

2019

NORTH
CENTRAL
COLLEGE

NAPERVILLE, ILLINOIS

Founded 1861



Annual Security and Fire Safety Report



About this Report

North Central College Department of Campus Safety prepares this annual report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This report is prepared in cooperation with the Naperville Police Department and with local law enforcement agencies surrounding our non-Naperville owned, leased or rented properties (i.e. The Flats at East West University housing in Chicago, IL; classes held at high schools in Downers Grove, IL and Lemont, IL; and College-owned property in Dixon, IL). Campus Safety also seeks collaboration with the Office of Residence Life, Center for Global Education, the Office of Student Affairs, the Health Education Coordinator and Campus Advocate, and the Title IX Coordinator when compiling data for this report. This report includes information for the calendar years 2018, 2017 and 2016.

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

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

Campus Safety Procedures

About the Department of Campus Safety

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

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

The Department of Campus Safety has a collaborative working relationship with both the Naperville Police and Fire Departments where assistance and support can be obtained immediately. Campus Safety officers may assist the Naperville Police Department in the enforcement of applicable state and local laws. For all reported crimes, the reporting party is encouraged and assisted by the Department of Campus Safety to also report the crime to the Naperville Police Department. At the time of publication, there is no memorandum of understanding with the Naperville Police Department for the investigation of alleged criminal incidents.

Contacting Campus Safety

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

Confidential Reporting

If you are the victim of a crime and do not want to pursue action with the College's disciplinary system, you may still want to consider making a confidential report. The best way to make a confidential report is through the Dyson Wellness Center (630-637-5550) with the Health Education Coordinator and Campus Advocate (630-637-5113) or through the Campus Conduct Hotline service.

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

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

Anonymous Reporting

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

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

Crime Reporting

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

Vice President for Student Affairs and Strategic Initiatives, 630-637-5153

Assistant Vice President for Student Affairs and Dean of Students, 630-637-5152

Assistant Dean of Students, 630-637-5993

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

Director, Campus Safety 630-637-5912

Director, Dyson Wellness Center 630-637-5161

Director, Residence Life, 630-637-5861

Title IX Coordinator, 630-637-5340

Area Hall Director On Call, 630-816-5298

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

Campus Security Authorities

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

Emergency Response and Evacuations

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

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

Security of and Access to Campus Facilities and Residence Halls

Most campus buildings and facilities are accessible to members of the campus community and invited guests during business hours, 8 AM – 4:30 PM Monday–Friday. Select buildings may be open during limited hours on Saturday and Sunday. Building hours are posted on each academic building. The doors leading to student residence halls or residence areas remain locked 24 hours a day. Unlimited access is available to students residing in a particular building via a card access system. Guests must be escorted by their host at all times when visiting a residence hall. All student rooms are equipped with locking doors and windows. Students are advised to keep their doors locked at all times. Campus Safety conducts regular perimeter security checks of buildings daily. Any issues or reported concerns are immediately documented and addressed by Campus Safety and/or Business Operations Department to ensure the security of the facility and the safety of campus community members. The College employs a full-time locksmith who is responsible for the maintenance of keys, locks and access controls. Additionally, the Department of Campus Safety employs a full-time Assistant Director for Access and Transportation, who maintains and reviews card access and assigns card privileges to students, faculty, staff, and select visitors.

Maintenance and Security of Campus Facilities

The College views campus safety and security as a key priority. Exterior lighting is an important part of this commitment. Surveys of exterior lighting on campus are conducted by Campus Safety and the Environmental Health and Safety Manager on an on-going basis. Members of the campus community are encouraged to report any exterior lighting deficiencies to the Department of Campus Safety at 630-637-5826 or by email at campussafety@noctrl.edu.

Maintenance regularly inspects campus facilities, promptly makes repairs affecting safety and security, and responds to reports of potential safety and security hazards, such as broken windows and defective locks. Exterior doors on campus buildings are locked and secured each evening. Maintenance concerns related to safety and security should be reported to Campus Safety or Residence Life staff immediately.

Residence Hall Staff

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

- A. **Area Hall Directors:** The general administration of student services within each residence hall is the responsibility of the Area Hall Director (AHD), a professional staff member who lives on campus. All professional live-in staff members have an office within their assigned area, and can be reached by contacting the Office of Residence Life or their individual offices. Staff members serve as a resource for each resident student and can assist in managing/addressing a wide range of questions, issues, and concerns related to a student's continued success at the College. Staff members coordinate and implement educational and social programs, and organize large scale programs with the intent of promoting an environment that encourages a student's academic and personal growth. Professional staff members may have additional advising responsibilities for student organizations. AHDs work to create an engaging and irresistible living community for all residents.
- B. **Resident Assistants:** A Resident Assistant (RA) is a current student serving as a paraprofessional assigned to a residence hall community. These student leaders have taken on the responsibility of acting as a resource for residential students. RAs serve as positive role models for students, and strive to aid residents in achieving individual and community goals. RAs also help students familiarize themselves with policies and guidelines, as well as help to maintain an environment conducive to learning. In addition, RAs organize educational and social programs with the intent of promoting an environment that encourages each student's academic and personal growth. RAs work to create an engaging and irresistible living community for all residents.
- C. **On-Call Residence Life Staff:** In emergency situations, residents should not hesitate to call either 911 for police, fire, ambulance, or 630-637-5911 for Campus Safety assistance. In non-emergency situations during the daytime hours, residents should first attempt to contact their Resident Assistant (RA), then any other RA in the hall or area, and then their Area Hall Director. In the evenings, on-call RAs are available from 5:00 p.m. to 8:00 a.m. to assist students. On-call RAs can be contacted by call the duty cell phone number posted throughout the respective residence halls. For questions or assistance when an RA is not available, residents can contact their Area Hall Director or the Area Hall Director on duty. The Area Hall Director on duty can be reached at 630-816-5298.

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

Law Enforcement Authority and Interagency Relationships

All Campus Safety Officers are required to complete a criminal background check and to complete a 40+ hour comprehensive training course that covers topics ranging from report writing and defensive tactics to managing mental health emergencies. Campus Safety officers are not sworn law enforcement officers, nor do they have arrest powers.

When appropriate, officers detain individuals for the Naperville Police Department. North Central College Campus Safety frequently collaborates with the Naperville Police Department in sharing information related to safety and security and in training efforts when possible/appropriate. When the Naperville Police Department responds to an incident on campus, the police department may take any of a series of actions, which may or may not include documenting the incident in a report, conducting preliminary and additional investigations, issuing criminal summonses or citations, making arrests, and conducting criminal investigations related to the incident.

Information on Registered Sex Offenders

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

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

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

Campus Crime Prevention Program

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

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

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

available for public inspection, upon request, during normal business hours. Any portion of the log that is older than 60 days is open to public inspection, upon request, and made available within two business days of the request.

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

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

Safety Awareness Programs

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

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

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

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

Drug Free Schools and Communities Act - As required by the Drug Free Schools and Communities Act, North Central College publishes an in-depth biennial review of drug and alcohol programming from the previous two years. The most recent published report from December 2018 is available to the campus community (faculty/staff/students) at the following web link: <https://www.northcentralcollege.edu/transparency/health-safety-reports-policies>

Primary Prevention Programs

Bystander Intervention - North Central College is a *Green Dot Campus*. The campus community (faculty/staff/students) are regularly afforded the opportunity to become trained in research-based bystander intervention techniques in an effort to reduce instances of power-based personal violence including sexual assault, interpersonal violence, and stalking. The training is conducted in person approximately three times per academic year.

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

Online Education - The Dyson Wellness Center oversees the implementation of “Not Anymore.” Not Anymore is an interactive online program designed to prevent sexual assault, dating and domestic violence and stalking. All new students are provided this educational program which must be completed once during their academic career at North Central College.

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

Electronic Security and Telephone Systems

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

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

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

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

Emergency Response Plan

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

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

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

Emergency Notification

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

The Emergency Response Group has primary responsibility during any campus emergency to provide oversight, management of immediate responses and notifications to the campus community. This includes the confirmation of a

significant emergency or dangerous situation, determining the appropriate segments of the population to notify, and initiate the notification system. The following are members of the group:

- Vice President for Business Operations
- Assistant Vice President for External Affairs
- Vice President for Student Affairs and Strategic Initiatives
- Dean of Students
- Director of Campus Safety
- Provost and Vice President for Academic Affairs
- Director of Dyson Wellness Center
- Assistant Vice President of Human Resources
- Director of Technology

The first report of an emergency may occur between anyone who observes or learns of an active emergency and reports it to Campus Safety personnel on duty. Additional assistance for fire, police and ambulance requests may also be made by anyone via direct 911 reports to the City of Naperville. A first responder should immediately report to the Director of Campus Safety or other member of the Emergency Response Group when he or she determines that an emergency incident or threat will significantly impact normal operations of the College's campus.

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

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

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

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

2. [*RAVE Alert System*](#) – The RAVE Alert System is the primary means for communicating information and instructions in the event of an emergency. Students, faculty and staff are highly encouraged to stay informed of emergency

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

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

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

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

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

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

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

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

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

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

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

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

Timely Warnings-Safety Alerts

The Department of Campus Safety will provide timely warning notices to inform members of the College community about serious crimes that occur on or adjacent to our campus, where prior knowledge of that serious crime would aid others in not becoming the victim of a similar case or where an on-going threat to safety may exist. These warnings will be posted if the incident is reported to the Department of Campus Safety. Campus Safety may issue/post crime alerts for

incidents of sexual assault, murder, aggravated assault, robbery involving force or violence, major incidents of arson, and other crimes as determined by the Director of Campus Safety, or their designee. Alerts may be posted at the entrances of buildings on campus and emailed to North Central College email accounts. Safety alerts are not generally posted for the above listed crimes if:

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

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

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

Annual Assessments

The Emergency Response Group in coordination with the Crisis Task Force conduct annual drills and exercises for the campus community.

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

Additional Campus Policies

Note: All policies are subject to change at any time. For up-to-date College policies for students please visit:

www.noctrl.edu/handbook. For up-to-date College policies for faculty and staff please visit:

<http://cardinalnet.northcentralcollege.edu/employees/hr-policies-procedures-and-practices>

Emergency Contact and Missing Person Policy

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

1. Emergency contact information can be completed on Merlin through the Medical Insurance and Emergency Contact Information link.

2. If a student is under the age of 18 and not emancipated, the emergency contact person must be a parent or legal guardian. The emergency contact person may be called during medical emergencies, depending on the severity of the situation and the wishes of the student involved.
3. The emergency contact person also will be contacted if the student is reported missing for at least 24 hours by roommates, friends, or instructors. The emergency contact person may be called sooner than 24 hours if the College has reason to believe this will assist in quickly locating the student or if foul play may be involved in the disappearance of the student. If a student has been missing for more than 24 hours, or if foul play is suspected to be involved, a report will also be made to the Naperville Police Department.
4. The missing person contact information is registered and confidential, accessible only to authorized campus officials, and may not be disclosed except to law enforcement personnel in furtherance of a missing person investigation.
5. The following is list of contact information that may be utilized to report a student missing.
 - i. Campus Safety 630-637-5911
 - ii. Office of Residence Life 630-637-5858
 - iii. Residence Life Area Hall Director 630-816-5298
 - iv. Office of Student Affairs 630-637-5151
 - v. Naperville Police Department 630-420-6666
 - All official missing student reports are immediately referred to Campus Safety.

Policy Statement Regarding Alcohol Use

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

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

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

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

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

1. Students of the legal age of 21 are prohibited from being present where alcohol is being consumed by individuals under the age of 21. Presence is defined as being in the room, suite, vehicle or other location proximal to the possession or use of alcohol by individuals under the age of 21.
2. Students who are 21 years of age or older who wish to transport alcohol on campus may do so only if the alcohol is in an unopened, sealed container(s), and covered from open view.
3. The atmosphere of a room in which there is possession and/or consumption of alcohol must not create significant noise or disturbances, and the door of this room must be closed.
4. Students who live off-campus at a local residence are expected to abide by all local laws and ordinances related to alcohol. Of-age students who host underage students at an off-campus gathering where alcohol is present may be found in violation of this policy.

C. Underage Alcohol Policy:

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

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

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

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

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

F. Drinking Games

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

G. Alcohol Containers and Paraphernalia:

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

H. Powdered Alcohol:

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

Policy Statement Regarding Drug Use

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

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

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

North Central College Drug Policy:

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

The North Central College drug policy covers illegal and illicit use of controlled substances, including marijuana, stimulants, depressants, hallucinogens, opiates/narcotics, inhalants, synthetic drugs, or any other intoxicating compound. The unauthorized possession or use of prescription drugs is also prohibited. If a significant quantity of drugs, or items

suggesting drug distribution are found (for example: scale, small self-sealing baggies, etc.), the College may refer the case directly to the hearing panel process to consider suspension or dismissal.

Medical Marijuana

North Central College prohibits the possession, use, or distribution of all cannabis, cannabis products, or any substances containing THC (tetrahydrocannabinol) on campus, or at any College sponsored event or activity off campus. This prohibition includes the possession and use of medical marijuana. The Compassionate Care Act, an Illinois law that permits the use of medical marijuana by persons possessing lawfully issued medical marijuana cards, also states: “Nothing in this Act shall prevent a university, college, or other institution of post-secondary education from restricting or prohibiting the use of medical cannabis on its property.” Additionally, North Central College is required to certify that it complies with the Drug-Free Schools and Communities Act (20 U.S.C. 1145g part 86 of the Drug and Alcohol Abuse Prevention Regulations). The federal government regulates drugs through the Controlled Substances Act (21 U.S.C. A 811) which does not recognize the difference between medical and recreational use of marijuana. Thus to comply with the Federal Drug-Free School and Communities Act, North Central College prohibits all cannabis use, possession, manufacture or distribution.

Consequences of Alcohol and Drug Violations

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

- A. **Fines:** Each student involved in an incident where the College’s Alcohol or Drug Policy is violated will be assessed a \$100.00 fine for a first offense. All subsequent incidents in which alcohol and/or drug violations occur will carry with them a \$200.00 fine, per person found in violation. Fines must be paid in cash or by personal check in the Office of Student Affairs 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 use/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 Assistant Vice President for Student Affairs and Dean of Students.

Medical Amnesty

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

- A. If a student seeks help in a medical emergency (by calling 911 or Campus Safety at 630-637-5911), the College will not take disciplinary action for possession, consumption, or being in the presence of alcohol or drugs against:
- A student who initiates a request for medical assistance for oneself;
 - A student who initiates a request for medical assistance for another student; and/or
 - The student for whom medical assistance is sought.
- B. Any student(s) afforded amnesty under this policy will be required to meet with staff from the Office of Student Affairs or the Office of Residence Life for a formal review of the incident. Failure to attend this required meeting will result in the revocation of the amnesty. The outcome of this meeting may be a counseling or health assessment, or other educationally appropriate interventions.
- C. While no formal disciplinary action will be taken in cases that meet the conditions of this policy, College staff will document the incident and follow up accordingly. Repeated incidents or intentional abuse of this policy may result in parental notification and/or disciplinary action.
- D. This policy does not preclude disciplinary action regarding all other behaviors prohibited in the Student Handbook, including but not limited to sexual misconduct, hazing, conduct that endangers, damage, vandalism, and the unlawful provision or distribution of alcohol or drugs.

Drug and Alcohol Use Education and Prevention

Through the Office of Student Affairs, the Dyson Wellness Center and Office of Human Resources as well as other campus departments and offices, North Central College provides a variety of alcohol and drug abuse prevention and intervention programs administered and designed to educate about, prevent and reduce alcohol and other drug use/abuse at North Central College. A campus-community alcohol and other drug coalition meets regularly to discuss current substance abuse related issues and trends. North Central College's policy is distributed to all students, staff and faculty on an annual basis. A comprehensive review of the alcohol and drug programs is made biennially during even years. For more information concerning current programs, interventions and policies, contact Tatiana Sifri, the Director of the Dyson Wellness Center, at tsifri@noctrl.edu, 630-637-5550, Steve Weaver, Assistant Dean of Students at sgweaver@noctrl.edu, 630-637-5993, or Mary Spreitzer, Assistant Vice President for Human Resources at mspreitzer@noctrl.edu, 630-637-5754.

ON-CAMPUS RESOURCES/INFORMATION

The Dyson Wellness Center (confidential medical and counseling services)	630-637-5550, http://www.northcentralcollege.edu/dyson
Employee Assistance Program, Perspectives	1-800-456-6327, https://www.perspectivesltd.com
Kimberly Sluis, Vice President for Student Affairs and Strategic Initiatives	630-637-5151 https://www.northcentralcollege.edu/life-location/dean-students
Kevin McCarthy, AVP for Student Affairs and Dean of Students	630-637-5151

Steve Weaver, Assistant Dean of Students	630-637-5151
Rebecca Gordon, Title IX Coordinator	630-637-5754
Department of Campus Safety	630-637-5911

OFF-CAMPUS RESOURCES/INFORMATION

Naperville Police Department	911/ 630-420-6666
DuPage County Sheriff Department 501 N. County Farm Road, Wheaton, IL 60187	911/ 630-682-7256
DuPage County Health Department 111 North County Farm Rd. Wheaton, IL 60187	630-627-1700 (24 hours), Crisis Line
DuPage Mental Health Services 1776 South Naperville Road, Building B, Suite 203 Wheaton, IL 60189	630-690-2222
Linden Oaks Hospital at Edward 852 West Street, Naperville, IL 60540	630-305-5129 or 630-305-5500
Rosecrance 608 South Washington Street Naperville, IL 60540	630-849-4295 Financial Expectations: http://www.rosecrance.org/substanceabuse/financialexpectations/
Resurrection Behavioral Health, Addiction Services 2001 Butterfield Road, Suite 320 Downers Grove, IL 60515	847-493-3600
Gateway Foundation Alcohol & Drug Treatment 8 locations	877-321-7326 www.RecoverGateway.org
Timberline Knolls (Residential treatment for young women) 40 Timberline Drive, Lemont, IL 60439	630-343-2326
Alexian Brothers (Behavior Health Hospital) 1650 Moon Lake Blvd. Hoffman Estates, IL 60194	847-882-1600
FAIR: Family & Adolescents in Recovery 2010 East Algonquin Rd. Schaumburg, IL 60173	847-359-5192 http://faircounseling.com/contact/
DuPage County State's Attorney's Office Judicial Office Facility - Annex 503 N. County Farm Road Wheaton, IL 60187	630-407-8000

Statement on Discrimination, Harassment, Sexual Misconduct and Retaliation

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

In pursuit of these goals, the College will not tolerate acts of discrimination, harassment, sexual misconduct and/or retaliation against any administrator, staff, faculty, student, guest, visitor, camper, vendor or subcontractor, as such behavior seriously undermines the College's effectiveness as an educational institution and a workplace. The College adheres to and supports the principles of academic freedom, and each member of the North Central College community also shares a common responsibility to maintain an environment free from discrimination, harassment, sexual misconduct and retaliation. Administrators, faculty and staff members who violate this policy will be subject to disciplinary action, up to and including termination of employment. Students who violate this policy will be subject to disciplinary action up to and including expulsion.

All employees are considered to be "Responsible Employees" with the authority and responsibility to report disclosures or observations of sexual misconduct to the Title IX/504 Coordinator. Employees who are exempted from this reporting requirement are professional or pastoral counselors who provide work-related mental-health counseling, campus advocates who provide confidential victim assistance, medical staff, and employees who are otherwise prohibited by law from disclosing information received in the course of providing professional care and treatment. Failure of a non-confidential employee to report in a timely manner is a violation of College policy and the employee can be subject to disciplinary action.

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

The Title IX/504 Coordinator has primary responsibility for enforcement of this policy, specifically for coordinating efforts related to investigation, resolution, and implementation of corrective measures and monitoring to stop, remediate, and prevent sex discrimination, sex or gender-based harassment, sexual misconduct and/or retaliation (collectively referred to as sexual misconduct).

Dr. Rebecca Gordon
Title IX/504 Coordinator
524 Old Main
30 N. Brainard
(630) 637-5340
rgordon@noctrl.edu

The Assistant Vice President for Human Resources and Deputy Title IX Coordinator assists the College regarding efforts related to the investigation, resolution, and implementation of corrective measures and monitoring to stop, remediate, and prevent discrimination, harassment, retaliation based on race, color, religion, national origin, age, marital status,

citizenship, mental or physical disability status, religion, sexual orientation, order of protection status, military or veteran status, genetic information, or unfavorable military discharge (except dishonorable discharges), here after referred to bias related discrimination.

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

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

External Inquiries may also be made to:

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

Equal Employment Opportunity Commission (EEOC)
Chicago District Office
500 West Madison Street
Suite 2000
Chicago, IL 60661
Phone: (800) 669-4000
Fax: (312) 869-8220
Contact: <http://www.eeoc.gov/contact/>

[Illinois Human Rights Commission](http://www.illinois.gov/ihr/Pages/default.aspx)
<http://www.illinois.gov/ihr/Pages/default.aspx>

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

Reason for Policy/Purpose

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

harassment, sexual misconduct, including sexual violence, and/or retaliation.

Through this policy, North Central College (1) articulates the College's commitment to the values of fairness, equity, and equal opportunity; (2) describes categories of conduct that may constitute discrimination, harassment, sexual misconduct or retaliation; (3) explicitly prohibits discrimination, harassment, sexual misconduct and retaliation; (4) establishes procedures to follow when a member of the College community believes that he/she has been subject to discrimination, harassment, sexual misconduct or retaliation; (5) provides a pathway to share concerns regarding the College's policies, procedures and/or practices in the event that they cause a discriminatory impact.

Policy Jurisdiction and Applicability

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

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

Policy Review and Updates

These policies and procedures will be reviewed and updated annually by the Title IX/504 Coordinator and/or Assistant Vice President of Human Resources. Title IX/504 Coordinator or the Assistant Vice President of Human Resources reserves the right to make changes to this document as necessary and once those changes are posted online, they are in effect. The Title IX/504 Coordinator may make minor modifications to procedure that do not materially jeopardize the fairness owed to any party, such as to accommodate summer schedules, etc. The Title IX/504 Coordinator or Assistant Vice President of Human Resources may also vary procedures materially with notice (on the institutional web site, with appropriate date of effect identified) upon determining that changes to law or regulation require policy or procedural alterations not reflected in this policy and procedure. Procedures in effect at the time of the resolution will apply to resolution of incidents, regardless of when the incident occurred. Policy in effect at the time of the offense will apply even if the policy is changed subsequently but prior to resolution, unless the parties consent to be bound by the current policy. If government regulations change in a way that impacts this document, this document may be construed to comply with government regulations in their most recent form. This document does not create legally enforceable protections beyond the protection of the background state and federal laws which frame such codes generally. This policy and procedure is in effect for the 2018 winter term and was implemented January 1, 2018.

Contacts for this Policy

If you have questions about this Policy, you may:

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

Title IX and Deputy Title IX Coordinators

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

- Mary Spreitzer, Assistant Vice President of Human Resources (Old Main, 30 N Brainard, Suite 507, mspreitzer@noctrl.edu, (630) 637-5754)
- Stephen Caliendo, Dean of the College of Arts and Sciences (Goldspohn Hall, 31 N Loomis, Room 19C, smcaliendo@noctrl.edu, (630) 637- 5344)
- Jeremy Gudauskas, Assistant Vice President and Co-Director of the Center for Social Impact (40 E. Jefferson, Suite 40, , jkgudauskas@noctrl.edu, (630) 637-5147)
- Susan Kane, Assistant Athletic Director (Merner Field House, 450 S Brainard, Room 106C, smkane@noctrl.edu, (630) 637-5501)
- Lisa Long, Dean of College Programs and Special Assistant to the Provost (Old Main, 30 N Brainard, Suite 530, lalong@noctrl.edu, (630) 637- 5286)
- Kevin McCarthy, Assistant Vice President for Student Affairs and Dean of Students (Old Main, 30 N Brainard, Suite 501, kemccarthy@noctrl.edu, (630) 637-5152)
- Sharon Merrill, Director of Human Resource Services (Old Main, 30 N Brainard, Suite 507, semerrill@noctrl.edu, (630) 637-5718)

Together, these individuals are responsible for coordinating the College's compliance with Title IX, VAWA Section 304, which includes, among other responsibilities, oversight of the resolution process, communications and training in connection with Title IX's prohibition of discrimination based upon sex/gender, and identifying and addressing any patterns or systemic problems that arise during the review of reports. The Title IX/504 Coordinator and Deputy Coordinators are knowledgeable about, and will provide information on, all options for addressing and resolving allegations of discrimination on the basis of sex/gender, including concerns pertaining to sexual harassment and sexual misconduct. At North Central College, the role of the Assistant Vice President for Human Resources extends to the other forms of discrimination cited in the policy. Together, this team plays an integral role in carrying out the College's commitment to creating, fostering and maintaining an educational, employment, and campus environment that is free of sexual discrimination, harassment, misconduct and/or retaliation.

Resources and Reporting Options

The Title IX/504 Coordinator wants individuals to be aware of what to do following an experience of sexual assault, intimate partner violence (i.e. dating and domestic violence), and stalking including how to contact law enforcement in an emergency, how to access medical care, and how to preserve evidence. Individuals are encouraged to talk about what occurred with someone who is in a position to provide immediate support and who can assist the individual in identifying resources, options, and to whom to report what occurred so that the Title IX/504 Coordinator can respond appropriately. The College has resources that are either confidential or private where individuals can seek support and discuss options.

Confidential resources are those individuals who will not report any information to others without a release of information and provide support as well as an overview of options, resources, and referrals. Confidential resources will have to report if the person is a risk to themselves or others, or if the event that abuse to minors is being disclosed. On-campus confidential resources include the Dyson Wellness Center advocate, counselors, and medical staff. Off-campus confidential resources include advocacy agencies, mental health care providers, health care providers, and emergency room staff.

Those offices that are considered to be private such as the Center for Student Success, Dean of Students, Campus Safety, and Residence Life will only share an individual's information to the extent necessary to report to the Title IX/504 Coordinator and provide a coordinated response to their concerns.

The Title IX/504 Coordinator can honor requests for confidentiality or for no action to be taken providing that a safe, non-discriminatory environment can be maintained for the individual and campus community. Otherwise, reports to the Title IX/504 Coordinator are considered to be private and information is only shared to the extent necessary to provide academic accommodations, interim safety measures, referrals, and/or to conduct an investigation (see Section III, B. Preliminary Inquiries).

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

I. RESOURCES FOR THOSE WHO EXPERIENCE SEXUAL MISCONDUCT

a. Procedures to Follow After Experiencing Sexual Misconduct

The following are suggested options after experiencing sexual misconduct. These options are not listed in a step-wise order so some options may be pursued and not others.

Procedures to follow:

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

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

Campus Safety can provide transport to the Edward Hospital Emergency Room for a forensic evidence collection exam and post-assault medical care including STI testing. Campus Safety can also provide transportation to the following medical providers: Edward Care at Jewel Osco on Washington, Cadence Care Center at Raymond & Ogden, or CVS Clinic at Ogden & Naper Blvd. Campus Safety can also assist with securing the scene for evidence collection, making a report to

law enforcement, making a report to the Title IX Coordinator, and reaching confidential on-campus resources after business hours.

Sources for Medical Care

Edward Hospital Emergency Room is located at 801 S. Washington Street, Naperville, IL. Their number is (630) 527-3000 (Main Switch Board) and they are open 24 hours. The Edward Hospital Emergency Room is staffed by sexual assault nurse examiners (SANE) and will contact the YWCA to dispatch a medical advocate to provide information and support during the ER visit. The ER can provide emergency and follow-up health care following a sexual assault, which includes prophylactic treatment for STIs, emergency contraception, test for date-rape drugs, and can conduct a forensic exam to collect physical evidence. The emergency room visit is free of charge when paperwork is completed with a YWCA medical advocate. The emergency room staff will contact the Naperville Police Department in cases of sexual assault though the individual can decline to talk with them. Treatment and testing is provided regardless of whether a police report is filed.

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

Off-Campus STI Testing Options

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

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

Evidence Preservation

After experiencing sexual assault, dating or domestic violence, and/or stalking, preserving evidence is important to assist in criminal prosecution, a Title IX investigation, and/or obtaining civil orders of protection or no contact orders, even if you are undecided about what courses of action you want to pursue.

- Secure the room or location where the assault occurred (if possible) without disturbing anything. If you need assistance securing an on-campus room or location for evidence collection, call Campus Safety – (630) 637-5911. Do not allow anyone else to enter until law enforcement arrives.
- Preserve all physical evidence of the assault. If you can avoid it, it is best not to bathe, shower, urinate, douche or use a toothbrush. Do not wash or discard any articles of clothing worn during the assault, however, evidence can still be obtained even if you shower or wash.
- If you suspect a rape drug has been used, do not urinate and ask the health care provider to take a urine sample immediately.
- Evidence can be collected up to 120 hours post-assault, or longer in some cases, through the forensic evidence collection process conducted in the Emergency Room. Keep the same clothes on if you are still wearing what you had on during the assault. The Emergency Room will provide you with scrubs or sweats or you can have someone bring clothes. Otherwise, bring the clothes with you to the Emergency Room in a clean paper bag or bedsheet, not wrapped in plastic.

- Try to remember any helpful details that can corroborate your account of events (e.g. what time you arrived, what time the other person arrived, who saw them with you, what other friends were there). Write details down as soon as you remember them even if they seem irrelevant like who was there, description of the location, and what you saw, felt, smelled, and heard.
- If you don't know the identity of the other person, try to remember what they were wearing, who they came with or seemed to know them, any identifying marks, jewelry, and clothing.
- Save emails, texts, snap chats, voice mails, any messages sent over social media, and written notes. If these are disturbing to you, forward to a friend to be the repository of the information or College official like the Campus Advocate, Campus Safety, or Title IX/504 Coordinator.

For dating and domestic violence and stalking

- Take pictures of any physical injuries or damage to property.
- Keep a record of witnesses or people you informed of what was happening.
- Save emails, texts, snap chats, voice mails, any messages sent over social media, and written notes. If these are disturbing to you, forward to a friend, a College official like the Campus Advocate, Campus Safety, or Title IX/504 Coordinator to be the repository of the information.
- Keep a record of all the incidents with date, time and description of abusive, harassing, or threatening behavior, and email it to yourself or a trusted friend in order to have a time stamp.

A. Confidential Advocacy and Counseling

On-Campus Confidential Resources:

The Campus Advocate available through the Dyson Wellness Center offers confidential support services and advocacy. The Campus Advocate can be contacted at (630) 637-5113 during normal business hours and can be contacted after hours through calling Campus Safety. The Campus Advocate provides technical assistance to anyone who has experienced sexual violence, dating or domestic violence, and stalking. The Campus Advocate can provide an overview of all the on- and off-campus options available to anyone who has experienced sexual misconduct, assist with pursuing civil orders of protection or no contact orders, provide safety planning, facilitate immigration status assistance, access changes in housing assignments, help with reporting to the Title IX/504 Coordinator and/or law enforcement, and help with anonymous or confidential reporting to the College for purposes of maintaining accurate crime statistics. The Campus Advocate can serve as the advisor of choice and attend all meetings that are part of on and off campus processes. Individuals may request to be contacted by the Campus Advocate.

The professional counselors at the Dyson Wellness Center can provide free, short-term, confidential counseling and/or referrals to off-campus mental health providers. An intake appointment can be made by calling 630-637-5550. Counseling services hours are Monday and Wednesday, 8:00 a.m. - 7:00 p.m. and Thursday and Friday, 8:00 a.m. - 5:00 p.m.

Off-Campus Confidential Resources:

YWCA Metropolitan Chicago Patterson and Mc Daniel Family Center (confidential)
2055 West Army Trail Road, Suite 140
Addison, IL 60101

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

www.ywcachicago.org or (630) 790-6660
Rape Crisis Hotline: (630) 971-3927, 24-hours

Family Shelter Service- Healing from Domestic Abuse (confidential)

Provides shelter service for women and children, assistance with obtaining orders of protection through its Court Advocacy Office, offers support groups, and provides individual services and case management.
www.familyshelterservice.org or (630) 469- 5650.

Mutual Ground (confidential)

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

www.mutualground.org

Domestic Violence Hotline (630) 897-0080

Sexual Assault Hotline (630) 897-8383

DuPage County Health Department Behavioral Health Services (confidential)

111 N. County Farm Road, Wheaton, IL 60187

Intake Appointment: (630) 682-7400

Monday-Friday, 8:00 am-5:30 pm

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

II. REPORTING OPTIONS

A. Local Law Enforcement and Campus Safety

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

Naperville Police Department (24/7/365)

Naperville Police Department is located at 1350 Aurora in Naperville and can be contacted by dialing 911 (Emergency) or calling (630) 420-6666 (Non-Emergency) to make a police report.

Campus Safety (24/7/365)

A report can also be made to Campus Safety located in New Hall at 451 S. Brainard and can be contacted by dialing (630)637-5911 or x5911 on campus. Campus Safety officers can assist with making reports to law enforcement and the Title IX/504 Coordinator. Campus Safety can provide transport to the Edward Hospital Emergency Room for a forensic evidence collection exam and post-assault medical care including STI testing. Campus Safety can also provide transportation to the following medical providers: Edward Care at Jewel Osco on Washington, Cadence Care Center at Raymond & Ogden, or CVS Clinic at Ogden & Naper Blvd. Campus Safety can also provide escort to and from on campus programs, classes, and residence halls

B. Reporting to the College

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

There may be situations or circumstances when a member of the College community is subjected to discrimination, harassment, sexual misconduct and/or retaliation, but does not wish to come forward or pursue a resolutions process, or when a person who observes discrimination, harassment, sexual misconduct and/or retaliation directed at another member of the College community reports it to the Title IX/504 Coordinator or the Assistant Vice President of Human Resources. Whether reported directly or by a third-party, the Title IX/504 Coordinator or the Assistant Vice President of Human Resources will do all it can to: 1) respect an individual's desire to make an anonymous or confidential report; 2) to engage in an informal process; or 3) to pursue an investigation.

Title IX/504 Coordinator or Assistant Vice President for Human Resources will evaluate requests for confidential or anonymous reporting and may grant such a request in cases in which there is not a continued individual or community risk for cases of sexual misconduct. Regardless, with all reports, interim measures and remedies may be offered to the reporting party and the community. In cases indicating pattern, predation, multiple offenders, threat, weapons and/or violence, it is unlikely the Title IX/504 Coordinator will be able to honor a request for anonymity, confidentiality or to take no action. If the Title IX/504 Coordinator or Assistant Vice President for Human Resources determines that an investigation must be pursued, the reporting party will be informed and can participate in as much or as little of the process as they so choose. The Title IX/504 Coordinator or the Assistant Vice President of Human Resources will maintain privacy to the extent possible.

Anonymous Reporting (24/7/365)

Anyone wishing to make an anonymous report can contact the Campus Conduct Hotline at (866) 943- 5787, which is available 24 hours a day.

Confidential Reporting

The Campus Advocate can receive confidential reports that are only shared as aggregate data for the College's on-campus crime statistics. No personally identifiable information is shared unless permission is granted. The Campus Advocate can also assist with reporting to the Title IX Coordinator, and/or law enforcement. The Campus Advocate is housed in the Dyson Wellness Center located at the Benedetti-Wherli Stadium on 455 S. Brainard Street. During normal business hours, the Campus Advocate can be contacted via phone by calling (630) 637-5113. The Campus Advocate can be contacted after hours through contacting Campus Safety at (630) 637-5911. Confidential reporting can also be made to the Dyson Wellness Center counselors. For an intake appointment contact (630) 637-5550.

Sexual Misconduct Online Reporting Form

The online reporting form for discrimination, harassment, sexual misconduct and retaliation can be located at: titleixreport.northcentralcollege.edu. The online reporting form can also be accessed from the Title IX website at: <https://www.northcentralcollege.edu/TitleIX>. Online reports can be made by Responsible Employees, individuals

impacted by sexual misconduct or third-parties, and will be reviewed by the Title IX/504 Coordinator and responded to within 24 hours. Individuals who have experienced sexual misconduct will receive a Title IX outreach letter with a copy of this policy that outlines their options, resources, and rights.

Bias Related Incident Online Reporting Form

The online reporting form for bias related incidents can be found at: biasincident.northcentralcollege.edu. Online reports can be made by anyone, including individuals impacted by the bias related incident and will be reviewed by the Bias Incident Response Team and responded to promptly. Individuals who have experienced a bias related incident will typically be contacted by a member of the Bias Incident Response Team to outline their options, resources, and rights.

Title IX/504 Coordinator

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

Assistant Vice President of Human Resources

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

Places to call to assist you in reporting to the College

- Campus Advocate – (630) 637-5113, M-F 8AM-4:30PM, call Campus Safety to reach the Campus Advocate after hours
- Campus Safety:
 - Campus Safety: Officer on Call – (630) 637-5911, 24-hours —
 - Director of Campus Safety – (630) 637-5912, M-F: 8AM-4:30PM
- Residence Life:
 - Area Hall Director on Call – (630) 816-5298, 24-hours —
 - Director of Residence Life – (630) 637-5861, M-F: 8AM-4:30PM
- Deputy Title IX Coordinators:
 - Mary Spreitzer, Assistant Vice President of Human Resources (Old Main, 30 N Brainard, Suite 507, mspreitzer@noctrl.edu, (630) 637-5754)
 - Stephen Caliendo, Dean of the College of Arts and Sciences (Goldspohn Hall, 31 N Loomis, Room 19C, smcaliendo@noctrl.edu, (630) 637- 5344)
 - Jeremy Gudauskas, Assistant Vice President and Co-Director of the Center for Social Impact (, 40 E. Jefferson, Suite H40, jkgudauskas@noctrl.edu, (630) 637-5147)

- Susan Kane, Assistant Athletic Director (Merner Field House, 450 S Brainard, Room 106C, smkane@noctrl.edu, (630) 637-5501)
- Lisa Long, Dean of College Programs and Special Assistant to the Provost (Old Main, 30 N Brainard, Suite 530, lalong@noctrl.edu, (630) 637- 5286)
- Kevin McCarthy, Assistant Vice President for Student Affairs and Dean of Students (Old Main, 30 N Brainard, Suite 501, kemccarthy@noctrl.edu, (630) 637-5152)
- Sharon Merrill, Director of Human Resource Services (Old Main, 30 N Brainard, Suite 507, semerrill@noctrl.edu (630) 637-5718)
- Student Affairs:
 - Assistant Vice President for Student Affairs and Dean of Students – (630) 637- 5152, M-F: 8AM-4:30PM
 - Assistant Vice President for Student Affairs and Co-Director of the Center for Social Impact -- (630) 637- 5147, M-F: 8AM-4:30PM
- Human Resources: Assistant Vice President for Human Resources – (630) 637-5757, M-F: 8AM-4:30PM
- Dyson Wellness Center: Professional Counselors – (630) 637-5550, M-F 8AM-4:30PM
- Multicultural Affairs: Director of Multicultural Affairs – (630) 637-5156, M-F 8AM-4:30PM
- Campus Ministry: Director of Ministry and Service – (630) 637-5417, M-F: 8AM-4:30PM
- College faculty, staff, or supervisor

III. COMPLAINT RESPONSE AND RESOLUTION PROCEDURES

1. Filing a Complaint

Prompt reporting of discrimination, harassment, sexual misconduct and/or retaliation as defined in this policy is strongly encouraged, as it facilitates expedient resolution of a complaint. The Title IX/504 Coordinator or the Assistant Vice President of Human Resources may decide to investigate and take appropriate action in response to all complaints related to the College regardless of when or where the alleged conduct occurred. The ability of the Title IX/504 Coordinator or the Assistant Vice President of Human Resources to respond may be limited if the responding party is no longer a member of the North Central College community. If a College staff member or faculty member wishes to leave North Central College with an allegation of misconduct pending, the Title IX/504 Coordinator or the Assistant Vice President of Human Resources may continue to investigate and resolve the allegations through the outlined resolution procedures. Students with an allegation of misconduct pending will not be permitted to withdraw from the College until all allegations are resolved.

Any member of the College community, faculty, staff, student, guest, or visitor who wishes to file a complaint with College regarding an incident of discrimination, harassment, sexual misconduct or retaliation as defined by this policy should first bring this matter to the Title IX/504 Coordinator for sexual misconduct incidents. Discrimination, misconduct or harassment committed on the basis of the other protected classes covered by this policy should be reported to the Assistant Vice President of Human Resources. Complaints may be made verbally, in writing or online. Under no circumstances is an impacted individual required to report discrimination, harassment, sexual misconduct, dating or domestic violence, stalking, and/or retaliation to the person who is the alleged source of/reason for the allegation.

Reporting Structural or Procedural Concerns

The campus community benefits from an environment in which concerns are shared regarding potential structures or procedures which might result in discrimination or bias. The exchange of ideas and problem solving serves an educative function and contributes to the climate of fairness and respect for all members of the College community. When concerns about specific behaviors rise to the level of potential discrimination or bias, the parties should consider sharing

their concerns with the administrators noted above, a supervisor, and/or with the relevant group or program on campus that serves as a resource for communication (i.e., faculty or student governance, the Welfare and Benefits Committee).

Retaliation Prohibited

Retaliation is defined as any materially adverse action taken against an individual because of their participation in a protected activity such as alleging harassment or discrimination, supporting a party bringing an allegation, or for assisting in providing information relevant to a claim of harassment or discrimination. Retaliatory actions include, but are not limited to, threats or actual violence against the person or their property, adverse educational or employment consequences, ridicule, intimidation, bullying or ostracism. Retaliation is a serious violation of College policy and will be treated as another possible instance of harassment or discrimination that is investigated, with violations resulting in additional sanctions. Acts of alleged retaliation should be reported immediately to the Title IX/504 Coordinator and will be promptly addressed. The Title IX/504 Coordinator or the Assistant Vice President of Human Resources is prepared to take appropriate steps to protect individuals who fear that they may be subjected to retaliation.

Some examples/scenarios of Retaliation include:

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

Amnesty for Reporting Party and Witnesses

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

Reports about Students

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

Reports about Faculty Members

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

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

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

Allegations of misconduct or discrimination committed by the Title IX/504 Coordinator can be reported to the Vice President for Student Affairs and Strategic Initiatives (Kimberly Sluis, OM 504, kasluis@noctrl.edu, (630) 637-5153), the Provost and Vice President for Academic Affairs (Abiodun Goke-Pariola, OM 538, agokepariola@noctrl.edu, (630) 637-5354) or the College President (Troy Hammond, OM 424, president@noctrl.edu, (630) 637-5454).

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

Federal Timely Warning Obligations

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

False Allegations

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

Federal Statistical Reporting Obligations

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

Reports Made by Third-Parties

In cases where the alleged violation is reported by a third-party, the reporting party will be notified by the Title IX/504 Coordinator or Assistant Vice President of Human Resources that a report has been received. The Title IX/504 Coordinator and/or responsible administrator will offer to meet with the reporting party to discuss options and available support resources. If the allegation was received electronically, information will be sent to the individual submitting the report within 12 hours outlining campus resources, policy, rights, and options.

2. Preliminary Inquiries

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

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

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

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

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

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

3. Informal Resolution Procedures

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

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

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

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

notice to the parties. The informal resolution process may also be utilized when a responding party accepts responsibility for all allegations.

The Title IX/504 Coordinator or Assistant Vice President of Human Resources may take steps to limit and remedy the effects of the alleged misconduct and prevent its recurrence without initiating formal action to discipline the alleged responding party or reveal the identity of the reporting party. The actions available to the Title IX/504 Coordinator or Assistant Vice President of Human Resources include, but are not limited to: providing increased monitoring, supervision or security at locations or activities where the misconduct occurred; providing training and education materials for students and employees; revising and publicizing the College's policies on discrimination, harassment, sexual misconduct and/or retaliation; and conducting climate surveys.

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

4. Interim Measures

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

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

Interim measures will be determined in the following ways:

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

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

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

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

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

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

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

Additional Individual and Community Remedies:

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

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

5. Formal Resolution Procedures

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

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

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

Advisors

Each party is allowed to have an advisor of their choice present with them for all resolution process meetings and proceedings, from intake through to final determination. The parties may select whomever they wish to serve as their advisor as long as the advisor is eligible and available, and usually not otherwise involved in the resolution process, such

as serving as a witness. The advisor may be a friend, mentor, family member, attorney, advocate, process advisor, or any other supporter a party chooses to advise them. Witnesses cannot also serve as advisors. The parties may choose advisors from inside or outside the campus community. The Title IX/504 Coordinator has trained individuals that can serve in the role as an Advocate (reporting party) or Process Advisor (responding party). Please contact the Title IX/504 Coordinator if you want an Advocate or Process Advisor to be provided for you.

The parties may be accompanied by their advisor in all meetings and interviews at which the party is entitled to be present, including intake and interviews. Advisors should help their advisees prepare for each meeting, and are expected to advise ethically, with integrity and in good faith. The Title IX/504 Coordinator or Assistant Vice President of Human Resources cannot guarantee equal advisory rights, meaning that if one party selects an advisor who is an attorney, but the other party does not, or cannot afford an attorney, the College is not obligated to provide one.

Responding parties may wish to contact organizations such as:

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

Reporting parties may wish to contact organizations such as:

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

Pro Bono Legal Assistance

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

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

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

Parties frequently share documentation related to the allegations with their advisors. In order for the Title IX/504 Coordinator or Assistant Vice President of Human Resources to share information directly with an advisor, a consent form must be completed by the party in question. Parties may share any information they receive directly with their advisor if they wish. Advisors are expected to maintain the privacy of the records shared with them. These records may not be shared with third parties, disclosed publicly, or used for purposes not explicitly authorized by the Title IX/504 Coordinator or Assistant Vice President of Human Resources. The Title IX/504 Coordinator or Assistant Vice President of Human Resources may seek to restrict the role of any advisor who does not respect the sensitive nature of the process or who fails to abide by the College's privacy expectations.

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

A party may elect to change advisors during the process, and is not locked into using the same advisor throughout. The parties must advise the investigators of the identity of their advisor at least one (1) day before the date of their first meeting with investigators (or as soon as possible if a more expeditious meeting is necessary or desired). The parties must provide timely notice to investigators if they change advisors at any time.

Investigation Time Line

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

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

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

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

The Title IX Coordinator/Assistant Vice President of Human Resources may undertake a short delay in its investigation (typically days to weeks) to allow evidence collection when criminal charges are being investigated on the basis of the

same behaviors that invoke this process. The Title IX Coordinator/Assistant Vice President of Human Resources will promptly resume their investigation and resolution processes once notified by law enforcement that the initial evidence collection process is complete. The ability of the Title IX Coordinator/Assistant Vice President of Human Resources to take action will not typically be altered or precluded on the grounds that civil or criminal charges involving the same incident have been filed or that charges have been dismissed or reduced.

Investigation Process

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

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

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

- The Title IX/504 Coordinator and responsible administrator or Assistant Vice President of Human Resources will meet with both the reporting and responding parties to review the complaint, related policies, the resolution procedures and provide an opportunity for all parties to identify any bias concerns related to the investigation team that has been assembled to respond to the allegations, and request substitutions. The Title IX/504 Coordinator or Assistant Vice President of Human Resources will also identify support resources and interventions or interim measures available to both parties;
- In coordination with campus partners (e.g. Campus Safety, Financial Aid), initiate or assist with any necessary remedial actions;
- Determine the identity and contact information of the reporting party;
- Identify all policies allegedly violated;
- Conduct preliminary inquiry to determine if there is reasonable cause to believe the responding party has violated policy;
 - If there is insufficient evidence to support reasonable cause, the inquiry should be closed with no further action.
- Commence a thorough, reliable, and impartial investigation by developing a strategic investigation plan, including a witness list, evidence list, intended timeframe, and order of interviews for all witnesses and the responding party, who may be given notice prior to or at the time of the interview;
- Prepare the notice of allegations on the basis of the preliminary inquiry;
- Meet with the reporting party to take their statement, if necessary;

- If possible, provide written notification to the parties prior to their interviews that they may have the assistance of an advisor or advocate of their choosing present for all meetings;
- Provide reporting party and responding party with a written description of the alleged violation(s), a list of all policies allegedly violated, a description of the applicable procedures, and a statement of the potential sanctions/responsive actions that could result;
- Conduct interviews as needed with all appropriate individuals, including the reporting and responding party and identified witnesses; gather any pertinent facts and evidentiary materials;
 - Throughout the investigation the parties will have an equal opportunity to present relevant witnesses and other evidence, to fully understand the details of the allegations, and to respond. Typically, character witnesses will not be included in a resolution process.
- Allow each party the opportunity to suggest questions they wish the investigators to ask of the other party and witnesses;
- Prior to the conclusion of the investigation, provide the reporting party and the responding party with a list of witnesses whose information will be used to render a finding;
- Provide parties with the investigation report and access to all relevant evidence to be used in rendering a determination and provide each with a full and fair opportunity to address that evidence prior to a finding being rendered;
 - The investigators may incorporate feedback from the parties as appropriate. Each party will be able to respond to the content and provide suggested follow-up questions, areas of inquiry, additional witnesses, and/or provide additional corroborating information. The investigators, in consultation with the Title IX/504 Coordinator and responsible administrator, will determine the appropriateness of the suggested inquiry by the parties.
- Complete the investigation promptly, and without unreasonable deviation from the intended timeline;
- Provide regular updates to the reporting party and to the responding party, throughout the investigation, as appropriate;
- The investigative team will make a finding, based on a preponderance of the evidence (whether a policy violation is more likely than not) and provide the investigative report and finding to the Title IX/504 Coordinator. For student responding parties, the investigative team will also determine sanctions;
- The Title IX/504 Coordinator will review the investigative report, finding, and sanctions for student responding parties found in violation of the policy.
- Title IX/504 Coordinator will finalize and present the findings to the parties, without undue delay between notifications.

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

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

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

Determination of Finding

The investigative team reviews all the materials collected in the investigation, analyzes the credibility of the parties and witness, and on this basis determines the finding of whether or not a policy violation occurred. The investigation team provides a rationale for its decision based on the preponderance of evidence and recommends sanctions and remedies if appropriate (See Sanctions/Remedies-Section III, F). During these deliberations, the investigative team can consult with the Title IX/504 Coordinator and/or Assistant Vice President of Human Resources about precedent, parity, and sanctioning guidelines.

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

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

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

Finding of **NOT In Violation:**

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

- a) The parties will typically receive written notification of the outcome of the investigation within 1-2 business days of the Title IX/504 Coordinator’s or Assistant Vice President of Human Resources’ review. This written notification will inform the parties about the findings and rationale, when an outcome of this process is considered final, and will include information on the right to appeal and the procedures for doing so in accordance with the standards for appeal established by this policy.

- b) In some circumstances involving a finding of “Not in violation,” other forms of remedial, community-based responses, such as educational initiatives and/or trainings, may be instituted as deemed appropriate by the Title IX/504 Coordinator, Assistant Vice President of Human Resources and/or the investigative team.
- c) The reporting party may appeal the findings of the investigation (see Appeals Process – Section IV).

Finding of In Violation:

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

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

6. Sanctions/Remedies

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

- the nature of and the circumstances surrounding the violation including the use of force, incapacitation, and/or the presence of weapons,
- the impact of the conduct and level of disruption the conduct had on the reporting party’s ability to participate in the educational program or workplace,
- the responding party’s prior disciplinary record,
- precedent decisions,
- College safety concerns,
- the rights of both the reporting party and the responding party,
- the degree to which the responding party accepted responsibility for the prohibited conduct,
- any mitigating, aggravating or compelling factors, and
- any other information deemed relevant.

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

or Assistant Vice President of Human Resources reserves the right, however, to impose sanctions based on the facts of the case and circumstances of the particular allegations.

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

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

*Possible sanctions by violation are listed under the heading *Possible Sanctions for Sexual Assault, Dating Violence, Domestic Violence and Stalking Violations* at the end of this policy.

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

The imposed sanctions/remedies will be implemented by the appropriate administrator. The Title IX/504 Coordinator will implement student related sanctions/remedies for sexual misconduct. The Vice President for Student Affairs and Dean of Students will implement sanctions/remedies determined by this process for other bias-related policy violations.

The appropriate hiring manager will implement the recommended sanctions/remedies determined by this process for staff. When the responding party is a faculty member, the sanctions/remedies will be instituted through the responding party's department head and/or Provost and Vice President of Academic Affairs. Sanctions that include revoking tenure or termination of a tenured faculty member will be addressed through the Faculty Handbook under Terms and Conditions of Faculty Employment, Separation.

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

IV. APPEALS PROCESS

An appeal is not intended to be a new investigation. In most cases, an appeal is confined to a review of the written documentation and pertinent documentation regarding the grounds for appeal. An appeal is not an opportunity to substitute judgment for that of the investigation team merely because of disagreement with the finding and/or recommended sanction/remedy. Appeal decisions are to be deferential to the investigative team for students, faculty, administration, or staff, making changes to the finding only where there is clear error and to the sanction only if there is a compelling justification to do so.

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

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

Either party may appeal the investigative team's decision regarding finding and/or recommended sanctions. The written appeal should be submitted to the Title IX/504 Coordinator within five (5) business days following the receipt date of the investigation report and finding letter. The non-appealing party will receive notice of the appeal from the Title IX/504 Coordinator or Assistant Vice President of Human Resources and will have five (5) business days to submit a written response to the appeal to the Title IX/504 Coordinator or Assistant Vice President of Human Resources. Where each party appeals, these appeal requests and responses will be exchanged accordingly. The parties will be notified in writing with the names of the individuals on the appeal committee and will have an opportunity to request substitutions for any individuals who pose a conflict of interest. In cases where the Title IX/504 Coordinator or Assistant Vice President of

Human Resources has a conflict of interest with the appeal, a Deputy Title IX Coordinator will assume responsibility for the appeal.

Appeal Committee Selection

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

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

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

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

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

Appeal

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

- **Procedural Error:** If the appeals committee determines that a procedural error occurred that was substantially prejudicial to the outcome of the investigation, they will return the allegation to the Title IX/504 Coordinator or Assistant Vice President of Human Resources with instructions to reconvene the investigative team in order to cure the error. In rare cases, where the procedural error cannot be cured by the investigative team (as in cases

of bias), the appeals committee may order a new investigation with a new investigation team. The results of a reconvened investigation cannot be appealed. The results of a new investigation can be appealed once, on the applicable grounds for appeals.

- New Information: If the appeals officers determine that new information should be considered, it will return the allegation to the original investigative team to reconsider the allegation in light of the new information only. The findings of the investigative team based on consideration of the new information are not appealable.
- Disproportionate Sanction(s): If the appeals officers determine that the sanctions/remedies imposed are substantially disproportionate to the severity of the violation(s), the appeals committee may return the allegation to the Title IX/504 Coordinator with instructions to review the sanctions/remedies in light of the appeals committee's recommendations and make the appropriate changes to the sanctions.

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

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

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

V. STATEMENT OF THE RIGHTS OF THE PARTIES

All parties have a right to:

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

report, or investigation, campus or criminal, need occur before this option is available). Accommodations may include:

- Changing an on-campus housing assignment;
 - Assistance from College support staff in completing the relocation;
 - Transportation accommodations;
 - Arranging to dissolve a housing contract and pro-rating a refund;
 - Exam (paper, assignment) rescheduling;
 - Excused absences Taking an incomplete in a class;
 - Transferring class sections;
 - Course withdrawal; and
 - Alternative course completion options.
- Accommodations being maintained for as long as is necessary, and for protective measures to remain confidential, provided confidentiality does not impair the institution's ability to provide the accommodations or protective measures;
 - Be fully informed of campus policies and procedures as well as the nature and extent of all alleged violations contained within the report;
 - Be informed of the individuals who will be appointed to serve in the complaint resolution and appeals processes, identify conflicts of interest posed by the individuals determining the finding and/or sanctions, and request a substitution;
 - Provide the investigators a list of witnesses and corroborating information;
 - Receive the names of all witnesses whose information will be used to render a finding, in advance of that finding, except in cases where a witness's identity will not be revealed to the responding party for compelling safety reasons (this does not include the name of the reporting party, which will always be revealed);
 - To have investigators identify and question relevant witnesses, including expert witnesses and be afforded an opportunity to suggest questions to be asked of witnesses;
 - The opportunity to review and challenge all documentary evidence available in the report, subject to the privacy limitations imposed by state and federal law, prior to a finding by the investigation team;
 - To have irrelevant prior sexual history be excluded as evidence;
 - Regular updates on the status of the investigation and/or resolution, as appropriate;
 - Have individuals involved in the complaint resolution and appeals processes who have been appropriately trained and receive eight (8) hours of training on an annual basis;
 - Have the College compel the participation of student, faculty and staff witnesses, and the opportunity to provide the investigators with a list of potential questions to ask of witnesses, and the right to challenge documentary evidence;
 - Bring an advocate or advisor of the party's choosing to all phases of the investigation and resolution proceeding;
 - Prompt notice of the outcome and sanction of the resolution process in writing, without undue delay between the notifications to the parties;
 - Receive written notification of when a decision by the College is considered final and any changes to the sanction to occur before the decision is finalized;
 - The preservation of privacy by the College, to the extent possible and permitted by law;
 - Meetings and/or interviews that are closed to the public;
 - Receive advanced notification of any public release of information regarding the incident by the College;
 - The right not to have any personally identifiable information released to the public by the College, without their consent, except as permitted or required by law;

VI. PRIVACY

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

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

VII. COORDINATION WITH LOCAL LAW ENFORCEMENT

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

The complaint resolution procedures outlined in this policy and the legal system work independently from one another and the Title IX/504 Coordinator or Assistant Vice President of Human Resources will implement these procedures regardless of action or inaction by outside authorities. While the College's resolution procedures are separate, the Title IX/504 Coordinator or Assistant Vice President of Human Resources will make every effort to cooperate with active criminal investigations and may delay initiation of an investigation in order to allow law enforcement the opportunity to complete the evidence collection process without disruption. Decisions made or sanctions/remedies imposed through these complaint resolution procedures are not automatically subject to change because criminal or civil charges arising from the same conduct are dismissed, reduced, or rejected in favor of or against the responding party.

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

VIII. ANONYMOUS REPORTS

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

IX. MALICIOUS ALLEGATIONS PROHIBITED

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

X. TRAINING

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

XI. RECORD RETENTION

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

Students: If the responding party is a student, the records will be maintained for a minimum of seven (7) years past the student's graduation, or, if the student leaves the College before graduation, for a minimum of seven (7) years past the date of the incident and in accordance with the Family Educational Rights and Privacy Act (FERPA), which protects the privacy of student education records.

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

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

XII. INFORMATION CONCERNING REGISTERED SEX OFFENDERS

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

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

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

Persons convicted of certain sex offenses are required by law to register with the state. Information on registered sex offenders is available at the Illinois State Police website and the Illinois Child Murderer and Violent Offender Against Youth Registry Database. The Department of Justice National Sex Offender Public Website is also a source for sex

offender information. For information on registered sex offenders attending or employed at North Central College, contact the local police department or Campus Safety.

DEFINITIONS/GLOSSARY OF TERMS AND EXAMPLES

Terminology Defining Standard of Affirmative Consent and Prohibited Conduct:

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

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

Discrimination: Conduct that is based upon an individual’s race, color, ethnicity, religion, national origin, sex, gender identity or expression, age, marital status, citizenship, mental or physical disability status, religion, sexual orientation, order of protection status, military or veteran status, genetic information, unfavorable military discharge (except dishonorable discharges) or any other characteristic protected by law that has the effect of excluding individuals from

participation in, denies the benefits of, or results in an adverse impact in an individual's employment, education, living environment or participation in a College program or activity.

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

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

These are acts that a reasonable person would find offensive based on the severity, nature and frequency of the conduct. A single act may not typically constitute harassment unless it is severe. Harassment may be perpetrated in person, via third parties, electronic means or social media, or in print all of which are a violation of College policy. All harassment should be reported to the College, and remedies will be afforded appropriately, under this policy.

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

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

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

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

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

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

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

- Unwelcome sexual advances -- whether they involve physical touching or not -- and unwanted discussions of sexual matters;
- Sexual epithets, jokes, written or oral references to sexual conduct; gossip regarding one's sex life; comment on an individual's body; comment about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, cartoons;²
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
- Sexist remarks/ behaviors that are delivered with the intent to belittle, control, embarrass or hurt others;
- Requests or demands for sexual favors accompanied by implicit or explicit promised rewards or threatened punishment;
- Inquiries into one's sexual experiences; and
- Discussion of one's sexual activities.

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

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

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

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

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

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

Sexual Misconduct: Includes sexual and gender-based harassment, non-consensual sexual contact, non-consensual sexual intercourse, sexual exploitation, intimate partner violence and stalking. Additionally, in Illinois, a minor (meaning a person under the age of 17 years) cannot consent to sexual activity. This means that sexual contact by an adult with a

person younger than 17 years old is a crime, as well as a violation of this policy, even if the minor consented to engage in the act.

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

Illinois Statutory Definitions

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

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

Sexual Penetration, 720 ILCS 5/11-0.1

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

Consent, 720 ILCS 5/11-1.70

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

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

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

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

1. the person displays, threatens to use, or uses a dangerous weapon, other than a firearm, or any other object fashioned or used in a manner that leads the victim, under the circumstances, reasonably to believe that the object is a dangerous weapon;
2. the person causes bodily harm to the victim, except as provided in paragraph (10);
3. the person acts in a manner that threatens or endangers the life of the victim or any other person;

4. the person commits the criminal sexual assault during the course of committing or attempting to commit any other felony;
5. the victim is 60 years of age or older;
6. the victim is a physically handicapped person;
7. the person delivers (by injection, inhalation, ingestion, transfer of possession, or any other means) any controlled substance to the victim without the victim's consent or by threat or deception for other than medical purposes;
8. the person is armed with a firearm;
9. the person personally discharges a firearm during the commission of the offense; or
10. the person personally discharges a firearm during the commission of the offense, and that discharge proximately causes great bodily harm, permanent disability, permanent disfigurement, or death to another person.

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

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

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

A person commits predatory criminal sexual assault of a child if that person is 17 years of age or older, and commits an act of contact, however slight, between the sex organ or anus of one person and the part of the body of another for the purpose of sexual gratification or arousal of the victim or the accused, or an act of sexual penetration, and: (1) the victim is under 13 years of age; or (2) the victim is under 13 years of age and that person: (A) is armed with a firearm; (B) personally discharges a firearm during the commission of the offense; (C) causes great bodily harm to the victim that: (i) results in permanent disability; or (ii) is life threatening; or (D) delivers (by injection, inhalation, ingestion, transfer of possession, or any other means) any controlled substance to the victim without the victim's consent or by threat or deception, for other than medical purposes.

Criminal Sexual Abuse, 720 ILCS 5/11-1.50

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

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

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

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

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

- (1) the person displays, threatens to use, or uses a dangerous weapon or any other object fashioned or used in a manner that leads the victim, under the circumstances, reasonably to believe that the object is a dangerous weapon;
- (2) the person causes bodily harm to the victim;

(3) the victim is 60 years of age or older;
(4) the victim is a physically handicapped person;
(5) the person acts in a manner that threatens or endangers the life of the victim or any other person;
(6) the person commits the criminal sexual abuse during the course of committing or attempting to commit any other felony; or

(7) the person delivers (by injection, inhalation, ingestion, transfer of possession, or any other means) any controlled substance to the victim for other than medical purposes without the victim's consent or by threat or deception.

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

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

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

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

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

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

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

Domestic Violence, 750 ILCS 60/103

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

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

Harassment means knowing conduct which is not necessary to accomplish a purpose that is reasonable under the circumstances; would cause a reasonable person emotional distress; and does cause emotional distress to the petitioner. Unless the presumption is rebutted by a preponderance of the evidence, the following types of conduct shall be presumed to cause emotional distress: (i) creating a disturbance at petitioner's place of employment or school; (ii) repeatedly telephoning petitioner's place of employment, home or residence; (iii) repeatedly following petitioner about in a public place or places; (iv) repeatedly keeping petitioner under surveillance by remaining present outside his or her

home, school, place of employment, vehicle or other place occupied by petitioner or by peering in petitioner's windows; (v) improperly concealing a minor child from petitioner, repeatedly threatening to improperly remove a minor child of petitioner's from the jurisdiction or from the physical care of petitioner, repeatedly threatening to conceal a minor child from petitioner, or making a single such threat following an actual or attempted improper removal or concealment, unless respondent was fleeing an incident or pattern of domestic violence; or (vi) threatening physical force, confinement or restraint on one or more occasions.

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

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

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

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

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

"Family or household members" include spouses, former spouses, parents, children, stepchildren, and other persons related by blood or by present or prior marriage, persons who share or formerly shared a common dwelling, persons who have or allegedly have a child in common, persons who share or allegedly share a blood relationship through a child, persons who have or have had a dating or engagement relationship, persons with disabilities and their personal assistants, and caregivers as defined in Section 12-4.4a of this Code. For purposes of this Article, neither a casual acquaintanceship nor ordinary fraternization between 2 individuals in business or social contexts shall be deemed to constitute a dating relationship.

Stalking, 720 ILCS 5/12-7.3

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

(a-3) A person commits stalking when he or she, knowingly and without lawful justification, on at least 2 separate occasions follows another person or places the person under surveillance or any combination thereof and: (1) at any time transmits a threat of immediate or future bodily harm, sexual assault, confinement or restraint and the threat is directed towards that person or a family member of that person; or (2) places that person in reasonable apprehension

of immediate or future bodily harm, sexual assault, confinement or restraint to or of that person or a family member of that person.

(a-5) A person commits stalking when he or she has previously been convicted of stalking another person and knowingly and without lawful justification on one occasion: (1) follows that same person or places that same person under surveillance; and (2) transmits a threat of immediate or future bodily harm, sexual assault, confinement or restraint to that person or a family member of that person.

For purposes of this Section:

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

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

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

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

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

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

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

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

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

(d) Exemptions.

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

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

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

Aggravated Stalking, 720 ILCS 5/12-7.4

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

(a-1) A person commits aggravated stalking when he or she is required to register under the Sex Offender Registration Act or has been previously required to register under that Act and commits the offense of stalking when the victim of the stalking is also the victim of the offense for which the sex offender is required to register under the Sex Offender Registration Act or a family member of the victim.

(c) Exemptions.

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

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

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

Cyberstalking, 720 ILCS 5/12-7.5

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

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

(a-5) A person commits cyberstalking when he or she, knowingly and without lawful justification, creates and maintains an Internet website or webpage which is accessible to one or more third parties for a period of at least 24 hours, and which contains statements harassing another person and:

(1) which communicates a threat of immediate or future bodily harm, sexual assault, confinement, or restraint, where the threat is directed towards that person or a family member of that person, or

(2) which places that person or a family member of that person in reasonable apprehension of immediate or future bodily harm, sexual assault, confinement, or restraint, or

(3) which knowingly solicits the commission of an act by any person which would be a violation of this Code directed towards that person or a family member of that person.

(c) For purposes of this Section:

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

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

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

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

(5) "Non-consensual contact" means any contact with the victim that is initiated or continued without the victim's consent, including but not limited to being in the physical presence of the victim; appearing within the sight of the victim; approaching or confronting the victim in a public place or on private property; appearing at the workplace or

residence of the victim; entering onto or remaining on property owned, leased, or occupied by the victim; or placing an object on, or delivering an object to, property owned, leased, or occupied by the victim.

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

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

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

Violence Against Women Act Amendment 304 Definitions

34 C.F.R. 668.46(a)

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

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

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

(ii) For the purposes of this definition—

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

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

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

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

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

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

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

(D) By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or

(E) By any other person against an adult or youth alleged victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

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

Stalking. (i) Engaging in a course of conduct directed at a specific person that would cause a reasonable person to –
(A) Fear for the person’s safety or the safety of others; or
(B) Suffer substantial emotional distress.
(ii) For purposes of this definition –
(A) Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, surveils, or threatens, or communicates to or about a person, or interferes with a person’s property.
(B) Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
(C) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
(iii) For the purposes of complying with the requirements of this section and § 668.41, any incident meeting this definition is considered a crime for purposes of Clery Act reporting.

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

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

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

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

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

Possible Sanctions for Sexual Assault, Dating Violence, Domestic Violence and Stalking Violations

Sexual Assault:

An oral warning; a written warning; a letter of reprimand; mandatory attendance at an educational program on discrimination, harassment, sexual misconduct, and/or retaliation; mandatory referral for psychological or chemical dependency assessment and compliance with any resulting treatment plan; change in room assignment; barring participation in student organizations, official College programs, or College-sponsored activities; no contact order; no trespass order; probation; suspension or expulsion from residence halls and/or from non-academic campus activities; suspension or expulsion from the College; restriction of responsibilities; reassignment or transfer to another department; barring leadership or participation in domestic or international off-campus educational programs; canceling College-related travel; denial of salary increase; suspension without pay; final written warning or dismissal/termination of employment; up to and including removal from campus and termination of contractual agreements

Dating Violence:

An oral warning; a written warning; a letter of reprimand; mandatory attendance at an educational program on discrimination, harassment, sexual misconduct, and/or retaliation; mandatory referral for psychological or chemical dependency assessment and compliance with any resulting treatment plan; change in room assignment; barring participation in student organizations, official College programs, or College-sponsored activities; no contact order; no trespass order; probation; suspension or expulsion from residence halls and/or from non-academic campus activities; suspension or expulsion from the College; restriction of responsibilities; reassignment or transfer to another department; barring leadership or participation in domestic or international off-campus educational programs; canceling College-related travel; denial of salary increase; suspension without pay; final written warning or dismissal/termination of employment; up to and including removal from campus and termination of contractual agreements

Domestic Violence:

An oral warning; a written warning; a letter of reprimand; mandatory attendance at an educational program on discrimination, harassment, sexual misconduct, and/or retaliation; mandatory referral for psychological or chemical dependency assessment and compliance with any resulting treatment plan; change in room assignment; barring participation in student organizations, official College programs, or College-sponsored activities; no contact order; no trespass order; probation; suspension or expulsion from residence halls and/or from non-academic campus activities; suspension or expulsion from the College; restriction of responsibilities; reassignment or transfer to another department; barring leadership or participation in domestic or international off-campus educational programs; canceling College-related travel; denial of salary increase; suspension without pay; final written warning or dismissal/termination of employment; up to and including removal from campus and termination of contractual agreements

Stalking:

An oral warning; a written warning; a letter of reprimand; mandatory attendance at an educational program on discrimination, harassment, sexual misconduct, and/or retaliation; mandatory referral for psychological or chemical dependency assessment and compliance with any resulting treatment plan; change in room assignment; barring participation in student organizations, official College programs, or College-sponsored activities; no contact order; no trespass order; probation; suspension or expulsion from residence halls and/or from non-academic campus activities; suspension or expulsion from the College; restriction of responsibilities; reassignment or transfer to another department; barring leadership or participation in domestic or international off-campus educational programs; canceling College-related travel; denial of salary increase; suspension without pay; final written warning or dismissal/termination of employment; up to and including removal from campus and termination of contractual agreements

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

On North Central College Campus:

Dyson Wellness Center (Confidential)

630-637-5550

Violence Education and Prevention Coordinator (Confidential)

630-637-5113

Benedetti-Wehrli Stadium, 2nd Floor

455 S. Brainard Street

Vice President of Student Affairs and Dean of Students

630-637-5153

Associate Dean of Students

630-637-5147

Associate Dean of Students

630-637-5152

Old Main, 5th Floor, Room #501

30 N. Brainard Street

Director of Campus Safety

630-637-5912

Assistant Director of Campus Safety

630-637-5910

Assistant Director of Campus Safety

630-637-5913

On-Duty Campus Safety Officer

630-637-5911

New Hall, Lower Level, Office #047

451 S. Brainard Street

Director of Ministry and Service

630-637-5417

Kiekhofer Hall, 1st floor, Room 109

329 E. School Street

Title IX Coordinator

630-637-5340

Old Main

30 N. Brainard Street

5th floor, Suite #530

Associate Dean of Students and Title IX Deputy Coordinator

630-637-5152 or 630-637-5147

Assistant Director of Human Resources and Title IX Deputy Coordinator

630-637-5718

Assistant Athletic Director and Title IX Deputy Coordinator

630-637-5501

Associate Academic Dean and Title IX Deputy Coordinator

630-637-5285

Local law enforcement agencies:

Naperville Police Department

1350 Aurora Avenue

Naperville, IL 60540

Emergency 9-1-1 / Non-Emergency 630-420-6666

Naperville Park District Police Department

425 W. Jackson Avenue

Naperville, IL 60540

Emergency 9-1-1

Non-Emergency 630-601-0925

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

Edward Hospital Emergency Department

630-527-3358

Edward Hospital

630-527-3000 (Main)

801 S. Washington Street

Naperville, IL 60540

Good Samaritan Hospital Emergency Department

630-275-5900

Good Samaritan Hospital

630-275-5900 (Main)

3815 Highland Avenue

Downers Grove, IL 60515

Family Shelter Service – Healing from Domestic Abuse (Confidential)

630-469-5650

www.familyshelterservice.org

Mutual Ground – Domestic Violence Hotline (Confidential)

630-897-0080

Sexual Assault Hotline

630-897-8383

www.mutualground.org

YWCA – Metropolitan Chicago (Confidential)

Patterson and McDaniel Family Center

630-971-3927

www.ywcachicago.org

Online resources with national and local information and hotlines available:

Love is Respect

www.loveisrespect.org

Illinois Coalition Against Sexual Assault

<http://www.icasa.org>

Rape, Abuse & Incest National Network

<http://www.rainn.org>

Illinois Coalition Against Domestic Violence

<http://www.ilcadv.org>

National Coalition Against Domestic Violence

<http://www.ncadv.org>

Student Rights

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

Preponderance of the Evidence

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

Rights of Accused Students (Responding Party)

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

1. To be treated with dignity and respect and in a non-judgmental manner.
2. To receive a written statement of any and all charges.
3. To receive a written and timely notice of the date, time and place of any hearing.
4. To have an Advisor, as outlined above, accompany them throughout any student conduct hearing, meeting, or interview.
5. To have the opportunity to meet with a staff member prior to a hearing to discuss the adjudication process, if requested.

6. To hear and respond to the information that supports the charges against him/her.
7. To provide a written statement and/or verbal information on his/her own behalf.
8. To receive nondiscriminatory treatment with regard to race, national origin, color, creed, religion, sex, age, disability, veteran status, sexual orientation, gender identity, or any other category protected by applicable State or Federal law.
9. To have case information be held in confidence by student conduct personnel as well as Hearing Panel members (with the exception of College personnel or other parties who have a legitimate need to know).
10. To receive a written and timely notice of the outcome of any hearing.
11. If found "in violation", to receive written and timely notice detailing any assigned sanctions and any relevant appeal process.
12. To be informed of all College resources as available and applicable, including counseling services.

Rights of Victims (Reporting Party)

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

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

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

Note: Reports or allegations that fall under the College's Discrimination, Harassment, Sexual Misconduct and Retaliation Policy have specific processes and procedures that may differ from the other procedural standards described in the

Student Handbook. To obtain information unique to those cases, please refer to the Discrimination, Harassment, Sexual Misconduct and Retaliation policy.

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

Sanctions

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

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

- A. **Counseling:** The student may be required to take part in a mandatory counseling consultation or assessment either on campus at the Dyson Wellness Center, or off campus. Off-campus counseling or assessments will be at the student's expense.
- B. **Substance Use Consultation/Assessment:** The student must meet with a staff member in the Dyson Wellness Center, or off campus, to discuss alcohol and/or drug use and must comply with all related recommendations. Off-campus consultations/assessments will be at the student's expense.
- C. **Dismissal:** The student is separated involuntarily and permanently from the College.
- D. **Educational Project:** The student may, for example, be required to attend an alcohol, drug or conflict resolution education program, write an essay, reflection paper or apology letter, complete a floor program/bulletin board or any other appropriate project.
- E. **Campus/Community Service:** The student may be required complete a number of service hours potentially assigned to a specific office on Campus and in which the student works to benefit the College or Campus community.
- F. **Campus Engagement:** The student may be assigned a specific number of "campus involvement" hours in order to help the student get better connected to positive campus activities and people. Campus Engagement can include attending any number of College sponsored activities, including speakers, student organization meetings, workshops, concerts, etc. (with the exception of athletic events). Typically, a student is able to choose what Campus Engagement activities they will attend.
- G. **Fine:** A student found in violation of the College's alcohol or drug policies will be assessed a \$100.00 fine, in addition to other possible sanctions, for his/her first violation of the policy. All subsequent violations of the policies will carry with them a \$200.00 fine, per person found in violation, in addition to other possible sanctions. Fines

must be paid within one month (31 days) of the date of the decision of the Administrative Hearing Officer, Hearing Panel, or Sanction Hearing. Fines must be paid in cash or by personal check in the Office of Student Affairs located on the 5th floor of Old Main. Any fine outstanding after one month will be doubled and placed on the student's account. All money collected through fines for alcohol and drug violations will be used for alcohol and drug abuse programming or interventions.

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

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

Interim Sanctions

The Student Conduct processes and sanctions described above are ones that require time to implement and complete. When, in the judgment of the Vice President for Student Affairs and Strategic Initiatives, or his/her designee, there is reason to believe that a student poses a threat to harm himself/herself or others, to unreasonably interfere with another's right to learn, study, sleep or work, to cause damage to College property, or to disrupt the stability and continuance of normal College operations, a student may be issued a College "no contact" restriction with another student or faculty/staff member, a College "no trespass" directive for all or a portion of College property, or may be removed immediately from the residence halls and/or the College (interim suspension). In addition, the Vice President for Student Affairs and Strategic Initiatives, 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. An interim sanction begins immediately upon notification by the Vice President for Student Affairs and Strategic Initiatives 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.

Disciplinary Action for Off-Campus Behavior

As part of the North Central College community, students represent the College at all times, whether on or off campus. It is the hope of the College that each member of the student community will serve as an ambassador of the College when away from the College campus, showing a regard for others that goes beyond the minimum requirements of the law. As such, the College may choose to address student misconduct that occurs off-campus. A student may be charged with violating the "Conduct Unbecoming" policy, and/or other college policies in situations that include, but are not limited to:

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

Cooperation with Local Law Enforcement

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

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

Legal Proceedings Outside of the College

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

Withdrawing from the College during Disciplinary Proceedings

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

Crime Statistics

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

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

*Please note the following information regarding Clery statistical data:

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

Clery Act Crimes	2016					2017					2018				
	On Campus Property	On Campus Student Housing Facilities	Public Property	Non-Campus Property	Reports Designated Unfounded by Police*	On Campus Property	On Campus Student Housing Facilities	Public Property	Non-Campus Property	Reports Designated Unfounded by Police*	On Campus Property	On Campus Student Housing Facilities	Public Property	Non-Campus Property	Reports Designated Unfounded by Police*
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault / Battery	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	2	0	0	0	0	4	1	0	0	0	6	2	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0
Sex Offense Rape*	4	2	0	0	0	6	5	0	1	0	5	5	0	0	0
Sex Offense Fondling*	1	1	0	0	0	0	0	0	0	0	4	2	0	0	0
Sex Offense Incest*	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offense Statutory Rape*	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arrests															
Illegal Weapons Possession	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violations	30	19	14	0	0	25	25	0	0	0	7	7	3	0	0
Liquor Law Violations	18	34	1	0	0	21	20	0	0	0	8	8	0	0	0
Disciplinary Action															
Illegal Weapons Possession	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violations	43	40	1	0	0	13	13	0	0	0	2	2	0	0	0
Liquor Law Violations	149	146	0	0	0	75	74	0	0	0	57	56	0	0	0

Violence Against Women Re-Authorization Act Amendments to Clery	2016					2017					2018				
	On Campus Property	On Campus Student Housing Facilities	Public Property	Non-Campus Property	Reports Designated Unfounded by Police*	On Campus Property	On Campus Student Housing Facilities	Public Property	Non-Campus Property	Reports Designated Unfounded by Police*	On Campus Property	On Campus Student Housing Facilities	Public Property	Non-Campus Property	Reports Designated Unfounded by Police*
Domestic Violence	1	1	2	0	0	0	0	0	0	0	3	1	0	0	0
Dating Violence	4	3	0	0	0	6	4	1	0	0	2	2	0	0	0
Stalking	3	0	0	0	0	4	1	0	0	0	2	2	0	0	0

Hate Crimes	2016					2017					2018				
	On Campus Property	On Campus Student Housing Facilities	Public Property	Non-Campus Property	Reports Designated Unfounded by Police*	On Campus Property	On Campus Student Housing Facilities	Public Property	Non-Campus Property	Reports Designated Unfounded by Police*	On Campus Property	On Campus Student Housing Facilities	Public Property	Non-Campus Property	Reports Designated Unfounded by Police*
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault / Battery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offense Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offense Non-Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism of Property	2*	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

* In 2016, two reported on campus hate crimes of destruction/damage/vandalism of property with regard to (1) gender bias and (1) religious bias.

Behind the Statistics

Definition of Crimes

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Sex Offenses

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

Sexual Assault

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

Sex Offenses-Forcible

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

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

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

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

Sex Offenses-Non-forcible

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

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

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

Hate Crimes

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

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

Simple Assault – *An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.*

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

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

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

Required Reporting Locations

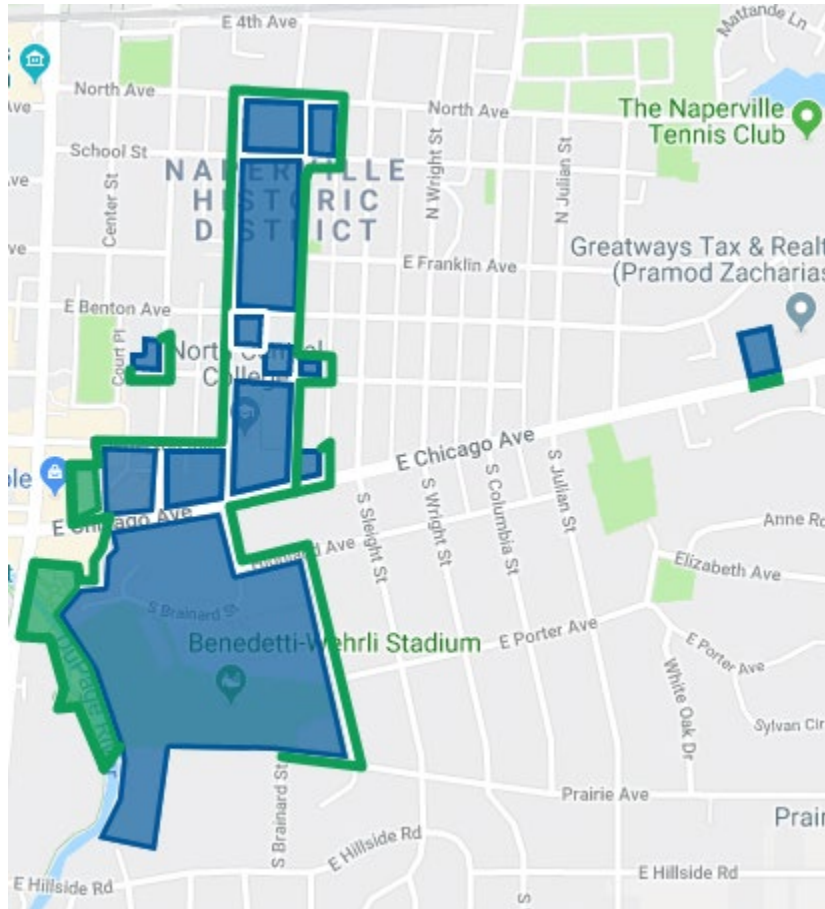
North Central College's required crime statistics reporting areas are defined as the following:

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

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

Reference Map

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



Fire Safety Report

Definitions that apply to this section:

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

In Case of a Fire on Campus

Should you discover a fire, remember RACE:

Remove anyone from immediate danger.

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

Contain fire by closing doors.

Evacuate the building.

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

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

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

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

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

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

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

In Case of a Fire Outside of Your Room

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

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

Fire Reporting

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

Vice President for Student Affairs and Strategic Initiatives, 630-637-5153

Vice President for Operations, 630-637-5657

Assistant Vice President for Student Affairs and Dean of Students, 630-637-5152

Assistant Dean of Students, 630-637-5993

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

Director, Campus Safety 630-637-5912

Director, Residence Life, 630-637-5861

Area Hall Director On Call, 630-816-5298

Emergency Drills, Testing & Evacuation Procedures

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

Fires, Fire Alarms and Fire Equipment

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

Pull the pin from the fire extinguisher.

Aim the fire extinguisher at the base of the fire.

Squeeze the handles together.

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

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

Fire Safety Systems

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

Fire Safety Education

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

Residence Life and Housing Policies

Smoking and Tobacco

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

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

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

Electrical Appliances and Wires

1. Residents must only use Underwriter's Laboratory approved electrical appliances. These appliances will have an UL sticker, stamp, or logo on them. In an effort to conserve energy and further support sustainability initiatives, the College requests that students bring Energy Star certified appliances.
2. Open coil items including toasters, toaster ovens, warmers, hot plates, hot pots, popcorn poppers, and electric blankets are prohibited in the residence hall.
3. A power strip or extension cord may be used, but connecting or "piggy-backing" multiple extension cords or power strips, in any combination, is prohibited.
4. Residents may be asked to limit the wattage or use of certain appliances, especially at peak hours, due to overloading. To reduce the risk of overloading the circuits, surge protectors must have a built-in circuit breaker or fuse. The College accepts no responsibility for damages incurred to electrical appliances as a result of power surges or outages.

5. Stereo, TV, and other electrical wires/antenna may not be extended from your room underneath doors, windows, or through walls in order to prevent injury to you and others who live or work in your building.

Grills

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

Annual Fire Statistics

2018 data reported in the annual fire statistics reflects unintentional fires, undetermined fires and intentional fires for all residence halls on campus.

2018									
Location	Date Reported	Date of Incident	Time of Incident	Incident Number	Type of Incident	Description	Fire Report Number	Number of Injuries or Deaths	Property Loss Value
Schneller Hall	10/29/2018	10/29/2018	8:30 PM	2018049401	Unintentional	Paper Towel on Fire	None	0	\$0

2017 data reported in the annual fire statistics reflects fire alarms, unintentional fires, undetermined fires and intentional fires for all on campus buildings.

2017									
Location	Date Reported	Date of Incident	Time of Incident	Incident Number	Type of Incident	Reason For Activation	Fire Report Number	Number of Injuries or Deaths	Property Loss Value
Ward Hall	1/2/2017	1/2/2017	9:34 PM	2016068101	Fire Alarm	Unknown Source	17-0082	0	\$0
Kimmel Hall	1/9/2017	1/9/2017	7:11 PM	2016070701	Fire Alarm	Burnt Food	17-2518	0	\$0
Carnegie Hall	2/7/2017	2/7/2017	12:00 PM	2016093001	Fire Alarm	Power Surge	17-1510	0	\$0
Seager Hall	2/7/2017	2/7/2017	12:00 PM	2016093002	Fire Alarm	Power Surge	17-1510	0	\$0
White Activities Center	2/7/2017	2/7/2017	12:00 PM	2016093003	Fire Alarm	Power Surge	17-1520	0	\$0
Ward Hall	3/2/2017	3/2/2017	7:41 AM	2016108501	Fire Alarm	Burnt Food	17-2391	0	\$0
Goldspohn Hall	4/20/2017	4/20/2017	7:30 AM	2016129501	Fire Alarm	Saw Dust	17-4289	0	\$0
Kaufman Dining Hall	4/27/2017	4/27/2017	9:58 AM	2016132901	Fire Alarm	Burnt Food	17-4553	0	\$0
Kimmel Hall	4/27/2017	4/27/2017	6:50 PM	2016133401	Fire Alarm	Burnt Food	17-4578	0	\$158
New Hall	4/27/2017	4/27/2017	7:30 PM	2016136301	Fire Alarm	Unknown Source	Drill	0	\$0
Residence Hall/Recreation Center	5/7/2017	5/7/2017	10:17 PM	2016138201	Fire Alarm	Unknown Source	17-5034	0	\$0
Patterson Hall	5/13/2017	5/13/2017	8:50 PM	2016143701	Fire Alarm	Unknown Source	17-5300	0	\$0
Goldspohn Hall	5/20/2017	5/20/2017	7:40 AM	2016148301	Fire Alarm	Painting		0	\$0
Goldspohn Hall	5/28/2017	5/28/2017	9:55 PM	2016152301	Fire Alarm	Spray from fire extinguisher	17-5897	0	\$0
Naper Place	6/14/2017	6/14/2017	6:45 AM	2016159701	Fire Alarm	City smoke testing	17-6599	0	\$0
Residence Hall/Recreation Center	6/18/2017	6/18/2017	4:30 PM	2016160101	Fire Alarm	Burnt Food	17-6783	0	\$0
Naper Place	6/20/2017	6/20/2017	6:45 AM	2016160301	Fire Alarm	City smoke testing	17-6839	0	\$0
Naper Place	6/22/2017	6/22/2017	7:45 AM	2016160701	Fire Alarm	City smoke testing	N/A	0	\$0
Kimmel Hall	7/9/2017	7/9/2017	11:30 PM	2016164101	Fire Alarm	Burnt Food	17-63737	0	\$0
Naper Place	7/15/2017	7/15/2017	6:52 AM	2016164601	Fire Alarm	City Smoke Testing		0	\$0
Kimmel Hall	7/17/2017	7/17/2017	9:48 AM	2016165101	Fire Alarm	City Smoke Testing	17-7301	0	\$0
Pfeiffer Hall	7/18/2017	7/18/2017	1:50 PM	2016165901	Fire Alarm	City Smoke Testing	17-7978	0	\$0
Pfeiffer Hall	7/19/2017	7/19/2017	2:16 PM	2016165901	Fire Alarm	City Smoke Testing	17-7982	0	\$0
Naper Place	7/21/2017	7/21/2017	9:49 AM	2016166301	Fire Alarm	City Smoke Testing	17-8098	0	\$0
Kimmel Hall	8/21/2017	8/21/2017	8:22 AM	2016174501	Fire Alarm	Burnt oil for cooking	17-9672	0	\$0
Kimmel Hall	9/6/2017	9/6/2017	8:00 AM	2017001401	Fire Alarm	Burnt Food	17-9988	0	\$0
Seager Hall	9/29/2017	9/29/2017	10:22 AM	2017016301	Fire Alarm	Unknown Source	17-10979	0	\$0
Schneller Hall	10/3/2017	10/3/2017	6:58 PM	2017019701	Fire Alarm	Steam from Shower	17-11153	0	\$0
Carnegie Hall	10/14/2017	10/14/2017	12:30 PM	2017029201	Fire Alarm	Equipment Failure	17-11567	0	\$0
Carnegie Hall	10/14/2017	10/14/2017	1:37 PM	2017029301	Fire Alarm	Equipment Failure	17-11574	0	\$0
Seager Hall	10/15/2017	10/15/2017	10:39 PM	2017030501	Fire Alarm	Burnt food	17-11656	0	\$0
Schneller Hall	10/19/2017	10/19/2017	8:00 AM	2017034701	Fire Alarm	Burnt Food	17-11810	0	\$0
Patterson Hall	10/21/2017	10/21/2017	12:30 AM	2017037001	Fire Alarm	Burnt Food	17-11863	0	\$0
Patterson Hall	10/23/2017	10/23/2017	2:15 AM	2017037101	Fire Alarm	Equipment Failure	17-11932	0	\$0
Seager Hall	10/25/2017	10/25/2017	8:22 PM	2017038301	Fire Alarm	Burnt Food	17-12060	0	\$0
Kimmel Hall	10/30/2017	10/30/2017	9:40 AM	2017041201	Fire Alarm	Burnt Food	17-12231	0	\$0
Schneller Hall	11/5/2017	11/5/2017	8:00 PM	2017045501	Fire Alarm	Equipment Failure (CO)	17-12515	0	\$0
Seager Hall	11/6/2017	11/6/2017	5:30 PM	2017048601	Fire Alarm	Burnt Food	17-12545	0	\$0
Seager Hall	11/10/2017	11/10/2017	10:19 PM	2017050601	Fire Alarm	Burnt Food	17-12733	0	\$0
Seybert Hall	11/11/2017	11/11/2017	11:14 PM	2017049601	Fire Alarm	Burnt Food	17-12778	0	\$0
Geiger Hall	11/17/2017	11/17/2017	7:37 PM	2017053301	Fire Alarm	Equipment Failure	17-13013	0	\$0
Pfeiffer Hall	11/18/2017	11/18/2017	10:15 PM	2017053401	Fire Alarm	Pulled Fire alarm	No Response	0	\$0
Residence Hall/Recreation Center	12/5/2017	12/5/2017	3:05 PM	2017059801	Fire Alarm	Washing machine	17-13665	0	\$0
Kimmel Hall	12/9/2017	12/9/2017	12:15 AM	2017058701	Fire Alarm	Air Freshhener	17-13832	0	\$0
Seager Hall	12/10/2017	12/10/2017	9:45 PM	2017058901	Fire Alarm	Steam from Tea	17-113393	0	\$0
Meiley-Swallow	12/11/2017	12/11/2017	2:19 AM	2017058801	Fire Alarm	Equipment Failure	17-113422	0	\$0

2016 data reported in the annual fire statistics reflects fire alarms, unintentional fires, undetermined fires and intentional fires for all on campus buildings.

2016									
Location	Date Reported	Date of Incident	Time of Incident	Incident Number	Type of Incident	Reason for Activation	Fire Report Number	Number of Injuries or Deaths	Property Loss Value
Kimmel Hall	1/5/2016	1/5/2016	8:14 PM	20150462	Fire Alarm	Burnt Food	16-173	0	\$0
Oliver Hall	1/7/2016	1/7/2016	10:45 AM	20150470	Fire Alarm	Equipment Malfunction	16-220	0	\$0
New Hall	1/11/2016	1/11/2016	7:00 PM	20150492	Fire Alarm	Steam from Cooking	16-0413	0	\$0
Patterson Hall	1/17/2016	1/17/2016	1:21 PM	20150525	Fire Alarm	Burnt Food	16-637	0	\$0
Seybert Hall	1/19/2016	1/19/2016	12:58 PM	20150546	Fire Alarm	Burnt Food	16-729	0	\$0
Carnegie Hall	2/8/2016	2/8/2016	7:15 AM	20150644	Fire Alarm	Accidental	16-1413	0	\$0
Schneller Hall	2/9/2016	2/9/2016	12:05 AM	20150652	Fire Alarm	Unknown Source	16-1442	0	\$0
Res Hall/Rec Center	2/15/2016	2/15/2016	11:57 PM	20150692	Fire Alarm	Burnt Food	16-1668	0	\$0
Schneller Hall	2/25/2016	2/25/2016	10:36 AM	20150744	Fire Alarm	Unknown Source	16-2015	0	\$0
Schneller Hall	2/25/2016	2/25/2016	8:54 PM	20150748	Fire Alarm	Unknown Source	16-2041	0	\$0
Schneller Hall	2/26/2016	2/26/2016	12:49 AM	20150746	Fire Alarm	Equipment Malfunction	16-2045	0	\$0
Geiger Hall	2/28/2016	2/28/2016	4:06 PM	20150766	Fire Alarm	Alarm turned off	No NFD #*	0	\$0
Geiger Hall	3/9/2016	3/9/2016	2:49 AM	20150815	Fire Alarm	Equipment Malfunction	16-2456	0	\$0
Seager Hall	4/4/2016	4/4/2016	7:53 PM	20150881	Fire Alarm	Burnt Food	16-3380	0	\$0
Patterson Hall	4/22/2016	4/22/2016	10:26 AM	20151032	Fire Alarm	Burnt Food	16-3986	0	\$0
Schneller Hall	4/23/2016	4/23/2016	10:06 PM	20151033	Fire Alarm	Burnt Food	16-4045	0	\$0
Geiger Hall	5/10/2016	5/10/2016	9:45 AM	20151160	Fire Alarm	Unknown Source	16-4652	0	\$0
Patterson Hall	5/12/2016	5/12/2016	6:20 PM	20151185	Fire Alarm	Burnt Food	16-4747	0	\$0
Schneller Hall	5/17/2016	5/17/2016	3:26 PM	20151211	Fire Alarm	Unknown Source	16-4916	0	\$0
Rall Hall	6/11/2016	6/11/2016	10:17 AM	20151329	Fire Alarm	Accidental	16-5892	0	\$0
Business Operations	6/14/2016	6/14/2016	3:29 PM	20151332	Fire Alarm	Accidental	16-6018	0	\$0
Schneller Hall	7/20/2016	7/20/2016	10:05 PM	20151395	Fire Alarm	Steam from shower	16-7400	0	\$0
Schneller Hall	7/21/2016	7/21/2016	8:38 AM	20151399	Fire Alarm	Equipment Malfunction	16-7406	0	\$0
Patterson Hall	7/24/2016	7/24/2016	1:30 PM	20151402	Fire Alarm	Equipment Malfunction	16-7546	0	\$0
Patterson Hall	7/24/2016	7/24/2016	3:24 PM	20151403	Fire Alarm	Equipment Malfunction	16-7555	0	\$0
Patterson Hall	7/24/2016	7/24/2016	6:30 PM	20151404	Fire Alarm	Equipment Malfunction	16-7573	0	\$0
Kaufman Dining Hall	7/24/2016	7/24/2016	6:50 PM	20151405	Fire Alarm	Steam from cleaning	16-7573	0	\$0
Meiley Swallow Hall	7/24/2016	7/24/2016	7:29 PM	20151406	Fire Alarm	Steam from cleaning	16-7577	0	\$0
Schneller Hall	8/2/2016	8/2/2016	10:35 PM	20151423	Fire Alarm	Steam from Shower	16-7812	0	\$0
Naper Place Apts	8/7/2016	8/7/2016	7:20 PM	20151430	Fire Alarm	Equipment Malfunction	16-8137	0	\$0
Naper Place Apts	8/8/2016	8/8/2016	1:14 PM	20151454	Fire Alarm	Unknown Source	16-8566	0	\$0
Schneller Hall	8/27/2016	8/27/2016	10:15 PM	20151495	Fire Alarm	Burnt Food	16-8808	0	\$0
Naper Place Apts	8/27/2016	8/27/2016	10:45 PM	20151496	Fire Alarm	Water Leak	No NFD #*	0	\$0
Schneller Hall	8/28/2016	8/28/2016	7:45 PM	20151497	Fire Alarm	Steam	16-8937	0	\$0
Schneller Hall	8/29/2016	8/29/2016	8:30 PM	20151502	Fire Alarm	Steam from Shower	16-9868	0	\$0
Seybert Hall	8/30/2016	8/30/2016	12:52 PM	20151509	Fire Alarm	Fire test	No NFD #*	0	\$0
Ward Hall	9/5/2016	9/5/2016	8:00 PM	20160007	Fire Alarm	Burnt Food	83286	0	\$0
Res Hall/Rec Center	9/7/2016	9/7/2016	9:25 AM	20160016	Fire Alarm	Alarm Testing	No NFD #*	0	\$0
Seager Hall	9/11/2016	9/11/2016	1:55 AM	20160028	Fire Alarm	Unknown Source	16-9423	0	\$0
Seager Hall	9/12/2016	9/12/2016	9:34 AM	20160032	Fire Alarm	Overloaded Circuit	16-9477	0	\$0
Ward Hall	9/13/2016	9/13/2016	9:24 AM	20160039	Fire Alarm	Hair Spray	16-9518	0	\$0
Ward Hall	9/15/2016	9/15/2016	6:58 AM	20160049	Fire Alarm	Steam from tea kettle	16-9582	0	\$0
New Hall	9/22/2016	9/22/2016	1:35 PM	20160098	Fire Alarm	Unknown Source	16-9885	0	\$0
New Hall	9/23/2016	9/23/2016	6:30 PM	20160110	Fire Alarm	Unknown Source	16-9932	0	\$0
409 Chicago Ave	10/8/2016	10/8/2016	10:15 AM	20160214	Fire Alarm	Steam from shower	16-10500	0	\$0
Kimmel Hall	10/16/2016	10/16/2016	11:30 PM	20160282	Fire Alarm	Burnt Food	16-10809	0	\$0
Kaufman Dining Hall	10/31/2016	10/31/2016	9:58 AM	20160398	Fire Alarm	Equipment Malfunction	16-11388	0	\$0
Seager Hall	10/27/2016	10/27/2016	7:59 PM	20160400	Fire Alarm	Unknown Source	No NFD #*	0	\$0
Naper Place Apts	11/15/2016	11/15/2016	7:17 AM	20160532	Fire Alarm	Unknown Source	16-11974	0	\$0
New Hall	11/16/2016	11/16/2016	2:37 AM	20160554	Fire Alarm	Burning Candle	16-12015	0	\$2,376
Schneller Hall	12/8/2016	12/8/2016	10:26 AM	20160649	Fire Alarm	Burnt Food	16-12926	0	\$0

Fire Safety System

Facility	Fire Alarm Monitoring Done Off-Site	Partial Sprinkler System	Full Sprinkler System	Smoke Detection	Heat Sensors	Fire Extinguisher Devices	Fire Doors	Evacuation Plans & Placards	Number of Evacuation Drills Each Year
Geiger Hall 221 E. Chicago Ave.	YES	NO	YES	YES	YES	YES	YES	YES	2
Kaufman Dining Hall 221 S. Brainard St.	YES	NO	YES	YES	YES	YES	YES	YES	1
Kimmel Hall 224 N. Loomis St.	YES	NO	YES	YES	YES	YES	YES	YES	2
New Hall 451 S. Brainard St.	YES	NO	YES	YES	YES	YES	YES	YES	2
Patterson Hall 180 E. Chicago Ave.	YES	NO	YES	YES	YES	YES	YES	YES	2
Rall Hall 211 S. Brainard St.	YES	NO	YES	YES	YES	YES	NO	YES	2
Res/Rec Center 440 S. Brainard St.	YES	NO	YES	YES	YES	YES	YES	YES	2
Seager Hall 311 E. Chicago Ave.	YES	NO	YES	YES	YES	YES	YES	YES	2
Seybert Hall 208 N. Loomis St.	YES	NO	YES	YES	YES	YES	YES	YES	2
Schneller Hall 147 S. Loomis St.	YES	NO	YES	YES	YES	YES	YES	YES	2
Ward Hall 192 E. Chicago Ave.	YES	NO	YES	YES	YES	YES	YES	YES	2