637-5340

Area Hall Director On Call, 630-816-5298

Campus Security Authorities

To further encourage the timely reporting of crimes on campus, the Jeanne Clery Disclosure of Campus Security and Campus Crime Act identifies and defines Campus Security Authorities (CSAs) as College faculty and staff members with “significant responsibility for student or campus activities”. Some examples of CSAs could include staff members of the Department of Campus Safety, deans, directors, department heads, athletic coaches, student organization advisors, residence hall staff, student affairs staff, Title IX coordinator and Title IX deputy coordinators. All crimes reported to CSAs must be reported to Campus Safety in a timely manner. Reports made to Campus Security Authorities may be used as the basis for the issuance of Timely Warning safety alerts or other emergency notifications.

Emergency Response and Evacuations

North Central College practices emergency response procedures on a regular basis. Fire and tornado drills are performed annually. The College’s Crisis Task Force also conducts table top exercises on a regular basis. Fire evacuation and severe weather shelter information is posted in all buildings. You can view the College’s emergency procedures at

<http://cardinalnet.northcentralcollege.edu/omc/responseplan/>

Access to Campus Facilities and Residence Halls

Most campus buildings and facilities are accessible to members of the campus community and invited guests during business hours, 8 AM – 5 PM Monday-Friday. Select buildings may be open during limited hours on Saturday and Sunday. Building hours are posted on each academic building. The doors leading to student residence halls or residence areas remain locked 24 hours a day. Unlimited access is available to students residing in a particular building via a key or card access system. Guests must be escorted by their host at all times when visiting a residence hall. All student rooms are equipped with locking doors and windows. Students are advised to keep their doors locked at all times. Campus Safety conducts regular perimeter security checks of buildings daily. Any issues or reported concerns are immediately documented and addressed by Campus Safety and/or Business Operations Department to ensure the security of the facility and the safety of the campus community members. The College employs a full-time locksmith who is responsible for the maintenance of keys, locks and access controls. Additionally, the Department of Campus Safety employs a full-time Assistant Director for Access and Transportation, who maintains and monitors card access and assigns card privileges to students, faculty and staff.

Maintenance and Security of Campus Facilities

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

Please note: North Central College does not have any off-campus student organizations with non-campus housing facilities.

Residence Hall Staff

Residence hall staff members monitor the campus residence halls. Resident Assistants (RAs) are student staff members that report to an Area Hall Director or Assistant Director. An RA lives in the residence hall and has specific responsibilities for working with students in his/her community. The RA is the primary facilitator for the development of community on an assigned floor or in a specific building. RAs cultivate relationships with students in the residential community through regular contact, floor meetings, and duty rounds. They also plan and implement educational and social opportunities (programs) consistent with department requirements and learning outcomes. RAs respond to student issues, mediate student conflict situations, address policy violations, and call for assistance in the event of an emergency. Area Hall Directors are professional staff members who live in the residence halls and share an on-call emergency duty rotation. An Area Hall Director is on duty 7 days a week, 24 hours a day. To reach the Area Hall Director on Duty, call 630-816-5298.

Law Enforcement Authority and Interagency Relationships

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

Information on Registered Sex Offenders

The Victims of Trafficking and Violence Protection Act of 2000 requires colleges and universities to inform students and employees how to learn the identity of registered sex offenders living on or near campus. This

law contains the Campus Sex Crimes Prevention Act of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974.

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

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

In addition to the above notice to the State of Illinois, all sex offenders are required to deliver written notice of their status as a sex offender to the North Central College's Office of Human Resources prior to their enrollment in, employment with, volunteering at or residence in the College. Such notification may be disseminated by the College to, and for the safety and well-being of, the College community, and may be considered by the College for enrollment and discipline purposes.

Campus Crime Prevention Program

Safety Escort Program – Safety escorts are provided by Campus Safety, 24/7/365 to students, staff, and faculty for security purposes. These escorts are for campus locations including the Naper Place Apartments and the remote parking lot located on Aurora Avenue. Additionally, students, staff, and faculty may request an escort between the Fifth Avenue train station and campus. Campus Safety also provides medical escorts for non-emergency situations on campus to and from Edward Hospital, DuPage Urgent Care, Wheaton Eye Clinic, and other locations on a case-by-case basis.

Printed Crime Prevention Materials – Printed crime prevention brochures and posters related to motor vehicle security, bicycle security, residence hall security,

and the escort program are distributed at crime prevention presentations and at the Department of Campus Safety office.

Daily Crime Log and Weekly Campus Safety Report –

The current Daily Crime Log is available at the Campus Safety Office and may be requested for viewing. Crime logs for the previous 60 days are available immediately, while requests for previous data may take up to 48 hours to retrieve. Case dispositions are maintained for 60 days from the current date. Crime data is kept for the previous 7 years and archived crime logs can be requested at any time from the Department of Campus Safety at 451 S. Brainard Street, Suite #047, Naperville, Illinois.

Campus Safety Facebook & Twitter Page – Safety tips, programming, and other select information pertaining to the campus and surrounding Naperville community. The North Central College Department of Campus Safety’s Facebook page, available at www.facebook.com/ncccampussafety and on Twitter at <https://twitter.com/CampusSafetyNCC>.

Access to Residence Halls – Access to secured residence halls is available to residents only via a key or card access system. The exterior doors to student residence halls remain locked 24 hours a day.

Safety Awareness Education

Students receive written information about campus safety in materials they receive during summer orientation and registration. *Information Central*, the orientation guidebook, contains information about making safe decisions, an overview of campus safety resources, and information about where to locate weekly campus safety bulletins.

In addition, during Welcome Week Orientation, students receive a presentation on substance abuse and alcohol consumption. Dyson Wellness Center also collaborates with the Department of Campus Safety and the Office of Residence Life to host various prevention awareness programs, such as *Question. Persuade. Refer. (QPR)*, a suicide prevention program; personal safety and defense programs; and Oksoberfest, which is an event that educates students on the dangers of drug and alcohol abuse, while also supporting those who choose not to drink alcohol. The event also aims to educate students

on how to consume alcohol responsibly. The College’s Center for Student Success and Department of Student Involvement coordinate a 7-week course for First Year Experience (FYE), this includes an educational theatre production of “Erasing the Distance”, which addresses the issues of substance abuse and addiction.

Finally, North Central College is a *Green Dot Campus*. Faculty, staff, and students are afforded the opportunity to become trained in researched-based bystander intervention techniques in effort to reduce instances of power-based personal violence such as sexual assault, interpersonal violence, and stalking.

Electronic Security and Telephone Systems

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

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

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

North Central College Photo Identification Card – Every North Central College faculty, staff, and student is issued a North Central College photo identification card. This card is needed to gain access to the residence halls and certain academic buildings, to purchase food on campus, to attend college functions, and for identification purposes when requested by College officials. Identification cards can be obtained from the Department of Campus Safety, located in New Hall at 451 S. Brainard Street.

Emergency Notification

North Central College uses the following channels to communicate information in an emergency or dangerous situation:

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

2. [RAVE Mobile Alert System](#) - Students are highly encouraged to stay informed of emergency information, as it relates to campus occurrences, by signing up for text alerts through RAVE. Students can enter up to 3 separate phone numbers to receive emergency notification alerts directly to your phone. All registered North Central College students automatically have their school email address added to the system, to receive notifications. These alerts ensure you receive immediate notice of incidents, such as school closings, severe weather alerts or other campus-related emergencies. The RAVE system may be utilized to send information through any one or several communication channels, including emails, text messages, social media or website updates.

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

4. *The Outdoor Alert System*, an outdoor communication/mass notification system, may be activated to issue warnings or to communicate information and instructions. North Central College's Outdoor Alert System includes two loudspeakers located on the roofs of Carnegie Hall and Benedetti-Wehrli Stadium. The system is intended to notify people outdoors at the time of an emergency. It is not intended to notify people inside of buildings.

5. The College will provide information to the *Emergency Closing Center* (emergencyclosings.com), which may share that information with Chicago-area media.

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

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

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

9. *Residence Life staff* may work to personally contact each resident student through a variety of means including in-person verbal communication, posters and social media.

10. *A visual message* may be broadcast via the College's closed-circuit TV system.

11. *Campus Safety officers* may communicate notifications from their vehicles via a speaker system or bullhorns.

12. The faculty general manager of the *College's radio station*, WONC, may be notified and instructed of what information should be broadcast to the community.

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

Timely Warnings-Safety Alerts

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

entrance areas of buildings on campus and emailed to North Central College email accounts. Safety alerts are not generally posted for the above listed crimes if:

1. The offender is apprehended and the threat of imminent danger for members of the community has been mitigated by the apprehension.

2. If a report was not filed with the Department of Campus Safety, or if the office was not notified in a manner that would allow for the office to post a “timely” warning for the community.

The content of the timely warning will include a general description of the safety concern or incident, description of suspect(s) if applicable and known, and who to contact with additional information and safety tips. When possible and without causing delay, members of the College’s Crisis Task Force, Office of Marketing and Communications, Dean of Students Office and Campus Safety may be used to gather information, determine the content of the timely warning and disseminate the information to the College community via any or all of the emergency notification systems listed above.

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

Emergency Response Plan

North Central College is committed to the safety of all students, faculty and staff and all who visit our campus. Our priorities are to protect human life, to ensure the academic viability of the institution, to protect College property, to meet community needs, to recover as quickly as possible from the emergency and to protect the reputation of the College.

The institutional Emergency Response Plan was developed to prepare the College community in the event of an emergency, disaster or severe weather situation. Information on the Emergency Response Plan can be viewed by visiting <http://cardinalnet.northcentralcollege.edu/employees/omc/emergency-response-plan>.

Additional Campus Policies

***Note:** All policies listed in this document are from the 2015-2016 academic year and may have been updated for the 2016-2017 academic year. All policies are subject to change at any time. For up-to-date College policies for students please visit www.noctrl.edu/handbook. For up-to-date College policies for faculty and staff please visit <http://cardinalnet.northcentralcollege.edu/employees/personnel-policy-guide>.*

Emergency Contact and Missing Person Policy

All students, faculty and staff are encouraged to add their emergency contact information into their Merlin account and review it periodically to ensure its accuracy. 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 by roommates, friends, or instructors for at least 24 hours. The emergency contact person may be called sooner than 24 hours if the College has reason to believe 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 may be involved, a report will also be made to the Naperville Police Department.

Policy Statement Regarding Alcohol Use

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

North Central College students are subject to all Federal, State, and Local laws pertaining to alcohol. In the event prosecution occurs outside the College, violators also may be subject to the College's student conduct process.

Additionally, North Central College, as an educational institution, sets supplementary community standards for its members that are over and above prescribed Federal, State, and Local laws. North Central College alcohol policies include:

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

1. 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 students 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.
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.*
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 first year students reside, including all rooms in Geiger, Seager, Rall, and Patterson, 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.

Policy Statement Regarding Drug Use

North Central College recognizes that personal choices involving the use of drugs have an impact on both the individual and the community. The College's drug policy, written in accordance with 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 Drug Policy

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 a hearing panel to consider suspension or dismissal.

A. *Drugs On Campus:* Students are prohibited from the unlawful use, possession, or distribution of any drug or drug paraphernalia on any College property. Students are also prohibited from being in the presence of illegal drugs or paraphernalia.

B. *Drugs Off Campus:* Students found in violation of drug laws off campus may be subject to disciplinary action by the College. Students present when drug laws are violated off-campus may also be referred to the College's Student Conduct Process.

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, reprimand, restitution, 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.

Drug and Alcohol Education and Abuse

North Central College provides a comprehensive program of events and information to educate students about the negative impact of alcohol and drug abuse. 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 should talk with a staff member in Student Affairs, Residence Life, or the Dyson Wellness Center.

Statement on Discrimination, Harassment, Sexual Misconduct and Retaliation

Note: All policies listed in this document are from the 2015-2016 academic year and may have been updated for the 2016-2017 academic year. All policies are subject to change at any time. For up-to-date College policies for students please visit www.noctrl.edu/handbook. For up-to-date College policies for faculty and staff please visit <http://cardinalnet.northcentralcollege.edu/employees/personnel-policy-guide>.

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 for individuals who are alleged to have discriminated, harassed, performed sexual misconduct, including sexual violence, or retaliated against a member of the campus community.

The Title IX Coordinator has primary responsibility for coordinating efforts related to investigation, resolution, and implementation of corrective measures and monitoring to stop, remediate, and prevent discrimination, harassment, sexual misconduct or retaliation. The Title IX Coordinator for North Central

College may be contacted by phone at 630-637-5340 or by visiting the Title IX Coordinator's Office, located at 30 N. Brainard Street, 5th floor, Suite #530.

The purpose of the policy is (1) to articulate the College's commitment to the values of fairness, equity, and equal opportunity; (2) to describe categories of conduct that may constitute discrimination, harassment, sexual misconduct or retaliation; (3) to explicitly prohibit discrimination, harassment, sexual misconduct and retaliation; (4) to establish procedures to follow when a member of the College community believes that he/she has been subject to discrimination, harassment, sexual misconduct or retaliation; and (5) to provide a pathway to share concerns regarding the structural or procedural processes which might have a byproduct of potential discriminatory biases.

North Central College is committed to maintaining a positive learning, working and living environment. The College does not discriminate or allow harassment on the basis of race, color, religion, national origin, sex, gender, gender identity, 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 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 (including dating/domestic violence or stalking), or retaliation against or by any administrator, staff, faculty or student as such behavior seriously undermines the College's effectiveness as an educational institution and a workplace.

While the College adheres to and supports the principles of academic freedom (as defined in the Faculty Handbook), each member of the North Central College community also shares in a common responsibility to maintain an environment free from discrimination, harassment, sexual misconduct (including dating/domestic violence or stalking) 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. We believe the resolution

procedures set forth in this policy provide a fair and impartial process for reporting, investigating, making findings, and determining appropriate sanctions or remedies in relation to a complaint or other report of discrimination, harassment, sexual misconduct (including dating/domestic violence or stalking) and/or retaliation.

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

Policy Applicability

Administrators, Staff, Faculty, Students, Groups/Programs and Third-Party Consultants/Contractors

Contacts for this Policy

If you have questions about this Policy, you may:

- A. Call the Office of Human Resources at 630.637.5757, or
- B. Send an email to humanresources@noctrl.edu.

Definitions/Glossary of Terms

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

Title IX Coordinator/Deputy Coordinators

The Title IX Coordinator, Rebecca Gordon OM530, rgordon@noctrl.edu, 630-637-5754) is assisted by three (4) Title IX Deputy Coordinators, Kevin McCarthy (Associate Dean of Students, OM503, kemccarthy@noctrl.edu, 630-637-5152), Susan Kane (Assistant Athletic Director, MF106C, smkane@noctrl.edu, 630-637-5501), Jeremy Gudauskas (Associate Dean of Students, OM502, jkgudauskas@noctrl.edu, 630-637-5147) and Francine Navakas (Associate Academic Dean and Professor of English, OM534, fgnavakas@noctrl.edu, 630-637-5285). Together, they are responsible for coordinating the College's compliance with Title IX, which includes, among other responsibilities, complaint handling, communications and training in connection with Title IX's prohibition of discrimination based upon gender, and identifying and addressing any patterns or systemic problems that arise during the review of reports. The Title IX Coordinator and Deputy Coordinators are knowledgeable about and will provide information on, all options for addressing and resolving complaints about discrimination on the basis of sex, including concerns pertaining to sexual harassment and sexual misconduct

(including dating/domestic violence or stalking). At North Central College the role of Title IX Coordinators extends to other forms of discrimination cited above—race, color, religion, national origin, sex, gender, gender identity, 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 in admission and access to, and treatment and employment in, its educational programs and activities. 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.

Complaint Process and Parties to a Complaint

Complainant: The person who makes a complaint of discrimination, harassment, sexual misconduct (including dating/domestic violence or stalking) or retaliation. This term may also refer to third-parties who bring a complaint on behalf of another member(s) of the College community. Complainants may be individuals or groups of individuals who have been impacted by discrimination, harassment, sexual misconduct (including dating/domestic violence or stalking) or retaliation. Informal complaints may be made orally or in writing. Formal complaints may be made orally or in writing, but in most cases the complainant may be asked to put the complaint into writing.

Respondent: The individual who is alleged to have discriminated, harassed, performed sexual misconduct (including engaging in dating/domestic violence or stalking) or retaliated against the complainant. A respondent may be an individual or a group/program.

Resolution Process: The process or procedures followed to ensure the timely, thorough and complete approach to facilitating and resolving misunderstandings and maintaining positive work relations. A resolution process may include both a formal and an informal approach to resolving issues, as appropriate, except in the case of sexual misconduct (including dating/domestic violence or stalking) or a faculty discrimination complaint arising out of Faculty

Personnel Committee action where the resolution process will always be the formal approach.

Jurisdiction: The College is able to respond to alleged violations of this policy that occurred on campus, that were part of official College programs/groups (regardless of location), or where the complainant and respondent are members of the College community, regardless of whether the misconduct occurred off-campus. If the respondent is unknown or is not a member of the College community, the Title IX 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 College may take other actions to protect the student, faculty, or staff member against such third parties.

Responsible Administrator: An administrator who is the College representative who receives complaints of discrimination, harassment, sexual misconduct and/or retaliation. This is typically the VP for Student Affairs and Dean of Students, the Associate/Assistant Dean of Students in the Office of Student Affairs, or the Director of Campus Safety for complaints involving students; the Associate Academic Dean/Associate Dean for Academic Affairs in the Office of Academic Affairs, or the AVP for Human Resources or the Assistant Director of Human Resources in the Office of Human Resources for complaints involving faculty; and the AVP for Human Resources or the Assistant Director of Human Resources in the Office of Human Resources for complaints involving administrators, staff, groups/programs or third-party consultants/contractors. A responsible administrator is obligated to act upon learning of a potential violation of this policy.

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 complaint, and who prepares a report setting forth the facts gathered. An investigator has specific training and experience to investigate allegations of discrimination, harassment, sexual misconduct (including dating/domestic violence or stalking) or retaliation. 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.

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

Hearing Panelist: An individual who has been selected to serve on a panel that will review a discrimination, harassment, sexual misconduct or retaliation complaint through the process defined by this policy. Hearing panelists will receive training to support the conduct of their review of a complaint in an equitable, fair and impartial way and will be chosen to participate in a given panel on the basis of such considerations as diversity, balance, and the absence of conflict of interest. Where appropriate, a hearing panelist will receive special training on issues pertaining to sexual misconduct (including dating/domestic violence and stalking).

Witness: An individual who may offer firsthand knowledge or information relevant to the complaint being investigated.

Support Person: The complainant and/or the respondent may have a support person present with him/her at all meetings and at any hearing panel associated with a complaint in which the party to the complaint is participating. The support person may attend, but shall not participate in meetings or the hearing. The role of the support person shall be limited to counsel and support rather than advocacy and/or representation. In the event a party is unable to locate 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 secure such assistance. The support person may not be someone who could be called as a possible witness to the complaint, nor may it be an attorney (except in cases of sexual misconduct).

Terminology Defining Standard of Affirmative Consent and Prohibited Conduct

Affirmative Consent: Affirmative consent is defined as positive, unambiguous, 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.
- Consent can be communicated verbally or by action(s). In whatever way consent is communicated, it must be mutually understandable. Although consent does not need to be verbal, verbal communication is the most reliable form of asking for and gauging consent; participants in a relationship are thus urged to seek consent in verbal form. Talking with sexual partners about desires and limits may seem awkward, but serves 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 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 can never be given by minors, mentally disabled individuals or incapacitated persons. Examples of incapacitation include, but are not limited to, being highly intoxicated, blacked out, passed out, asleep, unable to communicate or subjected to violence. Physical indicators of incapacitation may include slurred speech, unsteady gait or stumbling, vomiting, unfocused or bloodshot eyes, disorientation, unresponsiveness or outrageous or unusual behavior. Engaging in sexual activity with a person who is known to be – or reasonably known to be – incapacitated constitutes sexual assault.
- 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 incapacitation. Physical force includes but is not limited to: hitting, kicking and restraining.

Intimidation is generally understood to mean forcing someone into some action or deterring a person from some action by inducing fear.

Coercion is generally understood to mean the use of express or implied threats of violence or reprisal or other intimidating behavior that puts a person in immediate fear of the consequences in order to compel that person to act against his/her will.

Threatening someone can come in the form of words, gestures, or non-verbal actions. It is not possible to obtain consent for a sexual act through the above described means.

- If at any time consent is withdrawn, the activity must stop immediately.

Dating Violence: Violence committed by a person (a) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (b) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) the length of the relationship; (ii) the type of relationship; and (iii) the frequency of interaction between the persons involved.

Discrimination: Conduct that is based upon an individual's race, color, ethnicity, religion, national origin, sex, gender, gender identity, 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. Such behavior has the effect of excluding individuals from participation, denies the individual the benefits of, treats the individual differently, or otherwise adversely affects a term or condition of an individual's employment, education, living environment or participation in a College program or activity.

Domestic Violence: Domestic violence includes felony or misdemeanor crimes of violence committed by 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; people with

disabilities and their personal assistants; or violence by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Gender-Based Harassment: Acts of verbal, nonverbal, or physical aggression, intimidation, stalking or hostility based on gender or gender-stereotyping constitute gender-based harassment. 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. In order to constitute harassment, the conduct must be sufficiently severe or pervasive such that it has the effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile, demeaning or offensive work, academic or living environment.

Harassment: Actions which have the intention of harassing, bullying, intimidating or threatening another person. 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. 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, learning or living environment. A single act may not constitute abusive conduct, but excessive and unwanted contact or an especially severe and egregious act may meet the standard.

Harassment, bullying, intimidation and threats may 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. Harassment, bullying, intimidation and threats based on race, gender, sexual orientation, religion, physical ability and ethnic or cultural origins are particularly reprehensible and prohibited.

Hostile Work, Learning, or Living Environment Sexual harassment may produce a hostile work, learning or living environment. In general, sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a workplace, learning environment, or living environment that is hostile, offensive, intimidating, or humiliating may constitute sexual harassment. 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. To constitute a hostile environment, the harassment must be sufficiently severe or pervasive to affect the conditions of the complainant's employment, academic standing or participation in an education program or activity, and must create an offensive or abusive environment. A single incident or isolated incidents of offensive sexual conduct or remarks may create a hostile environment, but generally does not unless the conduct is quite severe. 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.

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.

This definition of harassment is intended to be illustrative and is not limited to the stated definition.

Hostile Learning Environment and Academic Freedom

Takes into account that robust discussion and debate are fundamental to the life of the College and that classroom instruction requires appropriate latitude for pedagogical decisions regarding the topics discussed, as well as other methodologies used to fully engage students. This policy shall 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 institutions. 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 definition of discrimination, harassment, sexual misconduct, or retaliation as noted throughout this policy and a) is reasonably regarded as non-professorial 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 or is not germane to the academic subject matter.

Sexual Harassment: 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.

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 any academic or supervisor reward to subject such other person to unwanted sexual attention

or to subject such other person to 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 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 victim.) This definition is intended to be illustrative and is not limited to the stated definition.

Sexual Assault: Defined as non-consensual physical contact of a sexual nature, sexual assault includes rape, acts using force, threat, intimidation, or coercion or using advantage gained by the victim's inability (temporary or permanent) to make rational, reasonable decisions about sex of which the respondent was aware or should have been aware.

Examples of sexual assault include non-consensual sexual intercourse (anal, oral or vaginal), however slight, with any object or body part, between any genders, without consent and non-consensual sexual contact, which is any sexual touching (including disrobing or exposure), however slight, with any object or body part, between any genders, without consent, non-forcible sexual intercourse when a person is under the age of consent (the age of consent in Illinois is 17 years old), physical and/or verbal abuse, threats of violence, attempted vaginal intercourse by a person(s) known or

unknown, dating violence, domestic violence and acquaintance or date rape.

Sexual Exploitation: Occurs when a person takes non-consensual, unjust or abusive sexual advantage of another person for his/her own benefit or for the benefit of anyone other than the person being exploited and does not otherwise constitute sexual harassment or assault 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; prostituting another individual; 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 is prohibited and will be treated as sexual misconduct.

Sexual Misconduct: Includes sexual violence, sexual assault, sexual exploitation, dating and domestic violence and stalking.

Sexual Violence: Includes physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual may be unable to give consent due to an intellectual disability or other disability, such as being under the influence of drugs or alcohol. This includes rape, sexual assault, sexual battery, sexual abuse and sexual coercion. Sexual violence can be carried out by College administrators, staff, faculty, students or third-party consultants/contractors.

Stalking: Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or to suffer substantial emotional distress. Stalking may include a pattern of repeated and unwanted attention, pursuit, harassment, contact, or other behavior directed at a specific person that is intrusive, frightening, and/or unwelcome by the victim. 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 based on race, gender, sexual orientation, religion, physical ability, and ethnic or

cultural originals are particularly reprehensible and prohibited.

Policy/Procedures Regarding Relationships

Consensual Relationships

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, senior faculty/staff-junior faculty/staff, coach-student, supervisor-supervisee or advisor-advisee). 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 charge of a violation of applicable College policies.

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.

Relationships with Students

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. There are potential risks arising out of romantic or sexual relationships between students and faculty/staff 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 members and those staff members whose roles include, but are not limited to, teaching, coaching, advising, supervision of research, supervision of student employees, or participation in considering disciplinary actions, sanctions or remedies involving the student, from entering into or inviting a consensual sexual or physically intimate relationship. In addition, faculty and staff members should not accept authority over a student with whom he/she has had a consensual relationship without first seeking authorization from the VP of Academic Affairs/Dean of Faculty (for faculty) or the AVP for Human Resources (for faculty or staff). Faculty or staff members with a pre-existing relationship should promptly disclose the relationship to the VP of Academic Affairs/Dean of Faculty (for faculty) or the AVP for Human Resources (for faculty or staff). With assistance and in a manner that causes the least detrimental effect for the student, the faculty/staff member shall take steps to remove him/herself from the position of power or authority over the student.

Relationships between Faculty and Staff

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

When a consensual sexual or physically intimate relationship exists or develops between a faculty or staff member and a member of the faculty or staff over whom he/she has professional influence or authority, the person with professional influence or authority should promptly report the existence of the relationship to the VP of Academic Affairs/Dean of Faculty (for faculty) or the AVP for Human Resources (for faculty or staff). With assistance and in a manner that causes the least detrimental effect for the staff or faculty member in the subordinate position, the faculty or staff member shall take steps to remove him/her from the position of power or authority. Because such steps may adversely affect the subordinate person in the relationship, may jeopardize the position at the College of the person with influence or authority, and may inconvenience or cause undue hardship to other members of the College community,

both parties should be mindful of the potential costs before entering into a sexually or physically intimate relationship.

Failure to comply with this policy or to self-report the existence of a relationship as required by this policy is considered sexual misconduct and will be subject to the appropriate disciplinary action, which may include suspension without pay or dismissal/termination of employment.

Reporting Structural or Procedural Concerns

The campus community benefits from an environment in which concerns are shared regarding potential structural or procedural processes which might have a by-product of discriminatory bias. The exchange of ideas and problem solving serves an educative function and contributes to the climate of fairness and respect for all people. When concerns about specific behaviors rise to the level of a perceived violation of this policy, the parties should consider sharing their concerns with a supervisor 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

The College encourages students, faculty, and other employees to express freely, responsibly, and in an orderly way, facts, opinions, feelings or complaints of discrimination, harassment, or sexual misconduct. Retaliation against persons who report or provide information about discrimination, harassment or sexual misconduct (including dating/domestic violence or stalking), or retaliation; or behavior that might constitute discrimination, harassment, sexual misconduct (including dating/domestic violence or stalking) or retaliation is strictly prohibited. Any act of reprisal for reporting a violation of this policy in good faith or cooperating with an investigation, including internal interference, coercion, and restraint, by a College employee, student, or one acting on behalf of the College, is a violation of this Policy and will result in appropriate disciplinary action, up to and including termination and expulsion.

Resources in the Event of Sexual Misconduct, Assault and Violence

We encourage all individuals to promptly report sexual misconduct, assault or violence, in addition to complaints about discrimination, harassment and retaliation to the College. The College recognizes that individuals may choose to make a report to any faculty or staff member. All College faculty and staff members, including student employees, Graduate Assistants or volunteers, are required to share the report with a responsible administrator to ensure a prompt and equitable review, investigation and resolution (see Procedures for Reporting Violations of this Policy - Section V).

Any student, faculty or staff member who has experienced sexual assault is also encouraged to immediately notify local law enforcement and/or seek medical and counseling assistance. If transportation is needed to get medical treatment, contact Campus Safety at 630-637-5911.

General Information:

It is extremely important to preserve all evidence of a sexual assault if a criminal prosecution is to be considered. Individuals who have experienced a sexual assault and who wish to pursue criminal prosecution should take the following steps:

- Call Naperville Police at 911 (Emergency) or 630-420-6666 (Non-Emergency) immediately.
- Move to a safe and secure environment, lock the door and wait for Naperville Police to arrive.
- Do not disturb the area where the offense was committed.
- If the environment is not safe or secure, call Campus Safety at 630-637-5911, a friend, or a family member to ask them to come to the location for support. Secure the room where the assault occurred (if possible) and do not allow anyone else to enter. Once an individual arrives to provide support, secure the room and move to a safe area.
- Preserve all physical evidence of the assault. Do not bathe, shower, douche or use a toothbrush. Do not wash or discard any articles of clothing worn during the assault.

- Try to remember any helpful details that might assist in identifying the person responsible, such as scars, marks, jewelry, dress, language, etc.
- Seek medical attention. Physical injuries might not be apparent, so a medical examination or a discussion with a health care provider about the risk of exposure to sexually transmitted diseases and the possibility of pregnancy resulting from the sexual assault may be helpful. Should there be a concern that a rape drug has been used, ask the health care provider to take a urine sample. If transportation is needed to get medical treatment, contact Campus Safety at 630-637-5911.
- Seek support. Do not be afraid to ask for help and support from a friend, family member or one of the on and off campus resources listed below. These resources can help to review support options and identify support resources both on and off campus:
 - Campus Conduct Hotline – 866-943-5787
 - Campus Safety: Director of Campus Safety – 630-637-5912
 - Dyson Wellness Center: Counselors – 630-637-5550
 - Dyson Wellness Center: Violence Education and Prevention Coordinator – 630-637-5113
 - Human Resources: Assistant Director for HR – 630-637-5757
 - Residence Life: Director of Residence Life – 630-637-5861
 - Student Affairs: VP for Student Affairs and Dean of Students – 630-637-5153
 - Title IX Coordinator – 630-637-5340
 - Campus Ministry: Director of Ministry and Service – 630-637-5417
 - The White House Task Force to Protect Students from Sexual Assault Website – Not Alone: www.notalone.gov
 - Local Support Services
 - Naperville Police Department: 911 (Emergency) or 630-420-6666 (Non-Emergency)
 - Edward Hospital: 630-527-3000 (Main Switchboard)
 - Family Shelter Service: 630-469-5650
 - YWCA Rape Hotline: 630-971-3927

Additional Information for Students

Additional resources are available to students enrolled at the College, including housing/class changes and counseling via the Dyson Wellness Center. To seek support and/or fully explore the options available in a private manner, contact the Dyson Wellness Center at 630-637-5550.

Procedure for Reporting Violations of this Policy

Reporting to the College

Any member of the College community, faculty, staff or student who wishes to report an incident of discrimination, harassment, sexual misconduct or retaliation as defined above should first bring this matter to the appropriate responsible administrator listed below. Informal reports may be made orally or in writing. Formal reports may be made orally or in writing, but in most cases the complainant may be asked to put the report into writing. Under no circumstances is an individual required to report discrimination, harassment, sexual misconduct (including dating/domestic violence or stalking) and/or retaliation to a potential respondent who is the alleged source of the complaint. There may be situations or circumstances when a member of the College community is subjected to discrimination, harassment, sexual misconduct (including dating/domestic violence or stalking) and/or retaliation, but does not wish to come forward or pursue a complaint, or when a person observes discrimination, harassment, sexual misconduct (including dating/domestic violence or stalking) and/or retaliation directed at another member of the College community. The College will do all it can to respect the victim's wishes, but may proceed to address allegations of discrimination, harassment, sexual misconduct (including dating/domestic violence or stalking) and/or retaliation if and when responsible administrators become aware of such allegations, especially where the circumstances present a threat of harm or injury to the victim or other members of the community. In all cases, the College will maintain privacy to the extent that it can do so and also conduct a thorough investigation.

In cases of allegations of discrimination, harassment, sexual misconduct (including dating/domestic violence or stalking) and/or retaliation, the College may take

steps to limit the effects of the alleged misconduct and prevent its recurrence without initiating formal action against the alleged respondent or revealing the identity of the complainant by taking actions including, but 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 (including dating/domestic violence or stalking) and/or retaliation; and conducting climate surveys.

Students who report potential violations of this policy in good faith or who are involved as witnesses during an investigation of a violation of this policy will not be subject to discipline for violations of the Code of Conduct pertaining to alcohol and drug use.

The College wants individuals to make informed choices about where to turn should they become a victim of sexual misconduct. The College encourages individuals subjected to sexual misconduct to talk to someone about what occurred who is in a position to provide immediate support and who can assist the individual in identifying additional reporting options so that the College can respond appropriately. Different employees on campus have different abilities to maintain a complainant's privacy. For additional information on the various reporting and private disclosure options available, please see the *Reporting and Confidentially Disclosing Sexual Misconduct Policy*.

Reports about Students

To make a report or complaint of discrimination, harassment, sexual misconduct (including dating/domestic violence or stalking) or retaliation against a student, contact the VP for Student Affairs and Dean of Students (Kimberly Sluis: 630-637-5153), an Associate Dean of Students in the Office of Student Affairs (Jeremy Gudauskas: 630-637-5147, Kevin McCarthy: 630-637-5152), or the Director of Campus Safety (Marc Molina: 630-637-5910). If the report is made after business hours, please contact Campus Safety at 630-637-5911.

Reports about Faculty Members

To make a report or complaint of discrimination, harassment, sexual misconduct (including dating/domestic violence or stalking) or retaliation against

a faculty member, contact: the Associate Provost and Dean of Academic Services (Marti Bogart: 630-637-5355) or the Associate Academic Dean (Peter Barger: 630-637-5362, Fran Navakas: 630-637-5285) in Academic Affairs or the AVP for Human Resources (John Acardo: 630-637-5754) or the Assistant Director of Human Resources (Sharon Merrill: 630-637-5718) in the Office of Human Resources.

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

To make a report or complaint of discrimination, harassment, sexual misconduct (including dating/domestic violence or stalking) or retaliation against a responsible administrator, staff member, group/program, or third-party contractor/consultant, contact the AVP for Human Resources (John Acardo: 630-637-5754) or the Assistant Director of Human Resources (Sharon Merrill: 630-637-5718) in the Office of Human Resources.

Interim Measures

Persons bringing a complaint of discrimination, harassment, sexual misconduct or retaliation under this policy may seek the following arrangements from the responsible administrator handling the complaint, who will consult with the appropriate individuals and grant the request if alternative arrangements are reasonably available. The College may take whatever measures are deemed necessary in response to an allegation in order to protect the personal safety and well-being of the complainant and the respondent; and the safety of the College community and/or preservation of College property. Interim measures may also be imposed in instances where it is determined that the respondent may pose a potential threat to another person, as well as in the cases where the respondent 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:

1. An interim suspension or reassignment (immediate, temporary suspension pending

the outcome of the complaint or student conduct process),

2. A no contact order (an order that an individual refrain from direct/indirect contact with another person[s]),
3. Providing an escort to ensure movement safely between classes, activities or work assignments,
4. Restrictions on access to campus or areas of campus,
5. Appropriate changes in academic schedule (for the complainant and/or respondent), housing arrangements, office location or work assignment, and/or
6. Reporting the matter to local police.

Interim measures will be determined in the following ways:

1. If the respondent is a student, the responsible administrator will consult with the VP for Student Affairs and Dean of Students, the Associate/Assistant Dean of Students in the Office of Student Affairs, or the Director of Campus Safety.
2. If the respondent is a faculty member, the administrator will consult with the Associate Dean for Academic Affairs, the Associate Academic Dean in Academic Affairs, the AVP for Human Resources, or the Assistant Director of Human Resources in the Office of Human Resources.
3. If the respondent is a member of the College administration, a staff member, group/program, or a third-party consultant/contractor, the responsible administrator will consult with the AVP for Human Resources, or the Assistant Director of Human Resources in the Office of Human Resources.

Resolution and Complaint Procedures for Reports of Discrimination, Harassment, Sexual Misconduct and/or Retaliation

Informal Complaint and Resolution Procedure

NOTE: The informal complaint and resolution procedure is not appropriate for and will not be used

in the case of sexual misconduct (including dating/domestic violence or stalking). It will also not apply to an allegation of discrimination involving the Faculty Personnel Committee (see Formal Complaint and Resolution Procedure-Section VI, B).

When an incident arises in which a person feels that he/she has 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. The complainant may choose to confront the respondent, making it clear that he/she does not want any further incidents to occur. If these attempts do not stop the misconduct, or if the complainant does not feel that he/she can confront the offending individual or needs help in the process, then contact with the following individuals may be made:

1. If the respondent is a student, the VP for Student Affairs and Dean of Students (Kimberly Sluis: 630- 637-5153), an Associate Dean of Students (Jeremy Gudauskas: 630-637-5147, Kevin McCarthy: 630-637-5152) in the Office of Student Affairs, or the Director of Campus Safety (Marc Molina: 630-637-5912).
2. If the respondent is a faculty member, the Associate Provost and Dean of Academic Services (Marti Bogart: 630- 637-5355) or the Associate Academic Dean (Peter Barger: 630-637-5362, Fran Navakas: 630-637-5285) in Academic Affairs or the AVP for Human Resources or (John Acardo: 630-637-5754) or the Assistant Director of Human Resources (Sharon Merrill: 630-637-5718) in the Office of Human Resources.
3. If the respondent is a member of the administration, staff, group/program, or a third-party consultant/contractor, the AVP for Human Resources (John Acardo: 630-637-5754) or the Assistant Director of Human Resources (Sharon Merrill: 630-637-5718) in the Office of Human Resources.

The responsible administrator can provide the complainant with support and advice on how to confront the offending individual and how to discourage any further misconduct. At the complainant's request, the responsible administrator may also intervene directly with the offending individual. In this case, the responsible administrator will provide the offending individual an opportunity to respond to the allegation and, after discussions with both parties, may attempt to mediate or suggest another person to mediate a solution, which may result in a written agreement between the parties. The responsible administrator will make every effort to resolve informal complaints in a timely manner.

At any time, either party may end the informal process and begin the formal complaint and resolution procedure. The formal complaint and resolution procedure may also be started if the informal complaint and resolution procedure has not resulted in satisfactory resolution to the complainant or the College.

Formal Complaint and Resolution Procedure

Prompt reporting of a complaint of discrimination, harassment, sexual misconduct and/or retaliation as defined in this policy is strongly encouraged, as it facilitates faster resolution. However, the College may decide to investigate and take appropriate action in response to all reports regardless of when the alleged conduct occurred. The ability of the College to respond is limited if the respondent is no longer a member of the North Central College community. If a College staff member, faculty member or student leaves North Central College with a pending complaint against them, the individual will not be permitted to return to the College until the case is resolved through the College's resolution procedures.

While the respondent or complainant may begin the formal complaint and resolution procedure by ending the informal complaint and resolution procedure and moving to the formal complaint and resolution procedure, complaints of sexual misconduct (including dating/domestic violence or stalking) are not resolved through informal means, and a formal complaint will always be initiated. Complaints of discrimination involving a Faculty Personnel Committee evaluation are

also not resolved through informal means, and a formal complaint will always be initiated.

The following outlines the formal complaint and resolution procedure that will be used to address violations of this policy and any appeals based on the same. No other available resolution processes or appeals procedures may be applied to violations of this policy or sanctions/remedies based on those violations. Upon receipt of a report of a violation of this policy, the College will activate the following procedures.

1. Reports or complaints of alleged violations of this policy should be reported to (or will be forwarded to) the College's responsible administrator as follows. In most cases, the complainant will be asked to submit the complaint in writing:
 - a. If the respondent is a student, the VP for Student Affairs and Dean of Students (Kimberly Sluis: 630-637-5153), an Associate Dean of Students (Jeremy Gudauskas: 630-637-5147, Kevin McCarthy: 630-637-5152) in the Office of Student Affairs, or the Director of Campus Safety (Marc Molina: 630-637-5912).
 - b. If the respondent is a faculty member, the Associate Provost and Dean of Academic Services (Martí Bogart: 630-637-5355) or the Associate Academic Dean (Peter Barger: 630-637-5362, Fran Navakas: 630-637-5285) in Academic Affairs or the AVP for Human Resources or (John Acardo: 630-637-5754) or the Assistant Director of Human Resources (Sharon Merrill: 630-637-5718) in the Office of Human Resources.
 - c. If the respondent is a member of the administration, staff, group/program or a third-party consultant/contractor, the AVP for Human Resources (John Acardo: 630-637-5754) or the Assistant Director of Human Resources (Sharon Merrill: 630-637-5718) in the Office of Human Resources.

2. Within five (5) business days, unless unusual or complex circumstances exist, the responsible administrator will meet with the complainant to review the complaint, related policies, and the resolution procedures. The responsible administrator will also identify support resources and interventions or interim measures available to the complainant.
3. In cases where the alleged violation is reported to the College by a third-party consultant/contractor, the complainant will be notified by the responsible administrator that a complaint has been received. The responsible administrator will meet with the complainant to discuss his/her options and available support resources.
4. Within five (5) business days of meeting with the complainant, unless unusual or complex circumstances exist, the Title IX Coordinator/Deputy Coordinator, in collaboration with the responsible administrator, will appoint two (2) trained investigators to conduct a thorough, impartial and prompt investigation of the complaint which shall be completed within thirty (30) business days, unless unusual or complex circumstances exist.
 - a. In complaints 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. An exception to this will be if the College determines, in its sole discretion, to engage an external party to investigate.
5. The Title IX Coordinator/Deputy Coordinator, in collaboration with the responsible administrator, will meet with the respondent to inform him/her that a complaint has been made and to discuss available support resources.
6. The investigators, in consultation with the Title IX Coordinator/Deputy, will establish a timeline and process for the investigation including a plan for notifying the complainant and respondent of the status of the investigation.
7. The investigators will conduct a balanced and fair process of interviews as needed with all appropriate individuals, including the complainant and respondent, and will gather any pertinent facts and evidentiary materials. Throughout the investigation, both the complainant and respondent will have an equal opportunity to present relevant witnesses and other evidence.
8. Upon completion of the investigation, the investigators will prepare a report detailing the investigation including a summary of the interviews and evidentiary materials gathered.
9. The investigators will share the investigation report with the Title IX Coordinator/Deputy Coordinator and responsible administrator.
 - a. If the Title IX Coordinator/Deputy and responsible administrator, with input from the investigators, and using the “preponderance of the evidence” standard (‘more likely than not’), find that the respondent is not responsible for a policy violation, the investigation shall be closed, and the responsible administrator shall notify the complainant and the respondent of the findings simultaneously (within the same 24-hour period). If a student is involved, this will be carried out in a manner which is consistent with the College’s obligations under FERPA. In some circumstances involving a finding of “not in violation,” the College may institute other forms of remedial, community-based responses, such as educational initiatives and/or trainings, as the Title IX Coordinator/Deputy Coordinator and responsible administrator determine appropriate under the circumstances.
1. The complainant may appeal the findings of the investigation (see Appeals Process – Section VII).

Regarding complaints of discrimination involving a Faculty Personnel Committee decision,

- If both parties accept the findings of the investigation, the formal complaint procedure will move to the imposition of sanctions/remedies (see Sanctions/Remedies-Section VI, C).
- If either party rejects the findings of the investigation, the responsible administrator will forward the complaint to begin the hearing panel process (see Hearing Panel Process, Section VI, B).
If the Title IX

Coordinator/Deputy Coordinator and responsible administrator, with input from the investigators, and using the “preponderance of the evidence” standard (“more likely than not”), find that the respondent is responsible for a policy violation, then the Title IX Coordinator/Deputy Coordinator and responsible administrator will present the findings to the respondent and complainant in writing and simultaneously.

The respondent may (1) accept the findings as presented, (2) accept the findings in part and reject them in part, or (3) reject all the findings.

- If the respondent accepts the findings, in coordination with the Title IX Coordinator/Deputy Coordinator, the responsible administrator will impose sanctions/remedies appropriate for the violation(s) (see Sanctions/Remedies-Section VI, C).
- If the respondent rejects the findings in part or entirely, in coordination with the Title IX Coordinator/Deputy Coordinator, the responsible administrator will forward the complaint to begin the hearing panel process (see Hearing Panel Process-Section VI, B).
- In cases in which the respondent accepts some findings and rejects others, the findings accepted by the respondent will stand, and a hearing panel will be convened solely to resolve the contested findings.

Both the complainant and respondent are free to pursue a complaint with the Equal Employment Opportunity Commission, the Illinois Department of Human Rights, the United States Department of Education (Office for Civil Rights), or by consulting a labor/employment attorney at their own expense.

10. *Hearing Panel Process:* Formal complaints of discrimination, harassment, sexual misconduct (including dating/domestic violence or stalking) or retaliation as defined by this policy will be received and decided by a five-person panel. Five (5) hearing panel members and one alternate member shall be appointed by the Title IX Coordinator/Deputy Coordinator as follows:

- a. If the complainant is a student, a minimum of two (2) hearing panel members will be selected from the Office of Student Affairs.
- b. If the complainant is a faculty member, a minimum of two (2) hearing panel members will be selected from the faculty. In complaints involving the classroom or other instances in which academic freedom may be a consideration, three (3) hearing panel members will be selected from the faculty.
- c. If the complainant is a member of the administration, staff, group/program or a third-party consultant/contractor, a minimum of two (2) hearing panel members will be selected from the administration or staff.

In addition, each hearing panel may include one of the following responsible administrators:

- a. If the respondent is a student, the VP for Student Affairs and Dean of Students, the Associate/Assistant Dean of Students in the Office of

Student Affairs, or the Director of Campus Safety.

- b. If the respondent is a faculty member, the Associate Dean for Academic Affairs or the Associate Academic Dean in Academic Affairs.
- c. If the respondent is a member of the administration, staff, group/program or a third-party consultant/contractor, the AVP for Human Resources or the Assistant Director of Human Resources in the Office of Human Resources.

If a discrimination complaint relates to Faculty Personnel Committee action, including, but not exclusive to retention and tenure decisions, the hearing panel will consist of two (2) hearing panel members appointed by the Title IX Coordinator/Deputy Coordinator and additionally supplemented by representation of three (3) of the eight (8) members of the Faculty Grievance Committee as defined in the Faculty Handbook. The Title IX Coordinator/Deputy Coordinator will select these additional hearing panel members by lot from among the eight (8)-member Faculty Grievance Committee. If a Faculty Grievance Committee representative identified by lot recuses him/herself due to a conflict of interest or is recused for conflict of interest, the Title IX Coordinator/Deputy Coordinator will again make a selection by lot until the full hearing panel is constituted.

The alternate hearing panel member shall serve on a hearing panel when one of the appointed members (excluding Faculty Grievance Committee members) is unavailable or must be recused from a particular case due to conflict of interest. All hearing panel decisions shall be made by majority vote. The hearing panel will designate one of these individuals to serve as the Chair for the hearing.

The respondent and complainant shall each have one preemptory challenge to be filed with the Title IX Coordinator/Deputy Coordinator in writing; other panel members with a conflict of interest are expected to excuse themselves. Within three (3) days of receiving a challenge or recusal, the Title IX Coordinator/Deputy

Coordinator must name the next member of the hearing panel.

Both parties, the complainant and respondent, shall be given the opportunity to respond to the issues before the hearing panel. Such response may be in writing or in person, and shall be made within the timeframe established by the hearing panel. The parties will be permitted to make a statement to the hearing panel. The parties may request to provide a statement to the hearing panel in a manner that does not require being present in the same room at the same time. The parties may also ask questions of each other as the Chair determines are appropriate, although the parties will not personally question or cross-examine each other during a hearing on sexual misconduct; instead the parties will be allowed to submit questions to the Chair to ask the questions on their behalf. Additionally, in hearings on sexual misconduct, questions or evidence about the complainant's prior sexual conduct with anyone other than the respondent are prohibited. The hearing panel will call witnesses as it deems necessary. The hearing panelists or the parties may ask questions of any witnesses that the Chair determines appropriate. The hearing panel may ask for statements from other parties and for relevant College records or other evidentiary materials as needed.

The hearing panel shall then meet in private to review the investigator's report and recommendation, any responses made by the parties, and any other evidence presented at the hearing.

The hearing panel will then determine an appropriate finding based on a "preponderance of the evidence" standard, namely:

- that either it is more likely than not that the alleged conduct did not occur and the respondent is not responsible for violating this policy; or
- that it is more likely than not that the alleged conduct did occur and the respondent is responsible for violating this policy.

If the hearing panel finds that a violation occurred, it will issue a written decision to both the complainant and respondent, including the imposition of

sanctions/remedies; if appropriate (see Sanctions/Remedies-Section VI, C). Both parties will receive the written decision simultaneously (within the same 24-hour period). The College also will not require either the complainant or respondent to abide by a nondisclosure agreement, in writing or otherwise, that would prevent the redisclosure of information related to the outcome of the hearing panel.

If the respondent is a College employee, copies of the written decision are provided to the complainant and the respondent to the extent appropriate, or in cases involving sexual misconduct (including dating/domestic violence or stalking), simultaneously (within the same 24-hour period). If the respondent is a student, a copy of the written decision is provided to both the complainant and respondent, and in cases involving sexual misconduct (including dating/domestic violence or stalking), communicated simultaneously (within the same 24-hour period). The complainant shall also be advised of the hearing panel's decision to the extent permitted by the provisions of FERPA and required by the Clery Act and Campus SaVE. If the respondent is a third-party consultant/contractor copies of the written decision are provided to the complainant and the respondent to the extent appropriate, or in cases involving sexual misconduct (including dating/domestic violence or stalking) simultaneously (within the same 24-hour period). If the respondent is a group/program, copies of the written decision are provided to the complainant, to the Chair/group leader and to the appropriate responsible administrator simultaneously (within the same 24-hour period) in cases involving sexual misconduct (including dating/domestic violence or stalking). In the case of a resolution to a FPC complaint, the recipients would include the Chairperson of FPC and the VP of Academic Affairs/Dean of Faculty.

Sanctions/Remedies for Discrimination, Harassment, Sexual Misconduct and/or Retaliation Concerns

The following may be considered by the Title IX Coordinator/Deputy Coordinator, responsible administrator or the hearing panel in determining sanction(s)/remedy(ies) when it is determined that the respondent has violated the discrimination, harassment,

sexual misconduct and/or retaliation policy: the nature of and the circumstances surrounding the violation, the respondent's prior disciplinary record, precedent cases, College safety concerns, the rights of both the complainant and the respondent, and any other information deemed relevant. The sanction(s) will be structured to end the conduct, prevent its recurrence, and remedy its effects on the complainant and the College community. Not all violations will be deemed equally serious offenses, and the College reserves the right to impose different sanctions/remedies, ranging from warning to expulsion/termination, depending on the severity of the offense. The sanctions/remedies will be implemented immediately and will be in effect pending the outcome of any appeal. Where appropriate, the sanctions/remedies will be reported to the complainant and the respondent in writing. Possible sanctions/remedies include, but are not limited to:

- *Students:* an oral warning, a written letter of warning, a letter of reprimand, mandatory attendance in 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, probation, suspension or expulsion from residence halls and/or from non-academic campus activities, suspension or expulsion from the College.
- *Faculty:* an oral warning, a written warning, a letter of reprimand, mandatory attendance of 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, 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.
- *Administrators & Staff:* an oral warning, a written warning, a letter of reprimand, mandatory attendance of 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 respondent be the VP of Academic Affairs/Dean of Faculty, the communication will be to the College President. Should the respondent be the College President, the communication will be to the Chair of the Board of Trustees.

- *Groups/Programs:* an oral warning, a written warning, a letter of reprimand, mandatory attendance of 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.
- *Faculty Personnel Committee Decision-making:* a communication to the VP of Academic Affairs/Dean of Faculty will include remedies that are required to redress the discriminatory behavior/actions.
- *Third-Parties Consultants/Contractors:* 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 IX).

Typically, the Title IX Coordinator/Deputy Coordinator, responsible administrator or hearing panel Chair will render a sanction/remedy decision within ten (10) business days of receiving the investigation report or completing the hearing panel process.

Sanctions/remedies imposed by the hearing panel will be implemented by the appropriate administrator (VP of Academic Affairs/Dean of Faculty, VP of Student

Affairs and Dean of Students, AVP for Human Resources, or their designees). When the respondent is an employee other than a faculty member, the AVP for Human Resources/Assistant Director of Human Resources shall institute sanctions/remedies together with the respondent's supervisor and/or department head.

Appeals Process for Discrimination, Harassment, Sexual Misconduct and/or Retaliation Concerns

An appeal is not intended to be a new investigation or a full re-hearing of the complaint. In most cases, an appeal is confined to a review of the written documentation and/or record of the investigation and/or hearing and pertinent documentation regarding the grounds for appeal. An appeal is not an opportunity to substitute judgment for that of the investigator or hearing panel merely because of disagreement with the finding and/or sanction/remedy. Appeal decisions are to be deferential to the investigators and the hearing panel, making changes to the finding only where there is clear error and to the sanction/remedy 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 the complainant or the respondent may appeal the hearing panel's decision. The written appeal should be submitted to the Title IX Coordinator within ten (10) business days following the date of the investigation notification or hearing outcome letter. The non-appealing party will receive notice of the appeal from the Title IX Coordinator and will have ten (10) business days to submit a written response to the appeal to the Title IX Coordinator. If the appeal is related to disproportionate sanctions/remedies, the responsible administrator and/or hearing panel Chair will have five (5) business days to submit a written explanation for the sanctioning/remedy decision to the Title IX Coordinator. In cases where the Title IX Coordinator has a conflict of interest with the case, a Deputy Title IX Coordinator will assume responsibility for the appeal.

Appeal Consideration Options

The Title IX Coordinator and at least two (2) Deputy Coordinators, will form an appeal team to review the case and appeal statements, and will determine if the grounds for the appeal are substantiated. If the grounds for appeal are not substantiated, the appeal will be denied and both parties will be notified in writing, within the same 24-hour period if the case involved sexual misconduct. If the appeal is substantiated, the Title IX Coordinator will take appropriate action as indicated below.

- *Procedural Error*: If the appeal team determines that a procedural error occurred that was substantially prejudicial to the outcome of the investigation or hearing panel, it may return the complaint to the hearing panel with instructions to reconvene to cure the error. In rare cases, where

the procedural error cannot be cured by the hearing panel (as in cases of bias), the appeal team may order a new investigation or hearing panel with a new investigation team or hearing panel. The results of a reconvened investigation or hearing panel cannot be appealed. The results of a new investigation or hearing panel can be appealed once, on the applicable grounds for appeals.

- *New Information*: If the appeal team determines that new information should be considered, it will return the complaint to the original investigators or hearing panel to reconsider the complaint in light of the new information only. The findings of the investigators or hearing panel based on consideration of the new information are not appealable.
- *Disproportionate Sanction(s)*: If the appeal team determines that the sanctions/remedies imposed are substantially disproportionate to the severity of the violation(s), the appeal team may return the complaint to the hearing panel with instructions to review the recommended sanctions/remedies.

The appeal team will render a decision within twenty (20) business days after the receipt of the written appeal. The appeal team's decision is final, and an appeal will not be considered further.

All parties will be informed of the status of requests for appeal in a timely manner and shall be informed of the outcome as appropriate.

Privacy

Cases involving discrimination, harassment, sexual misconduct (including dating/domestic violence or stalking) and/or retaliation are particularly sensitive and demand special attention to issues of privacy. Those responsible for carrying out the responsibilities outlined in this policy will respect the privacy of the individuals involved, to the extent reasonably possible. Those individuals reporting, involved in, respondent of, or otherwise involved in a complaint of discrimination, harassment, sexual misconduct (including dating/domestic violence or stalking) and/or retaliation are also required to keep the matter as private as is reasonably possible. Absolute confidentiality may not be maintained in all circumstances, including when the College is required to disclose information in response to legal process or when

the College's need to protect the rights 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.

Coordination with Law Enforcement for Reports of Discrimination, Harassment, Sexual Misconduct and/or Retaliation

In cases 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 College's resolution procedures and the legal system work independently from one another and the College will proceed with its process, regardless of action or inaction by outside authorities. Decisions made or sanctions/remedies imposed through these grievance/student conduct procedures are not subject to change because criminal or civil charges arising from the same conduct are dismissed, reduced, or rejected in favor of or against the respondent.

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

Anonymous Complaints

The College will reasonably respond to all allegations of discrimination, harassment, sexual misconduct (including dating/domestic violence or stalking) and/or retaliation. However, due to the inherent difficulty of investigating and resolving allegations from unknown persons, it may be difficult for the College to resolve an anonymous complaint. The College may be unable to properly investigate or impose disciplinary action against a person or group who has allegedly committed discrimination, harassment, sexual misconduct (including dating/domestic violence or stalking) and/or retaliation if a complainant insists that his/her name not be revealed.

Malicious Complaints Prohibited for Reports of Discrimination, Harassment, Sexual Misconduct and/or Retaliation

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 he/she 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 charges 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 charges of discrimination, harassment, sexual misconduct (including dating/domestic violence or stalking) and/or retaliation may be subject to disciplinary action. The failure of a complaint 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 charges were knowingly false.

Training for Reports of Discrimination, Harassment, Sexual Misconduct and/or Retaliation

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.

Record Retention for Reports of Discrimination, Harassment, Sexual Misconduct and/or Retaliation

Records of investigations and hearings are maintained by the Title IX Coordinator/Deputy Coordinator College for a minimum of seven (7) years as indicated below.

Students: If the respondent 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 respondent is a faculty or staff member, the records will be maintained for a minimum of seven (7) years past the conclusion of the investigation and any hearing.

Groups/Programs: If the respondent is a group, the records will be maintained for a minimum of seven (7) years past the conclusion of the investigation and any hearing.

Information Concerning Registered Sex Offenders

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

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

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

Persons convicted of certain sex offenses are required by law to register with the State. Information on registered sex offenders is available at the Illinois State Police

website and the Illinois Child Murderer and Violent Offender Against Youth Registry Database. The Department of Justice National Sex Offender Public Website is also a source for sex offender information. For information on registered sex offenders attending or employed at North Central College, contact the local police department or Campus Safety.

Related Forms/Instructions/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.

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.

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 his or her 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 shall, 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.

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.

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 complaints; 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.

Please note that policy revisions may occur throughout the year. Full text of updated College policies, including the Discrimination, Harassment, Sexual Misconduct and Retaliation Policy, can be viewed by visiting the North Central College Student Handbook online at www.northcentralcollege.edu/handbook.

Educational programs are offered to raise awareness for all incoming students and employees, and are often conducted during new student and new employee orientation and throughout an incoming student's first semester. These programs and others offered throughout the year include strong messages regarding not just awareness, but also primary prevention, and discuss institutional policies on sexual misconduct as well as the definitions of domestic violence, dating violence, sexual assault, stalking and consent in reference to sexual activity. North Central College utilizes the *WeComply* online compliance training modules of *Preventing Discrimination and Harassment*, and *Preventing Sexual Misconduct (Title IX)* modules for all new employees. In compliance with the *Violence Against Women Reauthorization Act of 2013*, higher education institutions are required to provide education to students, faculty and staff on the prevention of domestic violence, dating violence, sexual assault and stalking. North Central College also utilizes an online training program entitled, *Not Anymore* to provide incoming students more information and resources to prevent dating violence, domestic violence, sexual assault and stalking.

Additionally, the College's Green Dot initiative encourages bystander engagement through safe and positive intervention techniques and by empowering third-party intervention and prevention such as calling for help, using intervention-based apps, identifying allies and/or creating distractions.

Programs also offer information on risk reduction that strives to empower victims, how to recognize warning signals and how to avoid potential attacks, and do so without victim-blaming approaches. Throughout the year, ongoing awareness and prevention campaigns are directed to students and employees, including faculty, often taking the form of emails, guest speakers and events planned by the Dyson Wellness Center and the Violence Education and Prevention Coordinator.

Anyone with knowledge about sexual misconduct or gender-based violence or the crimes of rape, sexual assault, sexual harassment, stalking, dating violence or domestic violence is encouraged to report it immediately to one of the campus or community resources.

Resources for Victims of Sexual Assault, Domestic Violence, Dating Violence and Stalking

On North Central College Campus:

Dyson Wellness Center (Confidential)

630-637-5550

Violence Education and Prevention Coordinator

(Confidential)

630-637-5113

Benedetti-Wehrli Stadium, 2nd Floor

455 S. Brainard Street

Vice President of Student Affairs and Dean of Students

630-637-5153

Associate Dean of Students

630-637-5147

Associate Dean of Students

630-637-5152

Old Main, 5th Floor, Room #501

30 N. Brainard Street

Director of Campus Safety

630-637-5912

Assistant Director of Campus Safety

630-637-5910

Assistant Director of Campus Safety

630-637-5913

On-Duty Campus Safety Officer

630-637-5911

New Hall, Lower Level, Office #047

451 S. Brainard Street

Director of Ministry and Service

630-637-5417

Kiekhofer Hall, 1st floor, Room 109

329 E. School Street

Title IX Coordinator

630-637-5340

Old Main

30 N. Brainard Street

5th floor, Suite #530

Associate Dean of Students and

Title IX Deputy Coordinator

630-637-5152 or 630-637-5147

Assistant Director of Human Resources and

Title IX Deputy Coordinator

630-637-5718

Assistant Athletic Director and

Title IX Deputy Coordinator

630-637-5501

Associate Academic Dean and

Title IX Deputy Coordinator

630-637-5285

Local law enforcement agencies:

Naperville Police Department

1350 Aurora Avenue

Naperville, IL 60540

Emergency 9-1-1

Non-Emergency 630-420-6666

Naperville Parks Police Department

320 W. Jackson Avenue

Naperville, IL 60540

Emergency 9-1-1

Non-Emergency 630-601-0925

Community agencies/resources available in Naperville and the surrounding area:

Edward Hospital Emergency Department

630-527-3358

Edward Hospital

630-527-3000 (Main)

801 S. Washington Street

Naperville, IL 60540

Good Samaritan Hospital Emergency Department

630-275-5900

Good Samaritan Hospital

630-275-5900 (Main)

3815 Highland Avenue

Downers Grove, IL 60515

Family Shelter Service – Healing from Domestic Abuse

(Confidential)

630-469-5650

www.familyshelterservice.org

Mutual Ground – Domestic Violence Hotline

(Confidential)

630-897-0080

Sexual Assault Hotline

630-897-8383

www.mutualground.org

YWCA – Metropolitan Chicago (Confidential)

Patterson and McDaniel Family Center

630-971-3927

www.ywcachicago.org

Online resources with national and local information and hotlines available:

Love is Respect

www.loveisrespect.org

Illinois Coalition Against Sexual Assault
<http://www.icasa.org>

Rape, Abuse & Incest National Network
<http://www.rainn.org>

Illinois Coalition Against Domestic Violence
<http://www.ilcadv.org>

National Coalition Against Domestic Violence
<http://www.ncadv.org>

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, harassment, and infringement of rights of privacy and property. The Student Affairs staff is committed to assisting students, whether an accused student or victim of an alleged incident, in identifying resources that will provide support before, during, and after the student conduct process.

Rights of Accused Students

Students who are charged with violating College policies are entitled to the rights listed below.

1. To have a written statement of the charges.
2. To have a written notice of the date, time and place of the hearing.
3. To have the opportunity to meet with a staff member prior to the hearing to discuss the adjudication process, if requested.
4. To hear and respond to the information that supports the charges against him/her.
5. To provide a written statement and/or verbal information on his/her own behalf.
6. To receive nondiscriminatory treatment without 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.
7. 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).

Rights of Victims

The Student Conduct Process does not replace or relieve any requirement of civil or criminal law. This means that victims who bring complaints to the College may also file criminal or civil complaints. Victims are encouraged to report violations of law to proper authorities on or off campus.

Victims of alleged sexual misconduct (see note below) and/or physical assault violations are also afforded the following procedural rights during the investigation of the alleged incident and in any subsequent official student conduct hearing.

1. To be treated with dignity and respect and in a non-judgmental manner.
2. To assume the role of witness if an alleged incident is referred for adjudication.
3. To be notified of the progress of the case, including initial contact with the alleged assailant and outcomes related to any student conduct proceedings.
4. To have a member of the campus community (faculty, staff, or another student) of their choice accompany them throughout any student conduct hearing.
5. To be informed of counseling services available.
6. To request campus housing relocation, or other steps to prevent unnecessary or unwanted contact or proximity to an alleged assailant. These types of requests will be honored whenever feasible.
7. When applicable, not to have their unrelated past sexual history discussed during the hearing.
8. To be informed immediately of the outcome of the 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.

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 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.

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:

- A. *Counseling:* The student may be required to take part in a mandatory counseling assessment or evaluation either on campus at the Dyson Wellness Center, or off campus. Off-campus counseling or assessment would be at the student’s expense.
- B. *Dismissal:* The student is separated involuntarily and permanently from the College and/or the residence halls.
- C. *Educational Project or Campus/Community Service:* The student may, for example, be required to attend an alcohol or conflict resolution education program, write a paper, complete a number of service hours or complete a project in which the student works to benefit the College or community.
- D. *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 or 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 or the hearing panel. Fines must be paid in cash or by personal check in the Office of the Dean of

Students. 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.

- E. *No Contact or No Trespass:* The student is required to have no contact with another student, or faculty/staff member. With a no trespass restriction, a student may be limited to or from designated portions of the campus.
- F. *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 will result in stricter sanctioning. This may include suspension or dismissal.
- G. *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.
- H. *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.
- I. *Suspension:* The student is separated involuntarily from the College and/or residence halls 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.

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, 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 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 given a "no contact" restriction with another student, a "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 Involuntary 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

Please 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.

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 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 the Dean of Students. 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 Respondent. 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 hearing procedure.
4. That the sanction imposed by the AHO or Hearing Panel 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.

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 the Vice President for Student Affairs and Dean of Students, who will render a final decision on the appeal. The Vice President for Student Affairs and Dean of Students may deny an appeal, overturn the decision of an Administrative Hearing Officer, alter sanctions, or order a new hearing to be held.
 - a. If the Vice President for Student Affairs and Dean of Students has been involved in investigating or hearing a case, the appeal will be heard by the Vice President for Business Affairs.
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 Hearing Panels.

- a. If the Vice President for Student Affairs and Dean of Students has been involved in investigating or hearing a case, the appeal will be heard by the Vice President for Business Affairs.
 - 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. If the Vice President for Student Affairs and Dean of Students has been involved in investigating or hearing a case, the appeal will be heard by the Vice President for Business Affairs.
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 confidential, 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. Panels

and administrative hearings will proceed as scheduled in these situations.

Involuntary Withdrawal

North Central College puts the utmost importance on student welfare and community safety. A student may be subject to involuntary withdrawal from the College, or from the residence halls, if the student engages (or threatens to engage) in behavior which poses a danger of causing physical harm to the self or others, or if the student engages (or threatens to engage) in behavior which would cause property damage, impedes the lawful activities of others, or disrupts the community.

- A. *Withdrawal Process:* Students subject to involuntary withdrawal will have an informal hearing with the Vice President for Student Affairs and Dean of Students. The student may choose to be accompanied by a family member, a mental health professional, another student, a staff member, or a faculty member. The informal hearing may be conducted in the absence of a student who fails to appear. A written decision will be communicated to the student within five days from the completion of the hearing. The decision will be final and not subject to appeal.

When a student is involuntarily withdrawn, the withdrawal remains in effect until the student can demonstrate:

1. The behavior or circumstances which caused the withdrawal are either effectively managed or are no longer in existence; and,
2. The treatment and/or effective management of the problem can be verified by a mental health professional; and,
3. Verification has been received and accepted by the Vice President for Student Affairs and Dean of Students.

- B. *Interim Sanctions:* Students also may be subject to interim sanctions prior to the informal hearing and decision on involuntary withdrawal. These interim sanctions may be

imposed pending the formal and final resolution of the matter. Interim sanctions begin immediately upon written notice (or upon verbal notice with written confirmation). Interim sanctions will be determined by the Vice President for Student Affairs and Dean of Students, or his/her designee, and are not subject to appeal prior to the hearing.

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 withdrawal status of the individual. If the case is not adjudicated prior to a student withdrawing from the College, the student may not enroll again North Central College until the case has been adjudicated, and the student may be issued an order of “No Trespass” that would prohibit the student from being present on any college property.

Crime Statistics

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

Each year, this report is e-mailed to all faculty, staff, and students and posted on the College’s website. Prospective students and employees are also notified that the report is available. A statement of the report’s availability is listed in the applications for enrollment and employment. Copies of the report may also be obtained in person at the Department of Campus Safety.

Please note: Statistical data reported in the category of “On Campus Student Housing Facility” must also be reported under the “On Campus Property” classification since a Clery reportable crime within a campus residence hall is also considered to be “On Campus Property”.

Clery Act Crimes	2013				2014					2015				
	On Campus Property	On Campus Student Housing Facilities	Public Property	Non-Campus Property	On Campus Property	On Campus Student Housing Facilities	Public Property	Non-Campus Property	Reports Designated Unfounded by Police*	On Campus Property	On Campus Student Housing Facilities	Public Property	Non-Campus Property	Reports Designated Unfounded by Police*
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault / Battery	2	2	2	0	0	0	1	0	0	1	1	3	0	0
Robbery	1	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	10	3	0	3	2	0	1	1	0	1	0	0	1	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	1	0	0	1	0	0	0	0	0	0	0	0	0	0
Sex Offense Forcible	1**	1	0	0	-	-	-	-	-	-	-	-	-	-
Sex Offense – Rape*	-	-	-	-	3	1	0	0	0	2	2	0	0	0
Sex Offense – Forcible Fondling*	-	-	-	-	2	2	1	0	0	3	3	0	0	0
Sex Offense Non-Forcible	0	0	0	0	-	-	-	-	-	-	-	-	-	-
Sex Offense – Incest*	-	-	-	-	0	0	0	0	0	0	0	0	0	0
Sex Offense – Statutory Rape*	-	-	-	-	0	0	0	0	0	0	0	0	0	0
Arrests														
Illegal Weapons Possession	1	0	0	0	0	0	1	0	0	0	0	0	0	0
Drug Law Violations	24	21	7	0	29	16	18	0	0	24	15	6	6	0
Liquor Law Violations	23	20	5	2	28	18	16	0	0	38	35	4	2	0
Disciplinary Action														
Illegal Weapons Possession	1	1	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violations	27	27	0	0	30	20	0	3	0	49	32	3	0	0
Liquor Law Violations	135	135	0	0	156	154	0	2	0	112	111	0	0	0

*In accordance with the VAWA Amendments to Clery and beginning in 2014, the Clery report must specify data related to the forcible sex offense crimes of rape and forcible fondling and non-forcible sex offense crimes of incest and statutory rape.

*Beginning in 2014, all crimes reported to the police and determined to be unfounded by local law enforcement must be reported within the Clery report.

**In addition to the on campus forcible sex offense recorded above, an additional forcible sex offense report was disclosed to the College; however, confirmation as to whether the offense occurred within the institution's Clery geography was not divulged.

Hate Crimes	2013				2014					2015				
	On Campus Property	On Campus Student Housing Facilities	Public Property	Non-Campus Property	On Campus Property	On Campus Student Housing Facilities	Public Property	Non-Campus Property	Reports Designated Unfounded by Police*	On Campus Property	On Campus Student Housing Facilities	Public Property	Non-Campus Property	Reports Designated Unfounded by Police*
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault / Battery	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offense Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offense Non-Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism of Property	0	1*	1	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Violence Against Women Re-Authorization Act Amendments to Clery	2013				2014					2015				
	On Campus Property	On Campus Student Housing Facilities	Public Property	Non-Campus Property	On Campus Property	On Campus Student Housing Facilities	Public Property	Non-Campus Property	Reports Designated Unfounded by Police*	On Campus Property	On Campus Student Housing Facilities	Public Property	Non-Campus Property	Reports Designated Unfounded by Police*
Domestic Violence	4	2	0	0	2	1	0	0	0	3	3	2	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	3	3	0	0	0
Stalking	4	3	0	0	3	2	0	0	0	2	2	0	0	0

Note: Beginning in 2014, all crimes reported to the police and determined to be unfounded by local law enforcement must be reported within the Clery report.

*2013: One on-campus vandalism (in a residence hall) characterized by national origin bias.

Behind the Statistics

Definition of Crimes

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

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

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

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

Criminal Homicide-Murder and Non-negligent

Manslaughter – The willful (non-negligent) killing of one human being by another.

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

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

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

- By a current or former spouse or intimate partner of the victim;
- By a person with whom the victim shares a child in common;
- By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;

- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;
- By any other person against an adult or youth who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

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

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

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

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

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

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

Sex Offenses

For sex offenses only, definitions from the FBI's National

Incident-Based Reporting System (NIBRS) Edition of the Uniform Crime Reporting (UCR) are used.

Sexual Assault

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

Sex Offenses-Forcible

A. Rape – The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. *(The new FBI definition of Rape went into effect January 1, 2013.)*

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

- **Rape (except for Statutory Rape)** – The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- **Sodomy** – Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
- **Sexual Assault With An Object** – To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

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

Sex Offenses-Non-forcible

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

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

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

Hate Crimes

For hate crimes, definitions from the FBI's UCR Hate Crime Data Collection Guidelines and Training Guide for Hate Crime Data Collection are used. A hate crime is a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias against a race, gender, gender identity, religion, disability, sexual orientation, ethnicity or national origin.

Note: Even if the offender was mistaken in his/her perception that the victim was a member of the group he or she was acting against, the offense is still a bias crime because the offender was motivated by bias against the group.

Required Reporting Locations

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

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

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

2015 Campus Fire Report

Definitions that apply to this section:

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

In Case of a Fire on Campus

- Upon discovering fire, smoke or an explosion in the building, stay calm and activate the nearest fire alarm pull station.
- Call Campus Safety at extension 5911 and be prepared to give information on location, size and cause of the fire, as well as any injuries.
- Follow posted room/building evacuation routes and account for all occupants of the room. Do not use elevators, as electrical power may be cut off.
- If trapped in a room, retreat and close as many doors as possible between you and the fire. Place cloth material around and under the door to stop smoke from coming in. Signal from windows and use phones/cell phones to advise Campus Safety of your location.
- Provide assistance to individuals with disabilities in relocating to specified refuge areas and notify Campus Safety at extension 5911 of these individuals and their location.
- If forced to travel through the smoke, stay low and breathe shallowly using a shirt or jacket as a filter.
- Before opening any door, check first to see if it is hot to the touch. If the door feels hot, do not open it.
- Never re-enter the building once you have evacuated. Re-enter only when instructed to do so by fire, police or Campus Safety personnel.

Whenever a fire alarm is sounded, all persons must evacuate the building in a safe and orderly manner through the nearest fire exit to an open area away from the building. The Residence Life staff in conjunction, with Campus Safety, will oversee the

evacuation of the residence hall areas. Please do not panic. Never disregard a fire alarm. Obstruction and/or disregarding the instructions of firefighting personnel, Campus Safety, police or Residence Life staff may result in disciplinary action and possibly arrest. Campus Safety along with the Naperville Fire Department, will determine when it is safe to re-enter the building. If a false alarm is witnessed, this should be reported to Campus Safety.

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

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

- Activate fire alarms and alert others.
- Walk - do not run to the nearest stairwell exit.
- If the room or hallway is smoky, get on your hands and knees (or stomach) and crawl to the nearest exit.
- GO TO A SAFE LOCATION AND CALL 911. Be prepared to tell the dispatcher your exact location and what is on fire.

In Case of a Fire Outside of Your Room

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

Emergency Drills, Testing & Evacuation Procedures

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

Fire Incidents by Type

Location	Date	Incident Number	Type of Incident	Reason For Activation	Fire Report Number	Number of Injuries or Deaths	Property Loss Value
Meiley Swallow Hall	1/5/2015	2014042301	Fire Alarm	Heater on too long	15-176	0	0
Geiger Hall	1/6/2015	2014043501	Fire Alarm	Equipment malfunction	15-211	0	0
Seybert Hall	1/10/2015	2014043801	Fire Alarm	Burnt Food	15-437	0	0
Student Village	2/9/2015	2014053001	Fire Alarm	Burnt Food	15-1482	0	0
Residence Hall/ Recreation Center	2/14/2015	2014056401	Fire Alarm	Burnt Food	15-1638	0	0
Residence Hall/ Recreation Center	2/14/2015	2014056501	Fire Alarm	Burnt Food	15-1631	0	0
White Activities Center	2/28/2015	2014062101	Fire Alarm	Activated Pull Station	15-2123	0	0
Geiger Hall	3/15/2015	2014069401	Fire Alarm	Equipment malfunction	15-2709	0	0
Seager Hall	4/15/2015	2014073801	Fire Alarm	Electronic Vaporizer	15-3791	0	0
Schneller Hall	4/28/2015	2014077801	Fire Alarm	Burnt Food	15-4204	0	0
Benedetti-Wehrli Stadium	4/28/2015	2014078301	Fire Alarm	Equipment malfunction	15-4228	0	0
Kaufman Dining Hall	5/6/2015	2014082601	Fire Alarm	Equipment malfunction	15-4528	0	0
Naper Place Apartments	5/26/2015	2014088101	Fire Alarm	Grease Fire	15-5239	0	\$50.00
Geiger Hall	5/28/2015	2014088801	Fire Alarm	Equipment malfunction	15-5314	0	0
Kaufman Dining Hall	6/16/2015	2014093401	Fire Alarm	Smoke from grill cleaning	15-5956	0	0
Seager Hall	8/10/2015	2014099801	Fire Alarm	Equipment malfunction	15-7981	0	0
Geiger Hall	9/8/2015	2015000401	Fire Alarm	Equipment malfunction	15-2098	0	0
New Hall	9/17/2015	2015005001	Fire Alarm	Sponge left on stove	15-9341	0	0
Schneller Hall	9/21/2015	2015005201	Fire Alarm	Steam from a shower	15-9468	0	0
Schneller Hall	9/21/2015	2015006201	Fire Alarm	Unknown Source	15-9505	0	0
Seager Hall	10/3/2015	2015012201	Fire Alarm	Electronic Vaporizer	15-9956	0	0
Ward Hall	10/20/2015	2015021101	Fire Alarm	Burnt Food	15-10560	0	0
Rolland Boiler house	11/6/2015	2015031501	Fire Alarm	Activated Pull Station	15-11171	0	0
New Hall	11/13/2015	2015035101	Fire Alarm	Burnt Food	15-11416	0	0
New Hall	11/18/2015	2015037501	Fire Alarm	Burnt Food	15-11650	0	0
New Hall	11/20/2015	2015038501	Fire Alarm	Burnt Food	15-11736	0	0
Seager Hall	12/7/2015	2015041401	Fire Alarm	Burnt Food	15-12286	0	0
Kiekhofer Hall	12/10/2015	2015042901	Fire Alarm	Burnt Food	15-12401	0	0

Fire Alarm and System Description

Building:	Sprinkler System	Smoke Detectors	Heat Sensors	Fire Extinguishers	Fire Doors
48 E. Jefferson	NO	YES-M	YES-M	YES	NO
100 E. Jefferson	NO	YES-M	YES-M	YES	YES
A.A. Smith House, 28 S. Loomis St.	NO	YES-L	NO	YES	NO
Benedetti-Wehrli Stadium, 455 S. Brainard St.	YES	YES-M	YES-M	YES	YES
Blue House, 224 E. Chicago Ave. 116 S. Brainard St.	NO	YES-M	YES-M	YES	NO
999 E. Chicago Ave.	YES	YES-M	YES-M	YES	YES
Carnegie Hall, 10 N. Brainard St.	YES	YES-M	YES-M	YES	YES
Wentz/Fine Art Center, 171 E. Chicago Ave.	YES	YES-M	YES-M	YES	YES
Geiger Hall, 221 E. Chicago Ave.	YES	YES-M	YES-M	YES	YES
Goldspohn Hall, 31. N. Loomis St.	YES	YES-M	YES-M	YES	YES
Kaufman Dining Hall, 221 S. Brainard St.	YES	YES-M	YES-M	YES	YES
Kiekhofer Hall, 329 E. School St.	YES	YES-M	YES-M	YES	YES
Kimmel Hall, 224 N. Loomis St.	YES	YES-M	YES-M	YES	YES
Kroehler Science Center, 40 N. Brainard St.	NO	YES-M	YES-M	YES	YES
Larrance Academic Center, 309 E. School St.	NO	YES-M	YES-M	YES	YES
Meiley-Swallow Hall, 31 S. Ellsworth St.	YES	YES-M	YES-M	YES	YES
Merner Field House, 450 S. Brainard St.	NO	YES-M	YES-M	YES	NO
Naper Place Apartments, 119 S. Main St.	YES	YES-M	YES-M	YES	YES
New Hall, 451 S. Brainard St.	YES	YES-M	YES-M	YES	YES
Science Center (New Construction), 131 S. Loomis St.	*	*	*	*	*
Oesterle Library, 320 E. School Street	YES	YES-M	YES-M	YES	YES
Old Main, 30 N. Brainard St.	YES	YES-M	YES-M	YES	YES
Patterson Hall, 180 E. Chicago Ave.	YES	YES-M	YES-M	YES	YES
Peter & Paul Hall, 5 N. Brainard St.	YES	YES-M	YES-M	YES	NO
Pfeiffer Hall, 310 E. Benton Ave.	NO	YES-M	YES-M	YES	NO
President's House, 409 E. Chicago Ave.	NO	YES-M	NO	YES	NO
Rall House, 329 S. Brainard St.	NO	YES-M	YES-M	YES	NO
Rall Hall, 211 S. Brainard St.	YES	YES-M	YES-M	YES	NO
Res/Rec Center, 440 S. Brainard St.	YES	YES-M	YES-M	YES	YES
Rolland Center, 29 N. Loomis St.	YES	YES-M	YES-M	YES	YES
Seager Hall, 311 E. Chicago Ave.	YES	YES-M	YES-M	YES	YES
Seybert Hall, 208 N. Loomis St.	YES	YES-M	YES-M	YES	YES
Schneller Hall, 147 S. Loomis St.	YES	YES-M	YES-M	YES	YES
Ward Hall, 192 E. Chicago Ave.	YES	YES-M	YES-M	YES	YES
White Activities Center, 325 E. Benton Ave.	YES	YES-M	YES-M	YES	YES
225 N. Loomis St., White House	NO	YES-M	YES-M	YES	NO
Oliver Hall, 232 E. Chicago Ave.	NO	YES-M	YES-M	YES	NO
Zimmerman Stadium, 467 S. Brainard St.	NO	YES-L	YES-M	YES	NO

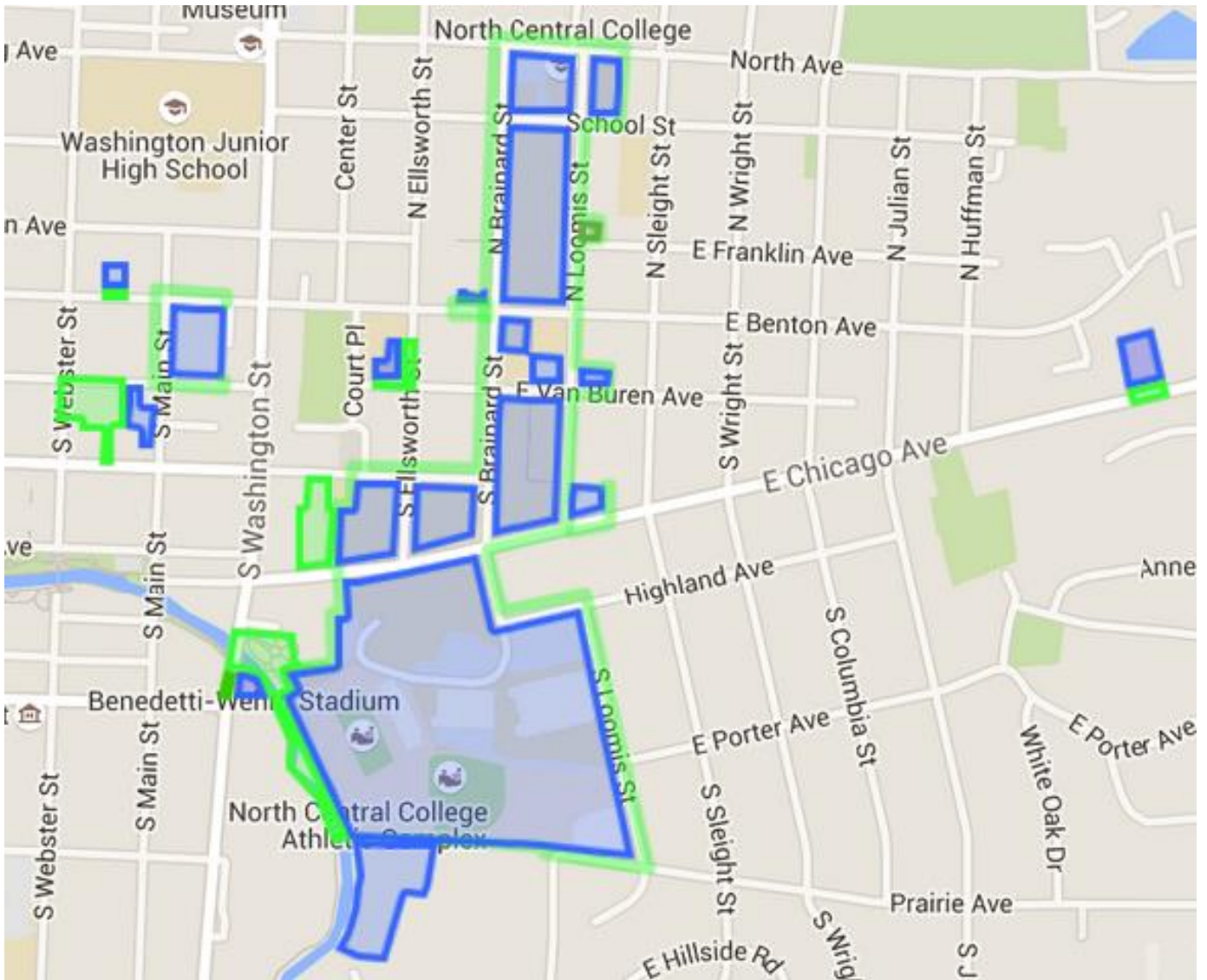
M = Monitored System/Alarm by Alarm Detection Systems, Inc.

L = Local System/Alarm

* = Ongoing construction/Fire systems to be installed

Reference Map

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



For the interactive version please go to: <http://goo.gl/maps/hbjm>