

North Central College

Drug-Free Schools and Campuses Regulations [Edgar Part 86]
Biennial Review: Academic Years 2012-2013 & 2013-2014

Kevin McCarthy, Assistant Dean of Students &
Tatiana Sifri, LCPC, Director of the Dyson Wellness Center

Office of Student Affairs & the Dyson Wellness Center

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INTRODUCTION/OVERVIEW

Background on the Drug-Free Schools and Campuses Regulations [Edgar Part 86] Requirements (<http://www.ifap.ed.gov/regcomps/attachments/86.pdf>)

The Department of Education Higher Education Act of 1965 (as amended by the Safe and Drug-Free Schools and Communities Act (DFSCA) of 1994 and as articulated in the Education Department General Administrative Regulations – EDGAR), requires that any institute of higher education receiving federal financial aid must adopt and implement a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees. The Department of Education’s regulations at 34 C.F.R. Part 86 (“Part 86”) implement this provision, requiring that colleges and universities must 1) distribute certain drug and alcohol prevention information to students and employees every year; and 2) conduct a review of their drug and alcohol prevention programs every other year (a “biennial review”).

Annual Distribution of Drug and Alcohol Prevention Information to Students and Employees

The regulations do not specify how this information must be distributed – other than it must be in writing. The Department has noted that some institutions ensure distribution by including the information in required materials such as orientation packets or student handbooks. While the Department has not developed an official policy on whether electronic dissemination of this information satisfies the regulatory requirements, the Department has stated in guidance that institutions using electronic dissemination must be able to provide reasonable assurance to the Department (if audited) that this method ensures distribution to all students and employees. Thus, while emailing the information to each student and employee may be acceptable, merely posting it to a publicly available website without further action to inform students and employees of that site likely would not be.

The Biennial Review

(<http://www.eiu.edu/ihec/dfscs.php>)

The Drug-Free Schools and Communities Act (DFSCA) requires that all educational institutions must conduct a biennial review of its drug and alcohol abuse prevention program in order to determine how effective the program is, and whether the institution needs to implement any changes to the program. Among other things, this requires the institution to determine the number of drug and alcohol-related violations and fatalities that occur on campus or as part of any institutional activity, and the number and type of sanctions imposed as a result of those drug and alcohol-related violations and fatalities. Finally, the institution must ensure through its biennial review that any sanctions are consistently enforced. North Central College cares both about compliance with this federal requirement as well as the importance of reducing harm caused by drug and alcohol abuse on the College campus and in the community at large.

BIENNIAL REVIEW PROCESS

This Biennial Review covers the 2011-2012 and 2012-2013 academic years at North Central College. The following individuals and departments participated within this review process:

- ❖ Tatiana Sifri, LCPC, Director of the Dyson Wellness Center
- ❖ Kevin McCarthy, Assistant Dean of Students
- ❖ Michelle Skinder, Assistant Vice President for Human Resources, Title IX Coordinator
- ❖ Kimberly Sluis, Vice President of Student Affairs, Dean of Students

Biennial Reviews will be housed within the Dyson Wellness Center and the Dean of Students Office. Requests for copies of Biennial Review reports may be made to The Director of the Dyson Wellness Center and/or Assistant Dean of Students.

ANNUAL POLICY NOTIFICATION PROCESS

Federal Drug-Free Schools and Campuses Regulations

NORTH CENTRAL COLLEGE ANNUAL POLICY NOTIFICATION/DISTRIBUTION

As a requirement of these regulations, North Central College is to disseminate and ensure receipt of the below policy/information to all students, staff, and faculty on an annual basis. This process is formally conducted by email distribution to all enrolled students. This email is distributed on the first day of classes at the beginning of each academic year. The College may send additional email notification throughout the year if there are significant changes to the current policies in place or if additional information needs to be designated.

Currently, no such email is disseminated to staff and faculty. Instead all policies information is discussed during new employee orientation. North Central College's faculty and staff handbook will be undergoing significant revisions in the near future. Once these revisions are complete, faculty and staff will also receive a formal email annually describing these policies.

Questions concerning these policies and/or alcohol and other drug programs, interventions and policies may be directed to Tatiana Sifri, Director of the Dyson Wellness Center (tsifri@noctrl.edu; 630-637-5161), Kevin McCarthy, Assistant Dean of Students (kemccarthy@noctrl.edu; 630-637-5152) and/or Michelle Skinder, Assistant Vice President for Human Resources (mmskinder@noctrl.edu; 630-637-5754).

Polices - Alcohol, Drugs, and Weapons (excerpted from North Central College's 2014-2015 Student Handbook)

RESPONSIBILITY TO OURSELVES

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

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

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

Alcohol Policy

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

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

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

G. Alcohol Containers and Paraphernalia:

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

Drug Policy

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

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

Additionally, North Central College, as an educational institution, sets supplementary community standards for its members that are more restrictive than prescribed Federal, State, and Local laws. Violations of these policies are also subject to disciplinary action through the College’s Student Conduct Process.

North Central 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.

Weapons and Firearms Policy

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

A. Weapons

A weapon is defined as any device, whether loaded or unloaded, that shoots a bullet, pellet, flare or any other projectile including those powered by CO₂. This includes, but is not limited to, machine guns, rifles, shotguns, handguns or other firearms, BB/pellet guns, spring guns, paint ball guns, airsoft guns, slingshots, bows and arrows, flare guns, stun guns, tasers or dart guns and ammunition for any such device. Any replica of the foregoing is also prohibited, except for sanctioned theatrical productions. In compliance with Illinois Criminal Code (720 ILCS 5/), knives or other bladed instruments with blades three inches or longer (with the exception of knives intended for kitchen use) are considered weapons and are prohibited. The possession and/or use of disabling chemical sprays are allowed, when intended and used for self-defense.

B. Firearms

A firearm is defined as a loaded or unloaded gun. A gun is defined as any device which is designed to expel a projectile or projectiles by the action of an explosion, expansion of gas, or escape of gas that is designed to be held and fired by the use of a single hand.

C. Concealed Carry Policy

North Central College is committed to providing a safe and secure environment for all students, staff, faculty and guests. The 2013 Illinois Firearm Concealed Carry Act (430 ILCS 66) enables lawfully registered persons to carry concealed firearms in certain public locations, but also allows colleges to establish restrictions on their campuses (10 ILCS 685). North Central College chooses to restrict the ability to carry firearms on its entire campus as outlined below.

1. Persons Covered by this Policy

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

2. Prohibited Activities

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

To provide a safe and secure environment this policy prohibits:

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

3. Exceptions

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

- a. A firearm may be in the possession of on-duty law enforcement officials or by off-duty law enforcement officials provided they are carrying proper credentials as outlined in Illinois' *Law Enforcement Officers' Safety Act*. However, off-duty law enforcement officers are not permitted to carry or conceal a firearm while attending class or other sanctioned College events as students.
- b. A weapon or firearm may be used in connection with sanctioned classes, educational presentations, athletics, or recreational sports practices, games, matches, tournaments or events on campus when the activity requires the use of such weapons or firearms (e.g., fencing, starter pistols, and archery).
- c. A simulated weapon or firearm is allowed when used for the purposes of sanctioned North Central College-related theatrical productions.
- d. Any other exception to this policy must be approved by the Vice President for Student Affairs and Dean of Students or his/her designee.

4. Parking Lots and Storage

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

Parking Lots

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

Storage

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

5. Enforcement and Reporting

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

Department of State Police any student who is determined to pose a “clear and present danger.”

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

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

Student Sanctions - Alcohol, Other Drugs, and Weapons

Underage students confronted by the institution for the consumption of alcohol will face disciplinary sanctions ranging from a low level fine to permanent dismissal from the College.

Students whose use of alcohol or drugs results in harm or the threat of harm to themselves or others, or to property, regardless of the location of the incident, may face disciplinary action by the College up to and including expulsion.

Commonly Imposed Disciplinary Sanctions For On-Campus Policy Violations:

Policy Violation	Typical Monetary Sanction – 1st Offense	Other Typical Sanctions – 1st Offense	Typical Sanctions – 2nd Offense
Alcohol Policy	\$100	Possible Educational Program	Parental Notification if under 21, \$200 Monetary Sanction, Possible Disciplinary Probation, Possible Community Service/Engagement.
Drug Policy	\$100	Parental Notification, Disciplinary Probation	\$200 Monetary Sanction, Possible Residence Hall Suspension/Removal.
Possession of Any Amount of "Hard" Drugs (Cocaine, PCP, etc.)		Suspension or Dismissal	Suspension or Dismissal
Conveying Marijuana or A Controlled Substance To Another Person		Possible Residence Hall Suspension/Removal	Suspension or Dismissal
Possession of Firearms or Other Dangerous Weapons		Suspension or Dismissal	Suspension or Dismissal

Full List of Sanctions for Students (excerpted from North Central College's 2014-2015 Student 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 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.










Alcohol and Other Drug Prevalence Rate, Incidence Rate, Needs Assessment and Trend Data

2013 Campus Crime Report (see Appendix for full report)

	2011				2012				2013			
	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	On Campus Property	On Campus Student Housing Facilities	Public Property	Non-Campus Property
Arrests												
Illegal Weapons Possession	0	0	0	0	0	0	0	0	1	0	0	0
Drug Law Violations	14	5	5	1	31	19	13	0	24	21	7	0
Liquor Law Violations	15	6	13	0	23	1	16	0	23	20	5	2
Disciplinary Action												
Illegal Weapons Possession	0	0	0	0	0	0	0	0	1	1	0	0
Drug Law Violations	28	18	2	0	25	20	5	0	27	27	0	0
Liquor Law Violations	231	220	0	0	259	256	0	0	135	135	0	0








CORE 2012 Data (see appendix for executive summary)

17b. Within the last year about how often have you used alcohol (beer, wine, liquor)

	Male		Female		Unknown		Total		
	Freq.	Pct.	Freq.	Pct.	Freq.	Pct.	Freq.	Pct.	
01 Never	52	19	129	23	0	0	181	21.8	
02 Once/year	15	5	39	7	0	0	54	6.5	
03 6 times/year	35	13	67	12	0	0	102	12.3	
04 Once/month	21	8	53	10	0	0	74	8.9	
05 Twice/month	31	11	97	18	0	0	128	15.4	
06 Once/week	66	24	104	19	0	0	170	20.5	
07 3 times/week	46	16	52	9	0	0	98	11.8	
08 5 times/week	11	4	6	1	0	0	17	2.1	
09 Every day	3	1	2	0	0	0	5	0.6	
Valid responses =	280	34	549	66	0	0	829	98.8	







Invalid responses include no response or multiple responses.

18b. During the past 30 days on how many days did you have alcohol (beer, wine, liquor)

	Male		Female		Unknown		Total		
	Freq.	Pct.	Freq.	Pct.	Freq.	Pct.	Freq.	Pct.	
01 0 days	86	31	199	36	0	0	285	34.5	
02 1-2 days	56	20	140	26	0	0	196	23.8	
03 3-5 days	55	20	102	19	0	0	157	19.0	
04 6-9 days	39	14	64	12	0	0	103	12.5	
05 10-19 days	30	11	38	7	0	0	68	8.2	
06 20-29 days	10	4	3	1	0	0	13	1.6	
07 All 30 days	1	0	2	0	0	0	3	0.4	
Valid responses =	277	34	548	66	0	0	825	98.3	










Invalid responses include no response or multiple responses.

14. Think back over the last two weeks. How many times have you had five or more drinks at a sitting

	Male		Female		Unknown		Total		
	Freq.	Pct.	Freq.	Pct.	Freq.	Pct.	Freq.	Pct.	
01 None	152	54	369	67	0	0	521	62.9	
02 Once	32	11	86	16	0	0	118	14.3	
03 Twice	38	14	45	8	0	0	83	10.0	
04 3 to 5 times	46	16	40	7	0	0	86	10.4	
05 6 to 9 times	8	3	7	1	0	0	15	1.8	
06 10 or more times	3	1	2	0	0	0	5	0.6	
Valid responses =	279	34	549	66	0	0	828	98.7	

Invalid responses include no response or multiple responses.

17c. Within the last year about how often have you used marijuana (pot, hash, hash oil)

	Male		Female		Unknown		Total		
	Freq.	Pct.	Freq.	Pct.	Freq.	Pct.	Freq.	Pct.	
01 Never	194	70	459	84	0	0	653	79.2	
02 Once/year	25	9	36	7	0	0	61	7.4	
03 6 times/year	15	5	24	4	0	0	39	4.7	
04 Once/month	16	6	9	2	0	0	25	3.0	
05 Twice/month	7	3	6	1	0	0	13	1.6	
06 Once/week	6	2	4	1	0	0	10	1.2	
07 3 times/week	5	2	2	0	0	0	7	0.8	
08 5 times/week	2	1	3	1	0	0	5	0.6	
09 Every day	9	3	3	1	0	0	12	1.5	
Valid responses =	279	34	546	66	0	0	825	98.3	

Invalid responses include no response or multiple responses.

18c. During the past 30 days on how many days did you have marijuana (pot, hash, hash oil)

	Male		Female		Unknown		Total	
	Freq.	Pct.	Freq.	Pct.	Freq.	Pct.	Freq.	Pct.
01 0 days	229	84	519	95	0	0	748	91.0
02 1-2 days	21	8	15	3	0	0	36	4.4
03 3-5 days	7	3	4	1	0	0	11	1.3
04 6-9 days	6	2	0	0	0	0	6	0.7
05 10-19 days	5	2	6	1	0	0	11	1.3
06 20-29 days	4	1	1	0	0	0	5	0.6
07 All 30 days	2	1	3	1	0	0	5	0.6
Valid responses =	274	33	548	67	0	0	822	98.0

Invalid responses include no response or multiple responses.

17d. Within the last year about how often have you used cocaine (crack, rock, freebase)

	Male		Female		Unknown		Total	
	Freq.	Pct.	Freq.	Pct.	Freq.	Pct.	Freq.	Pct.
01 Never	268	96	546	99	0	0	814	98.3
02 Once/year	6	2	4	1	0	0	10	1.2
03 6 times/year	1	0	0	0	0	0	1	0.1
04 Once/month	2	1	0	0	0	0	2	0.2
05 Twice/month	0	0	0	0	0	0	0	0.0
06 Once/week	0	0	0	0	0	0	0	0.0
07 3 times/week	0	0	0	0	0	0	0	0.0
08 5 times/week	1	0	0	0	0	0	1	0.1
09 Every day	0	0	0	0	0	0	0	0.0
Valid responses =	278	34	550	66	0	0	828	98.7

Invalid responses include no response or multiple responses.

17e. Within the last year about how often have you used amphetamines (diet pills, speed)

	Male		Female		Unknown		Total	
	Freq.	Pct.	Freq.	Pct.	Freq.	Pct.	Freq.	Pct.
01 Never	267	96	538	98	0	0	805	97.3
02 Once/year	3	1	4	1	0	0	7	0.8
03 6 times/year	4	1	1	0	0	0	5	0.6
04 Once/month	2	1	0	0	0	0	2	0.2
05 Twice/month	0	0	1	0	0	0	1	0.1
06 Once/week	1	0	1	0	0	0	2	0.2
07 3 times/week	0	0	0	0	0	0	0	0.0
08 5 times/week	1	0	0	0	0	0	1	0.1
09 Every day	1	0	3	1	0	0	4	0.5
Valid responses =	279	34	548	66	0	0	827	98.6

Invalid responses include no response or multiple responses.

17f. Within the last year about how often have you used sedatives (downers, ludes)

	Male		Female		Unknown		Total	
	Freq.	Pct.	Freq.	Pct.	Freq.	Pct.	Freq.	Pct.
01 Never	265	96	543	99	0	0	808	98.1
02 Once/year	6	2	3	1	0	0	9	1.1
03 6 times/year	1	0	1	0	0	0	2	0.2
04 Once/month	0	0	1	0	0	0	1	0.1
05 Twice/month	2	1	0	0	0	0	2	0.2
06 Once/week	1	0	0	0	0	0	1	0.1
07 3 times/week	1	0	0	0	0	0	1	0.1
08 5 times/week	0	0	0	0	0	0	0	0.0
09 Every day	0	0	0	0	0	0	0	0.0
Valid responses =	276	33	548	67	0	0	824	98.2

Invalid responses include no response or multiple responses.

17g. Within the last year about how often have you used hallucinogens (LSD, PCP)

	Male		Female		Unknown		Total	
	Freq.	Pct.	Freq.	Pct.	Freq.	Pct.	Freq.	Pct.
01 Never	267	96	543	99	0	0	810	98.2
02 Once/year	8	3	4	1	0	0	12	1.5
03 6 times/year	1	0	0	0	0	0	1	0.1
04 Once/month	1	0	0	0	0	0	1	0.1
05 Twice/month	1	0	0	0	0	0	1	0.1
06 Once/week	0	0	0	0	0	0	0	0.0
07 3 times/week	0	0	0	0	0	0	0	0.0
08 5 times/week	0	0	0	0	0	0	0	0.0
09 Every day	0	0	0	0	0	0	0	0.0
Valid responses =	278	34	547	66	0	0	825	98.3

Invalid responses include no response or multiple responses.

17h. Within the last year about how often have you used opiates (heroin, smack, horse)

	Male		Female		Unknown		Total	
	Freq.	Pct.	Freq.	Pct.	Freq.	Pct.	Freq.	Pct.
01 Never	274	99	547	100	0	0	821	99.4
02 Once/year	2	1	1	0	0	0	3	0.4
03 6 times/year	0	0	0	0	0	0	0	0.0
04 Once/month	0	0	0	0	0	0	0	0.0
05 Twice/month	1	0	0	0	0	0	1	0.1
06 Once/week	0	0	0	0	0	0	0	0.0
07 3 times/week	0	0	0	0	0	0	0	0.0
08 5 times/week	0	0	0	0	0	0	0	0.0
09 Every day	1	0	0	0	0	0	1	0.1
Valid responses =	278	34	548	66	0	0	826	98.5

Invalid responses include no response or multiple responses.

17i. Within the last year about how often have you used inhalants (glue, solvents, gas)

	Male		Female		Unknown		Total	
	Freq.	Pct.	Freq.	Pct.	Freq.	Pct.	Freq.	Pct.
01 Never	276	99	548	100	0	0	824	99.6
02 Once/year	1	0	0	0	0	0	1	0.1
03 6 times/year	0	0	1	0	0	0	1	0.1
04 Once/month	0	0	0	0	0	0	0	0.0
05 Twice/month	0	0	0	0	0	0	0	0.0
06 Once/week	0	0	0	0	0	0	0	0.0
07 3 times/week	0	0	0	0	0	0	0	0.0
08 5 times/week	0	0	0	0	0	0	0	0.0
09 Every day	1	0	0	0	0	0	1	0.1
Valid responses =	278	34	549	66	0	0	827	98.6

Invalid responses include no response or multiple responses.

17j. Within the last year about how often have you used designer drugs (ecstasy, MDMA)

	Male		Female		Unknown		Total	
	Freq.	Pct.	Freq.	Pct.	Freq.	Pct.	Freq.	Pct.
01 Never	266	95	544	99	0	0	810	97.7
02 Once/year	11	4	5	1	0	0	16	1.9
03 6 times/year	0	0	0	0	0	0	0	0.0
04 Once/month	0	0	1	0	0	0	1	0.1
05 Twice/month	1	0	0	0	0	0	1	0.1
06 Once/week	1	0	0	0	0	0	1	0.1
07 3 times/week	0	0	0	0	0	0	0	0.0
08 5 times/week	0	0	0	0	0	0	0	0.0
09 Every day	0	0	0	0	0	0	0	0.0
Valid responses =	279	34	550	66	0	0	829	98.8

Invalid responses include no response or multiple responses.

17k. Within the last year about how often have you used steroids

	Male		Female		Unknown		Total		
	Freq.	Pct.	Freq.	Pct.	Freq.	Pct.	Freq.	Pct.	
01 Never	277	99	550	100	0	0	827	99.8	
02 Once/year	1	0	0	0	0	0	1	0.1	
03 6 times/year	0	0	0	0	0	0	0	0.0	
04 Once/month	0	0	0	0	0	0	0	0.0	
05 Twice/month	0	0	0	0	0	0	0	0.0	
06 Once/week	0	0	0	0	0	0	0	0.0	
07 3 times/week	1	0	0	0	0	0	1	0.1	
08 5 times/week	0	0	0	0	0	0	0	0.0	
09 Every day	0	0	0	0	0	0	0	0.0	
Valid responses =	279	34	550	66	0	0	829	98.8	
Invalid responses include no response or multiple responses.									

17l. Within the last year about how often have you used other illegal drugs

	Male		Female		Unknown		Total		
	Freq.	Pct.	Freq.	Pct.	Freq.	Pct.	Freq.	Pct.	
01 Never	272	97	550	100	0	0	822	99.2	
02 Once/year	1	0	0	0	0	0	1	0.1	
03 6 times/year	3	1	0	0	0	0	3	0.4	
04 Once/month	0	0	0	0	0	0	0	0.0	
05 Twice/month	1	0	0	0	0	0	1	0.1	
06 Once/week	0	0	0	0	0	0	0	0.0	
07 3 times/week	0	0	0	0	0	0	0	0.0	
08 5 times/week	0	0	0	0	0	0	0	0.0	
09 Every day	2	1	0	0	0	0	2	0.2	
Valid responses =	279	34	550	66	0	0	829	98.8	
Invalid responses include no response or multiple responses.									

18d. During the past 30 days on how many days did you have cocaine (crack, rock, freebase)

	Male		Female		Unknown		Total		
	Freq.	Pct.	Freq.	Pct.	Freq.	Pct.	Freq.	Pct.	
01 0 days	268	98	550	100	0	0	818	99.4	
02 1-2 days	2	1	0	0	0	0	2	0.2	
03 3-5 days	0	0	0	0	0	0	0	0.0	
04 6-9 days	0	0	0	0	0	0	0	0.0	
05 10-19 days	0	0	0	0	0	0	0	0.0	
06 20-29 days	3	1	0	0	0	0	3	0.4	
07 All 30 days	0	0	0	0	0	0	0	0.0	
Valid responses =	273	33	550	67	0	0	823	98.1	
Invalid responses include no response or multiple responses.									

18e. During the past 30 days on how many days did you have amphetamines (diet pills, speed)

	Male		Female		Unknown		Total		
	Freq.	Pct.	Freq.	Pct.	Freq.	Pct.	Freq.	Pct.	
01 0 days	270	98	546	99	0	0	816	98.9	
02 1-2 days	1	0	0	0	0	0	1	0.1	
03 3-5 days	1	0	0	0	0	0	1	0.1	
04 6-9 days	1	0	2	0	0	0	3	0.4	
05 10-19 days	0	0	0	0	0	0	0	0.0	
06 20-29 days	2	1	1	0	0	0	3	0.4	
07 All 30 days	0	0	1	0	0	0	1	0.1	
Valid responses =	275	33	550	67	0	0	825	98.3	

Invalid responses include no response or multiple responses.

18f. During the past 30 days on how many days did you have sedatives (downers, ludes)

	Male		Female		Unknown		Total		
	Freq.	Pct.	Freq.	Pct.	Freq.	Pct.	Freq.	Pct.	
01 0 days	272	99	548	100	0	0	820	99.5	
02 1-2 days	1	0	1	0	0	0	2	0.2	
03 3-5 days	0	0	0	0	0	0	0	0.0	
04 6-9 days	0	0	0	0	0	0	0	0.0	
05 10-19 days	2	1	0	0	0	0	2	0.2	
06 20-29 days	0	0	0	0	0	0	0	0.0	
07 All 30 days	0	0	0	0	0	0	0	0.0	
Valid responses =	275	33	549	67	0	0	824	98.2	

Invalid responses include no response or multiple responses.

18g. During the past 30 days on how many days did you have hallucinogens (LSD, PCP)

	Male		Female		Unknown		Total		
	Freq.	Pct.	Freq.	Pct.	Freq.	Pct.	Freq.	Pct.	
01 0 days	271	99	549	100	0	0	820	99.6	
02 1-2 days	2	1	0	0	0	0	2	0.2	
03 3-5 days	1	0	0	0	0	0	1	0.1	
04 6-9 days	0	0	0	0	0	0	0	0.0	
05 10-19 days	0	0	0	0	0	0	0	0.0	
06 20-29 days	0	0	0	0	0	0	0	0.0	
07 All 30 days	0	0	0	0	0	0	0	0.0	
Valid responses =	274	33	549	67	0	0	823	98.1	

Invalid responses include no response or multiple responses.

18h. During the past 30 days on how many days did you have opiates (heroin, smack, horse)

	Male		Female		Unknown		Total		
	Freq.	Pct.	Freq.	Pct.	Freq.	Pct.	Freq.	Pct.	
01 0 days	270	99	547	100	0	0	817	99.6	
02 1-2 days	1	0	0	0	0	0	1	0.1	
03 3-5 days	1	0	0	0	0	0	1	0.1	
04 6-9 days	0	0	0	0	0	0	0	0.0	
05 10-19 days	0	0	0	0	0	0	0	0.0	
06 20-29 days	0	0	0	0	0	0	0	0.0	
07 All 30 days	1	0	0	0	0	0	1	0.1	
Valid responses =	273	33	547	67	0	0	820	97.7	

Invalid responses include no response or multiple responses.

18i. During the past 30 days on how many days did you have inhalants (glue, solvents, gas)

	Male		Female		Unknown		Total		
	Freq.	Pct.	Freq.	Pct.	Freq.	Pct.	Freq.	Pct.	
01 0 days	274	100	549	100	0	0	823	99.8	
02 1-2 days	0	0	1	0	0	0	1	0.1	
03 3-5 days	0	0	0	0	0	0	0	0.0	
04 6-9 days	0	0	0	0	0	0	0	0.0	
05 10-19 days	0	0	0	0	0	0	0	0.0	
06 20-29 days	0	0	0	0	0	0	0	0.0	
07 All 30 days	1	0	0	0	0	0	1	0.1	
Valid responses =	275	33	550	67	0	0	825	98.3	
Invalid responses include no response or multiple responses.									

18j. During the past 30 days on how many days did you have designer drugs (ecstasy, MDMA)

	Male		Female		Unknown		Total		
	Freq.	Pct.	Freq.	Pct.	Freq.	Pct.	Freq.	Pct.	
01 0 days	275	100	547	100	0	0	822	99.8	
02 1-2 days	0	0	1	0	0	0	1	0.1	
03 3-5 days	0	0	0	0	0	0	0	0.0	
04 6-9 days	0	0	0	0	0	0	0	0.0	
05 10-19 days	0	0	0	0	0	0	0	0.0	
06 20-29 days	1	0	0	0	0	0	1	0.1	
07 All 30 days	0	0	0	0	0	0	0	0.0	
Valid responses =	276	33	548	67	0	0	824	98.2	
Invalid responses include no response or multiple responses.									

18k. During the past 30 days on how many days did you have steroids

	Male		Female		Unknown		Total		
	Freq.	Pct.	Freq.	Pct.	Freq.	Pct.	Freq.	Pct.	
01 0 days	275	100	548	100	0	0	823	99.9	
02 1-2 days	0	0	0	0	0	0	0	0.0	
03 3-5 days	1	0	0	0	0	0	1	0.1	
04 6-9 days	0	0	0	0	0	0	0	0.0	
05 10-19 days	0	0	0	0	0	0	0	0.0	
06 20-29 days	0	0	0	0	0	0	0	0.0	
07 All 30 days	0	0	0	0	0	0	0	0.0	
Valid responses =	276	33	548	67	0	0	824	98.2	
Invalid responses include no response or multiple responses.									

18l. During the past 30 days on how many days did you have other illegal drugs

	Male		Female		Unknown		Total		
	Freq.	Pct.	Freq.	Pct.	Freq.	Pct.	Freq.	Pct.	
01 0 days	272	99	549	100	0	0	821	99.5	
02 1-2 days	1	0	0	0	0	0	1	0.1	
03 3-5 days	1	0	0	0	0	0	1	0.1	
04 6-9 days	0	0	0	0	0	0	0	0.0	
05 10-19 days	0	0	0	0	0	0	0	0.0	
06 20-29 days	0	0	0	0	0	0	0	0.0	
07 All 30 days	2	1	0	0	0	0	2	0.2	
Valid responses =	276	33	549	67	0	0	825	98.3	
Invalid responses include no response or multiple responses.									

Goals and Objectives for 2016 Biennial Review

North Central College will work to edit its drug and alcohol policies for students to include:

- A description of the applicable legal sanctions under local, State or Federal law for the unlawful possession or distribution of illicit drugs and alcohol
- A description of the health risks associated with the use of illicit drugs and the abuse of alcohol
- A description of any drug or alcohol counseling, treatment or rehabilitation or re-entry programs that are available to students.
- A dissemination of all drug and alcohol policy information on a term-by-term basis.

Included below are examples of suggested edits (see Appendix):

- The College strongly encourages students and staff members to voluntarily obtain assistance for dependency or abuse problem before such behavior results in an arrest and/or disciplinary referral which might result in their separation from the institution.
- The use of, or addiction to, alcohol, marijuana, or controlled substances is not considered an excuse for violations of the Student Conduct Code or staff expectations, and will not be a mitigating factor in the application of appropriate disciplinary sanctions for such violations.
- Help is available both on campus and within the community for students and staff members who are dependent on, or who abuse the use of alcohol or other drugs. The Dyson Wellness Center (630-637-5550), the Employee Assistance Program, MHN, A Health Net Company (800-511-3920) and other professional agencies will maintain the confidentiality of persons seeking help for personal dependency and will not report them to institutional or state authorities. The Office of Student Affairs, Dyson Wellness Center and the Office of Human Resources provide educational and awareness programming, information, and assistance.
- Illinois Sanctions for Violation of Alcohol Control Statutes (see appendix)
- Illinois Sanctions for Driving Under the Influence (see appendix)
- Illinois Penalties for Drinking and Driving Under 21 (see appendix)
- State of Illinois Statutory Provisions For Illegal Drugs Manufacture or Delivery (see appendix)
- Federal Drug Possession Penalties (see appendix)
- Counseling and Treatment Statement (see appendix)
- Prevention and Education Statement (see appendix)
- Health Risks of Commonly Abused Substances (see appendix)
- On-Campus and Off-Campus Resources/Information (see appendix)
- Obtain recommended strategies from the National Institute for Alcohol Abuse and Alcoholism (NIAAA) to facilitate the selection of evidence-based strategies most appropriate for the campus.
- Obtain NIAAA strategies by working with 360 Proof, an evidence-based, online program offered to both NCAA Division II and NASPA Small Colleges and Universities Division members.
- Include the following items from 360 Proof: 1) a Self-Study Instrument to take stock of what campus-alcohol information is being collected and could be collected, and to inventory existing prevention efforts; 2) recommended strategies from the National Institute for Alcohol Abuse and Alcoholism (NIAAA) to facilitate the selection of evidence-based strategies most appropriate for your campus; 3) the Personalized Feedback Index, a candid online instrument designed for students to consider the personal impact of alcohol use and the strategies to reduce alcohol-related harms; 4) additional materials including learning modules for both campus program implementers and coaches, and marketing materials to drive student use of the Personalized Feedback Index.

Appendix

Illinois Sanctions for Violation of Alcohol Control Statutes

235 Illinois Compiled Statutes 5/6-21

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

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

Federal Drug Possession Penalties (21 USC 844)

Persons convicted on Federal charges of possessing any controlled substance face penalties of up to 1 year in prison and a mandatory fine of no less than \$1,000 up to a maximum of \$100,000. Second convictions are punishable by not less than 15 days but not more than 2 years in prison and a minimum fine of \$2,500. Subsequent convictions are punishable by not less than 90 days but not more than 3 years in prison and a minimum fine of \$5,000. Possession of drug paraphernalia is punishable by a minimum fine of \$750.

Special sentencing provisions for possession of crack cocaine impose a mandatory prison term of not less than 5 years but not more than 20 years and a fine up to \$250,000, or both if:

- A. It is a first conviction and the amount of crack possessed exceeds 5 grams;
- B. It is a second conviction and the amount of crack possessed exceeds 3 grams;
- C. It is a third or subsequent crack conviction and the amount exceeds 1 gram.

Civil penalties of up to \$10,000 may also be imposed for possession of small amounts of controlled substances, whether or not criminal prosecution is pursued.

Counseling and Treatment

- Short term alcohol and other drug counseling is available on campus to students through the Dyson Wellness Center (630-637-5550). Students may be referred through the Counseling Center to other treatment programs for more intensive treatment. Through North Central College's Office of Human Resources, MHN, A Health Net Company (800-511-3920 or members.mhn.com) offers employees additional education and counseling, as well as appropriate referrals. Local resources within and outside of Naperville and DuPage County, the following substance abuse counseling agencies exist:
- **DuPage County Health Department**
111 North County Farm Road
Wheaton, IL 60187
630-627-1700 (24 hours), Crisis Line

- **DuPage Mental Health Services**
1776 South Naperville Road, Building B, Suite 203
Wheaton, IL 60189
Phone: 630-690-2222
- **Linden Oaks Hospital at Edward**
852 West Street
Naperville, IL 60540
Phone: 630-305-5129 or 630-305-5500
- **Rosecrance**
608 South Washington Street
Naperville, IL 60540
630-849-4295
Financial Expectations: <http://www.rosecrance.org/substanceabuse/financialexpectations/>
- **Resurrection Behavioral Health – Addiction Services**
2001 Butterfield Road, Suite 320
Downers Grove, IL 60515
Phone: 847-493-3600
- **Gateway Foundation Alcohol & Drug Treatment**
8 locations
Phone: 877-321-7326
www.RecoverGateway.org
- **Timberline Knolls**
40 Timberline Drive
Lemont, IL 60439
Phone: 630-343-2326
*Residential treatment facility for adolescent girls and young women.
- **Alexian Brothers (Behavior Health Hospital)**
1650 Moon Lake Blvd.
Hoffman Estates, IL 60194
Phone: 847-882-1600
- **FAIR: Family & Adolescents in Recovery**
<http://www.fairkids.com/index.php/fair-programs/yap-young-adult-program-iop/>
2010 East Algonquin Rd.
Schaumburg, IL 60173
847-359-5192
Insurance: Fair foundation helps to ensure that no one is turned away

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

Prevention and Education

Through the Office of Student Affairs (<https://cardinalnet.northcentralcollege.edu/studentlife/home>), the Dyson Wellness Center <http://cardinalnet.northcentralcollege.edu/student-life/dyson-wellness-center> and Office of Human Resources <http://cardinalnet.northcentralcollege.edu/employees/office-human-resources-0>, as well as other campus departments and offices, there are a variety of alcohol and drug prevention and intervention programs administered that are designed to prevent and reduce alcohol and other drug use/abuse at North Central College. In addition, in the near future a campus-community alcohol and other drug coalition will start to meet monthly to discuss current substance abuse related issues and trends. As mandated by the Drug-Free Schools and Campuses Act, this policy is distributed to all students, staff and faculty on an annual basis. During every even year, a biennial review of the comprehensive alcohol and other drug program will be conducted. For more information concerning current programs, interventions and policies, contact Tatiana Sifri, the Director of the Dyson Wellness Center, at tsifri@noctrl.edu, 630-637-5550, Kevin McCarthy, Assistant Dean of Students at kemccarthy@noctrl.edu, 630-637-5152, or Michelle Skinder, Assistant Vice President for Human Resources at mmskinder@noctrl.edu, 630-637-5754.

Health Risks of Commonly Abused Substances

Substance	Nicknames/Slang Terms	Short Term Effects	Long Term Effects
Alcohol		slurred speech, drowsiness, headaches, impaired judgment, decreased perception and coordination, distorted vision and hearing , vomiting, breathing difficulties, unconsciousness, coma, blackouts,	toxic psychosis, physical dependence, neurological and liver damage, fetal alcohol syndrome, vitamin B1 deficiency, sexual problems, cancer, physical dependence
Amphetamines	uppers, speed, meth, crack, crystal, ice, pep pills	increased heart rate, increased blood pressure, dry mouth, loss of appetite, restlessness, irritability, anxiety	delusions, hallucinations, heart problems, hypertension, irritability, insomnia, toxic psychosis, physical dependence
Barbiturates and Tranquilizers	barbs, bluebirds, blues, yellow jackets, red devils, roofies, rohypnol, ruffies, tranqs, mickey, flying v's	slurred speech, muscle relaxation, dizziness, decreased motor control	severe withdrawal symptoms, possible convulsions, toxic psychosis, depression, physical dependence

Cocaine	coke, cracks, snow, powder, blow, rock	loss of appetite increased blood pressure and heart rate, contracted blood vessels, nausea, hyper-stimulation anxiety, paranoia, increased hostility Increased rate of breathing, muscle spasms and convulsions. dilated pupils disturbed sleep,	depression, weight loss, high blood pressure, seizure, heart attack, stroke, hypertension, hallucinations, psychosis, chronic cough, nasal passage injury, kidney, liver and lung damage
Gamma Hydroxy Butyrate	GHB, liquid B, liquid X, liquid ecstasy, G, georgia homeboy, grievous bodily harm	euphoria, decreased inhibitions, drowsiness, sleep, decreased body temperature, decreased heart rate, decreased blood pressure	memory loss, depression, severe withdrawal symptoms, physical dependence, psychological dependence
Heroin	H, junk, smack, horse, skag	euphoria, flushing of the skin, dry mouth, "heavy" arms and legs, slowed breathing, muscular weakness	constipation, loss of appetite, lethargy, weakening of the immune system, respiratory (breathing) illnesses, muscular weakness, partial paralysis, coma, physical dependence, psychological dependence
Ketamine	K, super K, special K	dream-like states, hallucinations, impaired attention and memory, delirium, impaired motor function, high blood pressure, depression	Urinary tract and bladder problems, abdominal pain, major convulsions, muscle rigidity , increased confusion, increased depression, physical dependence, psychological dependence
LSD	acid, stamps, dots, blotter, A-bombs	dilated pupils, change in body temperature, blood pressure and heart rate, sweating, chills, loss of appetite, decreased sleep, tremors, changes in visual acuity, mood changes	may intensify existing psychosis, panic reactions, can interfere with psychological adjustment and social functioning, insomnia, physical dependence, psychological dependence

MDMA	ecstasy, XTC, adam, X, rolls, pills	impaired judgment, confusion, blurred vision, teeth clenching, depression, anxiety, paranoia, sleep problems, muscle tension	same as LSD, sleeplessness, nausea, confusion, increased blood pressure, sweating, depression, anxiety, memory loss kidney failure, cardiovascular problems, convulsions death, physical dependence, psychological dependence
Marijuana/Cannabis	pot, grass, dope, weed, joint, bud, reefer, doobie, roach	sensory distortion, poor coordination of movement slowed reaction time, panic, anxiety	bronchitis, conjunctivas, lethargy, shortened attention span, suppressed immune system, personality changes, cancer, psychological dependence, physical dependence possible for some
Mescaline	peyote cactus	nausea, vomiting, anxiety, delirium, hallucinations, increased heart rate, blood pressure, and body temperature,	lasting physical and mental trauma, intensified existing psychosis, psychological dependence
Morphine/Opiates	M, morf, duramorph, Miss Emma, monkey, roxanol, white stuff	euphoria, increased body temperature, dry mouth, “heavy” feeling in arms and legs	constipation, loss of appetite collapsed veins, heart infections, liver disease, depressed respiration, pneumonia and other pulmonary complications, physical dependence, psychological dependence
PCP	crystal, tea, angel dust, embalming fluid, killer weed, rocket fuel, supergrass, wack, ozone	shallow breathing, flushing, profuse sweating, numbness in arms and legs, decreased muscular coordination, nausea, vomiting, blurred vision, delusions, paranoia, disordered thinking	memory loss, difficulties with speech and thinking, depression, weight loss, psychotic behavior, violent acts, psychosis, physical dependence, psychological dependence

Psilocybin	mushrooms, magic mushrooms, shrooms, caps, psilocybin & psilocyn	nausea, distorted perceptions, nervousness, paranoia,	confusion, memory loss, shortened attention span, flashbacks may intensify existing psychosis,
Steroids	roids, juice	increased lean muscle mass, increased strength, acne, oily skin, excess hair growth, high blood pressure	Cholesterol imbalance, anger management problems, masculinization or women, breast enlargement in men, premature fusion of long bones preventing attainment of normal height, atrophy of reproductive organs, impotence, reduced fertility, stroke, hypertension, congestive heart failure, liver damage, psychological dependence

ON-CAMPUS RESOURCES/INFORMATION

The Dyson Wellness Center (confidential medical and counseling services)	630-637-5550, http://www.northcentralcollege.edu/dyson
Employee Assistance Program, MHN, A Health Net Company	1-800-511-3920, http://www.members.mhn.com
Kimberly Sluis, Vice President for Student Affairs and Dean of Students	630-637-5151 http://cardinalnet.northcentralcollege.edu/student-life/home
Jeremy Gudauskas, Associate Dean of Students	630-637-5151
Kevin McCarthy, Assistant Dean of Students	630-637-5151
Michelle Skinder, Title IX Coordinator, Assistant Vice President for Human Resources	630-637-5754
Campus Safety	630-637-5911

OFF-CAMPUS RESOURCES/INFORMATION

Naperville Police Department	911/ 630- 420- 6666
DuPage County Sheriff Department 501 N. County Farm Road, Wheaton, IL 60187	911/630-682-7256
DuPage County Health Department 111 North County Farm Road Wheaton, IL 60187	630-627-1700 (24 hours), Crisis Line

DuPage Mental Health Services 1776 South Naperville Road, Building B, Suite 203 Wheaton, IL 60189	Phone: 630-690-2222
Linden Oaks Hospital at Edward 852 West Street Naperville, IL 60540	Phone: 630-305-5129 or 630-305-5500
Rosecrance 608 South Washington Street Naperville, IL 60540	630-849-4295 Financial Expectations: http://www.rosecrance.org/substanceabuse/financialexpectations/
Resurrection Behavioral Health – Addiction Services 2001 Butterfield Road, Suite 320 Downers Grove, IL 60515	Phone: 847-493-3600
Gateway Foundation Alcohol & Drug Treatment 8 locations	Phone: 877-321-7326 www.RecoverGateway.org
Timberline Knolls 40 Timberline Drive Lemont, IL 60439 *Residential treatment facility for adolescent girls and young women.	Phone: 630-343-2326
Alexian Brothers (Behavior Health Hospital) 1650 Moon Lake Blvd. Hoffman Estates, IL 60194	Phone: 847-882-1600
FAIR: Family & Adolescents in Recovery http://www.fairkids.com/index.php/fair-programs/yap-young-adult-program-iop/ 2010 East Algonquin Rd. Schaumburg, IL 60173 Insurance: Fair foundation helps to ensure that no one is turned away	847-359-5192
DuPage County State’s Attorney’s Office Judicial Office Facility - Annex 503 N. County Farm Road Wheaton, IL 60187	630-407-8000

In accordance with Americans with Disabilities Act of 1990, no individual shall be discriminated against on the basis of disability in the full and equal enjoyment of the goods, services, facilities, privileges, advantages, or accommodations of the University. Further, no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of the University or be subjected to discrimination by the University.



Campus Safety and Security And Fire Safety Report



About this Report

North Central College Campus Safety prepared this report to comply 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 or leased properties (i.e. Tailor Loft Apartments and Dixon property). Campus Safety also seeks collaboration with the Office of Residence Life, International Programs, and the Dean of Students' office 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 and advisors to student organizations), and local law enforcement agencies.

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

Campus Safety Procedures

About the Office of Campus Safety

The Office of Campus Safety is the primary unit responsible for security and emergency response at North Central College. The Office of Campus Safety is located at 224 E. Chicago Avenue and Campus Safety staff members are available 24 hours a day.

Campus Safety staff members are trained professional security officers. Campus Safety officers have the authority to ask persons 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 Office 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 will be encouraged and assisted by the Office 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 or cell phone. Campus phones are located in the lobbies or public areas of buildings across campus. In addition, 16 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 ways to make a confidential report is through the Dyson Wellness Center (630-637-5550) or the Violence Education and Prevention Coordinator (630-637-5113). 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 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 be encouraged to consider filing a non-confidential report with the Naperville Police and/or North Central College Campus Safety.

While the Office of Campus Safety will always work diligently to protect a complainant's privacy, not all information reported to Campus Safety can remain confidential. In situations, for example, 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 process 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 Office of Campus Safety and the Naperville Police. In addition to reporting a crime to Campus Safety, individuals can report crimes to the following individuals:

Dean of Students, 630-637-5153
Associate Dean of Students, 630-637-5147
Assistant Dean of Students, 630-637-5152
Director, Dyson Wellness Center 630-637-5161
Director, Residence Life 630-637-5861
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 Office of Campus Safety, deans, directors, department heads, athletic coaches, student organization advisors, resident hall staff and student affairs staff. All crimes reported to CSAs must be reported to Campus Safety in a timely manner.

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

Most campus buildings and facilities are accessible to members of the campus community and invited guests during business hours, Monday–Friday. Select buildings may be open during limited hours on Saturday and Sunday. Building hours are posted on each building. The exterior doors to student residence halls 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 throughout the building by their host/hostess at all times. All student rooms are equipped with locking doors and windows. Students are advised to keep their doors locked at all times.

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 Office of Campus Safety at 630-637-5826 or by email at campussafety@noctrl.edu. Maintenance regularly inspects campus facilities, promptly makes repairs affecting safety and security, and responds to reports of potential safety and security hazards, such as broken windows and defective locks. Exterior doors on campus buildings are locked and secured each evening. Maintenance concerns related to safety and security should be reported to Campus Safety or Residence Life staff immediately.

Residence Hall Staff

Residence hall staff members monitor the campus residence halls. Resident Assistants (RAs) are student staff members that report to an Area Hall Director. The RA works in a residential community and has the specific responsibility for working with students in his/her community. She/he 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 community building opportunities (programs) consistent with department requirements and learning outcomes. RAs respond to student issues, provide student conflict resolution, address policy violations, and call for assistance in the event of an emergency. Area Hall Directors live in the residence halls and share an on-call emergency duty rotation. 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 dealing with mental health emergencies. Campus Safety officers are not sworn peace 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.

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 our 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, 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, posters, and bookmarks related to motor vehicle security, bicycle security, residence hall security, and the escort program are widely distributed at crime prevention presentations and at various locations throughout campus to include the Office of Campus Safety and the Harold and Eva White Activities Center.

Weekly Campus Safety Report — Weekly crime reports, printed on bright orange paper, are distributed throughout campus and can be found in most buildings. You can also find the crime reports on-line at <https://northcentralcollege.edu/content/campus-safety-reports>.

Campus Safety Facebook & Twitter Page — Safety tips, programming, and other select information pertaining to the campus and surrounding Naperville community as well as the weekly crime reports are posted to 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 additional information regarding alcohol/drug safety and sexual assault prevention. Additionally, through the year Campus Safety, the Dyson Wellness Center, and the Residence Life staff work together to provide prevention awareness sessions on a variety of topics including suicide prevention, alcohol and drug abuse, and personal safety.

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, domestic and dating violence, and stalking.

Electronic Security Systems

Campus Telephones and Emergency Call Boxes — Both interior and exterior emergency communications are linked to the Office of Campus Safety and are located throughout the campus.

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

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.

Emergency Notification

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

1. *The College's website* is the primary means for communicating information and instructions in the

event of an emergency. During severe weather or other 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, 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. These alerts ensure you receive immediate notice of incidents, such as school closings, severe weather alerts or other campus-related emergencies.

3. *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.

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

5. *Fire alarms* in campus buildings may be activated and operated by the on-duty Campus Safety supervisor or designee.

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

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* should make every effort to personally contact each resident student through a variety of means including in-person verbal communication and posters.

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 Office 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. These warnings will be posted if the incident is reported to the Office of Campus Safety. The office will issue/post Crime Alerts for incidents of rape, murder, aggravated assault, robbery involving force or violence (cases involving pick pocketing and purse snatching will be assessed on a case by case basis), major incidents of arson, and other crimes determined by the Director of Campus Safety. Alerts are posted in the entrance areas of buildings on campus and emailed to students' 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 Office 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 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.

Additional Campus Policies

Emergency Contact and Missing Person Policy

All resident students are required to provide the Office of Residence Life with the name of an emergency contact person as part of the check-in procedure for campus housing.

1. If a student is under the age of 18, the emergency contact person must be a parent or legal guardian. The emergency contact person may be called during medical emergencies, depending on the severity of the situation and the wishes of the student involved.

2. The emergency contact person also will be contacted if the student is reported missing 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 Consumption: Students who are 21 years of age or over may possess or consume alcoholic beverages in residence hall rooms provided that all other students in a room, suite, or apartment are of legal drinking age*, 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 alcoholic beverages 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.

C. Underage Alcohol Consumption:

1. Students under the age of 21 are prohibited from possessing, distributing, consuming, or being in the presence of alcoholic beverages.
2. Students under the age of 21 are prohibited from being present where alcohol is being consumed, even if the individual(s) consuming the alcohol are of the legal age of 21, and are following all other guidelines.*

*D. *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.

E. Intoxication and Behavioral Responsibility: 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. Students who choose to consume alcohol are expected to do so responsibly.

F. 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, Student Village, and Peter & Paul Hall, are substance-free. Additionally, rooms or floors in other residence halls may be designated as substance-free.

G. Drinking Games

1. Games that are centered on 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.

H. 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.

Policy Statement Regarding Drug Use

The North Central College drug policy covers illegal and illicit use of controlled substances, including marijuana, stimulants, depressants, hallucinogens, opiates/narcotics, inhalants, and synthetic drugs. The unauthorized possession or use of prescription drugs is also prohibited. If a significant quantity of drugs or items suggesting drug distribution are found (scale, small self-sealing baggies, etc.) as part of a potential drug incident, 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.

C. 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.

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

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 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 (except dishonorable discharges) or any other characteristic protected by law in admission and access to, and treatment and employment in, its educational programs and activities.

In pursuit of these goals, the College will not tolerate acts of discrimination, harassment, sexual misconduct (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 the policy will be subject to disciplinary action, up to and including termination of employment. Students who violate the policy will be subject to disciplinary action, up to and including expulsion. We believe the resolution procedures set forth in the 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.

Please note that during the course of the 2013-2014 academic year revisions were made to institutional policies. 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. 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

Dyson Wellness Center (confidential): 630-637-5550

YWCA - Patterson and McDaniel Family Center (confidential): 630-971-3927

Violence Education and Prevention Coordinator (confidential): 630-637-5113

North Central College Campus Safety: 630-637-5911

Naperville Police Department: 911/630-420-6666

Dean of Students: 630-637-5153

Associate Dean of Students: 630-637-5147

Assistant Dean of Students: 630-637-5152

Director of Ministry and Service: 630-637-5417

Edward Hospital (main switchboard): 630-527-3000

Title IX Coordinator: 630-637-5155

Rights of Accused Students

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

- To have a written statement of the charges.
- To have a written notice of the date, time, and place of the hearing.
- To have the opportunity to meet with a staff member prior to the hearing to discuss the adjudication process, if requested.
- To hear and respond to the information that supports the charges against him/her.

- To provide a written statement and/or verbal information on his/her own behalf.
- 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.
- 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 may bring complaints to the College and 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 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.

- To be treated with dignity and respect and in a non-judgmental manner.
- To assume the role of witness if an alleged incident is referred for adjudication.
- To be notified of the progress of the case, including initial contact with the alleged assailant and outcomes related to any student conduct proceedings.
- To have a member of the campus community (faculty, staff, or another student) of their choice accompany them throughout any student conduct hearing.
- To be informed of counseling services available.
- 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.

- When applicable, not to have their unrelated past sexual history discussed during the hearing.
- To be informed immediately of the outcome of the hearing.

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 Office of Campus Safety.

	2011				2012				2013			
	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	On Campus Property	On Campus Student Housing Facilities	Public Property	Non-Campus Property
Murder/Non-Negligent Manslaughter	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
Aggravated Assault / Battery	0	0	1	0	3	2	1	0	2	2	2	0
Robbery	1	0	0	0	0	0	0	0	1	0	0	0
Burglary	10	1	1	1	3	2	0	2	10	3	0	3
Arson	1	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	1	0	0	0	1	0	0	1
Sex Offense Forcible	2	2	0	1	4	4	0	0	1*	1	0	0
Sex Offense Non-Forcible	0	0	0	0	0	0	0	0	0	0	0	0
Arrests												
Illegal Weapons Possession	0	0	0	0	0	0	0	0	1	0	0	0
Drug Law Violations	14	5	5	1	31	19	13	0	24	21	7	0
Liquor Law Violations	15	6	13	0	23	1	16	0	23	20	5	2
Disciplinary Action												
Illegal Weapons Possession	0	0	0	0	0	0	0	0	1	1	0	0
Drug Law Violations	28	18	2	0	25	20	5	0	27	27	0	0
Liquor Law Violations	231	220	0	0	259	256	0	0	135	135	0	0

Hate Crimes	2011				2012				2013			
	On Campus	On Campus Student	Public Property	Non-Campus	On Campus	On Campus Student Housing	Public Property	Non-Campus Property	On Campus	On Campus Student Housing	Public Property	Non-Campus
Murder/Non-Negligent Manslaughter	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
Robbery	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
Arson	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
Sex Offense Forcible	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
Destruction/Damage/Vandalism of Property	1	1	0	0	0	0	0	0	1	1	0	0
Simple Assault	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
Larceny-Theft	0	0	0	0	0	0	0	0	0	0	0	0

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

2011: One on-campus damage to property incident characterized by sexual orientation bias reported.

Violence Against Women Re-Authorization Act Amendments to Clery	2011				2012				2013			
	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	On Campus Property	On Campus Student Housing Facilities	Public Property	Non-Campus Property
Domestic Violence	0	0	0	0	1	0	1	0	4	2	0	0
Dating Violence	4	3	0	0	4	2	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	4	3	0	0

Please note that a good faith effort was made to obtain these statistics for domestic violence, dating violence and stalking as final guidance has not been submitted by the federal government at the time of the completion of this report.

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.

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.

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

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

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.

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.

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

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

Weapon Law Violations — The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens

possessing deadly weapons; and all attempts to commit any of the aforementioned.

Drug Abuse Violations — Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadones); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

Liquor Law Violations — The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

Sex Offenses

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

Sex Offense-Forcible

Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

A. Forcible Rape — The carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

B. Forcible Sodomy — Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because

of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

C. Sexual Assault With An Object — The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

D. Forcible Fondling — The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

Sex Offense-Non-forcible

Unlawful, non-forcible sexual intercourse.

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

B. Statutory Rape — Non-forcible 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 part, by the

offender's bias against a race, gender, religion, disability, sexual orientation, or ethnicity/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.
- **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 that 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.

2013 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 violation 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

Fire Drills

Fire drills will be conducted regularly during the academic year. 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
Patterson Hall	1/09/2013	13-0017	Fire Alarm	Malfunctioning Equipment	2013-0296	0	\$0
Patterson Hall	1/10/2013	13-0019	Fire Alarm	Dust/Bug/Moisture	N/A	0	\$0
Schneller Hall	1/28/2013	13-0058	Fire Alarm	Construction Dust	2013-1052	0	\$0
Sts. Peter & Paul Hall	2/13/2013	13-0071	Fire Alarm	Malfunctioning Equipment	2013-1201	0	\$0
Kimmel Hall	2/07/2013	13-0086	Fire Alarm	Burnt Food	2013-1361	0	\$0
Seybert Hall	2/14/2013	13-0096	Fire Alarm	Water Flow Alarm	2013-1553	0	\$0
Geiger Hall	2/18/2013	13-0110	Fire Alarm	Shower Steam	2013-1701	0	\$0
Benedetti-Wehrli Stadium	2/23/2013	13-0120	Fire Alarm	Trouble Alarm	N/A	0	\$0
Ward Hall	2/26/2013	13-0129	Fire Alarm	Burnt Food	2013-1912	0	\$0
Oliver Hall	4/10/2013	13-0210	Fire Alarm	Malfunctioning Equipment	2013-3149	0	\$0
Oliver Hall	4/18/2013	13-0232	Fire Alarm	Storm	2013-3390	0	\$0
Sts. Peter & Paul Hall	4/18/2013	13-0234	Fire Alarm	Water Flow Alarm	N/A	0	\$0
Seybert Hall Parking Lot	5/10/2013	13-0272	Dumpster Fire	Unknown Source	2013-4244	0	\$0
Oesterle Library	5/20/2013	13-0294	Fire Alarm	Malfunctioning Equipment	2013-4574	0	\$0
Old Main	6/13/2013	13-0341	Fire Alarm	Maintenance Work	2013-5363	0	\$0
Carnegie Hall	6/24/2013	13-0345	Fire Alarm	Water Flow Alarm	2013-5748	0	\$0
Merner Field House	6/25/2013	13-0346	Fire Alarm	Activated Pull Station	2013-5806	0	\$0
Fine Arts Center	6/28/2013	13-0350	Fire Alarm	Malfunctioning Equipment	N/A	0	\$0
Schneller Hall	8/02/2013	13-0376	Fire Alarm	Water Flow Alarm	2013-7064	0	\$0
Schneller Hall	8/10/2013	13-0382	Fire Alarm	Construction Dust	2013-7321	0	\$0
Schneller Hall	8/15/2013	13-0386	Fire Alarm	Shower Steam	2013-7486	0	\$0
Rolland Center Café	8/21/2013	13-0391	Fire Alarm	Malfunctioning Equipment	2013-7677	0	\$0
Schneller Hall	8/21/2013	13-0392	Fire Alarm	Burnt Food	2013-7689	0	\$0
Student Village	8/29/2013	13-0396	Fire Alarm	Maintenance Work	2013-7901	0	\$0
Old Main	9/10/2013	13-0408	Fire Alarm	Activated Pull Station	2013-8311	0	\$0
Seager Hall	9/30/2013	13-0447	Fire Alarm	Burnt Food	2013-8979	0	\$0
Meilley-Swallow Hall	10-06-2013	13-0461	Fire Alarm	Activated Pull Station	2013-1909	0	\$0
Seager Hall	10-09-2013	13-0468	Fire Alarm	Burnt Food	2013-9228	0	\$0
Schneller Hall	10/12/2013	13-0471	Fire Alarm	Malfunctioning Equipment	2013-9327	0	\$0
Benedetti-Wehrli Stadium	10/25/2013	13-0497	Fire Alarm	Overheated Machinery	2013-9773	0	\$0
Carnegie Hall	11/14/2013	Max#091	Fire Alarm	Malfunctioning Equipment	N/A	0	\$0
Seager Hall	11/14/2013	Max#092	Fire Alarm	Dust/Bug/Moisture	2013-10478	0	\$0
322 E. Van Buren	11/17/2013	Max#097	Fire Alarm	Malfunctioning Equipment	N/A	0	\$0
Schneller Hall	11/18/2013	Max#100	Fire Alarm	Burnt Food	2013-10580	0	\$0
Meiley-Swallow Hall	12/09/2013	Max#291	Fire Alarm	Malfunctioning Equipment	N/A	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.	NO	YES-M	YES-M	YES	NO
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
119 S. Loomis St.	NO	YES-M	YES-M	YES	NO
Kaufman Dining Hall, 221 S. Brainard St.	YES	YES-M	YES-M	YES	YES
Kiekhof 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
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
109 S. Loomis	NO	YES-M	YES-M	YES	NO
Student Village, 131 S. Loomis St.	YES	YES-M	YES-M	YES	YES
Schneller Hall, 147 S. Loomis St.	YES	YES-M	YES-M	YES	YES
322 E. Van Buren Ave.	NO	YES-M	YES-M	YES	NO
330 E. Van Buren Ave.	NO	YES-M	YES-M	YES	NO
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
125 S. Loomis St., Yellow House	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

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>

North Central College (Online) (2012 Other)

SIUC/Core Institute
374 E. Grand Avenue
(618) 453-4420
Carbondale, IL 62901

Consortium Number;
Institution Number= 6440
Number of Survey\$39

Executive Summary

Core Alcohol and Drug Survey - Short Form

Wednesday, May 09, 2012

Page 1 of 5

North Central College (Online)**CORE ALCOHOL AND DRUG SURVEY- FORM 191****EXECUTIVE SUMMARY**

The Core Alcohol and Drug Survey was developed to measure alcohol and other drug usage, attitudes, and perceptions among college students at two and four-year institutions. Development of this survey was funded by the U.S. Department of Education. The survey includes several types of items about drugs and alcohol. One type deals with the students' attitudes, perceptions, and opinions about alcohol and other drugs, and the other deals with the students' own use and consequences of use. There are also several items on students' demographic and background characteristics as well as perception of campus climate issues and policy.

Key Findings from students at North Central College (Online)

Following are some key findings on the use of alcohol:

- 78.2% of the students consumed alcohol in the past year ("annual prevalence").
- 65.5% of the students consumed alcohol in the past 30 days ("30-day prevalence").
- 51.0% of underage students (younger than 21) consumed alcohol in the previous 30 days.
- 37.1% of students reported binge drinking in the previous two weeks. A binge is defined as consuming 5 or more drinks in one sitting.

Following are some key findings on the use of illegal drugs:

- 20.8% of the students have used marijuana in the past year ("annual prevalence").
- 9.0% of the students are current marijuana users ("30-day prevalence").
- 6.5% of the students have used an illegal drug other than marijuana in the past year ("annual prevalence").
- 2.3% of the students are current users of illegal drugs other than marijuana ("30-day prevalence").

The most frequently reported illegal drugs used in the past 30 days were:

- 9.0% Marijuana (pot, hash, hash oil)
- 1.1% Amphetamines (diet pills, speed)
- 0.6% Cocaine (crack, rock, freebase)

Following are some key findings on the consequences of alcohol and drug use:

- 24.5% reported some form of public misconduct (such as trouble with police, fighting/argument, DWI/OUI, vandalism) at least once during the past year as a result of drinking or drug use.
- 18.1% reported experiencing some kind of serious personal problems (such as suicidality, being **hurt** or injured, trying unsuccessfully to stop using, sexual assault) at least once during the past year as a result of drinking or drug use.

Following are some key findings on opinions about the campus environment:

- 90.5% of students said the campus has alcohol and drug policies;
- 8.9% said they "don't know"; and
- 0.6% said there wasn't a policy.

- 42.3% of students said the campus has an alcohol and drug prevention program;
- 52.7% said they "don't know"; and
- 5.1% said there wasn't a program.

- 81.6% of students said the campus is concerned about the prevention of drug and alcohol use;
- 13.0% said they "don't know"; and
- 5.4% said the campus is not concerned.

With regard to students' perceptions of other students' use:

- 83.4% of students believe the average student on campus uses alcohol once a week or more.
- 39.9% of students believe the average student on this campus uses some form of illegal drug at least once a week.
- 32.5% of students indicated they would prefer not to have alcohol available at parties they attend.
- 87.4% of students indicated they would prefer not to have drugs available at parties they attend.

North Central College (Online) (2012 Other)

SIUC/Core Institute
374 E. Grand Avenue
(618) 453-4420
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Consortium Number;
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Executive Summary

Core Alcohol and Drug Survey - Short Form

Wednesday, May 09, 2012
Page 3 of 5

Use of Drugs

The following tables provide additional details about students' reported use of drugs at this institution. Unless otherwise indicated, percentages are based on the total number of students responding validly to a given item.

For comparison purposes some figures are included from a reference group of 61057 students from 118 institutions who completed the Core Alcohol and Drug Survey Long Form in 2009 Aggregated National Data.

More detailed analyses can be found by contacting the Core Institute.

In general, substantial proportions of students report having used alcohol, tobacco, and marijuana in response to the question, "At what age did you first use _____?" whereas comparatively few report having used each of the other substances. This question examines "lifetime prevalence" as opposed to annual prevalence and 30-day prevalence.

Table 2 describes lifetime prevalence, annual prevalence, 30-day prevalence, and high frequency use (3 times a week or more).

Table 2 - Substance Use

<u>Substance</u>	<u>Lifetime Prevalence</u>		<u>Annual Prevalence</u>		<u>30-Day Prevalence</u>		<u>3X/Week or more</u>	
	<u>Coll.</u>	<u>Ref.</u>	<u>Coll.</u>	<u>Ref.</u>	<u>Coll.</u>	<u>Ref.</u>	<u>Coll.</u>	<u>Ref.</u>
Tobacco	32.4	48.3	25.1	37.8	13.8	26.1	6.6	14.5
Alcohol	79.6	85.3	78.2	81.7	65.5	68.3	14.5	20.5
Marijuana	31.0	43.4	20.8	30.2	9.0	17.2	2.9	6.8
Cocaine	3.5	8.2	1.7	4.2	0.6	1.5	0.1	0.2
Amphetamines	5.2	11.9	2.7	5.7	1.1	3.0	0.6	1.6
Sedatives	3.4	8.0	1.9	4.2	0.5	1.9	0.1	0.5
Hallucinogens	3.9	7.6	1.8	3.8	0.4	1.1	0.0	0.2
Opiates	1.3	2.7	0.6	1.4	0.4	0.8	0.1	0.3
Inhalants	1.2	3.3	0.4	0.9	0.2	0.5	0.1	0.2
Designer drugs	4.6	7.4	2.3	3.4	0.2	1.1	0.0	0.2
Steroids	0.5	1.2	0.2	0.7	0.1	0.5	0.1	0.2
Other drugs	2.7	3.8	0.8	1.8	0.5	0.8	0.2	0.2

Notes:

Coll.= North Central College (Online)

Ref. = Reference group of 61057 college students

The average number of drinks consumed per week at this institution is 3.3 drinks. The national average is 4.6 drinks (based on a sample of 61057). The percentage of students who report having binge in the last two weeks at this institution is 37.1% compared to the national average of 43.1%.

Consequences of Alcohol and Drug Use

The proportion of students who report having had problems as a result of drinking or drug use is another indicator of the level of substance abuse. The percentages of students who reported that within the past year they had various problematic experiences are given in Table 3. The top group of items represents public misconduct or behaviors that involve actual or potential harm to others. The second group represents possibly serious personal problems. The last group may consist of less serious (and more common) experiences which nevertheless may indicate excessive use.

Table 3 - Problematic Experiences

This Institution	Reference Group	ExPerience
0.6	1.3	Been arrested for DWI/DUI
10.5	11.2	Been in trouble with police, residence hall, or other college authorities
2.6	5.3	Damaged property, pulled fire alarms, etc.
12.3	24.1	Driven a car while under the influence
19.2	29.9	Got into an argument or fight
0.5	1.2	Tried to commit suicide
3.3	4.0	Seriously thought about suicide
10.0	14.3	Been hurt or injured
6.9	8.5	Been taken advantage sexually
1.2	2.6	Taken advantage of another sexually
2.0	5.0	Tried unsuccessfully to stop using
5.0	9.8	Thought I might have a drinking or other drug problem
12.5	20.2	Performed poorly on a test or important project
25.6	34.0	Done something I later regretted
15.5	26.4	Missed a class
23.0	28.3	Been criticized by someone I know
25.5	32.3	Had a memory loss
48.8	50.8	Got nauseated or vomited
53.4	59.6	Had a hangover

Differences among Student Groups

Table 4 compares substance use patterns and consequences of several campus groups: males and females, younger and older, academically more and less successful, and on and off-campus residents.

Table 4 - Differences among Student Groups

	Gender		Age		Average Grades		Campus Residence	
	Female	Male	16-20	21+	A-B	C-F	On	Off
Sample Sizes:	554	280	478	355	765	68	537	295
Currently use (in the past 30 days) alcohol	63.7	69.0	51.0	84.9	65.1	70.6	65.6	65.3
Currently use (in the past 30 days) marijuana	5.3	16.4	8.9	9.2	8.5	14.7	9.1	8.9
Currently use (in the past 30 days) illegal drugs other than marijuana	1.3	4.3	1.7	3.1	2.2	2.9	1.9	3.1
Had 6 or more binges in the past 2 weeks	1.6	3.9	1.9	3.1	2.1	5.9	2.8	1.7
Have driven a car while under the influence during past year	10.2	16.4	8.6	17.3	11.7	19.1	10.3	15.8
Have been taken advantage of sexually during past year	7.4	5.9	6.0	8.1	7.0	5.9	7.9	5.2
Have taken advantage of another sexually during past year	0.9	1.8	1.1	1.4	1.2	1.5	1.3	1.0

Sample Demographics

24.3% were freshmen

24.7% were sophomores

25.9% were juniors

19.4% were seniors

4.6% were graduates

1.2% were other

88.0% were in the "typical" college age range of 18-22.

66.4% were female.

35.5% lived off campus.

70.6% worked part-time or full-time.

91.9% were full-time students.

25.7% reported spending at least 5 hours per month in volunteer work.

**Alcohol/Drug Prevention Programming
2012-2013 Academic Year**

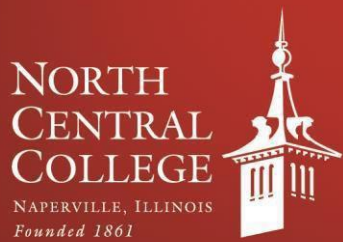
DATE/TIME	LOCATION	EVENT/EVENT TITLES	DESCRIPTION	PARTICIPANTS
8/21/2012 1-5pm	Smith Hall	Mental Health First Aid (including addiction/substance abuse)	A training for staff and student employee in how to identify and support students with mental health issues, including substance abuse/addictions.	40 Student Affairs (SA) staff
9/7/2012 9:30-11 am	Wentz	Drunk Sex or Date Rape	Attorney speaker describes a sexual assault case, engages the student audience in understanding the definition of consensual versus non-consensual sex.	800 First Year & Transfer Students, SA staff
9/7/2012 2-3:30 PM	Wentz	Solo Cup Culture	Speaker describes his battle with substance abuse when he was in college.	800 First Year & Transfer Students, SA staff

Alcohol Awareness Week

DATE/TIME	LOCATION	EVENT/EVENT TITLES	DESCRIPTION	PARTICIPANTS
10/15/2012 8:00-10:00pm	Madden Theater	Erasing the Distance theater group acting out mental health issues including addiction/substance abuse	A theatrical experience capturing the heartbreak and hope of mental health issues affecting young people, featuring 5 true stories performed by professional actors.	200 Students, Staff, & Faculty
10/16/2012 12-1pm	Kaufman Dining Hall	Alcohol/Drug Awareness: Wheel of Celebrity	Spin the wheel for a prize when you answer a question about celebrity issues with substance abuse	50 Students
10/17/2012 12-1 pm	Kaufman Dining Hall	Wellness Wednesday – t-shirt giveaway and drinking alternatives	Pick Up your Alcohol Awareness T-Shirt	100 Students
10/17/2012 6:30-9 pm	Res Rec	Dinner & a Movie	Sandra Bullock in 28 Days	40 Students
10/18/2012 6-7 pm	Residence Hall	Alcohol/Drug Bingo	Bingo game with alcohol/drug facts	30 Students
10/19/2012 6-9 pm	Jefferson Plaza	OkSOBERfest - Res Life Friday night collaboration	Celebration of Alcohol Awareness Week in Jefferson Lawn. Join us for bags tournament, mario carts competition, beer goggles golf cart simulation, smores and raffle prizes!	400 Students

4/18/2013 6-8 pm	3rd Floor Res Rec	Naperville Detective & Resident, Impacts of Drugs & Sexual Assault	Detective describes his perspective of the impact of substance abuse.	30 Students
5/18/2013 6-8 pm	Championship Plaza	Springfest - breathalyzers	Pick Up your Alcohol Awareness T-Shirt when you blow a zero	400 Students
Alcohol/Drug Prevention Programming 2013-2014 Academic Year				
DATE/TIME	LOCATION	EVENT/EVENT TITLES	DESCRIPTION	PARTICIPANTS
Two occasions during the 2013-2014 academic year	Res Rec	Root Beer Train	Staff toured Res/Rec with a cart full of root beer. Each bottle had an alcohol fact sticker on it.	200 Students total
9/12/2013 1-2:30 pm	Wentz	Solo Cup Culture	Speaker describes his battle with substance abuse when he was in college.	800 First Year & Transfer Students
9/25/2013 12-1 pm	Kaufman Dining Hall	Alternatives to Party	Brochures and giveaways, tips for healthier lifestyle.	800 Students
Alcohol Awareness Week				
DATE/TIME	LOCATION	EVENT/EVENT TITLES	DESCRIPTION	PARTICIPANTS
10/7/2013 8-10 pm	Heininger Auditorium	Erasing the Distance	A theatrical experience capturing the heartbreak and hope of mental health issues affecting young people, featuring 5 true stories performed by professional actors.	200 Students, Staff, & Faculty
10/8/2013 6-7 pm	Lower WAC	Family Feud	"Friendly Feud" is an adaptation of the Family Feud game show students might see on television. The game will be adapted to Alcohol Awareness Week, all participants will have chance to win prizes!	60 Students
10/9/2013 12-1 pm	Kaufman Dining Hall	Awareness Celebrity Wheel	Spin the wheel for a prize when you answer a question about celebrity issues with substance abuse	75 Students
10/10/2013 9-11pm	3rd Floor Res Rec	Dinner & a Movie	Sandra Bullock's 28 Days	40 Students
10/11/2013 5-9 pm	Jefferson Plaza	OkSOBERfest	Celebration of Alcohol Awareness Week in Jefferson Lawn. Bags tournament, mario carts competition, beer goggles golf cart simulation (teaching safety), smores and raffle prizes!	130 Students

10/25/2013 8-10 pm	Whites Activity Center	WAC Wknd: NIA alternative to drinking	Stress Relief through Nia dance Nia simultaneously addresses the body, mind, emotions, and spirit, and puts them on the “same page.” Nia uses physical activity to integrate one’s neurology (including the mind, emotions, and spirit), with one’s outer body, or musculature. Nia addresses the whole person, using a comprehensive, holistic exercise approach designed with a combination of nine classic movement forms.	20 Students
10/25/2013 10pm-12am	Whites Activity Center	WAC Wknd: Pumpkin Carving Competition	WAC Weekend Hosted By DWC and the Peer Health Educators. In the spirit of Halloween come and join us create pumpkins and win prizes in several categories: most NCC spirit, Healthiest Pumpkin and Most Creative	20 Students
11/08/2013 7-10 pm	Res Rec 3rd Floor	Holiday Happy Hour – movie: Elf & decorating cookies	Join us for hot chocolate and relieve stress through cookie decorating.	40 Students
3/12/2014 11:30am-1pm	Kaufman Dining Hall	Wellness Wednesday Safe Spring Break Tips	Alcohol Awareness/Sexual Health	300 Students
3/13/2014 10pm-12am	Whites Activity Center	WAC Wknd: Singing Bee	Test your lyrical knowledge and win many prizes!	30 Students
4/16/2014 12-1pm	WAC	Wellness Wednesday Alcohol Awareness	Information table with brochures about substance abuse, free stress balls and giveaways,	60 Students
5/16/2014 5-7:30 pm	Championship Plaza	Springfest (breathalyzer)	Pick Up your Alcohol Awareness T-Shirt when you blow a zero	400 Students
5/24/2014 10pm-12am	Whites Activity Center	WAC Wknd: Flashlight Tag Alternative to Drinking	Game as alternatives to using substances	40 Students



STUDENT HANDBOOK

2014-2015

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

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

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INTRODUCTION

Welcome to the 2014-2015 academic year. The entire staff is looking forward to helping you make the most of your college experience, whatever your background or interests. As a North Central College student you have access to resources and opportunities that nurture your talents and prepare you well for a productive future. I encourage you to take advantage of all that the College has to offer both inside and outside of the classroom. In short, work hard, have fun, and learn!

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

Wishing you the best for a healthy and successful year,

Kimberly Sluis

Vice President for Student Affairs and Dean of Students

STATEMENT OF STUDENT CONDUCT

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

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

RESPONSIBILITY TO OURSELVES

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

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

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

Alcohol Policy

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

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

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

G. Alcohol Containers and Paraphernalia:

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

Drug Policy

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

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

Additionally, North Central College, as an educational institution, sets supplementary community standards for its members that are more restrictive than prescribed Federal, State, and Local laws. Violations of these policies are also subject to disciplinary action through the College’s Student Conduct Process.

North Central 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.

Smoking and Tobacco Policy

- A. Smoking (including the use of electronic cigarettes) is not permitted inside any campus building, including vestibules. In accordance with the Smoke Free Illinois Act 95-0017, smoking is also prohibited within 15 feet of the entrance or window to any campus building.
- B. Additionally, hookahs, hookah pens, or vaporizer pens may not be used or stored in any residence hall room, suite, apartment, or anywhere else on campus. If these devices are found on campus they will be subject to confiscation.
- C. Smokeless tobacco products (chewing tobacco, snuf, snus, etc) may not be used in any campus residence hall.

Health Insurance

All full-time students are required to carry health insurance coverage while attending North Central College. Health insurance information should be kept on file and up to date. All students (resident and commuter) may submit their insurance information by logging into their Merlin accounts and selecting the link for “ResHall Room and Board Agreement and Emergency Contact Info.”

Immunization Policy

All students who carry more than three credit hours and who were born after 1956 are required by Illinois State law to provide evidence of immunity to measles, mumps, rubella (MMR), and a Tetanus (Td or Tdap) vaccine within the past 10 years.

Registration Confirmation

Registration confirmation occurs on the first official day of each term. At this time, students have the responsibility to verify their class schedule for the term, sign financial aid checks, arrange for payment of tuition, and purchase parking stickers. All part-time, full-time, and graduate students are strongly encouraged to confirm their registration by mail with a check or promissory note, or by phoning the Business Office with a credit card.

Financial Responsibility

The willful failure to pay bills or passing bad checks to the College – or to any local commercial establishment – by a student is illegal, impairs the credit of all college students, and may be subject to the Student Conduct Process. If a student owes more than \$50.00 to the College – or has library books outstanding – grades, transcripts, and diplomas will be held until such time as all overdue fees have been paid.

RESPONSIBILITY TO THE INTEGRITY OF ONE'S EDUCATION

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

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

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

Contact Hours

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

Syllabus

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

Final Examinations

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

Class Attendance

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

class days immediately preceding and following College holidays. If there is a waiting list for a course, the instructor may remove from the course roster any student who is absent the first day, unless the student has notified the instructor in advance of his or her absence. Generally speaking, however, absence from a class does not constitute withdrawal from a course.

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

A. Medical Emergencies

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

B. Mental Health Emergencies

In instances when a student's mental health may be considered dangerous or life-threatening, the College will require that a student be evaluated by appropriate medical personnel. If the student refuses to be evaluated, the student may not remain on any campus property. The student's parent/guardian/emergency contact person will be notified that the student is in a potentially dangerous situation. Local authorities may also be contacted if necessary, or as required by law.

When a student experiencing a mental health emergency agrees to be evaluated, the Dyson Wellness Center staff will ensure that the student receives clear communication about the process for assessment and/or hospitalization, transportation for evaluation/treatment, missed classes, and returning to campus.

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

B. Returning to Campus. After a student has had a mental health assessment, he/she is *required* to schedule a meeting with a designated staff member in the Dean of Students Office prior to returning to the College. This meeting is an opportunity to ensure support structures are in place before returning to classes and/or the residence halls. A parent or family member should accompany the student to this meeting. Prior to this meeting, students must:

1. See a therapist (and, where pertinent, a psychiatrist) who will act as a continued care provider(s). Staff in the Dyson Wellness Center can assist in scheduling these appointments, but the therapist must be someone outside of the Dyson Wellness Center.
2. Receive a letter from the therapist documenting that he/she believes that it is safe for the student to return to campus for classes and (if a resident student) safe to return to

the residence halls. The letter should also outline a treatment plan, which must be followed after returning to campus.

3. Complete and sign a release of information that will permit the Dyson Wellness Center staff to communicate with the therapist, ensuring quality support and compliance with the assigned treatment plan.

A list of local mental health care providers can be found at:

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

C. Pregnant and Parenting Students

1. **Pregnant Students.** Title IX prohibits discrimination against any student based on pregnancy, childbirth, false pregnancy or the recovery from any of these conditions. According to the U.S. Department of Education, students who are pregnant should be treated as students who have temporary medical conditions. As such, North Central College students who are pregnant can receive accommodations similar to those given to students with a temporary illness when deemed medically necessary.
 - a. Students are eligible to receive attendance leniency, extended deadlines, alternative test dates, or in cases of severe temporary illness, an “incomplete” from a course.
 - b. Students who are pregnant can contact Academic Support Center for consultation, and must provide documentation regarding their condition and complete the Academic Support Center Temporary Disability Verification Form.
2. **Parenting Students.** Title IX also forbids the discrimination of parenting students, prohibiting a school from applying any rule related to a student’s parental, family, or marital status that treats students differently based on their parental status. A parenting student, however, does not receive formal accommodations. Students who are parents may communicate with their professors on a case-by-case basis if particular needs arise related to their parenting. Excused or unexcused absences will be at the discretion of the individual professor. For additional help in requesting support, parenting students can contact the Academic Support Center at 630-637-5266 or Office of Student Affairs at 630-637-5151.

D. College Sponsored Activities

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

Students who miss classes due to participation in College-sponsored activities are responsible for arranging make-up assignments with their faculty instructors prior to missing class. Examples of College-sponsored activities include intercollegiate athletic competitions, academic competitions (such as Forensics, Mock Trial, Model United Nations, SIFE, etc.) and other activities that enhance

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

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

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

Withdrawing for Financial Aid Recipients

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

The North Central College withdrawal and refund policies and the requirements for the return of grant or loan assistance are printed annually in the Financial Aid Handbook and on the Financial Aid website. For more information, contact the Office of Financial Aid at 630-637-5600.

Withdrawing for the Term

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

Plagiarism

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

- A. **Defining Plagiarism:** Plagiarism means offering of someone else's words, ideas, or conceptions as if they were one's own. Students are indeed encouraged to draw upon the information and

wisdom of others, but in the spirit of scholarship they are always expected to state such indebtedness so that a) their own creativity can be justly appreciated and b) their use of sources, like a scientist's experiment, can be verified by others. Plagiarism differs from this productive use of sources in that the similarity of the original and the borrowings are very close; it is acknowledged inexactly or not at all; and it shows little or no creative application by the borrower. Plagiarism is a prime intellectual offense in that the borrower is faking the learning process. No learning community can thrive if its members counterfeit their achievements, deceive their teachers, and take unfair advantage of their fellow students. Since the integrity of the whole academic community is thus at stake, the penalties are high.

B. **Identifying Plagiarism:** To establish the occurrence of plagiarism it is not necessary to prove intent. All students are responsible for knowing or learning what academic honesty is. At North Central College, plagiarism will be deemed to have occurred when one or more of the following external evidences is present:

1. The writing of a student includes word-for-word passages taken without explicit and accurate acknowledgment from a source written by another, provided that the cumulative borrowing includes at least ten words. "Explicit and accurate acknowledgment" means the use of quotation marks and a verifiable citation of source, either in parentheses or by footnote, at the point of indebtedness. (The mere listing of the source in the bibliography is not sufficient acknowledgment by itself.)
2. The writing of a student closely resembles another source in thought, order, or diction (including synonyms) for a cumulative resemblance of three or more sentences, without explicit and accurate acknowledgment as defined in 1) above.
3. Two or more papers or exams, submitted at the same time, contain resemblances in factual or stylistic detail which are decidedly outside normal probabilities of coincidence. The likelihood of plagiarism will be deemed even higher a) if the students were known to be in close physical proximity at the time of writing, and b) if the factual details involve unusual error. In the event of such resemblances, all parties involved will be judged responsible.
4. A paper or exam contains terminology or information which the student, on questioning, cannot explain.
5. A paper or exam contains unusually detailed data for which the student does not produce a verifiable source.
6. These same principles hold for the inclusion of borrowed diagrams, mathematical statements, tables, and pictures.

C. **Citations:** In citing any sources, the student implicitly guarantees the accuracy and fullness of acknowledgment.

1. The instructor may properly request the student to bring in those sources so that such guarantee may be confirmed. Such a request, made routinely in many schools, carries no implied criticism.
2. If students are unsure about whether their writing has sufficiently acknowledged outside sources, students should consult with either their course instructor or the Writing Center before submitting the final copy.

D. **Sanctions:** Any instructor who has assembled evidence of plagiarism will first offer the student a chance to provide an alternate explanation of the evidence or to admit fault. If the inference of plagiarism remains, the instructor may choose one of these options, listed in order of increased

severity according to the extent and evident deliberateness of the deceit. The first two options suppose that the plagiarism is not extensive, or that it would not have given the student substantial academic advantage such as full course credit or high course grade, or that the instructor has clear reasons to believe that the plagiarism can be accounted for by ignorance which though subject to discipline is genuine. The remaining options would come into play if the plagiarism is extensive; or if it would have given the student substantial academic advantage, or if the student had previously been warned against it.

1. Reprimanding the student and requiring a revision of the work to eliminate plagiarism or an additional paper, or exam.
 2. Lowering the grade for the paper or exam (even as far as F) without opportunity to regain the lost credit.
 3. Directed withdrawal of the student from the course.
 4. Failure of the student for the course.
 5. Referral of evidence to the Dean of Faculty for appropriate disciplinary action (which may go so far as suspension or dismissal).
- E. **Records:** Any sanction beyond reprimanding the student and requiring a revision of the work to eliminate plagiarism or an additional paper, or exam will be reported to the Dean of Faculty for notation in the student's file. The record of past plagiarisms for a given student may affect the disposition of any new case. Notation of the incident will not appear on a student's academic transcript, but will be included in a student's permanent file.

Grade Appeals

If a student believes a clerical error was made in recording his/her final grade, he/she should contact the instructor. The instructor will clarify the mistake with the Associate Academic Dean. Grade changes for reasons other than clerical error are considered only in extremely unusual and compelling circumstances. This protects the academic freedom of the instructor and the learning process in general. If a student believes the final grade does not reflect the quality of his/her work, he/she should meet with the instructor to review how the grade was determined. The student or the instructor may bring a third party to the meeting for support. If the student is not satisfied with the outcome of the meeting, the student may appeal the instructor's decision to the division chair that supervises the instructor. The Division Chair will hear the student's appeal of the instructor's decision and make a recommendation to the Associate Academic Dean. Grade appeals must be made within 90 days of the last day of the term in which the grade was received.

RESPONSIBILITY TO THE COLLEGE AND ITS MEMBERS

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

Activities and Events

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

Bike Policy

- A. **Designated Bike Racks:** All bicycles on College property must be parked or secured to a designated bicycle rack, and may not be left unattended on any other college property. Bicycles secured to public infrastructure, such as railings, light posts, fire hydrants, parking signs, benches, stairwells, ramps, or trees will be removed and stored by the Department of Campus Safety. In the situation that a bicycle is found inoperable at the end of the academic year, the bicycle will be removed and stored by the Department of Campus Safety.
- B. **Relocated Bicycles:** In order to retrieve a relocated bicycle, the owner of the bicycle will be required to provide proof of ownership prior to receiving the bicycle—such as a serial number. Bicycles will be retained for a minimum of one year, and will be recycled and/or donated thereafter.
- C. **Personal Bike Registration:** Students are strongly encouraged to register their personal bicycle with the Department of Campus Safety. Bicycle registration information can be found here: cardinalnet.noctrl.edu/student-life/personal-bikes

Compliance

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

- A. Students must comply with a request to attend a hearing as a respondent or as a witness, and to provide complete and truthful information.

- B. Students are required to adhere to the recommendations of the Behavioral Intervention Team and any assessing mental health professional(s). Students who fail to comply with the recommendations of the Behavioral Intervention Team or an assessing mental health professional may be referred to the College's student conduct process.
- C. Students must comply with the request to open or unlock a personal safe or other locked container when asked by a staff member who suspects a violation of a rule or policy. It is expected that students will produce a key to a locked safe/container in a timely manner.

Conduct that Endangers

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

Conduct Unbecoming

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

Contract Policy

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

Damage and Vandalism

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

Discouraging Policy Violations

Students have a responsibility to discourage classmates from violating the Statement of Student Conduct and the Policies of the College.

E-mail

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

- A. **E-mail Information:** Information Technology Services (ITS) will assign all faculty, staff and students an official College e-mail address. This address will be the one listed in all directories and the one used by the College for official business and communications.

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

Fires, Fire Alarms and Fire Equipment

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

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

Fire Safety

- A. Fireworks, flammable liquids, explosives, candles, incense, incense burners, halogen lamps, or bomb-making (or similar) materials are not permitted on campus-owned or leased properties.
- B. To comply with fire codes, no interior hallway doors may be propped open.
- C. Sprinkler heads need to be kept free from obstruction so that they can operate properly. Items may not be stored within 18 inches of any sprinkler head. Hanging anything from a sprinkler head is prohibited.

Fraudulent Use of College Resources

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

Free Expression

The College affirms its belief in the importance of free expression and the right of all members of the College community to speak in favor of causes that they support, and to criticize policies with which they disagree. At the same time, students share with the College a responsibility to help insure a campus climate of civility—one that is not intimidating, hostile, or demeaning to any individual or group. Therefore, obstructive or non-peaceful demonstrations, regardless of duration, are not permitted. The College recognizes that no definition of “obstructive” can describe all possible situations, but as a general guideline defines obstructive demonstrations as those at which there is deliberate disruption of access to College facilities or activities relevant to the College’s mission.

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

Gambling

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

Littering

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

Bullying, Intimidation and Threats

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

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

Hazing

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

- A. **Definition:** A person commits hazing when he or she requires the performance of any act by a student, prospective student, or other person in the College for the purpose of admission, induction, acceptance, or continued participation in any group, organization, sport, or society associated with the institution. This excludes activities associated with initiation ceremonies sanctioned by the College for officially-recognized clubs, organizations, and honor societies.

- B. **Intent:** The intent of the act, or the consent or cooperation of the hazing recipient, does not constitute a defense.
- C. **Jurisdiction:** The College, or the hazing recipient, may charge an individual or individuals with responsibility for the hazing act(s) whether the act(s) took place on-campus or off.
- D. **Examples:** Hazing includes, but is not limited to, any act or activity which may or does cause:
 - 1. Fear or intimidation
 - 2. Embarrassment or ridicule
 - 3. Physical exhaustion
 - 4. Endangerment, harm, mutilation, or alteration of any part(s) of the body
 - 5. Mental fatigue, harassment, or duress
 - 6. Forced or excessive consumption of food, alcohol, drugs or other substances
 - 7. Defacement, removal, damage, or destruction of property

Key Policy

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

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

Laser Pointers

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

Obstruction

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

Parking Regulations

Parking enforcement on North Central College's Campus is overseen by the Department of Campus Safety. North Central College has established the following regulations to govern parking and traffic movement within the College community. Permission to park or operate a motor vehicle on North Central College property is governed by these policies. Parking is a privilege granted by the College. The

College does not guarantee the regular availability of a parking space. Authorized parking areas on the North Central College campus are specifically and clearly designated. The responsibility of finding a legal parking space rests solely on the driver. A legal parking space is defined to be a space between two designated, painted lines. In striped parking areas, vehicles must be parked so as to occupy only one space or stall, as designated.

- A. **General Information about Parking Permits:** The North Central College parking permit is a self-adhesive sticker which is affixed to the vehicle in the upper left corner of the rear window. Vehicles displaying their permits improperly are subject to citation. Expired permits must be removed before the current permit is displayed. Permits must be displayed 24 hours a day, seven days a week. All vehicles parked on campus must display a valid permit issued by the Department of Campus Safety. A valid permit is either a current parking permit issued to employees and students of North Central College that is properly registered and displayed in accordance with these policies, or a temporary or visitor permit authorized by the Department of Campus Safety.
- B. **Commuter Parking Permits:** Designated parking spaces for vehicles displaying a Commuter Parking Permit are available for daytime and evening parking until midnight during the academic year, and may not be used for overnight parking except by direct permission from the Director of Campus Safety. Vehicles with a Commuter Permit are authorized to park in commuter parking spaces only. Commuter students may also utilize parking spaces in the Old Main parking lot designated for Admissions Guests after 5:00 p.m. Commuter Permits should not be used to park and walk to the train or downtown Naperville. These permits should be used only when attending classes or utilizing College facilities.
- C. **Daily Permits:** For those driving vehicles to campus on an occasional basis, the College offers temporary permits. These permits are needed to park vehicles on campus 24 hours a day, seven days a week. To arrange and/or request a daily permit, please contact the Department of Campus Safety at 630-637-5826.
- D. **Graduate Student Parking Permits:**
 - 1. Graduate students living on campus are subject to the same rules and fees governing current undergraduate resident students of senior standing.
 - 2. Graduate students living off-campus may acquire a free parking pass that is valid in all Commuter and Faculty parking lots between the hours of 5:00 p.m. and midnight, Monday through Friday, and all day Saturday and Sunday. The free parking pass is not valid at any other time, and violators will be subject to parking fines.
- E. **Handicapped Permits:** Handicapped parking spaces are provided in College parking lots in accordance with the Americans with Disabilities Act (ADA). Vehicles parked in these spaces must display a valid disabled/handicapped permit. Handicapped Permits may be obtained from the Illinois Secretary of State Office. Under Federal law, these spaces may be ticketed by state, local, and federal law enforcement officials, including campus safety officers.
- F. **Parking Fees:** Students are required to purchase parking permits from the Office of Campus Safety.
- G. **Permit Cancellation or Renewal:** The College may revoke or refuse to issue a parking permit without prior notice. All outstanding parking violations or penalties must be satisfactorily settled

before a parking permit may be issued or renewed. Parking permits may be revoked for non-payment of parking fines or other violation of the Parking Regulations. The Director of Campus Safety will notify the permit holder of any suspension of parking privileges, and the reason for the suspension, via campus mail or the U.S. Postal Service.

- H. **Remote Parking Permits:** All first year on-campus residents are required to park in the College's Remote Parking Lot. The Remote Lot is located approximately one mile from campus at the All Saints Catholic Academy, 1155 Aurora Avenue in Naperville. The remote lot permit may not be used in any on-campus parking lot. For additional information and policies governing the remote lot, please contact the Department of Campus Safety.
- I. **Reserved Parking Permits:** Designated parking spaces for the president and selected officers of the College are reserved 24 hours a day, seven days a week, unless otherwise specified.
- J. **Resident Parking Permits:** Designated parking spaces for vehicles displaying a resident parking permit are available 24 hours per day, seven days a week, during the academic year. Vehicles with a resident permit must park only in residential parking spaces. Resident parking permits must be affixed to the upper left corner of the vehicle's rear window.
 - 1. North End Parking: North End residents may utilize the Larrance Academic Lot for additional resident parking from 7:00 p.m. to 7:00 a.m., as well as after 5:00 p.m. on Friday until 7:00 a.m. on Monday.
 - 2. Naper Place Parking Permits: Every Naper Place Apartments resident is offered a campus resident permit at no charge. There also are a select number of Naper Place hangtags that permit parking in the Naper Place parking lot, as well as a number of hangtags that allow residents to park in designated areas of the City Parking Deck located adjacent to Naper Place Apartments. In order for a vehicle to be parked at either Naper Place or in the City Parking Deck, the vehicle must display the appropriate hangtag.
- K. **Temporary Permits for Students and Staff:** Temporary permits for students and staff may be obtained from the Department of Campus Safety, and are valid for a designated short period of time. These permits are issued for the individual who has purchased a new car and does not yet have license plates, or for someone who will be using another vehicle for a short period of time. Temporary permits must be visibly displayed on the vehicle in the upper left corner of the rear window.
- L. **Visitor Permits:** All visitors - including alumni, parents, and others in personal vehicles - must display a Visitor Permit issued by the Department of Campus Safety. Persons attending a special event or conference at the College also are required to display a visitor permit. Sponsors of special events should contact the Director of Campus Safety to arrange for visitor permits to be issued in advance. Visitor Permits must be visibly displayed inside the visitor's vehicle on the driver's side dashboard.

Parking Enforcement

- A. **Citation and Service of Citations:** When there is cause to believe that a violation of policy has occurred, an appropriate violation notice will be issued by the Department of Campus Safety. The violation notice will set forth the date, approximate time, location, and nature of the

violation. The citation may be served by affixing a copy to the vehicle involved or by delivering or mailing a copy to the alleged violator. Service by mail is accomplished by sending a copy of the citation to the alleged violator's campus or home mailing address.

B. Decision to Pay Fine or Appeal:

1. Instructions on the front of the notice of a parking violation advise the alleged violator that he/she may choose to either pay the fine applicable to the violation(s) charged, or appeal the matter through the Appeals Board within eight (8) business days of the issuance of the violation. The Board consists of Faculty/Staff and student representation. The Board meets on a bi-weekly basis to consider appeals received within the allotted eight-day time period. Appeal forms are available at the Campus Safety Office, located at 322 Van Buren Avenue in Naperville, or online at <https://cardinalnet.northcentralcollege.edu/student-life/appealing-citation>. The Campus Safety office is open five days a week between the hours of 8:00 a.m. and 5:00 p.m.
2. If the alleged violation is for altering the date of a temporary permit, the temporary permit in question must be submitted with the appeal.
3. If the alleged violator chooses to pay the fine, he or she may mail a check or money order for the appropriate amount to, or pay that amount at, the North Central College Business Office. The violator has eight business days from the date of the citation to pay the fine or file an appeal. Please note, payment of the fine constitutes a waiver of the right to appeal the citation.
4. If the alleged violator neither pays the fine nor appeals the notice of violation within eight business days, the fine will be considered delinquent and will be charged to his or her College account.
5. If the alleged violator is denied his or her appeal or is required to pay the fine, the amount due must be paid within eight business days of the notice of the appeal decision. In addition, individuals with three or more unpaid parking violations will be subject to immobilization and/ or towing. All appeal decisions are final. There is no further avenue for appeal.

C. Immobilization and/or Towing:

1. Any vehicle parked on North Central College property may be subject to immobilization and/or towing for cause after notification, as specified in these regulations. Under Illinois State Statute, all parking lots must be posted with towing signs in order to facilitate towing. The College and its officers, employees, and agents are not liable for any loss or damage of any kind resulting from towing.
2. After receiving three citations a vehicle is subject to immobilization and additional fines. After five total violations, the vehicle is subject to towing from College property at the owner's expense and revocation of the privilege to utilize College parking lots and structures.
3. A vehicle may be towed without notice if it is parked: In a designated disabled/handicapped parking space without a valid disabled/handicapped parking permit; blocking a driveway, entrance, exit, or fire hydrant/posted fire lane; in a loading zone, no-parking area, tow zone, landscaped area, prohibited area; or if it is restricting College activities. These violations include parking in a campus service area without proper authorization, or parking in a reserved space on College property without proper display of a valid parking permit 24 hours a day.

4. North Central College has contracted Naperville Towing Service, Inc., to act as its relocation service for the College owned and leased properties. If your vehicle is towed from the property, you may contact Naperville Towing Service at 630-961-9484. The storage facility is located at 10 S. 290 Schoger Drive in Naperville.
- D. **Responsibility for Illegal Parking:** The permit holder – or in the absence of a valid permit, the vehicle's registered owner – is responsible for any parking violations for that vehicle, and for all offenses other than moving violations under these regulations. The excuse that the vehicle was being used by another person is not valid.
- E. **Suspension of Parking Privileges:** Individuals with three or more parking violations who have not paid the fine(s) or filed an appeal are subject to suspension of parking privileges. The Director of Campus Safety will notify the permit holder that his or her failure to pay the fine constitutes grounds for suspension of parking privileges. If there is no response to this notice within five business days, the permit holder's parking privileges will be revoked by the Director of Campus Safety. Additionally, the vehicle will be subject to immobilization and/or towing, if found on College property.

Posting Policy

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

Pranks

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

Sales, Surveys and Solicitation

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

- A. All organizations or individuals desiring to recruit professionally on campus must contact the Career Development Center.
- B. All campus-affiliated organizations or individuals wishing to sell merchandise or services must receive permission from and work with the Director of Student Involvement.
- C. Student organizations must obtain permission to sell merchandise or services in the residence halls for fundraising purposes from the Director of Residence Life. Door-to-door selling and soliciting in the Residence Halls, on campus, or in the local community are not permitted.
- D. Students who wish to conduct a survey in the Residence Halls must obtain prior approval from the Director of Residence Life. Students who wish to conduct a survey elsewhere on campus must obtain prior approval from the Director of Student Involvement.
- E. All organizations or individuals not affiliated with the College who wish to distribute printed materials must receive approval from and work with the Director of Student Involvement.
- F. All other organizations and individuals not affiliated with the campus are prohibited from soliciting students on campus to join their organization, purchase their products, or utilize their services without prior approval.
- G. No alcohol may be sold or distributed on campus unless it is being offered as part of an official College program or event in a specially designated location.

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

Statement of Acceptable Use of Information Technologies

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

1.2 Revision and Distribution of This Document

This Statement of Acceptable Use will be periodically revised by North Central College's Information

Technology Services and reviewed by the appropriate College authorities before distribution. Copies of revisions will be made available to all users on the NCC Intranet, the Student Handbook and via other means of distribution as appropriate.

1.3 purpose of Information Technologies

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

1.4 hat Constitutes Information Technologies

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

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

1.5 Disclaimer of Editorial Control

North Central College is a carrier of information and not a publisher. As a carrier, the College is not expected to be aware of, or directly responsible for, materials that users of its information technologies post, send or publish via e-mail, voice mail, the World Wide Web or other means.

1.6 Account Eligibility and Use

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

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

Users are responsible for safeguarding their files, identification codes and passwords, and for using them for their intended purposes only. Each user is responsible for all transactions made under the authorization of his or her ID, and for all network activity originating from his or her data jack. Users are solely responsible for their personal use of information technology resources and are prohibited from representing or implying that the content constitutes the views or policies of the College. Users are not

to use an alias or perform any activity that alters or eliminates their login ID or makes it appear that another performed their actions.

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

2.1 Expectation of Civil Conduct

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

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

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

2.2 Use of Information Technologies Equipment and Resources

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

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

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

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

2.3 Personal/Recreational Use

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

2.4 Use of Computer Software

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

3.1 Free Expression

It is important that users recognize that many computer systems, especially the Internet, may contain information considered offensive or unorthodox. Users are advised to take responsibility for their own use and navigation of these resources. Users are free from censorship in expressing their views through electronic communications facilities (including, but not limited to, e-mail and "talk" or "chat" programs) as long as their views are not represented as the views of North Central College. Within this framework of free expression, however, users are not to use College information technologies to originate, disseminate, or store material that: is libelous; violates copyright or other intellectual property law; intimidates, threatens, or harasses individuals or groups in violation of law or College policy; violates community obscenity standards as defined by the US Supreme Court; endangers the security of information technologies; or violates other state or federal law or College policy.

3.2 Privacy and Integrity of Information

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

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

ITS staff will make every effort to ensure the privacy of user files and voice mailboxes and will hold in strict confidence anything they discover in user files or voice mailboxes except when they have reason to suspect a violation of College policy or of the law. Information belonging to users will only be

disclosed to College authorities that are empowered by College policies and procedures to handle charges of improper conduct, including but not limited to the Vice President for Student Affairs and Dean of Students, the Dean of Faculty and the Assistant Vice President of Human Resources.

3.3 Special Warning on the Privacy of E-mail

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

3.4 Monitoring Use of Information Technologies

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

4.1 Data Security

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

4.2 Backups

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

5.0 Violations of Policy

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

In time-sensitive cases or when required to meet critical operational needs, access to technology may be wholly or partially restricted without prior notice and without consent. Suspected violations of law or College policy will be investigated. Upon discovery of evidence of unauthorized or irresponsible use of

information technologies, ITS staff may immediately and without warning restrict or suspend a user's information technology privileges in order to prevent further activity, and may also delete or move any files or other information stored which appear to be involved in the suspected violation. Violations of law or College policy will be reported to appropriate College officials who will deal with the suspected violations through procedures that already exist for other types of misconduct.

6.0 Reporting Abuses

You can report an abuse of this policy to either the Vice President for Student Affairs and Dean of Students, the Dean of the Faculty, the Assistant Vice President for Human Resources, the Assistant Vice President of Information Technology Services, or the Director of Campus Safety. It would be helpful to include copies of any document or communication that is relevant as well as dates and times of the occurrence, etc.

7.1 Questions

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

Student Identification Cards

Student Identification Cards can be obtained in the Student Affairs Office on the 5th floor of Old Main.

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

Study Atmosphere

No student may unreasonably interfere with another's right to read, study or sleep.

Theft and Unauthorized Borrowing

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

Trespassing

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

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

Truthfulness

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

Weapons and Firearms Policy

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

A. Weapons

A weapon is defined as any device, whether loaded or unloaded, that shoots a bullet, pellet, flare or any other projectile including those powered by CO₂. This includes, but is not limited to, machine guns, rifles, shotguns, handguns or other firearms, BB/pellet guns, spring guns, paint ball guns, airsoft guns, slingshots, bows and arrows, flare guns, stun guns, tasers or dart guns and ammunition for any such device. Any replica of the foregoing is also prohibited, except for sanctioned theatrical productions. In compliance with Illinois Criminal Code (720 ILCS 5/), knives or other bladed instruments with blades three inches or longer (with the exception of knives intended for kitchen use) are considered weapons and are prohibited. The possession and/or use of disabling chemical sprays are allowed, when intended and used for self-defense.

B. Firearms

A firearm is defined as a loaded or unloaded gun. A gun is defined as any device which is designed to expel a projectile or projectiles by the action of an explosion, expansion of gas, or escape of gas that is designed to be held and fired by the use of a single hand.

C. Concealed Carry Policy

North Central College is committed to providing a safe and secure environment for all students, staff, faculty and guests. The 2013 Illinois Firearm Concealed Carry Act (430 ILCS 66) enables lawfully registered persons to carry concealed firearms in certain public locations, but also allows colleges to establish restrictions on their campuses (10 ILCS 685). North Central College chooses to restrict the ability to carry firearms on its entire campus as outlined below.

1. Persons Covered by this Policy

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

2. **Prohibited Activities**

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

To provide a safe and secure environment this policy prohibits:

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

3. **Exceptions**

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

- a. A firearm may be in the possession of on-duty law enforcement officials or by off-duty law enforcement officials provided they are carrying proper credentials as outlined in Illinois' *Law Enforcement Officers' Safety Act*. However, off-duty law enforcement officers are not permitted to carry or conceal a firearm while attending class or other sanctioned College events as students.
- b. A weapon or firearm may be used in connection with sanctioned classes, educational presentations, athletics, or recreational sports practices, games, matches, tournaments or events on campus when the activity requires the use of such weapons or firearms (e.g., fencing, starter pistols, and archery).
- c. A simulated weapon or firearm is allowed when used for the purposes of sanctioned North Central College-related theatrical productions.
- d. Any other exception to this policy must be approved by the Vice President for Student Affairs and Dean of Students or his/her designee.

4. **Parking Lots and Storage**

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

Parking Lots

- a. A weapon or firearm may be transported into an unrestricted parking lot within a vehicle if the weapon or firearm and its ammunition remain locked in a case out of plain view within the parked vehicle. "Case" is defined as a glove compartment or console that completely encases the weapon or firearm and its ammunition, the trunk of the vehicle, or a weapon or firearm carrying box, shipping box, or other container. Signs shall be posted to visibly identify such parking lots.
- b. The weapon or firearm may only be removed for the limited purpose of storage or retrieval from within the trunk of the vehicle.
- c. A weapon or firearm must first be unloaded before removal from the vehicle.

- d. Certain parking lots on campus may be designated as areas where weapons and firearms are always prohibited. Such parking lots will be clearly and conspicuously posted with signs identifying the prohibition of weapons and firearms.

Storage

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

5. Enforcement and Reporting

- a. Any student found to have carried a weapon or firearm onto the property of North Central College knowingly, or found to be carrying a weapon under circumstances in which the student should have known that he or she was in possession of a weapon or firearm, may be subject to discipline up to and including, but not limited to, expulsion from the College.
- b. Any individual visiting, conducting business, or otherwise present on the campus of North Central College who is found to have carried a weapon or firearm onto college property knowingly, or found to be carrying a weapon or firearm under circumstances in which the individual should have known that he or she was in possession of a weapon or firearm, may be banned from campus. Additionally, external law enforcement agencies may be contacted and involved which could result in additional sanctions.
- c. As required by the 2013 Illinois Firearm Concealed Carry Act (430 ILCS 66), the Vice President for Student Affairs and Dean of Students or his/her designee will report to the Department of State Police any student who is determined to pose a “clear and present danger.”
- d. The Office of Campus Safety is responsible for enforcing the Concealed Carry restrictions. Any questions can be directed to Campus Safety at 630-637-5911.

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

Residence Life and Housing Policies

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

- A. **Air Conditioning:** Students are not permitted to install or use individual air-conditioning units (window units, portable units, swamp coolers, etc.) in their residence hall rooms.
- B. **Barbecuing:** Only small personal grills may be used by students. Grills must be at least 15 feet away from residence halls and attended at all times. Grilling is not permitted on the balconies of any apartments owned or operated by the College. Appropriate clean up and safe disposal of charcoal and other materials must be done as soon as possible after cooking. Disposing of charcoal on College lawns is strictly prohibited. For appropriate means to dispose of charcoal

and store grills and other cooking equipment, see your Area Hall Director. Flammable liquids, such as lighter fluid, may not be stored in residence halls.

- C. **Check-In and Check-Out:** Upon arrival for check-in students are required to complete several forms which include but are not limited to a Room and Board Agreement and room condition report. Regardless of the time of year and/or the circumstances of departure, proper check-out consists of making an appointment to check-out with a residence life staff member who will inspect the room, record any damages, and collect room keys. Improper check-out will result in a minimum \$50.00 charge, in addition to other charges that may be assessed for cleaning or damage.
- D. **Common Area Damage:**
1. If damage or theft occurs in community areas, and no one accepts responsibility, all residents of the floor or residence hall will be charged equally. Please refer to the current Room and Board Agreement for details.
 2. Residents are expected to report information regarding damage, theft, and vandalism to a Residence Life staff member.
- E. **Electrical Appliances and Wires:**
1. Residents must only use Underwriter's Laboratory approved electrical appliances. These appliances will have an UL sticker, stamp, or logo on them. In an effort to conserve energy and further support sustainability initiatives, the College requests that students bring Energy Star certified appliances.
 2. Open coil items including toasters, toaster ovens, warmers, hot plates, hot pots, popcorn poppers, and electric blankets are prohibited in residence hall rooms. A power strip or extension cord may be used, but connecting or "piggy-backing" multiple extension cords or power strips, in any combination, is prohibited. Residents may be asked to limit the wattage or use of certain appliances, especially at peak hours, due to overloading. To reduce the risk of overloading the circuits, surge protectors must have a built-in circuit breaker or fuse. The College accepts no responsibility for damages incurred to electrical appliances as a result of power surges or outages.
 3. Stereo, TV, and other electrical wires/antenna may not be extended from your room underneath doors, windows, or through walls to prevent injury to you and others who live or work in your building.
- F. **Emergency Contact and Missing Person Policy:** All resident students are required to provide the Office of Residence Life with the name of an emergency contact person as part of the check-in procedure for campus housing.
1. If a student is under the age of 18, the emergency contact person must be a parent or legal guardian. The emergency contact person may be called during medical emergencies, depending on the severity of the situation and the wishes of the student involved.
 2. The emergency contact person also will be contacted if the student is reported missing for at least 24 hours by roommates, friends, or instructors. The emergency contact person may be called sooner than 24 hours if the College has reason to believe foul play may be involved in the disappearance of the student. If a student has been missing for more than 24 hours, or if foul play is suspected to be involved, a report will also be made to the Naperville Police Department.

- G. **Entry Doors:** All residence hall entry doors are locked for protection and security of students. Propping doors open is prohibited and may result in a \$100 fine and/or disciplinary action. Doors may be propped open when in use by maintenance or authorized hall staff members. For the safety of the community, students should close a door if they find it propped open unless directed otherwise by a College staff member.
- H. **Holiday and Hallway Decorations:**
1. Holiday decorations are encouraged by the Residence Hall Staff, but must follow specific safety guidelines. Please see your Area Hall Director for specific guidelines regarding holiday and hallway decorations.
 2. Live Christmas Trees present a potential fire hazard, and are prohibited in residence halls.
- I. **Kitchens:** Residents may use the community kitchen areas located in the residence halls. Residents are expected to use care when cooking and may not leave cooking food or a hot stove or oven unattended. Residents are also expected to keep kitchen areas clean and sanitary. Students should not leave dishes or food items in community kitchen areas. Misuse or unsafe use of community kitchen areas will result in kitchen privileges being revoked.
- J. **Live-On Policy:** All students who do not live with their parent(s) or legal guardian(s) are required to live on campus during their first year and sophomore year. Appeals to this policy can be made in writing to the Director of Residence Life.
- K. **Lofts:** The only lofts permitted in residence halls are those rented through bedloft.com. Please contact the Office of Residence Life for more information on this rental program. Elevation of beds with cinder blocks or other unauthorized materials is not permitted.
- L. **Lounges:** Most residence halls have a communal lounge to be used for recreation and/or study.
1. All common area furniture must remain in the lounge. Removal of common area furniture to a student's private room constitutes theft, and will be handled through the College's Student Conduct Process.
 2. Twenty-four hour visitation is allowed in all the main lounges. However, students and guests are not allowed to sleep in lounges overnight or to take up residence in lounges.
- M. **Maintenance Concerns:** Resident students must report all maintenance concerns to a residence life staff member in a timely fashion.
- N. **Modification to Rooms:** Creativity is encouraged in personalizing rooms, with the expectation that rooms be returned to their original condition at the time of check out.
1. Students may not modify rooms in any way which alters College property, changes the architecture of a room, impedes or damages fire protection devices, or blocks lanes of ingress or egress.
 2. Students are not allowed to paint residence hall rooms.
 3. Prohibited items include, but are not limited to, waterbeds, lighted signs, and alcoholic beverage signage (when it is visible from outside the building).
 4. All room furnishings provided by the College must remain in the room at all times. Wardrobe closets must not be unbolted or moved from their designated locations.

- O. **Murals:** Floor communities in College-owned residence halls are encouraged to create hallway murals. Residents wishing to paint a mural must work in collaboration with their Resident Assistant and Area Hall Director to ensure that all policies are being adhered to, and proper approval has been obtained from the Office of Residence Life.
1. A mural contract must be completed prior to the beginning of any murals.
 2. Unauthorized additions or subtractions to murals may be considered vandalism, and subject to the College's Student Conduct Process.
 3. Murals are removed every three to five years to promote ongoing creativity.
- P. **Pets:** Fish (defined as cold-blooded, aquatic vertebrates, having gills), kept in five-gallon tanks or smaller, are the only pets allowed in residence hall rooms. All other pets are prohibited. If unauthorized pets are found, they may be confiscated and turned over to local animal control authorities.
- Q. **Quiet Hours:** Quiet hours in all residence halls are Sunday through Thursday, 11:00 p.m. to 8:00 a.m., and Friday and Saturday, 12:00 a.m. to 8:00 a.m. Quiet hours will be extended prior to and during final exam periods. Even at times other than officially established quiet hours, students are expected to maintain reasonably low levels of noise in full courtesy to others. Therefore, courtesy hours are in effect 24 hours a day. Themed communities, entire floors, or entire buildings may vote to increase their community's quiet hours.
- R. **Room and Board Agreements:** Every North Central Student required or choosing to live on campus is required to sign a Residence Hall Room and Board Agreement before moving into a Residence Hall room. The Office of Residence Life reserves the right, upon three weeks' notice prior to the beginning of any term, to terminate this agreement.

The Room and Board Agreement is issued for the entire academic year. A resident may request to be released from his or her Room and Board Agreement by completing a Contract Release Request Form. If granted, a release involves the assessment of a \$500 liquidation fee. For more information, please refer to the current Room and Board Agreement.

- S. **Room Care and Damages:** For health reasons and continuous care of College property, rooms must be kept clean and in good condition throughout the year. Upon move in, a room condition report will be completed. The condition of the room at check-out will be compared to the condition at check-in. Charges will be made for any missing or damaged room items. Incidents of damage should be reported immediately in order to facilitate repair and to prevent additional damage. If damage or theft occurs in the community areas, and no one accepts responsibility, all residents of the floor or hall will be charged equally. Students whose rooms are deemed a health or safety risk may incur mid-year cleaning charges and could have their housing privileges revoked.
- T. **Room Changes:** Room changes may be requested any time during the term by contacting the Resident Assistant or the Area Hall Director. Students may not move rooms without authorization from a residence life staff member. Room changes for the upcoming term require vacating the current room prior to the end of the current term. Students experiencing roommate difficulty should contact their RA or Area Hall Director to pursue mediation.

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

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

THE COLLEGE'S RESPONSIBILITY TO STUDENTS

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

Asbestos Management Plan

The asbestos management plan for North Central College is kept on file in Business Operations (999 E. Chicago Avenue) and is available for inspection during normal business hours by representatives of the U.S. Environmental Protection Agency and the State of Illinois, the public, faculty, staff, students, and parents. Questions regarding the College's asbestos management plan may be directed to the Assistant Vice President of Business Operations at 630-637-5660.

Crime Statistics

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

Department of Campus Safety

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

Directory Information

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

Discrimination, Harassment, Sexual Misconduct and Retaliation

Policy Statement

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.

Reason for Policy/Purpose

The purpose of this 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 ("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 (except dishonorable discharges) or any other characteristic protected by law in admission and access to, and treatment and employment in, its educational programs and activities. In pursuit of these goals, the College will not tolerate acts of discrimination, harassment, sexual misconduct (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, Michelle Skinder (AVP for Human Resources, OM508, mmskinder@noctrl.edu, 630-637-5754) is assisted by three (3) Title IX Deputy Coordinators, 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 origins are particularly reprehensible and prohibited.

Policy/Procedures

I. 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.

II. 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).

III. 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.

IV. 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 – 630-637-5910
 - 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: AVP for Human Resources – 630-637-5757
 - 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.

V. PROCEDURE FOR REPORTING VIOLATIONS OF THIS POLICY

A. 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), the Associate/Assistant 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 (Jared Bogan: 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 Dean for Academic Affairs (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 (Michelle Skinder: 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 (Michelle Skinder: 630-637-5754) or the Assistant Director of Human Resources (Sharon Merrill: 630-637-5718) in the Office of Human Resources.

B. 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.

VI. Resolution and Complaint Procedures

A. 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), the Associate/Assistant 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 (Jared Bogan: 630-637-5910).
2. If the respondent is a faculty member, the Associate Dean for Academic Affairs (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 (Michelle Skinder: 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 (Michelle Skinder: 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.

B. 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), the Associate/Assistant 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 (Jared Bogan: 630-637-5910).
 - b. If the respondent is a faculty member, the Associate Dean for Academic Affairs (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 (Michelle Skinder: 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 (Michelle Skinder: 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.
 - I. The complainant may appeal the findings of the investigation (see Appeals Process – Section VII).
 - II. 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.

- III. 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.
- IV. 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.

C. Sanctions/Remedies

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.

VII. APPEALS PROCESS

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.

VIII. 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.

IX. COORDINATION WITH LOCAL LAW ENFORCEMENT

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.

X. 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.

XI. MALICIOUS COMPLAINTS PROHIBITED

The purpose of this policy is to promote and maintain an environment at North Central College that is free from discrimination, harassment, sexual misconduct and/or retaliation. Any member of the College community who believes that 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.

XII. TRAINING

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

XIII. RECORD RETENTION

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.

XIV. 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.

Driver Certification

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

Emergency Procedures

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

- A. **Emergency Notification:** In the event of an emergency, the College will communicate with you in a number of ways. Pop up messages may appear on your campus computer, an announcement or siren may sound from our campus outdoor alert system, a faculty or staff person may communicate a message in person, and/or you may receive a voicemail or an email. Our campus siren/outdoor alert system is tested on the First Tuesday of every month.

- B. **Emergency Text Message:** To ensure that the College has another means of communicating with you, you may sign up for emergency text messaging via RAVE, the College's emergency communication system. To add your mobile phone number, or to update your account, go to: <http://cardinalnet.northcentralcollege.edu/employees/rave>
- C. **Evacuation/Safe Area:** If an emergency situation occurs, North Central may need to evacuate a building or area. As every second counts in an emergency, the College needs your full cooperation whenever you hear an alarm or are instructed by College personnel to evacuate, even if it appears to be a false alarm. Upon evacuation, proceed to a safe area away from the building and threat. It is vital that emergency responders have enough room to address the situation. Once you are safe, look around to see if someone is collecting names. If you see a College employee accounting for individuals, please check in with him/her.
- D. **Fire Safety:** When a fire alarm sounds, every student, employee, and visitor must promptly and carefully evacuate the building. In preparation for a possible fire, it is a good idea to locate at least two exit routes from your room/floor. If a fire begins in the room you are in, leave the room and close the door behind you to keep smoke and flames out of the corridor. Locate the closest pull station and sound the alarm. Exit the building via the closest exit. If the fire alarm sounds:
1. If the door to the room is closed, first feel the door and door knob with the palm of your hand. If either is hot, leave the door shut. If they are not hot, open the door slowly.
 2. Check the hall. If you can leave safely, shut the door behind you and exit the building via the closest exit.
 3. If the nearest exit or stairway is blocked by smoke or fire, use an alternate exit if clear. If you cannot find a safe exit, return to your room, close the door, and let someone know that you are in your room (call Campus Safety at ext. 5911 and hang something out the window).
- E. **Medical Emergency:** If a student, employee, or visitor experiences a medical emergency while on campus, please call 9-1-1 immediately; then contact Campus Safety. All accidents or injuries that occur on College property must be promptly reported to Campus Safety.
- F. **Violent Behavior:**
1. If confronted with violent behavior or an in-progress crime:
 - a. Immediately move away from the threat to a safe area.
 - b. As you move away from the threat, inform everyone of what is taking place. Call 9-1-1 as soon as possible; then notify Campus Safety.
 2. If it is not possible or safe to leave:
 - a. Go to the nearest room and lock the door.
 - b. If the door does not lock, secure and barricade the door with as many obstacles as possible (desks, chairs, etc.)
 - c. Make yourself as invisible as possible and keep quiet.
 - d. Call 9-1-1 and provide as much information as you can; then notify Campus Safety.

G. Severe Weather: In the event of severe weather on campus:

1. Move away from the outside perimeter of the building and toward a safe area such as an interior washroom, stairwell, basement, or other interior room. Avoid areas with large glass windows.
2. Do not attempt to leave the building.
3. Do not get on an elevator.
4. Remain calm and follow instructions from North Central College personnel.

H. School Closures: As a general practice, North Central College does not close unless the health, safety and security of the College personnel and students are seriously brought into question. When this does happen, either because of severe weather conditions or other emergencies, the vice president for business affairs will notify the College via voicemail or email and the Office of Marketing and Communications will update the public. Announcements of the emergency closing will, to every extent possible, specify the starting and ending times of the closing and whether the closing includes specific College services, events and evening or Saturday classes and programs. Listen to radio announcements and check the College website for closing information.

For school closing information:

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

Emergency Response Plan

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

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

This information is a summary of the institutional Emergency Response Plan and was developed to provide guidelines so students, faculty, and staff know how to react during emergency situations. Please review this information carefully and be prepared for situations that can arise at any time.

For more information about the Emergency Response Plan, please visit its website at:

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

Enrollment Verifications

The Registrar's Office verifies student enrollment status for the current term and/or past terms of enrollment to financial lending institutions for loans, for insurance companies for "good driver" discounts, for scholarship receipt and/or continuance, for health insurance coverage, and for

employment purposes. Verifications are processed on the form a student provides or on official College letterhead or forms. Please note that current term enrollment can only be verified after the eighth day of the term.

Family Educational Rights and Privacy Act (FERPA)

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

- A. **The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.** A student should submit to the registrar a written request that identifies the record(s) the student wishes to inspect. The registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the registrar, he/she will advise the student of the correct official to whom the request should be addressed.
- B. **The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.** A student who wishes to ask the College to amend a record should write the College official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the College decides not to amend the record as requested, the College will notify the student in writing of the decision, and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- C. **The right to provide written consent before the College discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.** The College discloses educational records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic, research, or support staff position; a person serving on the Board of Trustees; a student serving on an official committee (such as a disciplinary or grievance committee) or assisting another school official in performing his or her tasks; or a person, institution, or company with whom the College has contracted as its agent to provide a service instead of using College employees or officials. The College currently outsources enrollment and degree verification, debt collection, tuition management services, enrollment, retention and graduation tracking and financial aid analysis; other agents include attorneys and auditors. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College. Upon request, the College also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
- D. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.**

Filing a Complaint

A formal student complaint is a written and signed complaint; initiated by a student or a family member on behalf of a student (and confirmed by the student), that is a non-trivial, non-routine complaint,

either academic or non-academic, the resolution of which rises to the level of a President's Cabinet member. Formal student complaints and their resolution are logged and regularly reviewed by the Cabinet. Petitions for waiver of College regulations, College disciplinary actions and grade appeals are not formal student complaints. Complaints related to Discrimination, Harassment, Sexual Misconduct and Retaliation are handled through the process outlined in the section of this handbook labeled "The College's Responsibility to Students."

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

Hazard Communications Standard

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

- A. **Purpose:** The purpose of this notice is to inform all employees and students that North Central College is complying with the Occupational Safety and Health Administration [OSHA Hazard Communication Standard, Title 29 Code of Federal Regulations 1910.1200], by compiling a hazardous chemicals list, by using Material Safety Data Sheets [MSDS], by ensuring that containers are labeled, and by providing all employees with training. All affected persons will be advised of the hazard communication program at the College. This program applies to work operations at the College where the individual may be exposed to hazardous substances under normal working conditions or during an emergency situation.
- B. **Training:** Each employee who works with or is potentially exposed to hazardous chemicals will receive initial training on the Hazard Communication Standard, as well as the safe use of toxic substances. This general training program will be organized by the safety and compliance officers and participation is a condition of employment at the College. The program prepared for this purpose uses both audio-visual materials and seminar-type training. The training program will emphasize the following items:
 - 1. A summary of the standard and this written program.
 - 2. The chemical and physical properties of hazardous substances and methods that can be used to detect the presence or release of chemicals.
 - 3. The physical hazards of chemicals.
 - 4. The health hazards, including signs and symptoms of exposure, the hazards associated with exposure to chemicals, and any medical condition known to be aggravated by exposure to the chemical.
 - 5. The procedures to protect against hazards.
 - 6. Where MSDS are located, how to read and interpret the information on both labels and MSDS, and how employees may obtain additional hazard information.
- C. **Specialized Training:** In addition to the general training program, the employee will, when appropriate, participate in a second session devoted to the hazards specific to their work area. This session will be part of the on-the-job training program. This job-specific training will be organized by the program and regional coordinators. Whenever a new hazard is introduced into

the work area, additional training will be provided. Supervisors will be trained regarding hazards and appropriate protective measures so they will be available to answer questions and to provide regular monitoring of safe-work practices.

- D. **Non-Routine Tasks:** When an employee is required to perform hazardous non-routine tasks, a special training session will be conducted to inform the employee about the hazardous chemicals to which they might be exposed, and the proper precautions to take to reduce or avoid exposure. The departmental coordinator is responsible for the special training, which will be documented and submitted to the safety and compliance officers.
- E. **General Principles:** Under this program, the employee will be informed of the content of the Hazard Communication Standard, the hazardous properties of the chemicals with which they work, safe-handling procedures, and measures for protection from these chemicals. The employee will also be informed of the hazards associated with non-routine tasks.
- F. **List of Hazardous Chemicals:** The safety and compliance officers will maintain a list of all hazardous chemicals on the campus and related work practices used by the College, and will update this list as necessary. This list will include the work area in which the substance is used. This master list is available in the Business Operations Office. In addition, departmental coordinators will maintain a list of all hazardous substances for their designated areas and update these lists as required. The departmental lists are available from each departmental coordinator.
- G. **Material Safety Data Sheets:** The Material Safety Data Sheets [MSDS] provide individuals with specific information on the chemicals the college uses. The safety and compliance officers will maintain an MSDS file in the office for every substance on the list of hazardous chemicals. The MSDS will be a fully completed OSHA Form 74 or equivalent. In addition, the departmental coordinators will maintain a file of MSDS in their work areas, which will be available to all individuals.
 - 1. The departmental coordinators are responsible for acquiring and updating MSDS files. Any updates should be submitted to the safety and compliance officers for the master file. Chemical manufacturers will be contacted by the coordinators if additional information is necessary.
 - 2. It is the coordinators' responsibility to contact the supplier to obtain an MSDS sheet in the event that any hazardous material is received without one.
 - 3. All new procurement of hazardous chemicals for the College must be cleared by one of the coordinators.
- H. **Labels and Other Forms of Warning:** The safety and compliance officers will assist departmental coordinators in ensuring that all hazardous chemicals in the College are properly labeled and updated, as required. Labels should include at least the chemical identity, appropriate hazard warnings, and the name and address of the supplier. The program and departmental coordinators will refer to the corresponding MSDS to assist the individual in verifying label information. No hazardous material delivered to the College will be accepted unless it is properly labeled.
 - 1. If there are a number of stationary containers in a work area that have similar contents and hazards, signs will be posted to convey the hazard information.

2. If the individual transfers chemicals from a labeled container into a portable container that is intended for his or her immediate use only, no labels are required on the portable container.
- I. **Contractor Employees:** The safety and compliance officers will advise, in person, outside contractors of any chemical hazards that may be encountered in the normal course of their work on the College premises, the labeling system in use, the protective measures to be taken, and the safe-handling procedures to be used. In addition, these individuals will be notified of the location and availability of MSDS. Each contractor bringing chemicals on-site must provide the College with the appropriate hazard information on these materials, including the labeling system used and the precautionary measures to be taken in working with these chemicals.
- J. **Administration:** The safety and compliance officers are the program coordinators, acting as the representative of the President, Dr. Troy Hammond, and Vice President of Business Affairs, Mr. Paul H. Loscheider, who have the overall responsibility for the program. The safety and compliance officers will review and update the program as necessary. Copies of the written program may be obtained in the Business Operations Office. Due to the operational structure of the institution, each division chairperson, department head or student organization advisor will be responsible for their respective area and will report to the safety and compliance officers.
- K. **Additional Information:** Any individual can obtain further information on this written program, the hazard communication standard, applicable MSDS, and chemical information lists in the safety and compliance office.

HIV/AIDS Policy

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

- A. **Notification of the College:** If an HIV positive person notifies the College, or if the College gains actual knowledge of the condition and considers the person in need of special accommodations, the Dyson Wellness Center staff or the Assistant Vice President of Human Resources – in consultation with the attending physician – will assess the individual's circumstances on a case-by-case basis. Those departments will then make recommendations in accordance with the Americans with Disabilities Act, the Illinois Human Rights Act, and other applicable Federal and State laws. Recommendations will take into consideration the physical and mental capabilities of the individual, the latest available medical information, and the hardship placed upon the College by accommodating the individual relative to the benefit that the individual may receive from the accommodation.
- B. **HIV Education:** North Central College subscribes to the position of the American College Health Association (ACHA) that education should be the primary institutional response to HIV infection, and commits itself to ongoing HIV/AIDS education and awareness with all members of the College community. The focus of the College will be to maintain a community well informed about HIV infection, to promote behavior that minimizes the risk of HIV infection, and to foster sensitivity, concern, and support for individuals infected with HIV/AIDS.

- C. **Commitment to Safe Working Conditions:** North Central College is committed to providing a safe working and educational environment. As this commitment relates to HIV/AIDS, the College adheres to OSHA guidelines, as well as safety guidelines promulgated by the U.S. Public Health Service, including but not limited to, such areas as the Dyson Wellness Center, College equipment, and teaching laboratories. Infection control procedures, as instituted by the Centers for Disease Control, will be followed. Copies of the guidelines and procedures can be obtained from the Vice President for Student Affairs and Dean of Students, and/or the Assistant Vice President of Human Resources.
- D. **Privacy:** At North Central College we are members of a community that respects the privacy of individuals. Medical and counseling records of those individuals with HIV/AIDS will remain confidential. Information on individuals infected with the AIDS virus will be disseminated in strict compliance with Federal and State confidentiality and reporting statutes and guidelines. Information will be provided to the Vice President for Student Affairs and Dean of Students, and the Assistant Vice President of Human Resources when necessary to protect the health and safety of the College community. The Assistant Vice President of Human Resources will instruct personnel with access to and/or handling responsibility of medical records on the confidentiality requirements. Discrimination and/or harassment against those with, or suspected of having HIV/AIDS, will not be tolerated. Those members of the College communities who perpetrate such actions will be subject to disciplinary action by the College.
- E. **Expectations of the Campus Community:** All members of the North Central College community (faculty, staff, and students) will be expected to perform their assigned duties without discriminating against persons who have HIV/AIDS. Refusal to perform any such assignment, in the absence(s) of valid medical judgments supporting such refusal, will subject the employee or student to disciplinary actions. Disciplinary action may result in termination or expulsion. Additionally, behavior by members of the campus community known to have HIV infection that intentionally places other members of the community at risk of contracting HIV is considered endangering behavior. Such behavior is unacceptable and may be a violation of College policy and subject to disciplinary action.
- F. **Referrals:** The Dyson Wellness Center staff will refer persons concerned about HIV/AIDS to the DuPage County Health Department for confidential testing. Voluntary and confidential initial HIV counseling or referral is offered by the Dyson Wellness Center to the extent the College is reasonably able to provide such services. The College encourages students with HIV infection to inform the Dyson Wellness Center so that the institution can provide them with medical care, referrals, support, counseling, and education to the extent the College is reasonably able to provide such services. Faculty and staff are encouraged to utilize the testing and counseling services provided through the DuPage County Health Department or their private physician.
- G. **Who to Contact:** The Vice President for Student Affairs and Dean of Students and the Office of Human Resources will be charged with the responsibility of coordinating the implementation of the HIV/AIDS policies and procedures.

Lock Outs

In the event on-campus residents are locked out of their rooms, they should attempt to contact the following resources in the following order for assistance: roommate(s), their Resident Assistant (RA), any

other RA in the building/area, the on-call RA, their Area Hall Director (AHD), and finally, the AHD on duty or Campus Safety. Residents must show their ID prior to, or immediately after, their door is unlocked, or upon receipt of a temporary key. Temporary keys must be immediately returned. Failure to return a temporary key will result in a lock change at the student's expense.

Lost and Found

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

If you have lost anything, please contact the Office of Campus Safety at 630-637-5826, or at their office, located at 322 Van Buren Avenue in Naperville. The Office of Campus Safety's office is open from 8:00 a.m. to 5:00 p.m., Monday through Friday.

Privacy – Safeguard Rule

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

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

Residence Life Staff

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

- A. **Area Hall Directors:** The general administration of student services within each residence hall is the responsibility of the Area Hall Director, a professional staff member who lives on campus. All professional live-in staff members have an office within their assigned area, and can be reached by contacting the Office of Residence Life or their individual offices. Professional staff members organize large-scale programs with the intent of promoting an environment that encourages a student's academic and personal growth. Staff members coordinate and implement educational and social programs, and serve as a resource for each student. Professional staff members may have additional advising responsibilities for student organizations.
- B. **Resident Assistants:** A Resident Assistant (RA) is a paraprofessional student assigned to a residence hall community. These student leaders have taken on the responsibility of serving as resources for residential students. RAs serve as positive role models for students, and strive to aid residents in achieving individual and community goals. RAs also help students familiarize themselves with policies and guidelines, as well as help to maintain an environment conducive to learning. In addition, RAs organize programs with the intent of promoting an environment

that encourages each student's academic and personal growth. RAs coordinate and implement educational and social programs, and serve as a resource for students.

- C. **On-Call Resident Assistants:** In emergency situations, residents should not hesitate to call either 911 for police, fire, ambulance, or 630-637-5911 for Campus Safety assistance. In non-emergency situations during the daytime hours, residents should first attempt to contact their Resident Assistant (RA), then any other RA in the hall or area, and then their Area Hall Director. In the evenings, on-call RAs are available from 5:00 p.m. to 8:00 a.m. to assist students. On-call RAs can be contacted by calling the duty cell phone number posted throughout the residence halls. For questions or assistance when an RA is not available, residents can contact their Area Hall Director or the Area Hall Director on duty. The Area Hall Director on duty can be reached at 630-816-5298.

Voter Registration

Information on registering to vote may be found at the Illinois State Board of Elections website <http://www.elections.il.gov/InfoForVoters.aspx>. Students who need additional assistance in registering to vote should contact the Vice President for Student Affairs and Dean of Students, or the President of the Student Governing Association.

Weekly Safety Reports

The Department of Campus Safety publishes a Weekly Safety Report, which is posted on campus and available on the College website at <http://northcentralcollege.edu/content/campus-safety-reports>. Any incident which may affect the safety and security of any member of the campus community is briefly described in the Weekly Safety Report. If a major safety incident occurs, the campus community will be notified by a special bulletin that will be emailed to all students, faculty and staff, and posted on bulletin boards located within each residence hall, various high traffic areas on the campus, and on the Campus Safety website. The Weekly Safety Report and special bulletins are displayed on bright orange paper designed to draw attention to their importance.

STUDENT CONDUCT PROCEDURES

When a student is alleged to have violated College policy (except as noted below), a review of the incident report and/or a preliminary investigation will take place within a reasonable period of time. The purpose of the preliminary investigation is to determine whether there is reasonable cause to believe that the conduct reported has violated College policy. When in the judgment of the Vice President for Student Affairs and Dean of Students (or her/his designee) or the Associate Dean for Academic Affairs (or her/his designee), based on the incident report and/or preliminary investigative report, a violation of College policy may have occurred, the student will be informed of the allegations against him/her and will have a hearing to resolve the matter. Students are informed of the hearing date, time, and location via their North Central College email accounts and/or their campus or home mailing addresses. Should the Vice President for Student Affairs and Dean of Students or Associate Dean for Academic Affairs determine that there is no reasonable cause to believe that a violation of College policy has occurred, the reporting party will be informed and may request an independent review of the incident report and/or investigative report by the Vice President for Student Affairs or the Vice President for Academic Affairs. It is expected that students attend and participate in the student conduct process when called to appear as a witness or respondent. Students with disabilities who wish to request a modification to the hearing process may do so in writing to the Vice President for Student Affairs and Dean of Students at least two working days prior to the scheduled hearing.

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

Conduct Process Administration

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

Preponderance of the Evidence

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

Hearings

A Hearing is a formal way of resolving a violation of College policy or the Statement of Student Conduct. Two kinds of hearings are possible: an Administrative Hearing or a Hearing Panel. All academic integrity

cases will be resolved through an Administrative Hearing with the instructor and the Associate Academic Dean. Hearing Panels will be convened to address repeated policy violations, or to resolve more serious matters – i.e., those that may result in a student being suspended or dismissed from the College, or permanently dismissed from the residence halls. The College may refer any matter, regardless of potential outcome, to a Hearing Panel for resolution.

- A. **Investigation:** Any preliminary investigation into a policy violation will be conducted by the Residence Life Staff, the Director of Campus Safety, the Assistant Dean of Students, the Associate Dean of Students, the Vice President for Student Affairs and Dean of Students, the Associate Dean of Academic Affairs, or another designee. It is expected that all members of the College community will cooperate fully in the investigation; this includes responding fully and truthfully to requests for information. If the result of the investigation is such that an Administrative Hearing or Hearing Panel must be convened, the Office of the Dean of Students, or its designee, will provide written notice to the student clearly outlining the violations alleged, and the time and date on which the Administrative Hearing or the Hearing Panel will convene. Every attempt will be made so as to avoid conflicts with classes, but students are expected to make arrangements for other schedule conflicts. The names of the Administrative Hearing Officer or the members of the Hearing Panel also will be included in the written notification.
- B. **Support Person:** To ensure a fair process, parties may request assistance in preparing for, and participating in, the investigation and hearing process. Students, faculty, or staff who agree to assist the party can provide such assistance. In the event a party is unable to locate a student, faculty, or staff member to act in this capacity, the Office of the Dean of Students will secure such assistance. In no event will the role of the person providing assistance include speaking for the party at the hearing. Because the hearing process is not intended to emulate a court of law, legal counsel is prohibited from participating in the Administrative Hearing or Hearing Panel process (with the exception of cases of sexual misconduct, as noted in the Discrimination, Harassment, Sexual Misconduct and Retaliation policy).

Administrative Hearings

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

- A. **Notification:** Students will be notified, in writing, of their hearing date, time, location and of all charges.
- B. **Process:** During an Administrative Hearing, the student accused of violating a College policy will meet with an Administrative Hearing Officer (AHO) to discuss any and all alleged policy violations. The student will have an opportunity to share his/her account of the incident both verbally and in writing.
- C. **Sanctioning:** Based on the information provided in the Incident Report and the conversation with the accused student, the AHO will determine whether the student was in violation of College policies. If a student is found in violation, the AHO also will issue appropriate sanctions.

Hearing Panels

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

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

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

If a student chooses this option, the standard hearing process will be abbreviated and a Sanction Hearing will be scheduled. Sanction Hearings can be administered by the Vice President for Student Affairs and Dean of Students, the Associate Dean of Students, the Assistant Dean of Students or a Sanction Hearing Panel. Sanction Hearing Panels will consist of two students and two faculty or staff members assigned by the Office of the Dean of Students.

Sanction Hearings for Hearing Panel Cases: After an initial conversation about the information regarding the case (i.e. Incident Reports, Voluntary Statements) the Sanction Hearing Officer or Panel will levy sanctions, as appropriate. In the event the incident involves a complainant/witness, they will be invited to attend the Sanction Hearing. The complainant/witness will have the ability to make a statement and answer any questions posed by the Sanction Hearing Officer or Panel. A complainant/witness will be afforded all rights as explained in the Student Handbook under Student Rights/ Rights of Victims section. Sanction Hearings will be digitally recorded.

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

If the student does not opt for an Early Plea of “In Violation,” a standard Hearing Panel will be scheduled. A panel of four individuals, consisting of two students and two faculty or staff members, will be assigned by the Office of the Dean of Students.

A. Hearing Panel Personnel

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

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

Initiator: The Initiator is a representative of the College who brings the case on behalf of the College. The Initiator will have the opportunity to present any facts substantiating the claim made by the College. The Initiator will ask questions of the witnesses (in person, or, if necessary and with consent, by written statement) and inspect information and documents. Broad latitude should be given by the Panel in this regard.

Respondent: The Respondent is the party being examined by the Hearing Panel. The Respondent will have the opportunity to rebut the claim made by the Initiator in any way that the Panel deems appropriate and fair. The Respondent can ask questions of witnesses (in person, or, if necessary and with consent, by written statement), and inspect information and documents. Broad latitude also should be given by the Panel in this regard.

Witnesses: Witnesses may be called to the hearing to provide additional information. Before the hearing, both the Respondent and the Initiator should submit to the Office of the Dean of Students a full list of any persons who will speak at the hearing as witnesses.

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

B. Hearing Panel Process Policies

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

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

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

Pleading In Violation: If a respondent willingly pleads “in violation” to charges prior to a Panel, a Panel will convene to hear the student's testimony and plea related to the incident. In this case, no witnesses will be called to testify at the Panel. A victim, or victims, will have a right to make a statement to the Hearing Panel before its deliberation in those cases where a respondent pleads “in violation.”

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

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

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

Hearing Panel Feedback: In all matters resolved by the Hearing Panel process, all parties will be required to complete a brief evaluation form providing information on the quality of the process used, and to offer suggestions to improve the process. The parties will have an opportunity to express both positive and negative experiences encountered. These forms will be for the sole use of the Hearing Panel Process in training and program revision, and will be confidential to all others.

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 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 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.