



# STUDENT HANDBOOK

## 2025-2026

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

*The information in this document was the best available at the time of release. North Central College endeavors to present an accurate overview of the policies, programs, facilities, and personnel of the College in this document. However, North Central College reserves the right to alter, amend, or institute interim policies regarding any information described in the document without notice or obligation, including teaching and learning methods, and locations. This document is updated regularly, and published to the College website, through the Office of Student Affairs.*

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## FOUNDING PRINCIPLES

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Since North Central’s founding in 1861, the vision of first president Augustine A. Smith has been at the core of the College’s values: “A college should be a great moral lighthouse, sending out a clear and steady light upon all subjects that pertain to the well-being of [humanity] in this world and the world to come.”

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## MISSION STATEMENT

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North Central College is a diverse community of learners dedicated to preparing students to be curious, engaged, ethical, and purposeful citizens and leaders in local, national and global contexts.

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## STATEMENT OF STUDENT CONDUCT

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North Central College is a diverse community of faculty, staff, and students representing numerous ethnic, racial, cultural, and religious backgrounds. As a community, we share a common interest in creating an environment that encourages the growth and development of all of our members. While classroom learning is a pillar of the North Central College experience, the College seeks to offer a variety of complementary personal development opportunities. To promote a rich and productive learning environment, the College offers the following Statement of Student Conduct, as well as a set of policies and procedures that each student accepts becoming a member of the College community. It should be noted that the content of this Student Handbook and the policies herein supersede all previous student handbooks and related content.

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

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## RESPONSIBILITY TO OURSELVES

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North Central College asks that students take personal ownership of the community into which the student enters, and to understand that the community is built upon appropriate standards of behavior. These standards of behavior should lead students to live in ways that exhibit leadership, ethics, and values in students’ lives on campus and beyond.

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

As violations of the standards outlined below represent a lack of concern for the individual pillars of the College community, significant violations of all subsequent policies could result in disciplinary action. Items that are illegal, prohibited, or against the College policy to possess and/or are used in activity that

violates policy may be subject to confiscation and/or disposal. This Student Handbook includes the College's complete Student Conduct Process Policy.

## Alcohol Policy

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

North Central College students are subject to all Federal, State, and Local laws pertaining to alcohol. In the event a student becomes involved in legal trouble, and prosecution occurs outside the College, violators also may be subject to the College's Student Conduct Process, which will occur independently of any pending legal proceeding. Additionally, North Central College, as an educational institution, establishes additional community standards for its members that go beyond the requirements set by Federal, State, and Local law. North Central College alcohol policies include:

- A. Public Consumption:** Public 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).
- 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 immediate 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.
  - 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. Illinois law prohibits passengers in a vehicle from carrying, possessing, or having any alcoholic liquor within any passenger area of any motor vehicle, even if the driver of the vehicle, or the passenger, is 21 years of age or older.
  - 3. The atmosphere of a room in which there is possession and/or consumption of alcohol must not create significant noise or disturbances, and the door of this room must be closed.
  - 4. Students who live off-campus at a local residence are expected to abide by all local laws and ordinances related to alcohol. Of-age students who host underage students at an off-campus gathering where alcohol is present may be found in violation of this policy.
- C. Underage Alcohol Policy:**
  - 1. Students under the age of 21 are prohibited from possessing, distributing, or consuming alcohol.

2. Students under the age of 21 are also prohibited from being present where alcohol is being consumed, even if the individual(s) possessing or consuming the alcohol are of the legal age of 21 and are following all other guidelines. "Presence" is defined as being in the room, suite, vehicle, or other location proximal to the possession or use of alcohol.
3. It is expected that underage students abide by local laws and ordinances related to alcohol, whether on or off campus. If it is determined that an underage student consumed alcohol at an off-campus location, the student 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 in the residence when alcohol is possessed or consumed in the student's residence hall room, suite, or apartment. However, underage roommates are not permitted to consume alcoholic beverages themselves. Students who are 21 years of age or older whose roommate(s), apartment mate(s), or suitemate(s) are under the age of 21 must store and consume their personal alcohol in the area of the residence designated to them. Alcohol should not be stored in common areas shared by residents under the age of 21. 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. 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. If alcohol is being served at an event where guests include individuals above and below the legal drinking age, individuals who are 21 years and older should be clearly identified (e.g., with name tags, bracelets, etc.)

**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, may be transported to a local hospital via ambulance, at the discretion of the College if a College personnel (including a staff member, student employee, or public safety officer) determines there is a risk which requires the transportation. In such an event, the student shall be solely responsible for any associated costs.

**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 Seager Hall and Rall Hall, are substance-free. Additionally, individual 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, focused on drinking large quantities of alcohol, or promote unsafe or excessive 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 but not limited to beer bong, “borgs,” funnels and beer boots are not permitted on campus and are subject to confiscation and disposal.

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

## **Drug Policy**

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

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

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

### **North Central College Drug Policy:**

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

The North Central College drug policy covers illegal and illicit use of controlled substances, including but not limited to 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. The College also reserves the right to refer the case to law enforcement, at its sole discretion.



**Recreational and Medical Marijuana:**

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

**Consequences of Alcohol and Drug Violations**

All incidents involving drugs and alcohol will be processed through the College's Student Conduct Process. Students found in violation of alcohol and/or drug policies may be subject to sanctions deemed appropriate by the College, such as counseling assessments, educational projects, fines, parental notification, community service, campus engagement, reprimand, restitution, residence hall removal, suspension, probation, or dismissal. Law enforcement may be contacted for alcohol and drug violations. If a drug or alcohol offense occurs on campus and results in a legal proceeding, the College has the right to also process the matter through the Student Conduct procedure, separately from the legal proceeding. Standard sanctions include:

**Sample Illinois Sanctions for Violation of Alcohol Control Statutes**

(See Illinois Compiled Statutes for more specific information)

It is a Class A Misdemeanor:

- A. To possess or sell alcohol if you are under 21;
- B. For any person under 21 years of age to consume alcohol;
- C. To alter, or deface an identification card; use the identification card of another; carry or use a false or forged identification card; or obtain an identification card by means of false information;  
or
- D. To sell, give, or deliver alcohol to individuals under 21 years of age.

Class A Misdemeanors are punishable with a fine of no less than \$75 and up to \$2,500 and up to 364 days in the county jail. Local ordinances may also be enforced.

Federal statutes and penalties are separate and different than State penalties.

**The possession and use of certain cannabis remains a violation of Federal law.**

## **Sample Illinois Sanctions for Violation of Drug Control Statutes**

(See Illinois Compiled Statutes for more specific information regarding civil and/or criminal penalties)

### **Possession of Cannabis - Under 21 Years of Age**

- A. It is a Civil Law Violation to possess from 0 to 9 grams of Cannabis. The civil law violation is punishable by a minimum fine of \$100 and a maximum fine of \$200.
- B. It is a Class B Misdemeanor to possess from 10 to 29 grams of Cannabis. For additional sanctions, please see below.

### **Possession of Cannabis – 21 Years of Age and Older**

An Illinois resident (21 years old and older) may possess up to 30 grams (about 1 ounce) of cannabis, 5 grams of cannabis concentrate or edibles containing up to 500 milligrams of THC. Non-residents (21 years old and older) may possess only half of these amounts.

- A. It is a Class A Misdemeanor to possess from 30 to 99 grams of Cannabis (first offense).
  - B. It is a Class 4 Felony to possess from 30 to 99 grams of Cannabis (subsequent offense).
  - C. It is a Class 4 Felony to possess 100 grams to 499 grams of Cannabis.
  - D. It is a Class 3 Felony to possess 500 grams to 1,999 grams of Cannabis.
  - E. It is a Class 2 Felony to possess 2,000 grams to 4,999 grams of Cannabis.
- It is a Class 1 Felony to possess more than 5,000 grams of Cannabis.

### **Possession of Cocaine:**

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

### **Possession of Heroin/LSD:**

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

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

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

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

Class 1 Felony sentence may be from 4 to 15 years in a state penitentiary.

The fine for a Class 4 Felony Controlled Substance violation shall not be more than \$25,000.

The fine for a Class 1 Felony Controlled Substance violation shall not be more than \$200,000.

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

## **Federal Drug Possession Penalties (21 USC § 844)**

Persons convicted on Federal charges of possessing any controlled substance face penalties of up to 1 year in prison and a mandatory fine of no less than \$1,000 up to a maximum of \$100,000.

Second convictions are punishable by not less than 15 days but not more than 2 years in prison

and a minimum fine of \$2,500. Subsequent convictions are punishable by not less than 90 days but not more than 3 years in prison and a minimum fine of \$5,000. Possession of drug paraphernalia is punishable by a minimum fine of \$750.

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

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

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

## **Medical Amnesty**

The safety and wellbeing of students is of primary importance to North Central College. Each student plays an important role in creating a safe, healthy and responsible community. The College understands that the potential for disciplinary action may be a deterrent to students who might seek emergency medical assistance for themselves or others.

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 other behaviors prohibited in the Student Handbook and/or deemed to have considerable negative community impact, including but not limited to sexual misconduct, hazing, conduct that endangers, damage, vandalism, and the unlawful provision or distribution of alcohol or drugs.

## Drug and Alcohol Use Education and Prevention

Through the Office of Student Affairs, the Dyson Wellness Center and Office of Human Resources, as well as other campus departments and offices, North Central College provides a variety of alcohol and drug abuse prevention and intervention programs administered and designed to educate about, prevent and reduce alcohol and other drug use/abuse at North Central College. A campus-community alcohol and other drug coalition meets regularly to discuss current substance abuse related issues and trends. North Central College's policy is distributed to all students, staff and faculty on an annual basis. A comprehensive review of the alcohol and drug programs is made biennially during even years. For more information concerning current programs, interventions and policies, contact Tatiana Sifri, the Executive Director of the Dyson Wellness Center, at [tsifri@noctrl.edu](mailto:tsifri@noctrl.edu), 630-637-5550, Samuel Rosenberg, Assistant Dean of Students at [sarosenberg@noctrl.edu](mailto:sarosenberg@noctrl.edu) 630-637-5402, or Human Resources at [humanresources@noctrl.edu](mailto:humanresources@noctrl.edu), 630-637-5757.

To see a list of commonly abused substances and possible health effects, go to:

<https://nida.nih.gov/research-topics/commonly-used-drugs-charts>

### Counseling and Treatment

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

<https://hub.northcentralcollege.edu/sites/dyson-wellness-center/SitePageModern/28238/topics-a-z>.

North Central College's Office of Human Resources, through the College's Employee Assistance Program (EAP), Perspectives, LTD. (800-866-7556) Perspectives, LTD. offers employees additional education and counseling, as well as appropriate referrals. The following is a list of resources and contact information that may be utilized for support and care:

### ON-CAMPUS RESOURCES/INFORMATION

Dyson Wellness Center (confidential medical, counseling and advocacy services)	630-637-5550, <a href="http://www.northcentralcollege.edu/dyson">http://www.northcentralcollege.edu/dyson</a>
Employee Assistance Program, MHN, A Health Net Company	1-800-511-3920, <a href="http://www.members.mhn.com">http://www.members.mhn.com</a>
Dr. Vicki Williams, Vice President for Student Life and Dean of Students	630-637-5151
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
Resurrection Behavioral Health, Addiction Services 2001 Butterfield Road, Suite 320 Downers Grove, IL 60515	847-493-3600
Central DuPage Hospital Behavioral Health 27W350 Highlake Rd Winfield, IL 60190	630-933-4000
Serenity House 89155 Rohlwing Rd. Addison, IL 60101	630-620-6616
Banyan Treatment Center Naperville, IL 60540	630-528-1692
Gateway Foundation Alcohol & Drug Treatment 8 locations	877-321-7326 <a href="http://www.RecoverGateway.org">www.RecoverGateway.org</a>
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 <a href="http://faircounseling.com/contact/">http://faircounseling.com/contact/</a>
DuPage County State's Attorney's Office Judicial Office Facility - Annex 503 N. County Farm Road Wheaton, IL 60187	630-407-8000

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

## Smoking and Tobacco Policy

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

### A. Definitions:

- **Smoking** is defined as the use of smoke-producing 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, and any smoking products or paraphernalia may be subject to confiscation and/or disposal.
- **Tobacco Use** is defined as the use of any tobacco product including, but not limited to cigarettes, cigars, cigarillos, mini-cigars, hookah, chewing tobacco, snuff, and other smokeless tobacco products. All forms of tobacco use are prohibited and may be subject to confiscation and/or disposal.
- **E-Cigarette Use or Vaping** is defined as the use of electronic smoking devices and/or electronic nicotine delivery systems. These products and delivery systems are also prohibited on any of the College Areas, even without the use of nicotine, and may be subject to disposal.
- **FDA-Approved Tobacco/Nicotine Cessation Aids**, such as nicotine patches and gum, are not prohibited.

### B. Scope of Policy:

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

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

In the event that community members are found to be or suspected of using tobacco products on campus, the tobacco products present or in the possession of the community member are subject to disposal.

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

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### C. Compliance:

All College employees, students, visitors, guests and contractors are required to comply with this policy. Refusal to comply may be cause for disciplinary actions in accordance with employee and/or student conduct policies. Refusal to comply with the policy by visitors, guests and contractors may be grounds for removal from campus. Reasonable enforcement efforts are expected by the unit supervisor for each facility or area of campus, and all members of the College community are encouraged to share the responsibility for bringing this policy to the attention of visitors. Please note, all tobacco products, e-cigarettes and smokeless tobacco products present at College activities are subject to disposal.

**D. Exceptions:**

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

**E. Cessation Programs:**

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

## **Health Insurance**

All full-time students are required to carry health insurance coverage while attending North Central College. Health insurance information should be kept on file and up to date. All students may submit the student's insurance information by logging into the student's Merlin account and selecting the link for "Medical Insurance and Emergency Contact Information." Merlin can be accessed at <https://merlin.noctrl.edu/>.

## **Immunization Policy**

**A. Required Vaccinations:**

The College Immunization code for the State of Illinois requires all students attending classes on campus at North Central College to provide evidence that the following vaccinations have been received, unless appropriate evidence of a statutory exemption is filed with the College:

- **Diphtheria, Tetanus, Pertussis:** Students shall provide dates of any combination of three or more doses of Diphtheria, Tetanus and Pertussis containing vaccine. One dose must

be a Tdap vaccine. The last dose of vaccine (DPT, DTap, DT or Tdap) must be within 10 years prior to the term of current enrollment.

- **Measles, Mumps, Rubella:** Students shall provide documentation of receipt of two doses of the MMR (Measles, Mumps and Rubella) live vaccine. The first dose must be on or after their first birthday. The minimum time interval between each dose must be at least 28 days.

If a combined MMR vaccine was NOT administered, you must provide proof that you received the three components separately:

- Two doses of the live measles virus vaccine, the first being on or after your first birthday. The minimum time interval between each dose must have been 28 days.
- Two doses of the live mumps virus vaccine, the first dose being on or after your first birthday. The minimum time interval between each dose must have been 28 days.
- Two doses of the live rubella virus vaccine, the first dose being on or after your first birthday. The minimum time interval between each dose must have been 28 days.

Students who cannot provide proof of immunization for the MMR vaccines may have a blood test drawn that tests for immunity to the measles, mumps and rubella. It must prove that you are immune to all three components. If you are not immune to all three components, you will need to receive the vaccines.

- **Meningococcal:** Students under the age of 22 shall provide proof of at least one dose of meningococcal conjugate vaccine on or after their 16<sup>th</sup> birthday.

For additional information and resources, please refer to the following links:

<https://hub.northcentralcollege.edu/sites/dyson-wellness-center/SitePageModern/12813/immunizations>

**B. TB Screening Questionnaire:**

In keeping with recommendations made by the American College Health Association (ACHA) in February 2021, North Central College is screening all new students for tuberculosis (TB) prior to each semester. The TB screening form needs to be completed by all new incoming students and submitted to the Dyson Wellness Center prior to the start of classes.

**C. Immunization Exemptions:**

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

- **Medical Risk to the Student:** The College may exempt a student from one or more of the required immunizations based on a written statement by a physician that describes the nature and probable duration of a medical condition or circumstance that contraindicates such immunizations(s) and that identifies the specific immunization(s) that could be detrimental to the student's health.



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

## Registration Confirmation

Registration confirmation occurs on the first official day of each semester. At this time, students have the responsibility to verify their class schedule for the semester, assume responsibility for payment for tuition and fees generated from registration, and purchase parking stickers. Students receiving financial aid are responsible for understanding what type of aid they are receiving and the requirements. For questions regarding registration confirmation, students should contact Student Success ([successteam@noctrl.edu](mailto:successteam@noctrl.edu) or 630-637-5111). For questions regarding financial aid and respective requirements, students should contact the Office of Financial Aid.

## Financial Responsibility

All students are bound by the College Student Financial Responsibility Statement upon course registration. The Statement outlines the financial terms and conditions associated with your registration. By registering for classes, you assume financial responsibility and agree to the terms of the Statement.

Tuition, fees, room, board, and other associated costs assessed as a result of registration and/or receipt of services are due and payable to the College by the specified due date and are the student's responsibility to pay as a result of registration or other activity incurred. A payment plan option is available for students unable to pay the student's balance in full by the due date. Contact Student Accounts at [studentaccounts@noctrl.edu](mailto:studentaccounts@noctrl.edu) for more information on payment plans.

The following fees are applied to full-time degree seeking students.

**Student Activity Fee** - supports a variety of student activities on campus provided by student clubs and organizations as well as large scale events provided by Student Life.

**Wellness Fee** - supports services provided by the Dyson Wellness Center at North Central College. These services include medical care, mental health counseling, advocacy and health education. Services are provided by licensed clinicians with a passion for supporting students to be well and better able to accomplish their academic, work and life goals. While the services do not cover chronic health conditions and instead remain focused on acute and short-term care, clinicians assist with referrals and local resources when needed.

Technology Fee - is designed to support the acquisition, maintenance, and enhancement of instructional technology used in classrooms, labs, and online learning platforms. The revenue from this fee will be allocated toward; hardware and software procurement and ongoing system maintenance and upgrades.

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

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## **RESPONSIBILITY TO THE INTEGRITY OF ONE'S EDUCATION**

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

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

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

### **Credit and Credit Hour Policies**

#### **Credit Unit**

The unit of credit at North Central is the credit hour, which is equivalent to one semester hour of credit or one and one half hours of credit under quarter plans. Previous academic work by transfer students is evaluated and translated into credit hours. Official evaluations are completed only in the Office of the Registrar.

#### **Definition and Assignment of Credit Hours**

In accordance with federal regulations, state guidelines, and Higher Learning Commission standards, North Central College defines a credit hour as the amount of work that approximates one hour of

classroom or direct faculty instruction and two hours of out-of-class work per week for a semester, or an equivalent amount of work for a shorter time period.

The course workload, represented by the assessment of intended learning outcomes and evidence of student achievement will be the same regardless of mode of instruction (traditional classroom, blended, online). At minimum, an equivalent amount of work will be expected for all other academic activities established by the institution including laboratory work, independent study, practicum, internships, and studio courses that result in the awarding of academic credit.

The assignment of credit hours for a course is determined during the course approval process and monitored by the Academic Programs and Policies Committee (APPC) or the College Graduate Studies Council (CGSC).

## **Syllabus**

Instructors are expected to make available a syllabus during the first week of the semester. In addition to describing goals and content, the syllabus should include statements of the attendance and grading policies.

## **Final Examinations**

The last four days of each semester are scheduled for final examinations in semester long undergraduate courses. Each faculty member is required to meet each class during the two-hour period designated for the examination, whether or not a test is given. Final examinations for Session I, Session II, graduate courses, and summer courses are given at the last regular class meeting. All final examinations are administered in the regular class meeting room unless a change is announced by the instructor. Students should not request changes in the designated [final examination schedule](#).

## **Class Attendance**

Regular class attendance is expected of all students. The instructor of a course sets the attendance standard for that course. A student who is absent from class for any reason should contact the instructor. In general, the College expects attendance on the first and last days of a semester, as well as the class days immediately preceding and following College holidays. If there is a wait list for a course, the instructor may remove from the course roster any student who is absent on the first day, unless the student has notified the instructor in advance of the student's absence. An absence from a class does not constitute withdrawal from a course.

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

### **A. Medical Emergencies:**

When an emergency medical situation occurs in the midst of an academic semester, a student may request special consideration. A medical emergency is defined as a serious and unexpected injury to oneself, or a serious and sudden illness. This does not include minor sickness, common conditions or routine medical appointments. As soon as possible, the student or the student's designee (parent, guardian, etc.) should notify both the instructor(s) and the Office of Student Affairs (630-637-5151). Following a medical emergency, students can receive support from

Student Success (630-637-5266) and work with the student's instructors to make up as much missed content as is reasonably possible. When a student is transported to an emergency room, a health facility, or any other care facility, the student is encouraged to schedule a support meeting upon the student's return to the College (see Support Meeting section).

**B. Prolonged Illness:**

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

**C. Mental Health Emergencies:**

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

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

**F. Faculty Notification:**

The Dyson Wellness Center staff will work with the Office of Student Life to provide an absence verification notice for classes missed while a student is being treated for a medical or mental health emergency. To respect privacy, this notification only includes basic details regarding the missing of classes due to hospitalization. If a student wishes to share additional details with instructors, the student may do so. This notification does not formally excuse a student from missing the course and only acts as formal verification of the reason for a student's absence.

**G. Support Meeting:**

After a student has been treated for a medical or mental health emergency, a Support Meeting will be offered by the College to assist the student in navigating the student's needs when coming back to campus. Support Meetings are an opportunity to ensure that proper support structures (academic, health, etc.) are in place and allow the student an easier transition back into classes and/or the residence halls following the student's emergency assessment and/or hospitalization. A parent, family member, guardian, and/or other support person is encouraged to accompany the student to this meeting for the purpose of transparency and coordination of

care. Prior to this meeting, students should consider the following steps to help make the process of returning to classes/residence halls successful.

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

A list of local care providers can be found at:

<https://hub.northcentralcollege.edu/sites/dyson-wellness-center/SitePageModern/9684/dyson-resources>. The staff at the Dyson Wellness Center can help with a referral and/or in navigating insurance-related issues. Please call the Dyson Wellness Center with any questions: (630) 637-5550.

#### **H. College Sponsored Activities:**

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

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

workload and scheduling. Students are strongly encouraged to meet with the student's instructors prior to the start of the semester.

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

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

## **Withdrawing for Financial Aid Recipients**

Federal regulations require that North Central College have a written policy for the refund and repayment of federal aid (Supplemental Educational Opportunity Grant, TEACH Grant, Pell Grant, Iraq & Afghanistan Grant, Federal Direct Student Loans, Federal Direct Graduate PLUS Loans, and Federal Direct Parent PLUS Loans) received by students who withdraws during a semester for which payment has been received. This policy is effective only for those students who cease attendance (i.e. cancel registration, stop attending all coursework, withdraw or are dismissed) before completing 60% of the enrollment period for the semester.

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

## **Withdrawing for the Semester**

Students wishing to withdraw from the College for the entire semester should begin the withdrawal process with the Student Success Team in the Oesterle Library, or by calling (630) 637-5111.

## **Academic Honesty**

Students are expected to maintain the highest standards of integrity with respect to the student's academic pursuits. Academic dishonesty typically falls into one of two categories: cheating and plagiarism.

### **A. Cheating**

All work submitted for evaluation must be the student's own. Attempts to obtain credit for work other than one's own constitutes cheating, as does aiding another student in such an attempt. Cheating includes, but is not limited to:

- Copying another student's work and submitting it for evaluation
- Submitting the same or similar work for more than one course without notifying the instructors
- Communicating with anyone in any form during an in-class examination
- Having notes, books, or electronic devices present during an in-class examination unless explicitly permitted by the instructor
- Submitting online assignments that are not one's own work
- Falsification of academic paperwork

## B. Plagiarism

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

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

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

- i. The writing of a student includes word-for-word passages taken without explicit and accurate acknowledgment from a source written by another, provided that the cumulative borrowing includes at least ten words. "Explicit and accurate acknowledgment" means the use of quotation marks and a verifiable citation of source, either in parentheses or by footnote, at the point of indebtedness. (The mere listing of the source in the bibliography is not sufficient acknowledgment by itself.)
- ii. The writing of a student closely resembles another source in thought, order, or diction (including synonyms) for a cumulative resemblance of three or more sentences, without explicit and accurate acknowledgment as defined in 1) above.
- iii. Two or more papers or exams, submitted at the same time, contain resemblances in factual or stylistic detail which are decidedly outside normal probabilities of coincidence. The likelihood of plagiarism will be deemed even higher a) if the students were known to be in close physical proximity at the

- time of writing, and b) if the factual details involve unusual error. In the event of such resemblances, all parties involved will be judged responsible.
- iv. A paper or exam contains terminology or information which the student, on questioning, cannot explain.
  - v. A paper or exam contains unusually detailed data for which the student does not produce a verifiable source.
  - vi. These same principles hold for the inclusion of borrowed diagrams, mathematical statements, tables, and pictures.
2. **Citations:** In citing any sources, the student implicitly guarantees the accuracy and fullness of acknowledgment.
- i. The instructor may properly request the student to bring in those sources so that such guarantee may be confirmed. Such a request, made routinely in many schools, carries no implied criticism.
  - ii. If students are unsure about whether the student's writing has sufficiently acknowledged outside sources, students should consult with either the student's course instructor or the Writing Center before submitting the final copy.

**Sanctions:** Determination of an infraction of the Academic Honesty policy is solely at the discretion of the instructor. Any instructor who has assembled evidence of academic dishonesty will first offer the student a chance to provide an alternate explanation of the evidence or to admit fault. If the inference of academic dishonesty remains, the instructor will consult with the academic dean and inform the student of the sanction. The sanction will be related to the student's previous record of academic honesty. Typically, a first offense will result in a zero for the assignment, a second offense will result in failure of the course, and a third attempt can result in dismissal from the institution. Any sanction beyond reprimanding the student will be reported to the academic dean for notation in the student's file. Notation of the incident will not appear on a student's academic transcript, but will be included in a student's permanent file.

## Grade Appeals

College faculty enjoy academic freedom to craft courses and grade work in a manner consistent with the faculty member's expertise and college policies. A faculty member's professional judgment is presumed to be accurate. Except for clerical errors or miscalculation, grades will be changed only in extremely rare instances.

A student who believes that the final grade received in a course does not reflect the quality of the work performed has the right to meet with the instructor of the course and be given a review of the manner in which the grade was determined. Either the student or the instructor, or both, may bring a peer or a third party to this meeting. If the student is not satisfied with the outcome of the meeting, the student may appeal the instructor's decision to the department chairperson who supervises the instructor concerned. The chairperson will consult with the instructor and determine whether a grade change is appropriate or a basis for appeal. Bases for appeal are 1) deviation from the course syllabus in a way that disadvantages the student, and 2) evidence of capricious assessment or implementation of class policy. The department chairperson may recommend a grade change to the academic dean. A student



who disagrees with the chairperson about whether the two criteria have been met may subsequently appeal to the dean.

Appeal of a grade issued in a course taught by a department chairperson will be made, in writing, directly to the Dean. Appeal of a grade issued in a course taught by a Dean will be made to Provost and Vice President for Academic Affairs or their designee.

Grade appeals must be made within a ninety (90) day period following the last day of the semester in which the grade was received and include the following items:

- A brief explanation of the circumstances, rooted in one of the two criteria for appeal noted above;
- A copy of the course syllabus; and
- Copies of relevant materials such as graded work or email correspondence with the instructor.

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## **RESPONSIBILITY TO THE COLLEGE AND ITS MEMBERS**

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

### **Activities and Events**

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

All events must be approved through the College's event calendaring system, Coursedog. To ensure the safety and comfort of all attendees, event capacities are determined by venue size, fire codes and applicable local regulations. Event organizers are responsible for monitoring the number of attendees throughout the event. In the circumstance where capacity poses a significant risk to safety or violates requirements, Campus Safety has the authority to end the event. Attendees will be informed of the decision and provided guidance on safe and orderly exit procedures.

## **Bullying, Intimidation and Threats**

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

Bullying, intimidation and threats may be perpetrated in person, via email, phone, text messaging, social networking sites or other electronic means—any of which are a violation of College policy. Bullying, intimidation and threats based on race, gender, sexual orientation, religion, physical ability, and ethnic or cultural origins are particularly reprehensible and prohibited. Expression that is harassing, discriminatory, or that creates a hostile environment based on sex may be addressed under the Title IX and Sexual Misconduct Policy.

## **Compliance**

Students must comply with the following:

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

## **Conduct that Endangers**

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

reported to governmental authorities as required by law and processed under North Central College's policies.

## **Conduct Unbecoming**

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

## **Contract Policy**

In order to protect North Central College and the various student organizations from financial problems arising from contracts, all contracts for student-sponsored events should be processed through the Office of Student Engagement and Belonging. Contracts must be submitted at least three (3) weeks in advance for processing. The original copy will be returned to the individual or the agency, and the duplicate will be placed on file in the Office of Student Engagement and Belonging.

## **Damage and Vandalism**

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

Community members are expected to report information regarding damage and vandalism to Campus Safety. Individuals found responsible for damage and/or vandalism to any College property or facility will be charged under the Code of Conduct. In addition to disciplinary action and restitution, individuals may also be issued a fine equivalent to the cost of assessing and repairing the damages.

## **Demonstration Guidelines**

### **A. Fundamental Principles:**

North Central College is a community of learners. As such, we recognize and affirm the importance of free expression and the right of all College community members to express their opinions and views.

These demonstration guidelines provide guidance to best support community members' ability to demonstrate in safe conditions and support them in feeling heard. Freedom of expression on the North Central College campus necessitates the ability to engage in demonstrations/peaceful protests. At the same time, all community members share with the College a responsibility to help ensure a campus climate where intimidation, hostility, or demeaning actions directed toward specific individuals or groups are not tolerated. Freedom of expression does not include the right to engage in conduct that threatens safety, is unlawful, incites imminent violence, suppresses others' right to speech, disrupts the education of North Central students or their right to access the College campus free of excessive disruption, or is otherwise against College policy. Campus administrators and/or Campus Safety will be present at demonstrations.

Demonstrations/peaceful protests include nonviolent conduct such as speeches, marches, picketing, public assemblies, rallies and celebrations. However, it's important to note that non-peaceful demonstrations/protests that include civil disobedience, such as sit-downs and blockades that obstruct entrances, programs or functions that have not been pre-approved or violate applicable laws or College policies, are not tolerated. Such actions may result in serious legal or administrative consequences for the participants. We urge all community members to conduct themselves in a peaceful and respectful manner, as it is crucial for maintaining a safe and respectful environment for all.

#### **B. Planning and Accountability:**

To ensure that demonstrations do not threaten the safety of others, suppress others' right to speech, or disrupt the education of students, North Central College community members are asked to notify the College via the Office of Student Affairs at least two days in advance of a demonstration, unless such prior notice is not possible. This involvement in the planning process is crucial for the success of the demonstration. Notification is to be done through an online form found at [https://cm.maxient.com/reportingform.php?NorthCentralCollege&layout\\_id=33](https://cm.maxient.com/reportingform.php?NorthCentralCollege&layout_id=33). In the event North Central College community members are coordinating with external individuals or organizations, notification to the College must occur at least 7 business days in advance of a demonstration. The College is committed to responding to the demonstration organizers with respect to reasonable time, place, and manner considerations within 24 business hours of notification. The College reserves the right to limit or restrict external individuals or organizations from participating in demonstrations on campus, at the sole discretion of the College. In such cases, the College will include its decision in its response to the organizers.

There may be rare circumstances in which it is not possible to meet the two-day prior notice requirement, for example, in the case of a spontaneous demonstration or a demonstration held in response to an unanticipated event. In such cases, organizers are responsible for ensuring that the demonstration complies with all other policies and should contact the College via the offices mentioned above as soon as possible. No exceptions will be made to the two-day prior notice expectation, for demonstrations involving external individuals or organizations.

Demonstration organizers are asked to provide the following information when notifying the College:

1. Nature of the demonstration (i.e. march, gathering, sit in, poster campaign or other).
2. Goals of the demonstration (i.e. disruption, informational or other).
3. Location of the demonstration.
4. Expected attendance.
5. Security needs of the demonstration.
6. Anticipated cost. i.e., additional staff and/or materials.
7. Time of the demonstration. (Considerations based on City Noise Ordinances)
8. Plans for managing disruptive behavior, should it occur.
9. Any other necessary considerations. For example, suppose the demonstration opposes or relates to another approved North Central event, in that case the location of a resultant demonstration will be discussed with organizers to allow them to be as proximate to the other event as is deemed safe and reasonable.
10. Contact information for demonstration organizers and student organization relationships, including information for individuals or organizations involved from outside of the North Central College community.

#### **C. Considerations of Time, Place, and Manner:**

Demonstrations for which the required advance notification is provided will normally be approved if reasonable considerations of time, place, security needs and the manner of demonstration have been addressed. The College reserves the right to modify the time, place, or manner of a demonstration when there is a reasonable expectation that it may threaten safety, suppress others' right to speech, or disrupt the education of students, such as by interfering with the ability of others to see, hear, or participate in another event, class or academic activity, or students' right to generally be free from harassing conduct.

If individuals or organizations outside of the College are involved in planning or attending the event, formal approval will need to be given by College leadership. Collaboration with and presence from the Naperville Police Department will be necessary and required to help ensure a safe environment for the demonstration.

Examples of conduct that will require modification of time, place, or manner of demonstration which (if they do occur) may constitute violations of applicable law or College policy include, but are not limited to:

1. Blocking access to campus facilities, campus walkways, activities or impeding traffic, including to the venue where another event is being held (Obstruction Policy).
2. Utilizing signs constructed of hard materials other than cloth or cardboard (Weapons and Firearms Policy).
3. Using bullhorns or loud or amplified sound-making devices inside of buildings (Disruption Policy).
4. Participants exceed the allotted capacity designations defined by the Illinois Building Code.

**Examples of Conduct that other College Policies Expressly Prohibit:**

1. Introducing torches or other dangerous or hazardous items or weapons on campus (Weapons and Firearms Policy).
2. Using spray paint on campus property or otherwise causing damage to any structures (Posting Policy and Damage and Vandalism Policy).
3. Engaging in theft, vandalism, property damage, or conduct that endangers individuals (Theft and Unauthorized Borrowing Policy, Damage and Vandalism Policy, Conduct that Endangers Policy).
4. Using intimidating tactics or unwelcome physical contact between demonstrators, counterdemonstrators, audience members, speakers or performers, or College officials (Employee Code of Conduct and Ethics, Conduct that Endangers Policy, Bullying Intimidation and Threats Policy).
5. Living structures/enclosed tents and overnight demonstrations are not permitted. (Public Gathering Space)

**D. Response to Potential Violations of Policy**

If there is conduct that potentially violates College policy, demonstration organizers/participants will be advised to cease the conduct. A designated College official, in the case of a student demonstration, the Dean of Students or their designee, will inform the organizers of the need to address the conduct. Behavior that continues to violate College policy or becomes a violation after a warning(s), will be addressed by the appropriate College office (i.e. Campus Safety, Student Affairs, Human Resources, Academic Affairs, etc.). Demonstration organizers should be aware that public streets and walkways for special events or demonstrations are subject to City of Naperville ordinances and may require a special

event and/or amplifier permit. The organizers are solely responsible for compliance with all applicable laws.

For conduct violating applicable laws, demonstration organizers/participants should also be aware that Naperville Police may be contacted by the College or a third party to respond to complaints or concerns regarding a demonstration and/or a gathering and follow-up accordingly. Naperville Police have the authority to respond to threats of violence and acts of violence without notification to the College. Students who are found penalized by agencies outside of the College, such as by local law enforcement, may be subject to the disciplinary process(es) in this handbook separately from any pending legal matter. Demonstration organizers should also expect College Campus Safety and/or administrators to attend a demonstration on College property to ensure a safe environment to practice the freedom of expression.

Instances of violation of policy may also be subject to enforcement of other policies within the Student Handbook, the Employee Policy Guide and other campus policies.

#### **E. Demonstrations Involving Members of the Public**

North Central College is a private institution and, as such, may require members of the public who are not current faculty, staff, or students to leave College property. Failure to comply may result in arrest for unlawful trespass or other criminal violations. Members of the North Central College community who invite members of the public onto the campus are responsible for the conduct of their guests.

**NOTE:** *North Central College's Protest and Demonstration Guidelines borrow heavily from Wellesley College's policy on Demonstrations and Free Expression.*

### **Discouraging Policy Violations**

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

### **Disruption**

No student may substantially disrupt or unreasonably interfere, whether intentionally or unintentionally, with another person's ability to attend class, receive instruction, learn, read, study, sleep, or participate in the general life of a college student ("Student Life"). No student may substantially disrupt or unreasonably interfere, whether intentionally or unintentionally, with a faculty's ability to provide classroom instruction, research, mentoring or other faculty function ("Faculty Functions"). No student may substantially disrupt or interfere, whether intentionally or unintentionally, with any administrative functions of the College ("Administrative Functions"). A student who is disrupting Student Life, Faculty Functions or Administrative Functions, may be asked to leave a particular area of the College. Disruptions that are found to be substantial or that unreasonably interfere with any aspect of the educational environment, whether intentionally or unintentionally, may be addressed through the student conduct process.

- A. Robust discussion and debate are fundamental to the life of the College. This Disruption Policy is not meant to inhibit open discussion, academic debate, expressive activity, and expression of personal opinion, in the classroom and within academic forums. Expression that is harassing,

discriminatory, or that creates a hostile environment based on sex may be addressed under the Title IX and Sexual Misconduct policy.

- B. Students with Service and/or Emotional Support Animals are expected to maintain control over the student's animals and are covered under this Disruption Policy. If a student cannot prevent a Service and/or Emotional Support Animal from substantially disrupting or unreasonably interfering with the study, learning and teaching atmosphere, or administration of the College, the matter may be referred to the student conduct process. The student conduct process could determine that a student is responsible for violating this policy and that a particular Service or Emotional Support animal is unable to meet the College's requirements for maintaining an atmosphere for others that is free of unreasonable interference or disruptions.

## **E-mail**

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

- . **E-mail Information:** Information Technology Services (ITS) will assign all faculty, staff and students an official College e-mail address. This address will be the one listed in all directories and the one used by the College for official business and communications.
- A. **Campus E-mail Access:** The College's e-mail system can be accessed on- and off-campus via any browser.
- B. **Outside E-mail Service Providers:** The College recommends that faculty, staff, and students use the College's e-mail system for all College-related business. Individuals having their e-mail electronically redirected to another e-mail address do so at their own risk. The College will not be responsible for the handling of e-mail by outside providers. Redirecting e-mail does not absolve an individual from the responsibilities associated with communication sent to their official e-mail address.
- C. **E-mail as a Method of Communication:** The College has the right to communicate with students, faculty, and staff members through e-mail, and the right to expect that those communications will be read in a timely fashion. Students, faculty, and staff members are expected to check their official e-mail address on a frequent basis in order to stay current with College communications.
- D. **Privacy in E-mail Communication:** Students are advised that personal communications should be conducted using personal email accounts and not through College-issued email addresses. College-affiliated email accounts are provided for academic and administrative purposes. Students should have no expectation of privacy in any messages, files, or communications transmitted or stored using College-issued email accounts. The College reserves the right to access, monitor, review, and disclose the contents of any such communications at its discretion, consistent with applicable law and College policy.

## **Fires, Fire Alarms and Fire Equipment**

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

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

## Fire Safety

- A. Fireworks, flammable liquids, explosives, candles, incense, incense burners, halogen lamps, bomb-making (or similar) materials, or open-coil/exposed-coil appliances such as, space heaters, toasters, rotating pizza makers, and hot plates, are not permitted on College owned or leased properties. Individual residence halls may restrict additional items for safety purposes.
- B. To comply with fire codes, no interior hallway doors may be propped open.
- C. Sprinkler heads need to be kept free from obstruction so that they can operate properly. Items may not be stored within 18 inches of any sprinkler head. Hanging anything from a sprinkler head is prohibited.

## Fraudulent Use of College Resources

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

## Free Expression

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



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

## **Gambling**

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

## **Hazing**

Hazing of any kind is not permitted at North Central College. The full Anti-Hazing Policy is available via the HUB.

**Definition:** Any action taken or situation created, intentionally or unintentionally, whether on or off campus, for the purpose of initiation into, admission into, affiliation with, or as a continued membership in, a group or organization and to produce mental or physical discomfort, injury, embarrassment, harassment, or ridicule, regardless of the person's willingness to participate.

## **Key Policy**

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

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

## **Laser Pointers**

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

## Littering

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

## Lockers

All lockers on College property made available for student use are the sole property of North Central College. Students are assigned lockers for convenience and temporary use only. At no time does the College relinquish its exclusive control of lockers. Students' use of the lockers is limited exclusively to school-related purposes.

- Only locks provided to students by the College should be on lockers. Lockers that have a fixed combination lock shall not be tampered with or changed in any way.
- Students will assume the cost of a lock if it is necessary to cut a lock off for access to a locker.
- Lockers are for use only by an individual and at an individual's sole risk. Lockers are only accessible during regular building hours during the academic terms.
- The student assigned to or using the locker is solely responsible for all of the contents of the locker.
- All perishable food and beverages and all opened nonperishable food and beverages must be removed from lockers on a daily basis. Only nonperishable foods and beverages, in unopened original packaging or containers, are allowed to be kept in lockers overnight.
- Knives, guns, ammunition, weapons of any kind, explosives, prohibited drugs, pornography, illegal or illicit items or substances, or other items deemed by the College to be harmful or inappropriate will not be stored in lockers.
- North Central College is not responsible for a locker's contents or liable for the loss of or damage to items stored in lockers. Any loss should be reported immediately to the Department of Campus Safety.

Students acknowledge that there is no expectation of privacy in or to the contents of a North Central College locker. North Central College retains the right to inspect lockers, without notifying users in advance, in case of situations arising from suspected unauthorized or unpermitted use, violation of locker policies and regulations, or in emergencies when safety and security is in question.

- North Central College will attempt to notify students (via NCC email and/or a phone number provided by the students at the time of locker registration) to be present when lockers are to be inspected in non-emergency situations.
- In the event that North Central College inspects lockers without prior notice and/or removes property from lockers during the course of an inspection, students will be notified in writing (via NCC email). During an inspection, a Campus Safety Officer, an NCC staff member, or a staff member from the Office of Student Engagement and Belonging must be present.
- The personal possessions of students within a college locker may be searched when there is reasonable suspicion that the search will uncover evidence of a violation of state or federal law, or college policy.
- North Central College may seize, from any locker, any items that are illegal, are in violation of North Central College policy, are deemed unauthorized, or are reasonably determined to be a potential threat to the safety or security of others.

## Obstruction

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

## Parking and Vehicle Regulations

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

- A. **General Information about Parking Permits:** The North Central College parking permit is a self-adhesive sticker which is affixed to the vehicle in the upper left corner of the rear window or a hangtag that is displayed on the rear-view mirror of the vehicle. Vehicles displaying their permits improperly are subject to citation. Permits must be displayed 24 hours a day, seven days a week. All vehicles parked on campus must display a valid permit issued by the Department of Campus Safety. A valid permit is either a current parking permit issued to employees and students of North Central College that is properly registered and displayed in accordance with these policies, or a temporary or visitor permit authorized by the Department of Campus Safety.
- B. **Accessible Permits:** Accessible parking spaces are provided in College parking lots in accordance with the Americans with Disabilities Act (ADA). Vehicles parked in these spaces must display a valid accessible/ADA permit. A College issued parking permit is not required to be displayed. Accessible permits may be obtained from the Illinois Secretary of State Office. Under Federal law, these spaces may be ticketed by campus, state, local, and federal enforcement officials, including Campus Safety Officers.
- C. **Permit Cancellation or Renewal:** The College may, without prior notice, revoke or refuse to issue a parking permit. All outstanding parking violations or penalties must be satisfactorily settled before a parking permit may be issued or renewed. Parking permits may be revoked for non-payment of parking fines, other violation of the Parking Regulations, and failure to abide by City of Naperville parking regulations. The Director of Campus Safety or their designee will notify the permit holder of any suspension of parking privileges, and the reason for the suspension, via campus e-mail, mail or the U.S. Postal Service.

- D. **Commuter Parking Permits:** Designated parking spaces for vehicles displaying a Commuter Parking Permit are available for daytime and evening parking until midnight during the academic year, but may not be used for overnight parking except by direct written permission from the Director of Campus Safety, or their designee. Vehicles with a Commuter Permit are authorized to park in commuter parking spaces only. Commuter Permits should not be used to park and walk to the train or downtown Naperville. These permits should be used only when attending classes, official College events or when utilizing College facilities.
- E. **Reserved Parking Permits:** Designated parking spaces for the President and selected officers of the College are reserved 24 hours a day, seven days a week, unless otherwise specified.
- F. **Resident Economy Parking Permits:** Designated parking spaces for vehicles displaying a resident economy parking permit are available 24 hours per day, seven days a week, during the academic year. Vehicles with a resident economy permit must park only in resident economy parking spaces.
- G. **Resident Premium Parking Permits:** Designated parking spaces for vehicles displaying a resident premium parking permit are available 24 hours per day, seven days a week, during the academic year. Vehicles with a resident premium parking permit must park only in resident premium parking spaces.
- H. **Graduate Assistant Parking Permits:** Designated parking spaces for vehicles displaying a Graduate Assistant Parking Permit are available for daytime and evening parking until midnight during the academic year but may not be used for overnight parking. Vehicles with a Graduate Assistant Permit are authorized to park in commuter/faculty/staff parking spaces only. Resident Graduate Assistants must purchase a resident parking permit and adhere to resident parking regulations.
- I. **Temporary Permits for Students:** Temporary permits may be issued to an individual that does not have a valid resident, commuter, or remote permit. The temporary permit allows a current student to park the student's vehicle in a designated parking lot. A student is allowed to utilize a temporary parking permit seven (7) days per semester. If a student needs to exceed the seven (7) days limitation, the student must contact the Assistant Director of Campus Safety or their designee for approval. In the event a student has a valid resident, commuter, or remote permit but will be using another vehicle for a short period of time the student may obtain a temporary permit not to exceed seven (7) days per semester. Temporary permits must be visibly displayed facing outward on the rear-view mirror.
- J. **Motorized Alternative Vehicle Permits:** Designated parking spaces for Motorized Alternative Vehicles ("MAV") include, but not limited to, motorcycles, mopeds, motorized seated scooters displaying a motorcycle parking permit are available 24 hours per day, seven days a week, during the academic year. "MAVs" require a motorcycle permit and may only park in a dedicated motorcycle parking space.
- K. **Visitor Permits:** All visitors parking overnight – including alumni, parents, and others in personal vehicles, must display a visitor permit issued by the Department of Campus Safety. Visitor permits are distributed as a courtesy to overnight guests. A student housing a visitor is responsible for any parking violations the visitor receives while on College property. Visitor

permits must be visibly displayed facing outward on the rear-view mirror. Students are not considered visitors at any time.

- L. **Electric Vehicle Charging:** Current students, faculty and staff with a valid parking permit may charge their registered electric vehicle at one of the College's Charge Point stations by creating a Charge Point account using the North Central College code. The code may be obtained on the Campus Safety Hub page: <https://hub.northcentralcollege.edu/sites/campus-safety/news/26050/electric-vehicle-charging-stations> Approved vehicles may charge at no cost for up to four (4) hours. After four (4) hours, owners will have a one (1) hour grace period to move their vehicle to a parking space designated for their parking permit. Any vehicle still charging or parked in the charging space after the grace period will be assessed a fee through Charge Point of \$2 per hour, up to \$10 per charging session. Vehicles excessively parked in a charging space may also be given a citation by Campus Safety.

**Wheeled Personal Travel Devices (WPTD):** For the safety of all students, faculty, staff, guests and visitors, the use of rollerblades, skateboards, scooters, motorized standing scooters, hover boards, sky walkers, Segway's, or similar devices is prohibited inside of all campus buildings. Appropriate steps also should be taken to ensure personal and community safety around campus when a WPTD is used in permitted areas.

1. Pending revised guidance from the Consumer Product Safety Commission, hover boards or other motorized WPTDs may not be stored in any North Central College owned or operated residence hall.
2. Students utilizing WPTDs for transportation must behave responsibly with the student's own safety and the safety of the community in mind. This includes operating the WPTD at a speed which minimizes or eliminates potential hazards with other vehicles and pedestrian traffic. Extra caution should be used at intersections and crossings. The use of helmets and other safety equipment is strongly encouraged.
3. Students wishing to utilize WPTDs must discontinue the use before entering campus buildings, and may not resume use until after fully exiting campus buildings.
4. Extra care should be taken to avoid damage to campus and public facilities, properties, and infrastructure. Using WPTDs to "grind" on seating walls, curbs, stairs, or other structures is prohibited. Damage caused by WPTDs to any College property such as floors, walls, or sidewalks will be the sole responsibility of the operator.
5. The safe operation, storage and charging of WPTDs is the sole responsibility of the owner and/or operator. Damage to people or property will be the responsibility of the owner of the WPTD.

#### **E-Scooters**

- E-scooters stored improperly are potential fire hazards and against College policy.
- For personal safety and the safety of others, e-scooters, e-bikes and similar devices may not be used, stored or charged indoors in residence halls, offices or campus buildings.
- Park and lock your scooter on any campus bicycle racks.
- E-scooters must follow the same rules of the road as bicycles. Illinois passed a [law](#), and violators may be subject to citations. Here is what you need to know:
  - **STOP at all stop signs and use hand signals when turning,**
  - **Use caution on sidewalks and always yield the right of way to pedestrians. Lower your speed when others are present.**

- Between sunset and sunrise, e-scooters must have a white light on the front and a red light on the back, visible from at least 500 feet,
- Only one person per e-scooter, and
- Keep both hands on the e-scooter at all times.

Failure to adhere to this directive may result in student conduct charges, a fine and/or the confiscation of the e-scooter.

M. **Motorized Alternative Vehicles:** Motorized Alternative Vehicles (“MAV”) (except wheelchairs and designated College vehicles), including, but not limited to, motorcycles, mopeds, motorized seated scooters, and gas-powered bicycles are not to be operated or parked on the grass, sidewalks, or pedestrian walkways of the campus at any time. MAVs are subject to the same regulations as automobiles, and must be registered with and permitted by the Department of Campus Safety. The riding of any MAV inside any campus building is strictly prohibited.

1. **Vehicle Code:** All bicycles, mopeds, and MAVs must be operated according to the State of Illinois Vehicle Code.
2. **Safety:** Students utilizing MAVs for transportation must use the MAV responsibly, with the student’s own safety, and the safety of the community in mind. This includes, but is not limited to, adapting speed with regard to potential hazards, pedestrian traffic, and exercising additional caution at intersections and crossings. The use of helmets and other safety equipment is strongly encouraged.
3. **Parking:** All MAVs on College property must be parked in a designated parking space, and should not be parked, stored, or left in such a manner as to impede normal entrance to, or exit from, any building on campus. MAVs are subject to citations for parking violations, and can be towed at the owner’s expense, in accordance with the Campus Safety Towing Policy. Parking permits for MAVs are required and may be obtained through Campus Safety.

N. **Bicycles:** Students utilizing bicycles are expected to behave responsibly with the student’s own safety and the safety of the community in mind. This includes adapting speed with regard to potential hazards and pedestrian traffic, and exercising additional caution at intersections and crossings. The use of helmets, bells, horns, lights, and other safety equipment is strongly encouraged.

1. **Vehicle Code:** All bicycles must be operated according to the provision set forth by the State of Illinois Vehicle Code.
2. **Parking:** No person may park, store, or leave a bicycle in such a manner as to impede normal entrance to, or exit from, any building or facility on campus. All bicycles on College property must be parked or secured to a designated bicycle rack, and may not be left unattended and unsecured on any College property. North Central College is not responsible for any lost or stolen bicycles or related equipment.
3. **Relocation of Bicycles:** Bicycles secured to public infrastructure, such as railings, light posts, fire hydrants, parking signs, benches, stairwells, ramps, or trees will be removed and stored by the Department of Campus Safety for a period not to exceed one year. If a bicycle is found abandoned or inoperable at the end of the academic year, the bicycle will be removed and stored by the Department of Campus Safety, at the department’s discretion, for a period of at least 30 days.
  - i. To retrieve a relocated bicycle, the owner of the bicycle will be required to provide proof of ownership (e.g. serial number) prior to receiving the bicycle.

- ii. Confiscated, found, or seized bicycles will be retained for a period of at least 30 days, from the date of procurement and disposed of thereafter at the College's sole discretion.
  - iii. If a bicycle must be relocated, North Central College is not responsible for reimbursement or costs associated with locks or chains.
4. **Personal Bicycle Registration:** Students are strongly encouraged to register the student's personal bicycle with Campus Safety. Bicycle registration forms are accessible at the Department of Campus Safety.

## Parking Enforcement

- A. **Citation and Service of Citations:** When there is cause to believe that a violation of policy has occurred, an appropriate violation notice will be issued by the Department of Campus Safety. The violation notice will set forth the date, approximate time, location, and nature of the violation. The citation may be served by affixing a copy to the vehicle involved or by delivering or mailing a copy to the alleged violator. Service by mail is accomplished by sending a copy of the citation to the alleged violator's campus or home mailing address.
- B. **Paying or Appealing a Fine:**
- 1. Instructions on the front of the notice of a parking violation advise the alleged violator that the alleged violator may choose to either pay the fine applicable to the violation(s) charged, or appeal the matter through the Appeals Board within eight (8) business days of the issuance of the violation. Appeal forms are available at the Department of Campus Safety, located at 451 S. Brainard St., or online at <https://hub.northcentralcollege.edu/sites/campus-safety/news/10397/parking-citation-appeals>. The Department of Campus Safety office is open five days a week between the hours of 8:00 a.m. and 4:30 p.m. during the academic year.
  - 2. If the alleged violation is for altering the date of a temporary permit, the temporary permit in question must be submitted with the appeal.
  - 3. The College does not recognize the following as reasonable excuses for violating the parking policies:
    - i. Lack of knowledge of parking policies on campus
    - ii. Late to class, appointments, practice or other events on campus
    - iii. Parking illegally for a short amount of time
    - iv. Parking illegally because other vehicles were doing the same
    - v. There was not enough parking available
    - vi. Financial hardship
    - vii. Inclement weather conditions
    - viii. Using emergency flashers to justify illegal parking
    - ix. Permission to park given by anyone other than a Campus Safety Officer
  - 4. If the alleged violator chooses to pay the fine, the alleged violator may mail a check or money order for the appropriate amount to or pay that amount at Student Accounts (Old Main). The violator has eight (8) business days from the date of the citation to pay the fine or file an appeal. Please note, payment of the fine constitutes a waiver of the right to appeal the citation.

5. If the alleged violator neither pays the fine nor appeals the notice of violation within eight (8) business days, the fine amount will automatically be charged to the violator's College account.
6. If the alleged violator is denied their appeal or is required to pay the fine, the amount due must be paid within eight (8) business days of the notice of the appeal decision. In addition, individuals with three (3) or more parking violations will be subject to immobilization and/ or towing. All appeal decisions made by the Appeals Board are final. There is no further avenue for appeal.

**C. Immobilization and/or Towing:**

1. Any vehicle parked on North Central College property may be subject to immobilization and/or towing for cause after notification, as specified in these regulations. Under Illinois State Statute, all parking lots must be posted with towing signs in order to facilitate towing. The College and its officers, employees, and agents are not liable for any loss or damage of any kind resulting from towing.
2. After receiving three (3) citations a vehicle is subject to immobilization and additional fines. After five (5) total violations, the vehicle is subject to towing from College property at the owner's expense and revocation of the privilege to utilize College parking lots and structures.
3. A vehicle may be towed without notice for the following reasons: when parked in a designated accessible/ADA parking space without a valid permit; when blocking a driveway, entrance, exit, or fire hydrant/posted fire lane; when in a loading zone, no-parking area, tow zone, landscaped area, prohibited area; or when restricting College activities. These violations include parking in a campus service area without proper authorization, or parking in a reserved space on College property without proper display of a valid parking permit.
4. North Central College works with a towing service to act as its relocation service for all College owned and leased properties. If your vehicle is towed from the property, you may contact Campus Safety for the company information.

**D. Responsibility for Illegal Parking:** The permit holder – or in the absence of a valid permit, the vehicle's registered owner – is responsible for any parking violations for that vehicle, and for all offenses under these regulations regardless of whether or not the vehicle was being used by the permit holder or registered owner or another entity.

**E. Responsible Community Partners:** There are several City of Naperville parking regulations that impact on street parking throughout the College's neighborhood. It is the College's intention to be good neighbors with the residents who live throughout the area surrounding our campus. Repeated violations of City ordinances may result in student conduct violations and/or suspension of parking privileges.

**F. Suspension of Parking Privileges:** An individual whose vehicle has been towed from College property, is subject to suspension of parking privileges. The Director of Campus Safety, or their designee, will notify the permit holder that the permit holder's failure to comply with parking policies constitutes grounds for suspension of parking privileges. Additionally, the vehicle may be subject to immobilization and/or towing, if found on College property.



## Posting Policy

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

## Pranks

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

## Public Gathering Spaces

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

## **Retaliation**

Retaliation is a serious violation of College policy and will be adjudicated through the Student Conduct Process. Retaliation is defined as any materially adverse action taken against an individual because of the individual's participation in a protected activity such as participation in an investigation, the reporting of an incident/concern, supporting a party bringing an allegation, or for assisting in providing information relevant to a potential policy violation. Retaliatory actions include, but are not limited to, threats or actual violence against the person or the person's property, adverse educational or employment consequences, ridicule, intimidation, bullying or ostracism. Acts of alleged retaliation should be reported immediately to the Office of Student Affairs and will be promptly addressed. The Office of Student Affairs is prepared to take appropriate steps to protect individuals who fear that the individual may be subjected to retaliation.

Some examples/scenarios of Retaliation include:

- A member of a student organization participates as a witness in a conduct hearing about the organization president; the student member is subsequently removed as a member of the organization because of the student's participation in the hearing.
- A resident student submits a noise complaint against a neighbor. The neighbor then "recruits" other hall residents to ostracize the reporting party and threatens to harm them should the reporting party submit another complaint.
- A student submits an Early Alert referral out of concern of suicidal ideation of a friend, who is also a student. The friend then communicates with the reporting party's faculty members that the reporting party is not a trustworthy individual.

**Note:** Reports or allegations that fall under the College's Title IX and Sexual Misconduct 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 Title IX and Sexual Misconduct policy section of this Handbook.

## **Sales, Surveys and Solicitation**

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

- A. Sales, surveys and solicitation may only occur between the hours of 8:00AM and 8:00PM and no more than two outside organizations may be on campus for the purpose of soliciting students at any given time.
- B. Approved locations include the White Activities Center lobby, tabling outside of Kaufman Dining Hall, Championship Plaza, and Jefferson Plaza.
- C. All organizations or individuals not affiliated with the College, who wish to distribute printed materials, sell merchandise, or wish to recruit students/ seek membership or support for organizations must be sponsored by a recognized student organization and the associated activity receiving approval from the Director of Student Engagement and Belonging or their designee.
- D. All organizations or individuals desiring to recruit professionally on campus must contact the Center for Career and Professional Development.
- E. All campus-affiliated organizations or individuals wishing to sell merchandise or services must receive approval from and work with the Director of Student Engagement and Belonging or their designee.
- F. Student organizations must obtain approval to sell merchandise or services in the residence halls for fundraising purposes from the Director of Residence Life. Door-to-door selling and soliciting in the Residence Halls, on campus, or in the local community are not permitted.
- G. Students who wish to conduct a survey in the Residence Halls must obtain prior approval from the Director of Residence Life. Students who wish to conduct a survey elsewhere on campus must obtain prior approval from the Director of Student Engagement and Belonging or their designee.
- H. No alcohol may be sold or distributed on campus unless it is being offered as part of an official College program or event in a specially designated location.
- I. Conduct that is prohibited (violence, harassment, disruptive behavior and aggressive conduct) will be grounds for removal from campus, will further serve to bar future access to campus in the form of a "No Trespass" order being issued.

**Please note:** If you believe a solicitor has harassed you, you may file a complaint with the Office of Student Affairs, the Department of Campus Safety, the Office of Residence Life, or the Office of Student Engagement and Belonging.

## **Statement of Acceptable Use of Information Technologies**

The Statement of Acceptable Use of Information Technologies describes conditions for the use of information technologies at North Central College. This document does not attempt to address every situation encountered in the use of information technologies at North Central College, but is intended to establish a framework in which each situation may be evaluated. If users have questions about whether a specific use of information technologies facilities or services is authorized, it is the user's responsibility

to ask an Information Technology Services (hereafter, "ITS") staff member. Ignorance of these policies will not be considered an excuse. This document is supplemented by all other applicable College policies and procedures governing the conduct of students, faculty and staff.

**A. Revision and Distribution of This Document:**

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

**B. Purpose of Information Technologies:**

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

**C. Defining Information Technologies:**

Information technologies at North Central College includes, but is not limited to, computers, computer peripherals, data networks, computer software, data storage media, communication devices, telephones, telecommunications equipment, telecommunications networks, printers, video equipment and video collaboration tools, as well as any other machine or network to which North Central College provides access or is connected. In addition to the policies outlined in this document, any network traffic exiting the College (e.g., via Internet) is subject to any applicable use policies of the networks through which it flows (such as ICN, WOW, AT&T, etc.). If users abuse networks to which the College belongs, or the computing services at other sites connected to those networks, the College will treat this matter as an abuse of the user's North Central College information technology privileges.

**D. Disclaimer of Editorial Control:**

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

**E. Account Eligibility and Use:**

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

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

Users are responsible for safeguarding the user's files, identification codes and passwords, and

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

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

**F. Expectation of Civil Conduct:**

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

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

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

**G. Use of Information Technologies Equipment and Resources:**

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

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

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

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

**H. Personal/Recreational Use:**

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

**I. Use of Campus Multifunction Devices (MFDs) and Color Printing Guidelines:**

North Central College provides multifunction devices (MFDs) across campus for the convenience of students, faculty, and staff. These MFDs are available for both black and white and color printing. **To Use of Campus Multifunction Devices (MFDs) and Color Printing Guidelines** North Central College provides multifunction devices (MFDs) across campus for the convenience of students, faculty, and staff. These MFDs are available for both black and white and color printing. To ensure sustainable use and to minimize wear on smaller devices, the College has established the following guidelines for color printing:

1. Users are permitted up to **30 color prints or copies per month** using the campus MFDs.
2. Users who exceed the monthly allotment of 30 color pages are expected to:
  - a. Convert subsequent print jobs to **black and white**, or
  - b. Redirect larger color printing jobs to the campus **Postal Center and Print Shop**, which is equipped with high-capacity color printing machines better suited for bulk or high-volume jobs.

This policy is intended to ensure responsible use of campus resources, reduce unnecessary maintenance costs, and promote environmentally conscious printing practices. Users with special printing needs exceeding this threshold may consult campus Postal Center and Print Shop for further support.

**J. Use of Computer Software:**

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

agreement.

**K. Freedom of Use:**

It is important that users recognize that many computer systems, especially the Internet, may contain information considered offensive or unorthodox. Users are advised to take responsibility for the user's own use and navigation of these resources. For more information on this topic see the Free Expression policy of this handbook. Within this framework of free expression, however, users are not to use College information technologies to originate, disseminate, or store material that: is libelous; violates copyright or other intellectual property law; intimidates, threatens, or harasses individuals or groups in violation of law or College policy; violates community obscenity standards as defined by the US Supreme Court; endangers the security of information technologies; or violates other state or federal law or College policy.

**L. Privacy and Integrity of Information:**

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

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

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

**M. Special Warning on the Privacy of E-mail:**

E-mail is not a secure medium and the privacy of e-mail messages cannot be guaranteed. Users are strongly advised not to send sensitive or confidential material via e-mail. The College also cannot guarantee access to students' College-issued e-mail addresses after they are no longer students at the College. Students should store any confidential or sensitive information on personal accounts only.

**N. Monitoring Use of Information Technologies:**

ITS staff will not intentionally monitor the use of information technologies by specific users unless (1) it is necessary to maintain or improve the functioning of the College technology

systems, (2) there is reason to suspect a violation of College policy or (3) there is a violation of state or federal law. Individuals using the College's information technologies without authority, or in excess of the individual's authority, are subject to having the individual's activities monitored and recorded by ITS staff without prior notification to the user. In the course of monitoring individuals who are improperly using information technologies, or in the course of system maintenance, the activities of authorized users may also be monitored. Anyone using North Central College's information technologies expressly consents to such monitoring and is advised that if such monitoring reveals possible evidence of criminal activity, ITS staff may provide evidence from such monitoring to the appropriate College and/or law enforcement officials, including but not limited to the Dean of Students, the Provost and Vice President of Academic Affairs and the Assistant Vice President of Human Resources.

**O. Data Security**

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

**P. Backups:**

While regular network backups include email and data stored on the College's network, it is the sole responsibility of the user to make backups or copies of important data. There is no guarantee that lost data can be recovered from a network backup.

**Q. Violations of Policy:**

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

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

**R. Reporting Abuses:**

You can report an abuse of this policy to *either* the Dean of Students, the Provost and Vice President for Academic Affairs, the Assistant Vice President for Human Resources, the Vice



President for Information and Technology, or the Director of Campus Safety. When reporting abuse of this policy it will help to include copies of any document or communication that is relevant as well as dates and times of the occurrence, etc.

**S. Questions:**

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

## **Statement of Acceptable Use of Campus Property**

**A. Purpose:**

The safety and wellbeing of the North Central College community, including students, faculty, staff, guests, and visitors are of paramount importance. Accordingly, this policy sets forth guidelines and expectations for behavior and conduct while on College owned or controlled property.

**B. Scope**

This policy applies to all individuals, including faculty, staff, students, visitors, athletic fans, invited guests, patrons, and other individuals or groups present on College owned or controlled property.

**C. Policy**

Use of and access to College owned or controlled property shall be permitted to students, employees and each of their guests for the purposes of study, work, teaching and conducting or attending College business or other authorized activities. The College is a private institution which reserves the right to lawfully restrict or prohibit access to College owned or controlled property and to prohibit certain individuals from being present on College owned or controlled property at any time and at its discretion.

All individuals present on College owned or controlled property shall conduct themselves in accordance with the law, with all College policies, and in a manner that maintains a safe and non-discriminatory environment as defined by the College's nondiscrimination policies. Conduct including, but not limited to, intentional or negligent disruption of the operations of the College, including classroom education, study facilities, housing, athletic and/or administrative functions and facilities, excessive noise, threats, harassment, physical abuse, intimidation, endangerment to the health or safety of any person or property, or unauthorized entry, obstruction, or occupation of any College owned or controlled property is prohibited and may be deemed a violation of this policy.

If an individual or organization engages in behavior or conduct that is inconsistent with this or any other College policy, the individual or organization may be asked to refrain from such conduct, may be issued a College No Trespass order to any College owned or controlled property and/or may be subject to other disciplinary action and/or referrals to the Naperville Police Department. Failure to adhere to a College No Trespass order may result in law enforcement action, including possible arrest for trespassing. Regardless of whether an individual or organization has been issued an order of "no trespass" anytime an individual is

deemed to have violated a criminal law, the individual may be charged and referred to the criminal justice process.

## **Student Identification Cards (Cardinal Cards)**

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

- A. **Receiving an ID:** Students must present a picture ID in order to receive a North Central College Student ID.
- B. **Replacement ID:** A fee is assessed for a replacement ID and charged to the student's account.
- C. **IDs and Key:** Student IDs grant access to campus buildings and services and therefore fall under the jurisdiction of the Key Policy. All key policies and rules also govern Student IDs. Student IDs must remain in the possession of the owner - sharing of an ID is a violation of policy and will result in conduct charges.
- D. **Campus Food Services:** Student IDs may be used to purchase food at campus dining facilities. Students must have the student's ID in order to utilize campus dining services. Students may swipe in guests at Kaufman Dining Hall or purchase food for friends at other campus food venues, but the ID owner must be present in order to use the ID.
- E. **Recreation Facilities:** Students must present the student's ID in order to enter and use recreational facilities.
- F. **Emergency Information:** In an effort to promote student success and wellness, the College includes emergency and suicide prevention resources on the back of student identification (ID) cards. North Central College encourages students to utilize the DuPage County Health Department 24/7 Crisis Line and the Text Line, in times of need, whether it be for themselves or the student's peers. In an immediate crisis situation parties should contact 9-1-1.

## **Theft and Unauthorized Borrowing**

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

## **Trespassing**

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

- A. No individual may enter a College building or property outside of its set hours of operation, unless the individual has obtained explicit permission to do so.
- B. Areas on campus marked as "no-trespassing" or "authorized personnel only" must not be entered without explicit permission.

- C. Unauthorized persons are not permitted on any campus roof or elevated exterior surface at any time.
- D. Individuals issued an order of "no trespass" on the North Central campus are not permitted on any property owned or leased by North Central College, including all buildings, parking lots and campus sidewalks. Should an individual violate an order of "no trespass", the College may contact the Naperville Police Department to have the individual arrested for criminal trespass to real property.

## **Truthfulness**

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

This policy explicitly prohibits the use of Artificial Intelligence (AI) to perform dangerous, illegal, or malicious activities. The policy also prohibits the generation and distribution of AI content intended to generally misinform, misrepresent or mislead.

## **Video and Audio Recording Policy**

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

This policy is not intended to govern classroom activities, security cameras, the recording of approved athletic events, music events, theatre events, lectures, presentations, or any other public activities on campus, where students generally should not have an expectation of privacy from photos, videos, and other media.

## **Weapons and Firearms Policy**

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

### **A. Weapons**

A weapon is defined as any device or object designed or used for inflicting bodily harm or physical damage including but not limited to explosives, slingshots, bows and arrows, swords, clubs, spears, and dangerous chemicals. Knives or other bladed instruments with blades three inches or longer (with the exception of knives intended for kitchen use) are considered weapons and are prohibited. Other items may be considered a weapon if used to cause fear or inflict harm. The possession and/or use of disabling chemical sprays are allowed, when intended and used for self-defense. Students carrying chemical sprays on campus are required to keep them in the appropriate case. All such chemical sprays are required to be maintained in a container which can "lock" into a safety position. No individual may possess more than 0.5 ounces of a

chemical spray at any time.

**B. Firearms**

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

**C. Concealed Carry Policy**

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

**1. Persons Covered by this Policy**

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

**2. Prohibited Activities**

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

To provide a safe and secure environment this policy prohibits:

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

**3. Exceptions**

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

- a. A firearm may be in the possession of on-duty law enforcement officials or by off-duty law enforcement officials provided the official is carrying proper credentials as

outlined in Illinois' *Law Enforcement Officers' Safety Act*. However, off-duty law enforcement officers are not permitted to carry or conceal a firearm while attending class or other sanctioned College events as students.

- b. A weapon or firearm may be used in connection with sanctioned classes, educational presentations, athletics, or recreational sports practices, games, matches, tournaments or events on campus when the activity requires the use of such weapons or firearms (e.g., fencing, starter pistols, and archery).
- c. A simulated weapon or firearm is allowed when used for the purposes of sanctioned North Central College-related theatrical productions.
- d. Any other exception to this policy must be approved by the Vice President Finance or their designee.

#### **4. Parking Lots and Storage**

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

##### **Parking Lots**

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

##### **Storage**

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

#### **5. Enforcement and Reporting**

- a. Any student found to have carried a weapon or firearm onto the property of North Central College knowingly, or found to be carrying a weapon under circumstances in which the student should have known that the student was in possession of a weapon or firearm, may be subject to discipline up to and including, but not limited to, expulsion from the College. Additionally, external law enforcement agencies may be contacted and involved which could result in additional sanctions/charges.

- b. Any individual visiting, conducting business, or otherwise present on the campus of North Central College who is found to have carried a weapon or firearm onto College property knowingly, or found to be carrying a weapon or firearm under circumstances in which the individual should have known that the individual was in possession of a weapon or firearm, may be banned from campus. Additionally, external law enforcement agencies may be contacted and involved, which could result in additional sanctions/charges.
- c. As required by the 2013 Illinois Firearm Concealed Carry Act (430 ILCS 66/105), the Vice President for Student Affairs or their designee (typically the Assistant Dean of Students) will report to the Illinois State Police any student who is determined to pose a “clear and present danger.”
- d. The Department of Campus Safety is responsible for enforcing the Concealed Carry restrictions. Any questions can be directed to the Department of Campus Safety at 630-637-5911.

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

## Residence Life and Housing Policies

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

- A. **Abandoned Property:** Students are expected to remove all personal belongings from their room at check-out during the year or at their assigned check-out date at the end of the year. If items are left within a student’s room, Residence Life staff may, at their discretion and space permitting, store, relocate, and maintain personal property left by the student for up to 30 days. The student may claim that property by contacting the Office of Residence Life. At the end of 30 days, the property will be considered legally abandoned and will be auctioned, donated, or disposed of as the College sees fit. Confiscated property may be retained for a period of at least 7 days, but no longer than 30 days from the date of procurement and disposed of thereafter, at the College’s sole discretion
- B. **Air Conditioning:** Students are not permitted to install or use individual air-conditioning units (window units, portable units, swamp coolers, etc.) in the student’s residence hall room.
- C. **Check-In and Check-Out:** Before checking into a room, students are required to complete several electronic forms which include but are not limited to a Food and Housing Agreement and Medical Insurance and Emergency Contact Information. Upon check-in, a Room Condition Report (RCR) must be completed. Residents hold the sole responsibility to inform their RA of any damages not included on their RCR within one week of moving in. Regardless of the time of year and/or the circumstances of departure, proper check-out consists of completing the express check-out form or making an appointment to check-out with a Residence Life staff member who will inspect the room, record any damages, and collect room keys. Improper check-out will

result in a minimum \$75.00 charge, in addition to other charges that may be assessed for cleaning or damage.

Students will not be permitted to pick up a key or check into their residence hall room if they are not registered for courses in the current semester or have an outstanding bill with Student Accounts. Students who drop their schedule or are dropped from their classes are expected to exit the residence halls within 48 hours. The Office of Student Affairs may provide an extended timeline for students to remain at the discretion of the Dean of Students. Students who will have difficulty moving may be able to exit the residence halls within 48 hours and then arrange to move their items out within 7 days of departure.

**D. Common Area Damage:**

1. If damage or theft occurs in community areas and no one accepts responsibility, all residents of the floor or residence hall will be charged equally. Please refer to the current Food and Housing Agreement for details.
2. Residents are expected to report information regarding damage, theft, and vandalism to a Residence Life staff member.
3. Damages to shared laundry facilities may result in additional fines for individuals responsible for Naperville Fire Department response or individual mechanical damages due to misuse.

**E. Electrical Appliances and Wires:**

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

**F. Emergency Contact and Missing Person Policy:** All resident students are required to provide the Office of Residence Life with the name of an emergency contact person prior to moving into an assigned residence hall room.

1. All official missing student reports are immediately referred to Campus Safety.

2. Emergency contact information can be completed on Merlin through the Medical Insurance and Emergency Contact Information link.
3. If a student is under the age of 18 and not emancipated, the emergency contact person must be a parent or legal guardian. The emergency contact person may be called during emergencies as deemed appropriate by the College. The severity of the situation and the wishes of the student involved will be taken into account when possible. Emergency contact persons will be notified if a student is taken to the hospital.
4. The emergency contact person also will be contacted if the student is reported missing for at least 24 hours by roommates, friends, or instructors. The emergency contact person may be called sooner than 24 hours if the College has reason to believe this will assist in quickly locating the student or if foul play may be involved in the disappearance of the student. If a student has been missing for more than 24 hours, or if foul play is suspected to be involved, a report will also be made to the Naperville Police Department.
5. The missing person contact information is registered and confidential, accessible only to authorized campus officials, and may not be disclosed except to law enforcement personnel in furtherance of a missing person investigation.
6. The following is a 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. Office of Student Affairs 630-637-5151
  - iv. Naperville Police Department 630-420-6666

G. **Entry Doors:** All residence hall entry doors are locked for the protection and security of students. Propping doors open is prohibited and may result in a fine and/or disciplinary action. Intentionally pulling on a door to disengage the locking mechanism is also prohibited and may result in a fine, disciplinary action, and/or charges to fix the door. Doors may be propped open when in use by maintenance or authorized hall staff members. For the safety of the community, students should close a door if the student finds it propped open unless directed otherwise by a College staff member.

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

1. Students are responsible for holding the student's guests to the same standards set forth for North Central College students and will be held accountable for inappropriate conduct by the student's guests.
2. Guests must be escorted at all times while visiting campus residence halls. Any non-resident person without an escort will be required to leave the building and may have future guest privileges revoked.
3. Guests visiting a residence hall room or specific floor lounge between 1:00 a.m. to 8:00 a.m. Sunday through Thursday and 2:00 a.m. to 8:00 a.m. Friday and Saturday, will be considered an overnight guest. Overnight guests may stay only with the permission of all other assigned occupants of room and or suite.
4. Residents may have an overnight guest in the residence hall for no more than three (3) nights in any two (2)-week period. Permission to host an overnight guest for a longer period of time must be obtained from the Area Hall Director. Guests are not permitted



to take up residence in any residence hall room unless they are assigned by a Residence Life staff member.

5. Guest visitation is permitted at any time of the day in all main residence hall lounges for the purpose of active study, discussion, and socializing. However, students and guests must follow all other policies, including the Quiet Hours policy, and (in accordance with the Residence Hall Lounges policy) are not allowed to sleep in lounges overnight or to take up residence in lounges.
6. Residence Hall Staff and Campus Safety Officers retain the right to ask a guest to vacate a particular building or room at any time if a College policy may be in the process of being violated, there is disagreement among residents of the room/suite about whether the guest is welcome, or if it is otherwise in the best interest of the community.
7. No individual may enter another student's residence hall room without being explicitly invited, and guests should never enter a room without at least one resident present and with the consent of all residents.
8. Guests under the age of 18 are not permitted to stay overnight in the residence halls. Exceptions to this policy can be made regarding official overnight visits sponsored by the Office of Admissions, Athletics, or when a resident student officially requests to have a sibling stay overnight. In order for a sibling under the age of 18 to stay on campus overnight, the student must submit written permission by a parent or guardian to the resident student's Area Hall Director prior to the visit. Guests violating this policy will be required to leave immediately.
9. Guests who are not affiliated with the College and are found in violation of the visitation policy may be prevented from returning to campus in the future.

**I. Holiday and Hallway Decorations:**

1. Holiday decorations are encouraged by the Office of Residence Life but must follow specific safety guidelines.
2. Decorations can celebrate one's own holiday traditions but should not denigrate any other holiday traditions. Any decorations that target a specific group on the basis of their identity will be immediately removed and residents may be referred to the bias incident response process.
3. Any decorations within a room or residence must be agreed upon by all roommates. If there is a concern regarding decorations, students should reach out to the RA of the area.
4. Decorations outside of a resident's room can only be placed on the outside of a resident's door. No decorations can be placed on the floor or on the ceiling.
  - i. With an AHD's permission, decorations may be placed on the walls surrounding residents' doors.
5. Decorations may not be hung from or attached to the ceiling or interfere with the fire safety system.
6. Decorations may not be hung on, in, or in front of a room's windows as these present a fire hazard.
7. Live Christmas trees present a potential fire hazard and are prohibited in residence halls.
8. Decorations within rooms or in hallways cannot be affixed to any fire or other emergency equipment.

**J. Housing Insecurity:** Students who are housing insecure and in need of a place to stay should reach out to the Office of Residence Life or the Office of Student Affairs.

- K. **Kitchens:** Residents may use the community kitchen areas located in the residence halls. Residents are expected to use reasonable care when cooking and may not leave cooking food or a hot stove or oven unattended. Residents are also expected to keep kitchen areas clean and sanitary. Students should not leave dishes or food items in community kitchen areas unless they are properly stored and labeled. Misuse or unsafe use of community kitchen areas may result in kitchen privileges being revoked. Items left or found unattended in the community kitchen will be disposed of unless they are properly labeled and stored. If kitchens are not properly cleaned by all users, they may be taken offline for everyone in a building.
- L. **Live-On Policy:** North Central College requires any full-time student classified as a first-year, sophomore, or junior to live in on-campus housing. The College will assign campus housing to any student not exempted from the live-on requirement. All charges and fees associated with on-campus living will be processed accordingly.

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

- The student is living at the residence of the student's parent or legal guardian.
- The student is 16 years of age or younger or 24 years of age or older.
- Post high school graduation, the student has attended an institution of higher education for at least two academic years and will enter North Central with 54 or more transferable credit hours.
- The student has a legal dependent that is living with the student.
- The student is legally married.
- The student is a veteran or on active duty.
- The student is participating in a North Central College sponsored program that requires living off campus or out of the area (i.e. study abroad or student teaching).

Students wishing to request an exemption for reasons other than those listed above may do so by submitting a written request to the Office of Residence Life. Requests are reviewed by a committee made up of representatives from several departments across campus.

More information about the live-on policy and being released from your food and housing agreement can be found in the food and housing agreement.

- M. **Lock Outs** In the event on-campus residents are locked out of their rooms, the resident should attempt to contact the following resources in the following order for assistance: roommate(s), the resident's Resident Assistant (RA), any other RA in the building/area, the on-call RA (if during the evening), the resident's Area Hall Director (AHD), and finally, Campus Safety. Residents must show the resident's ID prior to, or immediately after, the resident's door is unlocked, or upon receipt of a temporary key. If a temporary key is issued it must be returned in the timeline outlined by the issuer. Residents are strongly encouraged to contact their roommate/suitemate for access to their room because a lock out completed by Residence Life or Campus Safety staff will incur a fine. Failure to return a temporary key will result in a lock change at the student's expense.
- N. **Lofts:** The only lofts permitted in residence halls are those rented through our outside partner Bedloft ([bedloft.com](http://bedloft.com).) Please contact the Office of Residence Life for more information on this

rental program. Elevation of beds with cinder blocks, risers, or other unauthorized materials is not permitted.

- O. **Residence Hall Lounges:** Most residence halls have a communal lounge to be used for recreation and/or study.
1. All common area furniture must remain in the residence hall lounge. Removal of common area furniture to a student's private room may constitute theft and will be handled through the College's Student Conduct Process.
  2. Twenty-four-hour visitation is allowed in all the main residence hall lounges. However, students and guests must follow all other policies, including the Quiet Hours policy, and are not allowed to sleep in lounges overnight or to take up residence in lounges. Individuals may be asked to leave a building if they are causing a disruption in the lounge and are not a resident of the building.
- P. **Maintenance Concerns:** Resident students must report all maintenance concerns to a Residence Life staff member in a timely fashion, preferably within one day of noticing the issue.
- Q. **Modification to Rooms:** Creativity is encouraged in personalizing rooms, with the expectation that rooms be returned to their original condition at the time of check out.
1. Students may not modify rooms in any way which alters College property, changes the architecture of a room, impedes or damages fire protection devices, or blocks lanes of ingress or egress.
  2. Students are not allowed to paint residence hall rooms.
  3. Prohibited items include, but are not limited to, waterbeds, lighted signs, and alcoholic beverage signage (when it is visible from outside the building). Students under 21 cannot display any alcoholic beverage signage or packaging in their rooms.
  4. All room furnishings provided by the College must remain in the room at all times. Wardrobe closets must not be unbolted or moved from their designated locations. Students found to move room furnishings from their room may be expected to pay the replacement cost of the item(s).
- R. **Pets:** Fish (defined as cold-blooded, aquatic vertebrates, having gills), kept in five-gallon tanks or smaller, are the only pets allowed in residence hall rooms. All other pets are prohibited. If unauthorized pets are found, they may be confiscated and turned over to local animal control authorities. No grace periods will be given for the removal of animals. Having an animal in a residence hall that is neither a fish nor an approved ESA or service animal is a violation of policy and will result in a referral to the Student Conduct Process. This may result in losing the ability to have an animal of any type in the residence halls. Residents may not bring in service animals or ESAs before they are fully approved through processes defined by Student Disability Services.

Students who have an ESA or service animal that is not registered to them in their room will be considered in violation of the pet policy. In this case, both the student with the animal in their room and the student who has the animal registered to them will be referred to the Student Conduct Process. A possible outcome could be the loss of the ability to have an ESA or service animal and repeated offenses can result in removal from on campus housing.

- S. **Quiet Hours:** Quiet hours in all residence halls are Sunday through Thursday, 11:00 p.m. to 8:00 a.m., and Friday and Saturday, 12:00 a.m. to 8:00 a.m. Quiet hours will be extended prior to and during final exam periods. Even at times other than officially established quiet hours, students are expected to maintain reasonably low levels of noise in full courtesy to others. Therefore, courtesy hours are in effect 24 hours a day. Wings, floors, or buildings may vote to increase the community's quiet hours at the discretion of the residents.
- T. **Food and Housing Agreements:** Every North Central student who is either required or choosing to live on campus is required to electronically sign a Residence Hall Food and Housing Agreement during the housing application process. The application can be found on our online platform, eRezLife ([noctrl.erezlife.com](http://noctrl.erezlife.com)). Students will not be assigned until they complete the application. The College reserves the right, upon written notice prior to the beginning of any semester, to terminate this Agreement.

The Food and Housing Agreement is issued for the entire academic year. A resident may request to be released from the Food and Housing Agreement by completing a Live Off-Campus Request Form on eRezLife ([noctrl.erezlife.com](http://noctrl.erezlife.com)). Students will only be allowed to abrogate their agreement in specific, restricted circumstances. If granted, a release involves the assessment of a liquidation fee. For more information, please refer to the current Food and Housing Agreement or the Office of Residence Life.

- U. **Room Care and Damages:** For health reasons and continuous care of College property, rooms must be kept clean and in good condition throughout the year. Upon move-in, a room condition report will be completed. The condition of the room at check-out will be compared to the condition at check-in. Residents are solely responsible for informing their RA of any damages that are not recorded on their RCR within one week of moving in. Charges will be made for any missing or damaged room items. Incidents of damage should be reported immediately in order to facilitate repair and to prevent additional damage. If damage or theft occurs in the community areas, and no one accepts responsibility, all residents of the floor or hall will be charged equally. Students whose rooms are deemed a health or safety risk may incur mid-year cleaning charges and could have the student's housing privileges revoked. The use of 3M products and/or tape on walls may result in damage charges. Use of blue painter's tape is encouraged in buildings with drywall.

Students can appeal any damage charges to their room using the Residence Life Billing Appeal Form, located on the Hub. Any student submitting an appeal is encouraged to send photographic evidence they have to show the condition of the room at check-in and check-out. Any billing appeals will not be considered if they are submitted more than four months after the end of the date the student was billed.

- V. **Room Changes:** Room changes may be requested any time during the semester by completing a Wait List Request on eRezLife ([noctrl.erezlife.com](http://noctrl.erezlife.com)). Students may not move rooms without authorization from a professional Residence Life staff member. Students will be held responsible for the room they are officially assigned to and must pay any damage costs associated with their assigned room. Room changes for the upcoming semester require vacating the current room prior to the end of the current semester. Students experiencing roommate difficulty should contact the student's RA or AHD to pursue mediation or other remedies. In most cases, students will be asked to mediate their differences before a room change is granted.

W. **Room Entry and Search:** North Central College recognizes the right of students to protection against unreasonable entry and search of the student's room. In order to safeguard this right, the College follows these guidelines:

1. Entry may take place by a College staff member without prior notification for scheduled room inspections, non-scheduled inspections during vacations, requested and scheduled repair/maintenance, emergency maintenance, when there is reason to suspect a violation of state or federal law or College policy, when imminent danger to the health and welfare of any student is suspected, or in cases of an emergency.
2. The premises occupied by students will not be searched unless there is reasonable suspicion that the search will uncover evidence of a violation of state or federal law, or College policy.
3. If you believe your privacy has been violated by a member of the staff or another student, a written report of the incident with specific details should be submitted to the Office of Student Affairs.

X. **Room Selection:** Detailed information regarding the room selection process will be distributed to eligible students prior to the opening of the housing application. Students who do not currently live in a residence hall, but would like to, should contact the Office of Residence Life to obtain housing information. Students with incomplete, past due conduct sanctions are not permitted to participate in the housing lottery. They will be removed from their selected rooms and re-assigned to a different building if they do participate in the lottery.

Students are awarded a time in the room lottery on the basis of their credits earned. Credits for current classes are not taken into consideration during the lottery. There are a limited number of single rooms on campus, and students should not expect to have a room designated for single occupancy unless they are in their fourth year. Anyone who does not receive the room placement they want during the lottery can join the wait list on eRezLife ([noctrl.erezlife.com](http://noctrl.erezlife.com)). Students with approved accommodations from Student Disability Services will be placed as rooms are available. If approved accommodations are not currently able to be met, the student will be automatically placed at the top of a waitlist. If multiple students have accommodations that are not met, the wait list will be organized based on the date their accommodations were approved, not by credits. **Residence Life will notify Student Disability Services of any residents who do not accept their room accommodations.**

Y. **Sports and Ball Playing:** Due to the potential for causing injury or damage, sports, ball playing, wrestling, toy guns, nerf guns, water guns, and general rough-housing are prohibited within residence halls or any buildings not designated for appropriate athletic use.

Z. **Summer Housing:**

1. Summer housing is available on a limited basis for a separate fee.
2. Only students enrolled in either summer classes or classes for the subsequent Fall Semester are permitted to stay in campus housing during the Summer.
3. Due to high demand, students should not expect to have a single room in summer housing unless they are a graduate student or have an accommodation for a single room.

4. Students who are not enrolled in Summer classes or classes for the subsequent Fall Semester may apply for Summer housing on an emergency basis. Summer housing may be granted on a case-by-case basis, at the discretion of the College and as available.

**AA. Theft, Other Loss, and Insurance:** Report any property lost immediately to Campus Safety and/or an RA or AHD. The best guard against property loss or damage is a locked door and secured window. The College is not responsible for loss or damage to personal property, whether by theft, fire, flooding, power surges, brownouts, or other circumstances. It is strongly recommended that students check homeowner's coverage and other insurance policies to determine any current level of coverage or consider renter's insurance to protect their personal belongings.

**BB. Vacations and Closings:**

1. The residence halls close each year for Winter Break.
2. The residence halls will be open with limited services available during Thanksgiving Break and Spring Break. Students can remain on campus at this time, but the Office of Residence Life will have limited staff on campus.
3. Students are required to leave campus during all breaks in which the halls close, except as specifically provided herein or when granted specific permission from the Office of Residence Life. Students who do not comply with this policy will be assessed a fine and may be subject to disciplinary action.
4. Students are typically provided permission to stay on campus during breaks if travel home would cause a hardship or if they are engaged in a College-sponsored activity. More information about this process will be shared near the break periods. Students who fail to request to stay late through the proper procedure will only be allowed to stay at the discretion of the Director of Residence Life. Failing to complete the form on time may result in an improper check-out fee.
5. If students violate any of the policies outlined in the handbook, or if it is deemed to be in the best interest of the community, a student may be required to immediately leave campus for the duration of any break period.
6. Students with incomplete, past due conduct sanctions may not be permitted to remain on campus during a break period even if they are participating in a College-sponsored activity. Permission to stay may be granted by the Director of Residence Life, but students will be required to pay the fees to stay on campus regardless of their participation in a College-sponsored activity.
7. **There may be fees associated with remaining on campus during a break period. If a student is required to leave campus due to a policy violation, their fees will not be refunded.**

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

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

5. As a safety precaution, residents are encouraged to lock windows when not in the room and when sleeping.

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## THE COLLEGE'S RESPONSIBILITY TO STUDENTS

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

### **Asbestos Management Plan**

The asbestos management plan for North Central College is kept on file at Operations (999 E. Chicago Avenue) and is available for inspection during normal business hours by representatives of the U.S. Environmental Protection Agency and the State of Illinois, the public, faculty, staff, students, and parents. Questions regarding the College's asbestos management plan may be directed to the Operations Office at 630-637-5658.

### **Bias Incident Response Procedures**

North Central College's mission is to be a diverse community of learners dedicated to preparing students to be curious, engaged, ethical, and purposeful citizens and leaders in local, national and global contexts. The North Central College community values its students, staff, and faculty from all historically marginalized and underrepresented backgrounds, and strives to create an inclusive environment by implementing policies, initiatives, and programs that provide needed support and resources.

While the College adheres to and supports the principles of free expression and academic freedom, each member of the North Central College community also shares a common responsibility to maintain an environment free from bias and hate. The purpose of the College's Bias Incident Response Procedures is to support an inclusive atmosphere that fosters respect, embraces differences and welcomes diversity.

Unfortunately, some members of our community have experienced bias incidents on campus, in and out of the classroom that have involved racial epithets; sexist, homophobic, and transphobic comments; microaggressions and more. This Bias Incident Response Procedures are meant to provide definitions of terms related to bias incidents, clarify the roles of the Bias Incident Response Team ("BIRT") and other offices/areas, share how to report a bias incident, and outline steps taken after a bias incident report is received by the College.

#### **A. Definitions:**

1. **Bias:** Prejudice in favor or against one thing, person, or group compared with another, usually in an offensive way. Results from the tendency and need to classify individuals into categories.

2. **Bias incident:** Acts of conduct, speech, or expression that target individuals and groups based on their actual or perceived protected identity. Bias incidents reflect similar motivation as hate crimes but may not reach the legally defined threshold of criminality.
3. **Hate crime:** A criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim.
4. **Impacted party:** An individual that has been negatively affected by the reported incident.
5. **Reporting party:** An individual that reports a bias-related incident or concern to the College.
6. **Responding party:** An individual that has allegedly participated in the bias-related concern.
7. **Protected Identity:** Defined by federal law, state law or College policy. Protected classes may include age, ancestry, color, disability, ethnicity, gender, gender identity or expression, military status, national origin, pregnancy, race, religion, sex, sexual orientation, or veteran status.

#### **B. Bias Incident Response Team (BIRT):**

The BIRT consists of representatives from multiple areas of campus. The BIRT receives, monitors, refers and coordinates college responses to hate and bias-related incidents or concerns on campus. The team also serves as a resource to those who want to explore and proactively respond to patterns of bias concerns or incidents. All members of the team are trained to ensure the team is in alignment with best practices in bias response. The BIRT meets weekly but may call emergency or special meetings for incidents that greatly impact the College community.

##### **1. Team Membership**

Members of the BIRT include representatives from the following offices:

- Student Affairs
- Academic Affairs
- Dyson Wellness Center
- Residence Life
- Campus Safety
- Human Resources
- Athletics
- Student Engagement and Belonging

##### **2. Team Responsibilities**

The purpose of the BIRT is to:

- Inform members of the North Central College community of the process for reporting bias concerns or incidents
- Receive, review and discuss bias incident reports
- Collaborate and refer to the appropriate office as needed to best support the involved individuals, begin the applicable process, and for additional actions which may be outside the purview of the BIRT
- Engage other offices as necessary to assess and respond to incidents that have the potential to significantly impact a portion of or the entire North Central College community



- Make recommendations to the appropriate College officials regarding actions and remedies consistent with college policies and procedures
- Engage in ongoing refinement of team procedures and protocols to foster optimal team functioning and interface with the college community
- Identify college policy and procedural issues and refer them to the appropriate entities, to begin formulating a resolution
- Remain informed of federal & state laws that impact responsibilities outlined above

### **C. Bias Incident Reporting:**

Individuals who have experienced or witnessed a bias-related incident, discrimination, or hate crime may use one or more of the following methods to report the incident. Any act of bias, regardless of severity, can be reported by members of the community, via the online Bias Incident Reporting Form.

The Bias Incident Reporting Form can be located on the college website at the following links:

- <https://www.northcentralcollege.edu/transparency/reporting-tools>
- <https://hub.northcentralcollege.edu/sites/diversity-inclusion/news/10020/bias-incident-reporting>

Any member of the North Central community (faculty, staff or student) may report any serious complaint or concern such as a bias incident via the campus conduct hotline via the Reporting Tools webpage above or by calling 866-943-5787. Callers to the hotline may remain anonymous. While anyone can report an incident anonymously, it is important to understand that the BIRT may be limited in its ability to respond to or fully investigate anonymous reports due to lack of ability to follow up with reporting party.

Community members can call 911 or contact Campus Safety at 630-637-5911 for an emergency or event that an individual believes is an immediate threat to health or safety. Campus Safety, Residence Life staff and other on-call staff are available to receive reports and support impacted and reporting parties after regular business hours.

Staff in offices such as Student Affairs, the Department of Campus Safety and the Office of Residence Life are equipped to receive reports of concerns and offer support to impacted parties. Incidents may be reported both in writing or orally. While staff in these offices may also be involved in investigations into violations of College policy, reporting bias incidents to these offices does not mean that a violation of college policy or a hate crime has occurred.

For questions about reporting incidents where the responding party is a faculty or staff member of the College, please contact the Office of Human Resources. For questions about reporting incidents where the responding party is a student or community member, please contact the Office of Student Affairs.

### **D. What Happens After a Report is Submitted?**

The College reviews all bias incident reports filed through the Bias Incident Reporting Form. The College's initial review of reports determines if the concern described involves a violation of college policies, as described below:

### **1. Possible Violation of Title IX policy**

Reports involving harassment or discrimination on the basis of sex will be reviewed by the Title IX Office. Title IX staff may act as a case manager for these reports. While every effort will be made to respect the wishes of the impacted party, in rare circumstances the Title IX Office may need to initiate a formal investigation if there is an active safety threat to campus. If you prefer to file a report directly to Title IX, you can do so at [titleixreport.northcentralcollege.edu](http://titleixreport.northcentralcollege.edu).

### **2. Possible Violations of College Policy**

A party having or expressing bias may not be in itself a violation of College policy. A bias incident must violate a College policy to be eligible for disciplinary action. If a report involves a possible violation of College policy, a review of the incident report will take place within a reasonable period of time. The purpose of the review is to determine whether there is reasonable cause to believe that the conduct reported may have violated College policy. If there is reasonable cause to believe that a College policy was violated, the appropriate office will follow the process outlined in the relevant policies. Incidents that require review for possible violation of college policies will be referred as appropriate to one of the following offices/areas for review and response:

- Student Conduct (for possible violation by students of policies within the [Student Handbook](#)). Student conduct policies that may be related to bias incidents include, but are not limited to:
  - Bullying, Intimidation and Threats
  - Disruption
  - Damage and Vandalism
- Title IX Office (for possible violation of the Title IX and Sexual Misconduct Policy)
- Human Resources (for possible violation of Human Resources Policies)
- Campus Safety or law enforcement (for possible Hate Crimes)
- ADA/504 Coordinator (for possible violation of the College's ADA/504 Policies)

If a person is found to have violated a College policy, they will be notified in compliance with the applicable policy and may be subject to disciplinary action under the relevant policy as circumstances warrant. If the review determines that the report does not involve a violation of any of the above policies, the report may be referred to the BIRT for response.

### **3. Reports that are not a Violation of College Policy**

Some incidents of bias do not rise to the level of a violation of Student Handbook or Human Resources policy. Some examples may be insensitive comments or microaggressions. If it is determined that the conduct described in a report does not constitute a possible policy violation, the College will respond through the BIRT (for student or visitor/guest as responding party), through the Office of Human Resources (for faculty or staff as responding

party) or through the appropriate college Vice President (for vendor or contracted service as responding party).

- **Reports with Students as Responding Party**

Once a report is received, a representative of the BIRT or a designee will contact the reporting and/or impacted party for an initial intake meeting to discuss the information contained in the report and the impacted party's desires regarding next steps.

We understand that witnessing or experiencing a bias incident can be traumatic. Participation in an intake meeting is voluntary. However, not participating in the intake meeting may limit the ability for the BIRT to follow up on the report. Reporting, responding and impacted students may have an advisor of their choice present with them for all meetings and interviews, if they so choose. The parties may select whoever they wish to serve as their advisor as long as the advisor is available at the scheduled time and is not involved in the reported incident. The advisor may be a friend, mentor, family member, attorney, or any other individual a party chooses. A party may choose advisors from inside or outside of the College community.

When responding to the incident, the BIRT representative will take the wishes of the impacted party into account. Reporting parties may request no action following the intake meeting. However, reports may require a response from the College if there is a significant health or safety issue involved or when a non-discriminatory environment cannot be maintained in the absence of action.

The BIRT representative may also contact other individuals who may know information relevant to the incident. The representative will also provide support to impacted parties by directing the individual to campus resources and providing information about the bias response process. After the initial contacts, the BIRT will review the report, and any relevant documentation, and information determined from interviews. The BIRT will then make recommendations to the appropriate parties for the next steps in response to the report.

The BIRT may provide feedback to the responding parties involved about the impact of the incident and the College's expectations regarding diversity, equity, inclusion, and belonging. The BIRT or designee will coordinate feedback. Participation in feedback conversations by responding students, for incidents that do not involve a violation of college policies are voluntary.

- **Reports with Faculty/Staff as Responding Party**

Once a report is received, if a student is the reporting and/or impacted party, a representative from the BIRT will do the initial intake meeting to discuss the information contained in the report and the impacted party's desires for next steps. If the reporting and/or impacted party is a faculty or staff member, Human Resources will contact the employee for an initial intake meeting to discuss the information contained in the report and the impacted party's desires for next steps. Participation in this intake meeting is voluntary. However, not participating may limit the ability for the Human Resources Department to follow up on the report.

Human Resources will coordinate the intervention with the responding party. Human Resources will contact the supervisor, dean or chair of the responding party's department to offer a summary of the concern and points for feedback within reasonable business days.

Human Resources will report back to the BIRT chair that the intervention has occurred. Feedback for faculty staff may not be voluntary.

- **Reports with Vendors/Contractors/Visitors as Responding Party**

Once a report is received, a representative from the BIRT will contact the reporting and/or impacted party for an initial intake meeting to discuss the information contained in the report and the impacted party's desires for next steps. Participation in this intake meeting is voluntary. However, not participating may limit the ability for the BIRT to follow up on the report.

The BIRT will coordinate the intervention with the responding party, if they are a visitor/guest/outside community member. If a vendor or contractor is involved as a responding party, the appropriate college Vice President will coordinate contact the vendor or contracting company to offer a summary of the concern and points for feedback. The appropriate Vice President will report back to the BIRT chair that the intervention has occurred.

#### **4. Additional Response Options for Reports**

Depending on the nature of the report, the BIRT may also recommend one or more of the following next steps to the appropriate area of the College:

- Contacting students, groups, or other members of the community who may be impacted by the incident and need assistance or support
- Providing or evaluating communications that may inform the campus community and impacted groups about bias incidents and the response
- Recommending or providing coaching, education or mediation to members of the campus community
- Providing options for support referrals and resources to impacted parties or referral to the Behavioral Intervention Team for support

#### **5. Report Closure**

The staff member(s) who conducted the intake will provide follow-up with the reporting and/or impacted party to confirm that the concern has been addressed. This staff member will also report to the BIRT any other response options, such as support referrals and resources.

### **E. Free Expression, Free Speech, and Hate Speech:**

College policies are not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom that include germane, but controversial or sensitive subject matters protected by academic freedom. Speech or conduct that is protected by academic freedom and/or the First Amendment will not be considered a violation of college policy. However, supportive measures or feedback may be offered to those involved.

The College affirms its belief in the importance of free expression and the right of all members of the College community to speak in favor of issues that the community member supports, and to criticize issues with which the community member disagrees. At the same time, students, faculty, and nonfaculty employees share with the College a responsibility to help ensure a campus

climate of civility—one where intimidation, harassment, hostility, or demeaning actions directed toward a specific individual or group are not tolerated.

The terms “free expression” and “free speech” are often used interchangeably. Freedom of speech refers to the First Amendment right of an individual to express their opinions and ideas without fear of government censorship or punishment. Freedom of expression is a broader term that includes not only speech, but also other forms of communication, such as writing, art, and other forms of expression, including social media.

However, not all speech or expression is protected by the First Amendment. The categories of speech that are not protected under the First Amendment include:

- Words or expressive conduct that incite violence or illegal activity
- Obscenity<sup>1</sup>
- Fighting words
- True threats
- Defamation/libel
- Fraud
- Expressive activity that involves illegal conduct (e.g., vandalism, trespass, disturbance, terrorizing or harassing activity)

Hate Speech does not have a legal definition in the United States. According to the American Library Association, Hate Speech is any form of expression through which speakers intend to vilify, humiliate, or incite hatred against a group or a class of persons based on a particular identity. Like free speech, hate speech is protected by the First Amendment. While hateful speech about groups of people may be protected by the First Amendment, this behavior runs counter to our values as a College that values diversity, equity and inclusion for members of our community.

#### **F. Retaliation:**

Retaliation is defined as any materially adverse action taken against an individual because of the individual’s participation in a protected activity such as participation in an investigation, the reporting of an incident/concern, supporting a party bringing an allegation, or for assisting in providing information relevant to a potential policy violation. Retaliation is a serious violation of College policy. Acts of alleged retaliation should be reported immediately to the Office of Student Affairs or Human Resources and will be promptly addressed. The Office of Student Affairs or Human Resources is prepared to take appropriate steps to protect individuals who fear that they may be subjected to retaliation.

#### **G. Privacy:**

All information and referrals of alleged Bias incidents will be handled by the BIRT in a confidential manner with information released only on a need-to-know basis. The BIRT will make reasonable efforts to protect the identity of involved individuals. Information about an incident may be disclosed (date, time, location of the incident, nature of the incident) in the form of safety announcements, summary reports, or as required by law.

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<sup>1</sup> For speech to be obscene, it must appeal to the prurient interest, depict or describe sexual conduct in a patently offensive way, and lack serious literary, artistic, political, or scientific value.

## H. Annual Reporting:

The campus community will be updated about bias related report response via the following:

- Annually to the campus community of bias reporting statistics
- Regular reports to the Board of Trustees
- If reports rise to the level of a hate crime, in weekly safety report from Campus Safety and Annual Security Report

## I. Resources and Support:

The impact and effect of bias incidents can be harmful due to the nature of targeting someone's actual or perceived membership in an identity group. These types of incidents can affect the well-being and success of the individuals involved, as well as the campus community. To help those impacted by bias, North Central College offers resources and support.

### 1. Offices that may offer support include:

- Office of Student Engagement and Belonging | [mca@noctrl.edu](mailto:mca@noctrl.edu) | Harold & Eva White Activities Center (WAC), 2nd Floor
- Campus Safety | [campussafety@noctrl.edu](mailto:campussafety@noctrl.edu) | 630-637-5911 | Available 24/7 | New Hall, Lower Level
- Office of Residence Life | [reslife@noctrl.edu](mailto:reslife@noctrl.edu) | 630-637-5858 | New Hall, Lower Level. Note: Contact Campus Safety at 630-637-5911 after hours to reach the Area Hall Director on Duty
- Dyson Wellness Center (DWC) | [dyson@noctrl.edu](mailto:dyson@noctrl.edu) | 630-637-5550 | Stadium, 2nd Floor. Note: Reporting to the DWC is a confidential option. Staff are unable to report or share any information without an individual's written permission.
- Athletics Office | 630-637-5500 | Merner, 1<sup>st</sup> Floor
- Office of the Chaplain | 630-637-5104 | Kiekhofers 2nd Floor
- Student Success | [studentsuccess@noctrl.edu](mailto:studentsuccess@noctrl.edu) | 630-637-5111 | Oesterle Library. Note: Academic Advisor Contact information at [northcentralcollege.edu/undergraduate-studies/center-student-success](http://northcentralcollege.edu/undergraduate-studies/center-student-success)
- Student Disability Services | [sds@noctrl.edu](mailto:sds@noctrl.edu) | 630-637-5264 | Oesterle Library
- Office of Student Affairs | [studentaffairs@noctrl.edu](mailto:studentaffairs@noctrl.edu) | 630-637-5151 | Old Main, 5th Floor
- Office of Human Resources | [humanresources@hr.noctrl.edu](mailto:humanresources@hr.noctrl.edu) | 630-637-5757 | Old Main, 5th Floor
- Title IX Office | [TitleIX@noctrl.edu](mailto:TitleIX@noctrl.edu) | 630-637-5156 | Old Main, Room 524

## J. References:

North Central College Student Handbook

American Library Association (n.d.) First Amendment and Censorship.

<https://www.ala.org/advocacy/intfreedom/censorship>

American Library Association (n.d.) Hate Speech and Hate Crime.

<https://www.ala.org/advocacy/intfreedom/hate>

FindLaw Staff (2022, July 19). First Amendment Limits: Obscenity.

<https://constitution.findlaw.com/amendment1/first-amendment-limits--obscenity.html>

## **Camera Policy**

The Department of Campus Safety operates a public safety video system to complement its anti-crime strategy, to effectively allocate and deploy personnel and to enhance public safety and security in public areas. Cameras may be placed in strategic locations on campus to detect and deter crime, to help safeguard against potential threats to the community, to help manage emergency response situations during natural and man-made disasters and to assist College personnel in providing services to the community.

The existence of this policy does not imply or guarantee that cameras will be monitored in real time continuously or otherwise. Video monitoring in public areas will be conducted in a legal and ethical manner while recognizing and protecting constitutional standards of privacy.

## **Crime Statistics**

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

## **Department of Campus Safety**

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

## **Credentialing Policy for External Media**

North Central College is a private institution and its campus is private property. College officials will provide access to campus activities and events only to approved media organizations and/or representatives. College officials reserve the right to accompany reporters, videographers and photographers during media interviews with students, faculty and staff.

Members of the media and/or media agencies intending to conduct media interviews or recordings on campus must contact the Office of Institutional Communication (OIC) at 630-637-5300 or [oic@noctrl.edu](mailto:oic@noctrl.edu) to request a College-issued media credential and/or approval.

Media may include, but are not limited to, online/digital and print news outlets, radio and television stations or networks, podcasters, bloggers, social media channels or influencers, photographers, and videographers. A College-issued media credential may be provided to an individual who represents, or

who is acting on a specific assignment for, an accredited media organization. Membership in a writers or broadcasters association does not automatically qualify an individual for media credentials.

Reporters granted a College-issued media credential must be properly credentialed at all times while on campus property. An individual holding a media credential is subject to removal from College-owned or controlled property by College officials and/or Campus Safety for violating media policies. The credential and/or media approval is not transferable and may be revoked at any time at the discretion of the College.

College event coordinators, as well as students, faculty and staff hosting activities or events on campus, will be notified of media inquiries, and reserve the right to decline the presence of media at their campus events. Likewise, event coordinators should provide advance notice to OIC if they plan to invite, or if media choose to attend, on-campus events/activities. There may be occasions where OIC may not be aware of a media representative's presence on campus. If faculty, staff or students are approached by a reporter or media agency directly, please contact OIC regarding any concerns or questions.

## **Driver Certification**

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

## **Emergency Response Plan**

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

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

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

For more information about the Emergency Response Plan, please visit its website at:  
<https://hub.northcentralcollege.edu/sites/crisis-management>.

## **Emergency Procedures**

The safety of all members of the campus community and visitors to the College is of the utmost importance. Emergency information is posted near the door or light switch in every classroom, office, and residence hall room and in the lobbies of administrative and academic buildings. It is important that



you review this information and pay attention to what is going on around you. Please report any suspicious person, object, or behavior to Campus Safety at 630-637-5911 immediately.

- A. **Emergency Notification:** In the event of an emergency, the College will communicate with you in a number of ways. Pop up messages may appear on your campus computer, an announcement or siren may sound from our campus outdoor alert system, a faculty or staff person may communicate a message in person, and/or you may receive a voicemail or an email. Our campus siren/outdoor alert system is tested on the First Tuesday of every month.
- B. **Emergency Text Message:** To ensure that the College has another means of communicating with you, you may sign up for emergency text messaging via RAVE, the College's emergency communication system. To add your mobile phone number, or to update your account, go to: <https://www.getrave.com/login/northcentralcollege>.
- C. **Evacuation/Safe Area:** If an emergency situation occurs, North Central may need to evacuate a building or area. As every second counts in an emergency, the College needs your full cooperation whenever you hear an alarm or are instructed by College personnel to evacuate, even if it appears to be a false alarm. Upon evacuation, proceed to a safe area away from the building and threat. It is vital that emergency responders have enough room to address the situation. Once you are safe, look around to see if someone is collecting names. If you see a College employee accounting for individuals, please check in with them immediately.
- D. **Fire Safety:** When a fire alarm sounds, every student, employee, and visitor must promptly and carefully evacuate the building. In preparation for a possible fire, it is a good idea to locate at least two exit routes from your room/floor. If a fire begins in the room you are in, leave the room and close the door behind you to keep smoke and flames out of the corridor. Locate the closest pull station and sound the alarm. Exit the building via the closest exit. If the fire alarm sounds:
  - 1. If the door to the room is closed, first feel the door and doorknob with the palm of your hand. If either is hot, leave the door shut. If the door and doorknob are not hot, open the door slowly.
  - 2. Check the hall. If you can leave safely, shut the door behind you and exit the building via the closest exit.
  - 3. If the nearest exit or stairway is blocked by smoke or fire, use an alternate exit if clear. If you cannot find a safe exit, return to your room, close the door, and let someone know that you are in your room (call 911 and/or Campus Safety at 630-637-5911 and hang something out the window).
- E. **Medical Emergency:** If a student, employee, or visitor experiences a medical emergency while on campus, please call 9-1-1 immediately; then contact the Department of Campus Safety at 630-637-5911. All accidents or injuries that occur on College property should be promptly reported to Campus Safety.
- F. **Violent Behavior:** If confronted with violent behavior or a crime in-progress, attempt to remain calm. When deciding what action to take, consider any real-time information that may be available to you. Avoid approaching the situation or placing yourself in danger. Remain observant and vigilant to your surroundings and be prepared to seek safety, if necessary. Considerations may include:
  - 1. Whether a threat is nearby? Are you in immediate danger?

2. Do you need to consider options (Run, Hide, and Fight) to provide for your safety?
  - a. **Run** - Are there options to leave the area and relocate to a place of safety?
  - b. **Hide** - Are there options to seek shelter in a locked room or closet?
  - c. **Fight** - If the threat is in or entering the area you are in, be prepared to take steps to distract the threat and defend yourself until you can escape.

As you consider your options and take action, inform others of what is taking place. Remain observant and vigilant to your surroundings and be prepared to seek safety, if necessary. Call 9-1-1 as soon as possible; then notify Campus Safety at 630-637-5911. Provide as much information as possible.

- G. **Severe Weather:** In the event of severe weather, occupants of campus buildings should take shelter in the designated areas. Designated areas are typically listed on the back of every office, classroom, and residence hall room door. All individuals on campus should:
  1. Move away from the outside perimeter of the building and toward a safe area such as an interior washroom, stairwell, basement, or other interior room. Avoid areas with large glass windows or a large expanse of roof/ceiling.
  2. Not attempt to leave the building.
  3. Not get on an elevator.
  4. Remain calm and follow instructions from North Central College personnel.
- H. **School Closures:** As a general practice, North Central College does not close unless the health, safety and security of the College personnel and students are at risk. When this does happen, either because of severe weather conditions or other emergencies, the College will notify students and employees via text alert, and/or email and the Office of Institutional Communications will update the public via the College website and/or other modes of communication. Announcements of the emergency closing will, to every extent possible, specify the starting and ending times of the closing and whether the closing includes specific College services, events and evening or weekend classes and programs. Check your College-issued email and the College website for closing information.

**For school closing information:**

- Check your campus email and the College home page at [northcentralcollege.edu](http://northcentralcollege.edu)
- Sign up for emergency text messages at:  
<https://www.getrave.com/login/northcentralcollege>.

## Emotional Support Animal Policy

### Policy Statement

North Central College recognizes the importance of “Emotional Support Animals” as defined by the Americans with Disabilities Act Amendments Act (ADAAA) and Section 504 of the Rehabilitation Act and under the Office of Housing and Urban Development (HUD) and Fair Housing Act (FHA) in providing equal access to and participation in the College for qualified individuals with disabilities. The College is committed to allowing Emotional Support Animals that are necessary to provide individuals with disabilities (physical or mental) an equal opportunity to use and enjoy campus housing.

Students with disabilities who utilize Emotional Support Animals as an accommodation to use campus housing are requested to meet with Student Disability Services. For an appointment contact the Student Disability Services via email at [sds@noctrl.edu](mailto:sds@noctrl.edu) or by phone [630-637-5264](tel:630-637-5264).

If you believe your rights under disability law are not being provided appropriately by the College, or you have been denied access, services, or accommodations related to an Emotional Support Animal can contact:

ADA/504 Coordinator  
630-637-5266

**External Inquiries may also be made to:**

Office for Civil Rights (Denver Office)  
U.S. Department of Education  
Cesar E. Chavez Memorial Building  
1244 Speer Boulevard, Suite 310  
Denver, CO 80204-3582

Telephone: 303-844-5695  
FAX: 303-844-4303; TDD: 800-877-8339  
Email: [OCR.Denver@ed.gov](mailto:OCR.Denver@ed.gov)

**Emotional Support Animals**

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

Requests for Emotional Support Animals are determined on a case-by-case basis through an interactive process with Student Disability Services in consultation with the Office of Residence Life. The interactive process must establish that the individual seeking to live with the emotional support animal has a disability and a disability-related need for the emotional support animal. An individual with a disability must provide supporting documentation of the individual's disability and/or specific recommendations for an emotional support animal as an accommodation by a licensed service provider with expertise in the individual's specific condition.

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

- The type, size and weight of the emotional support animal for the assigned housing space;
- If the animal poses an undue financial or administrative burden;
- If the presence of the animal fundamentally alters the nature of the program or services offered in housing;
- Whether the animal is "house broken";
- If the animal is under the owner's control;
- If the animal would cause substantial physical damage to the property of others that cannot be reduced or eliminated through another reasonable accommodation; and

- Whether the animal poses a direct threat to the health and safety of others that cannot be mitigated through other reasonable accommodations.

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

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

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

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

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

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

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

## **Service Animal Policy**

### **Policy Statement**

North Central College recognizes the importance of “Service Animals” as defined by the Americans with Disabilities Act Amendments Act (ADAAA) and Section 504 of the Rehabilitation Act in providing equal access to and participation in the College for qualified individuals with disabilities. The College is committed to providing reasonable accommodations to individuals with disabilities including the use of Service Animals on campus to facilitate the individual’s full-participation and equal access to the College’s programs, activities and work environment.

Students with disabilities who utilize Service Animals are requested to meet with Student Disability Services. For an appointment, contact Student Disability Services via email at [sds@noctrl.edu](mailto:sds@noctrl.edu) or by phone at [630-637-5264](tel:630-637-5264).

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

If you believe your rights under disability law are not being provided appropriately by the College, or you have been denied access, services, or accommodations related to an Emotional Support Animal can contact:

ADA/504 Coordinator  
630-637-5266

External Inquiries may also be made to:  
Office for Civil Rights (Denver Office)  
U.S. Department of Education  
Cesar E. Chavez Memorial Building  
1244 Speer Boulevard, Suite 310  
Denver, CO 80204-3582

Telephone: 303-844-5695  
FAX: 303-844-4303; TDD: 800-877-8339  
Email: [OCR.Denver@ed.gov](mailto:OCR.Denver@ed.gov)

### **Service Animal**

Service Animals are defined as dogs, without breed restrictions, that have been individually trained to do work or perform tasks directly related to an individual’s disability. The ADA also has a provision to include miniature horses as Service Animals so long as they have been trained to perform work or tasks for the individual with disabilities and the College determines this is reasonable. No other species of animals, wild or domestic, are included as Service Animals under ADA.

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

therapy, and emotional support, they must also perform work or tasks related to the individual's disability to be considered a Service Animal.

For Service dogs and miniature horses, the College may consider:

- Whether the service animal is house broken,
- If the animal is under the handler's/owner's control; and
- Whether or not the animal's presence will compromise legitimate safety requirements for safe operations.

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

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

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

Students with disabilities may live with the student's service animal in campus housing. If the College determines that the individual and Service Animal would be better served in an individual room or different residence hall, the student will not be charged the difference in price of a single room or the cost of relocating. Service Animals are permitted to accompany the individual in all public areas of the College, which include areas such as classrooms, the cafeteria, residence halls, and other campus buildings.

Service Animals are not required to wear an identifying vest or badge. An interactive process will be engaged in if the service animal poses an issue to another member of the campus community because of allergies, phobias, or religion-based reasons. This may include making housing assignments based on separating residents with service animals from residents with allergies, phobias or religious preferences.

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

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

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

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

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

If an owner is not able to maintain control of the animal and/or if the animal is disruptive or aggressive, the owner will be referred to Student Conduct or Human Resources.

## **Enrollment Verifications**

The Registrar's Office verifies student enrollment status for the current semester and/or past semesters of enrollment to financial lending institutions for loans, for insurance companies for "good driver" discounts, for scholarship receipt and/or continuance, for health insurance coverage, and for employment purposes. North Central College has authorized the National Student Clearinghouse to provide enrollment verification for third-party requestors. Please note that current semester enrollment can only be verified after the tenth day of the semester.

## **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to the student's education records.

### **A. Directory Information**

Under FERPA, Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, may be disclosed to third parties without a student's written consent. If students do not wish directory information to be disclosed, the student must request in writing that this information be withheld. Such requests must be received by the Registrar no later than August 15 if students want to ensure they are removed before the start of the academic year and are in effect until the student notifies the Registrar, in writing, to remove the non-disclosure request. The College designates the following categories of student information as public or "directory" information: name; address (local and home);

telephone numbers; e-mail address; date and place of birth; class level; major and minor fields of study; participation in officially recognized activities and sports; height and weight of athletes; photographs/video for College and other publications; the most recent previous educational institution attended; dates of attendance; degrees and awards conferred, including dates; and current course load.

FERPA grants students additional rights regarding their educational records. These rights include:

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



## **Flag Policy**

North Central College understands there is interest on the part of College community members to display on campus the flags that represent a community member's country, ethnic group(s), and/or cultural communities. The College also recognizes that a display of any particular flag may elicit different reactions in different cultures.

As such, North Central College has established the following policy for the display of flags:

- The main campus flagpole is located on the lawn of Old Main (30 N. Brainard St) and is reserved solely for displaying the United States and North Central College flags.
- The U.S. flag will be lowered to half-staff at the direction of the President of the United States or the Governor of the State of Illinois. Further, the U.S. flag will be lowered to half-staff at the direction and discretion of the North Central College Office of the President, for the death of current members of the faculty, staff, student body, Board of Trustees, a friend of the College, a former member of the faculty, staff or Board of Trustees, etc.
- Flags representing groups, cultures, or nations not specified above, may be displayed at designated locations throughout campus. Determination of the location and the flags to be displayed will be made by the Vice President for Student Affairs and Dean of Students, or their designee.
- Inquiries about the Flag Policy should be directed to the Office of Student Affairs.

## **Filing a Formal Complaint**

A formal student complaint is a written and signed complaint; initiated by a student or a family member on behalf of a student (and confirmed by the student), that is a non-trivial, non-routine complaint, either academic or non-academic, the resolution of which rises to the level of a President's Cabinet member. Formal student complaints and their resolution are logged and regularly reviewed by the Cabinet. Petitions for waiver of College regulations, College disciplinary actions and grade appeals are not formal student complaints. Complaints related to sex-based misconduct or sex-based discrimination are handled through our "Title IX and Sexual Misconduct Policy" as outlined in this Student Handbook. Reports can be made at [titleixreport.northcentralcollege.edu](http://titleixreport.northcentralcollege.edu).

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

## **Hazard Communications Standard**

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

Definitions:

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

- E. **General Principles:** Under this program, the employee will be informed of the content of the Hazard Communication Standard, the hazardous properties of the chemicals with which the employee works, safe-handling procedures, and measures for protection from these chemicals. The employee will also be informed of the hazards associated with non-routine tasks, when applicable.
- F. **List of Hazardous Chemicals:** The safety and compliance officers will maintain a list of all hazardous chemicals on the campus and related work practices used by the College, and will update this list as necessary. This list will include the work area in which the substance is used. In addition, departmental supervisors will maintain a list of all hazardous substances for the supervisor's designated area and update these lists as required. The departmental lists are available from each departmental supervisor.
- G. **Material Safety Data Sheets:** The Material Safety Data Sheets [MSDS] provide individuals with specific information on the chemicals the College uses. The safety and compliance officers will maintain an MSDS file in the office for every substance on the list of hazardous chemicals. The MSDS will be a fully completed OSHA Form 74 or equivalent. In addition, the departmental coordinators will maintain a file of MSDS in the coordinator's work area, which will be available to all individuals using the following link: <https://chemmanagement.ehs.com/9/f9d5d35b-d535-4d5d-b6b0-e04fbeeacf1d>.
1. The departmental supervisors are responsible for acquiring and updating MSDS files. Any updates should be submitted to the safety and compliance officers for the master file and online database. Chemical manufacturers will be contacted by the supervisors if additional information is necessary.
  2. It is the supervisors' responsibility to contact the supplier to obtain an MSDS sheet in the event that any hazardous material is received without one.
  3. All new procurement of hazardous chemicals for the College must be cleared by one of the supervisors.
- H. **Labels and Other Forms of Warning:** The safety and compliance officers will assist departmental supervisors in ensuring that all hazardous chemicals at the College are properly labeled and updated, as required. Labels should include at least the chemical identity, appropriate hazard warnings, and the name and address of the supplier. The program and departmental supervisors will refer to the corresponding MSDS to assist the individual in verifying label information. No hazardous material delivered to the College will be accepted, unless it is properly labeled.
1. If there are a number of stationary containers in a work area that have similar contents and hazards, signs will be posted to convey the hazard information.
  2. If the individual transfers chemicals from a labeled container into a portable container that is intended for immediate use only, no labels are required on the portable container.
- I. **Contractor Employees:** The safety and compliance officers will advise, in person, outside contractors of any chemical hazards that may be encountered in the normal course of the contractor's work on the College premises, the labeling system in use, the protective measures to be taken, and the safe-handling procedures to be used. In addition, these individuals will be notified of the location, availability of MSDS and link to the online database ( <https://chemmanagement.ehs.com/9/f9d5d35b-d535-4d5d-b6b0-e04fbeeacf1d> ) Each contractor bringing chemicals on-site must provide the College with the appropriate hazard

information on these materials, including the labeling system used and the precautionary measures to be taken in working with these chemicals.

- J. **Administration:** The safety and compliance officers will act as the representative of the Vice President for Operations, Mr. Mike Hudson, who has the overall responsibility for the program. The safety and compliance officers will review and update the program as necessary. Copies of the written program may be obtained in or from the Operations Office. Due to the operational structure of the institution, each supervisor, each division chairperson, department head or student organization advisor will be responsible for their respective area and will report to the safety and compliance officers.
- K. **Additional Information:** Any individual can obtain further information on this written program, the hazard communication standard, applicable MSDS, and chemical information by contacting Human Resources at 630-637-5757 or the Operations office at 630-637-5656.

## Housing Accommodations

North Central College students living on campus are provided with accommodations under Section 504 and 508 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the ADA Amendments Act of 2008, and the Fair Housing Act. If a student has a disability as defined by the ADA, the student may be granted reasonable accommodations in student housing. These accommodations are determined on a case-by-case basis through an interactive process which includes a verification of disability. The disability verification must substantiate a need for a particular housing accommodation based on the student's disability. An individual with a disability is defined by the ADA as a person who has a physical or mental impairment that substantially limits one or more of the major life activities, a person who has a history or record of such an impairment, or a person who is perceived by others as having such an impairment. The verification must show substantial limitations to major life activities relevant to living in campus housing. Approved accommodations are dependent on availability. More information on the housing accommodation process can be found here:

<https://hub.northcentralcollege.edu/sites/support-assistance/SitePageModern/8916/student-disability-services>.

## Lost and Found

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

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

## Mental Health Emergency Contact Policy

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

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

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

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

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

## Pregnant and Parenting Policy

### Policy Statement

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

Students who are pregnant will be treated as students who have temporary medical conditions. Therefore pregnancy, childbirth, false pregnancy, termination of pregnancy, and recovery will be viewed as a justification for excused absences or a leave of absence for the period of time deemed medically necessary by the student's physician. To receive approval for leaves, students are expected to comply with the Medical Emergencies policy in the Student Handbook and they or their designee (parents, guardian, etc.) should notify both their instructors and the Title IX Coordinator at (630) 637-5156. Upon the student's return to the College, reasonable steps will be taken to ensure that the student retains the same position of academic progress they were in when the leave was initiated, which includes access to the same course catalogue in place at the start of the medical leave.

Pregnant and parenting students with medically necessary absences will be granted reasonable accommodations to make up missed work, attendance, or graded class participation (e.g. assignments,

projects, papers, quizzes, tests, and presentations) wherever possible. Reasonable accommodations may include, but are not limited to: excused absences, extended deadlines, alternative test dates, projects in lieu of class participation, independent study, tutoring, online course completion options, incomplete grades, retroactive withdrawal, or when medically warranted, retaking a term. In addition, pregnant students may have access to ergonomic and assistive supports typically provided through Student Success and Disability Services. The College offers a lactation space in the

- Oesterle Library, room 012.
- Wentz Center for Health Sciences and Engineering, room 305

Additional spaces can be identified by contacting the Title IX Coordinator at (630) 637-5156 or [TitleIX@noctrl.edu](mailto:TitleIX@noctrl.edu).

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

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

The Title IX Coordinator has the authority to determine that such accommodations are necessary and appropriate and will maintain all appropriate documentation related to accommodations. The Title IX Coordinator may inform faculty members of the need to adjust academic parameters accordingly. A request for accommodations from a student who is pregnant or parenting will be shared with faculty and staff only to the extent necessary to provide reasonable accommodation. The Title IX Coordinator may grant accommodations retroactively, within a reasonable period of time, if appropriate, and based on an individualized interactive process.

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

Title IX Office  
524 Old Main  
30 N Brainard  
(630) 637-5156  
[TitleIX@noctrl.edu](mailto:TitleIX@noctrl.edu)

### **Residence Life and Housing-Related Accommodations**

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

### **Leave Policies**

Relevant leave policies include the Graduate School Leave of Absence policy:

<http://catalog.noctrl.edu/content.php?catoid=13&navoid=879> and Medical Emergencies policy in the Student Handbook.

## **Complaint Process**

Students who feel that they have been discriminated against based on their pregnancy and/or parenting status can file a report with the Title IX Office. To make a report, contact:

Title IX Office  
524 Old Main  
30 N Brainard  
(630) 637-5156  
[TitleIX@noctrl.edu](mailto:TitleIX@noctrl.edu)

For external inquiries:

The OCR office for Illinois is located at:

Office for Civil Rights (Denver Office)  
U.S. Department of Education  
Cesar E. Chavez Memorial Building  
1244 Speer Boulevard, Suite 310  
Denver, CO 80204-3582

Telephone: 303-844-5695  
FAX: 303-844-4303; TDD: 800-877-8339  
Email: [OCR.Denver@ed.gov](mailto:OCR.Denver@ed.gov)

## **Definitions**

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

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

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

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

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

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

**Reasonable Accommodations:** (for the purposes of this policy) changes in the academic environment or typical operations that are made to the extent possible in order to enable pregnant students, students with pregnancy related conditions, and parenting students (whose accommodations relate to the

medical necessity of the mother or child) to continue to pursue their studies and enjoy the equal benefits of the College.

## **Privacy – Safeguard Rule**

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

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

## **Student Record Retention**

Records of incidents, investigations, hearings, meetings, Early Alert referrals, bias incident reports, and any other student conduct/behavioral record are maintained by the Office of Student Affairs for a minimum of ten (10) years as indicated below. If the records involve a student, the records will be maintained for a minimum of ten (10) years past the date of the incident/event and in accordance with the Family Educational Rights and Privacy Act (FERPA), which protects the privacy of student education records. The College reserves in its sole discretion, the right, but is not required, to maintain any record it deems appropriate for a longer period. For example, records involving a student’s suspension or dismissal from the College may be kept for a longer time period. The College may purge applicable records annually.

**Note:** Records involving the College’s Title IX and Sexual Misconduct Policy have specific processes and procedures that may differ from the above records retention policy. To obtain information unique to these records, please refer to the Title IX and Sexual Misconduct policy section of this Handbook.

See the North Central College Undergraduate and Graduate Academic Catalogs for institutional policies regarding retention of student academic records.

## **Office of Residence Life Staff**

Each residence hall has dedicated staff members who live within the community and provide resident students with assistance. 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 the AHD’s assigned area(s), and can be reached by contacting the Office of Residence Life ([reslife@noctrl.edu](mailto:reslife@noctrl.edu)) or the AHD individually. 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 assist in creating an inclusive, safe, and supportive environment that encourages a student’s academic and personal growth. AHDs



provide support to students by connecting them with campus resources and providing students with someone to talk to when they're feeling overwhelmed. Professional staff members may have additional advising responsibilities for student organizations. In some situations, AHDs also provide support to off-campus, commuting students.

- 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, while maintaining an environment conducive to learning. RAs coordinate attendance at 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 inclusive 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, and/or ambulance or 630-637-5911 for Campus Safety assistance. In non-emergency situations during the daytime hours, residents should first attempt to contact the resident's Resident Assistant (RA), then any other RA in the hall or area, and then the resident's Area Hall Director. In the evenings, on-call RAs are available from 4:30 p.m. to 8:00 a.m. to assist students. On-call RAs can be contacted by calling the duty cell phone number posted throughout the respective residence halls. For questions or assistance when an RA is not available, residents can contact the resident's Area Hall Director.

## Unmanned Aircraft Systems (Drones)

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

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

## Voter Registration

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

## Daily Crime Log

The Department of Campus Safety maintains a Daily Crime Log to record all criminal incidents and alleged criminal incidents that are reported to the Department of Campus Safety. The Department of Campus Safety does not disclose information when the disclosure is prohibited by law, if the disclosure would jeopardize the confidentiality of a victim, would cause a suspect to flee or evade detection, or if it would result in the destruction of evidence. The Daily Crime Log is designed to provide crime statistics/information on a 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. The last 90-day period of reports are available for public inspection, upon request, during business hours. If a major safety incident occurs, the campus community will be notified by a RAVE text message alert and/or a special bulletin that will be emailed to all students, faculty and staff. Additionally, a safety bulletin may be posted at the entrance/exit to each residence hall, various high traffic areas on campus, and on the Campus Safety website. The safety bulletins are displayed on bright orange paper designed to indicate the bulletin's importance.

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## TITLE IX AND SEXUAL MISCONDUCT POLICY

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North Central College is committed to providing an educational and employment environment that is free from sex discrimination, sex-based harassment, and retaliation for engaging in protected activity.

North Central College values and upholds the equal dignity of all members of its community and sex-based harassment will not be tolerated. To ensure compliance with federal, state, and local sex discrimination laws and regulations, and to affirm its commitment to promoting the goals of fairness and equity in all aspects of the education program or activity, the College has developed policies and procedures that provide for prompt, fair, and impartial resolution of allegations of sex discrimination, sex-based harassment, or retaliation. The current Title IX Policy can be found at [www.northcentralcollege.edu/titleix](http://www.northcentralcollege.edu/titleix).

The Title IX Coordinator is responsible for providing comprehensive sex discrimination education and training; coordinating the College's timely, thorough, and fair response, investigation, and resolution of all alleged prohibited conduct under the Title IX Policy; and monitoring the effectiveness of this Policy and related procedures to ensure an education and employment environment free from sex

discrimination, sex-based harassment, and retaliation. Our Title IX Coordinator can be contacted at [TitleIX@noctrl.edu](mailto:TitleIX@noctrl.edu) or (630) 637-5156. The Title IX Office is in Old Main, Room 524.

Additionally, please note that all North Central College faculty and employees (including student-employees), other than those deemed Confidential Employees, are Mandated Reporters and are expected to promptly report all known details of actual or suspected sex discrimination, sex-based harassment, and retaliation to the Title IX Office. Impacted parties may want to carefully consider whether they share personally identifiable details with Mandated Reporters, as those details must be shared with the Title IX Office. Confidential employees include our campus Chaplain and the Dyson Wellness Center medical and mental health professionals.

Title IX reports can be made at [titleixreport.northcentralcollege.edu](http://titleixreport.northcentralcollege.edu).

## **STUDENT CONDUCT PROCEDURES**

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

When in the judgement of the Provost and Vice President for Academic Affairs (or their designee) and based on the information available, incident report and/or preliminary investigative report that a violation of academic integrity may have occurred, the matter will be addressed through the Academic Honesty policy of this Handbook. Should the Provost and Vice President for Academic Affairs (or their designee) determine that there is no reasonable cause to believe that an academic integrity violation has occurred, the reporting party will be informed and may request an independent review of the incident report and/or investigative report by the Provost and Vice President for Academic Affairs.

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

**Note:** Reports or allegations that fall under the College’s Title IX and Sexual Misconduct 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 Title IX and Sexual Misconduct policy section of this Handbook and the independent policies referenced.

## **Conduct Process Administration**

Members of the College administrative staff, including but not limited to, the Provost and Vice President for Academic Affairs (or their designee), the Vice President for Student Affairs, the Dean of Students, and professional staff members of the Office of Residence Life have the responsibility of providing an environment which is conducive to comfortable and safe living and effective learning. As a result, these individuals have the authority to discipline students for conduct which is not consistent with the College’s policies. Such discipline may be either permanent or interim. All cases where academic integrity is involved will be addressed through the Academic Honesty section of this Handbook. The President of the College and the Board of Trustees may also discipline students when necessary and appropriate.

## **Privacy**

Allegations involving student conduct can be sensitive and demand special attention to issues of privacy. Those responsible for carrying out procedures in this policy will take reasonable efforts to maintain the privacy of the individuals involved, to the extent possible and otherwise mandated by law. Absolute confidentiality may not be possible in certain circumstances, including but not limited to when the College is required to disclose information in response to a legal process or when the need to protect the safety of others outweighs the privacy concerns. College personnel responsible for handling or investigating various matters are permitted to consult with legal or other counsel at any point during the process, and may disclose information regarding the investigation on a “need-to-know” basis.

The parties and witnesses involved in an allegation of student misconduct are encouraged to keep the matter as private as is reasonably possible. Staff involved in the investigation are expected to maintain reasonable privacy. The College cannot prevent the re-disclosure of information related to the outcome of the investigation or appeal. Nondisclosure agreements that prohibit the re-disclosure of information related to the outcome of the investigation or appeal are discouraged, and are prohibited when the underlying conduct involves sexual harassment or sexual misconduct. The parties have discretion to share the party’s own experiences if they so choose. It is recommended that the parties discuss disclosures with the parties’ advisors prior to any actual disclosure.

## **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. Preponderance of the evidence means that a student will be found in violation of a College policy if the evidence demonstrates that it is “more likely than not” that the alleged violation occurred.

## Hearings

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

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

The parties may be accompanied by the party's advisor in all meetings and interviews at which the party is entitled to be present. Advisors may help their advisees prepare for each meeting, and are expected to advise ethically, with integrity and in good faith. The College does not guarantee equal advisory rights, meaning that if one party selects an advisor who is an attorney, but the other party does not, or cannot afford an attorney, the College is not obligated to provide one.

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

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

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

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

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

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

## **Administrative Hearings**

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

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

violations. The student will have an opportunity to share the student's account of the incident both verbally and in writing.

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

## Hearing Panels

**Note:** Reports or allegations that fall under the College's Title IX and Sexual Misconduct Policy have specific processes and procedures that differ from other policies described in the Student Handbook. For these cases, please refer to the Title IX and Sexual Misconduct policy section of this Handbook.

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

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

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

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

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

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

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

#### **A. Hearing Panel Personnel**

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

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

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

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

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



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

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

**Hearing Panel Coordinator:** The Hearing Panel Coordinator oversees the organization of Hearing Panels, including Sanction Hearings. The Coordinator can be any member of the College's faculty or staff deemed appropriate by the Dean of Students. To ensure that due process is served, the Hearing Panel Coordinator serves as resource and guide during the hearing processes but is not present for deliberations.

## **B. Hearing Panel Process Policies**

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

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

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

**Pleading In Violation:** If a respondent willingly pleads "in violation" to charges during a standard Hearing Panel, the Panel will convene to hear the student's testimony and plea related to the incident. In this case, the Initiator and any witnesses will not be called to speak at the Panel. A Reporting Party, will have a right to make a statement to the Hearing Panel before its deliberation in those cases where a Responding Party pleads "in violation."

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

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

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

## **Student Rights**

North Central College is committed to the safety and well-being of all its community members. The College strives to create an environment that is free of acts of violence, bullying, intimidation, threats, and infringement of rights of privacy and property. The Student Affairs staff is committed to assisting students, whether victim of an alleged incident (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.

### **Rights of Accused Students (Responding Party)**

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

1. To be treated with dignity and respect and in a non-judgmental manner.
2. To receive a written statement of any and all charges.
3. To receive a written and timely notice of the date, time and place of any hearing.
4. To have an Advisor, as outlined above, accompany them throughout any student conduct hearing, meeting, or interview.
5. To have the opportunity to meet with a staff member prior to a hearing to discuss the adjudication process, if requested.
6. To hear and respond to the information that supports the charges against them.
7. To provide a written statement and/or verbal information on the student's 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 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 the student's 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 Title IX and Sexual Misconduct 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 Title IX and Sexual Misconduct policy section of this Handbook.

## Sanctions

Consideration of a student's entire disciplinary record at North Central College will be taken into account when designing sanctions. The Administrative Hearing Officer (AHO) or Hearing Panel will reach a decision, and determine sanctions (if appropriate) within two (2) business days of the completion of a hearing. If a Panel conducts the hearing, the decision must be made by agreement of no less than three members, and must be submitted in writing to the Office of 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 permanently, involuntarily separated 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 the student will attend.
- G. **Fine:** A student found in violation of the College's alcohol or drug policies may be assessed a \$100.00 fine, in addition to other possible sanctions, for the student's first violation of the policy. All subsequent violations of the policies may carry with them a \$200.00 fine, per person found in violation, in addition to other possible sanctions. Authorized medical marijuana users will not have a fine imposed for violation of the College's drug policy but are subject to other forms of sanctioning. Fines must be paid within one month (31 days) of the date of the decision of the Administrative Hearing Officer, Hearing Panel, or Sanction Hearing. Fines must be paid in cash or by personal check in the Office of Student Affairs located on the 5<sup>th</sup> floor of Old Main. Any fine outstanding after one month will be doubled and placed on the student's account. All money collected through fines for alcohol and drug violations will be used for alcohol and drug abuse programming or interventions.
- H. **Parental Notification:** Parents will be notified when students who are under the age of 21 violate the alcohol policy for a second time at North Central College. Parents may be notified of a student's first violation of the alcohol policy, if, in the College's sole opinion, the offence is severe. The College informs parents, of students under the age of 21, in all cases where a

student violates the College's drug policies. For additional information on parental notification, please contact the Office of Student Affairs.

- I. **Alcohol Education:** The student is required to complete an online alcohol assessment and education program. Once the student has completed the program, the student is required to submit verification of completion (as an electronic printout, screen shot, electronic document, or scanned copy) to an assigned College official.
- J. **College No Contact Order:** The student is required to have no contact with another student, faculty, or staff member.
- K. **College No Trespass Order:** The student is not allowed in any North Central building nor is the student allowed on any property owned or leased by North Central College. Should a student need to be on campus to conduct official College business, the student must receive approval from the Office of Student Affairs in advance. If a student violates this order the College may contact the Naperville Police Department in order to pursue a charge of criminal trespassing.
- L. **Residence Hall No Trespass Order:** The student is not allowed in any North Central College owned or leased residence halls or apartment. Should a student need to enter a residence hall to conduct official College business, the student must receive approval from the Office of Student Affairs in advance. If a student violates this order the College may contact the Naperville Police Department in order to pursue a charge of criminal trespassing.
- M. **Residence Hall Removal:** A student's Room and Board Agreement is terminated permanently or for a designated period of time. Until such a time as a student is again eligible to live in a residence hall, the student is typically prohibited from entering any residence hall for any reason. Should a student need to enter a residence hall to conduct official College business, the student must receive approval from the Office of Student Affairs in advance. If a student violates this order the College may contact the Naperville Police Department in order to pursue a charge of criminal trespassing.
- N. **Residence Hall Relocation:** A student is involuntarily relocated to a different residence hall room assignment, as deemed appropriate by the College. Any cost associated with Residence Hall Relocation will be at the student's expense.
- O. **Campus Access Limitation:** A student may be on campus for classes only. While on campus a student may enter only the buildings where the student has 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, the student must receive approval from the Office of Student Affairs in advance.
- P. **Disciplinary Probation:** The student may continue enrollment and/or residence on campus only under conditions established by the AHO or Panel. One condition that may be applied under probation is that the student be partially or completely restricted from representing the College in any capacity. While a student is under probation, any further infraction of College policies typically results in stricter sanctioning. This may include suspension or dismissal.

- Q. **Reprimand:** The student will receive a formal notice of reprimand for violation of the Statement of Student Conduct or a College Policy. A copy of this notice will be placed in the student's permanent disciplinary record. The notice of reprimand is intended to communicate to a student that further violation of the Statement of Student Conduct or College policies will not be tolerated.
- R. **Restitution:** The student may be required to make financial or other types of restitution when found in violation of a College policy or the Statement of Student Conduct.
- S. **Suspension:** The student is separated involuntarily from the College for a specified time or until conditions are met. While a student is under Suspension, any further infraction of regulations may result in dismissal from the College.
- T. **Mentoring:** The student must meet weekly with an assigned mentor, often for a specific number of weeks. A student is required to complete any mentoring-related homework that is assigned by the mentor.
- U. **Future Behavior Clause:** An AHO or Panel outlines next disciplinary steps in the event the student is found in violation of a future College policy or the Statement of Student Conduct.

## Interim Sanctions

The Student Conduct processes and sanctions described above are ones that require time to implement and complete. When, in the judgment of the Vice President for Student Affairs and Athletics, or their designee, there is reason to believe that a student poses a threat to harm themselves 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, the 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, may be removed immediately from the residence halls and/or the College (interim suspension) or any other interim sanction deemed appropriate, including a monetary fine. The Vice President for Student Affairs and Athletics, or their designee, may reassign a student to alternate housing and/or limit student access to residence halls or campus facilities on an interim basis. These interim sanctions will be imposed pending formal and final resolution of the alleged violation(s) of College policy through the Student Conduct Hearing Process. An interim sanction begins immediately upon notification by the Vice President for Student Affairs and Athletics or their designee. Every attempt will be made to resolve the matter as soon as possible. Interim sanctions are not subject to appeal prior to the required formal hearing.

## Appeals

Responding and/or victim/reporting parties may appeal a decision made by a Hearing Panel or Administrative Hearing Officer (AHO) concerning the finding of a violation or the sanction(s) imposed, within five (5) business days of notification of a decision. Either party may appeal a decision made by a Sanction Hearing Panel or Officer concerning only imposed sanction(s) within five (5) business days of notification of a decision.

- A. **Submitting an Appeal:** To submit an appeal, the student must deliver a typed explanation of the grounds upon which the appeal is made to the Office of Student Affairs. This explanation should clearly and completely set forth the grounds for appeal.
- B. **Usual Grounds for Appeal:** Mere dissatisfaction with a decision or sanction is not grounds for appeal. The burden of demonstrating an inequity in the hearing or sanction will lie with the Responding Party. Usual grounds for an appeal may include:
1. That the AHO or the Hearing Panel made a clearly erroneous finding of fact contrary to the substantial weight of the evidence.
  2. That the administrator or Hearing Panel did not correctly interpret a responsibility or policy.
  3. There was an error in procedure.
  4. That the sanction imposed by the AHO, Hearing Panel, or Sanction Hearing Panel/Officer was clearly erroneous in light of the facts of the case and the student's disciplinary history at North Central College.
  5. That there is new evidence to the case that was not available at the time of the hearing, including a statement as to why the evidence was not available. To appeal on the basis of new evidence, the statement of appeal must explain why the new evidence is material to the matter.

**NOTE:** Appeals for cases adjudicated under the College's Title IX and Sexual Misconduct Policy have specific processes and procedures that may differ from the appeal process for other policies described in the Student Handbook. For these cases, please refer to the Title IX and Sexual Misconduct policy section of this Handbook.

C. **Appeal Process:**

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

The appeal may be denied, a new Sanction Hearing may be ordered, the case may be sent back to the original Sanction Hearing Panel/Officer, or sanctions may be altered. If the Vice President for Student Affairs and Athletics needs to recuse themselves due to a real or perceived conflict of interest, the appeal will be heard by the Vice President for Finance.

3. If a new hearing is called for on the basis of the appeal, the Office of Student Affairs will convene a new Panel or assign a new Administrative Hearing Officer according to the guidelines set forth by the College. The findings and decisions made by the second hearing will be final, and no further appeal will be granted.

## **Felony Charges, Indictments, or Convictions**

All applicants and current students are required to notify North Central College's Office of Student Affairs of any charge, indictment, or conviction involving a felony, or act that may develop into a felony. Failure to provide such notification may result in student disciplinary action, up to and including expulsion from North Central College. To determine appropriate College action, additional information regarding any charge, indictment, or conviction may be collected and assessed by the Office of Student Affairs, and/or, in cases where information may indicate a risk to the campus community, the College's Behavior Intervention Team. Where additional information is required, it is expected that an applicant or student will assist in making or authorizing that information be made available to College staff for review to the extent allowed by law.

## **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 College policy in situations that include, but are not limited to:

1. When the alleged off-campus misconduct occurs while a student is officially representing the College.
2. When the alleged off-campus misconduct is criminal in nature.
3. 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 the student 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.

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