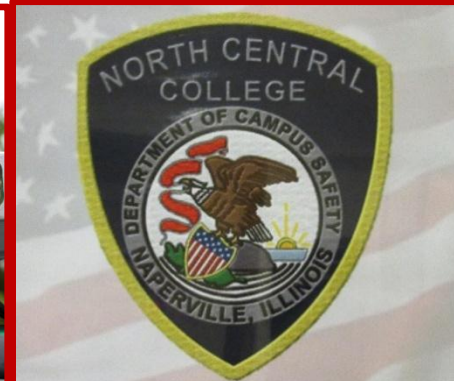


2026



NORTH CENTRAL  
COLLEGE 1861

# Annual Security and Fire Safety Report



## **About this Report**

North Central College Department of Campus Safety prepares this annual report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This report is prepared in cooperation with the Naperville Police Department and with local law enforcement agencies surrounding our non-Naperville owned, leased or rented properties. Campus Safety also seeks collaboration with the Office of the Registrar, Office of Residence Life, Center for Global Education, the Office of Student Life, Dyson Wellness Center and the Title IX Coordinator when compiling data for this report. This report includes information for the calendar years 2025, 2024 and 2023.

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

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

## **Campus Safety Procedures**

### **About the Department of Campus Safety**

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

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

The Department of Campus Safety has a collaborative working relationship with both the Naperville Police and Fire Departments where assistance and support can be obtained immediately. Campus Safety Officers may assist the Naperville Police Department in the enforcement of applicable state and local laws. For all reported crimes, the reporting party is encouraged and assisted by the Department of Campus Safety to also report the crime to the Naperville Police Department. North Central College and the Naperville Police Department have an established memorandum of understanding to formalize the commitment to work together to provide the effort and support required to aid the overall response to sexual misconduct at North Central College. In addition,

North Central College and the Naperville Police Department have a memorandum of understanding to provide access to the College's video surveillance system.

### **Contacting Campus Safety**

Campus Safety Officers can be reached by dialing extension 5911 from any campus phone or by dialing 630-637-5911 from an off-campus telephone or cellular phone. 16 emergency call boxes/phones are located throughout the campus. These emergency call boxes can be used to report a crime, a fire, or any other type of emergency.

### **Confidential Reporting**

If you are the victim of a crime and do not want to pursue action with the College's disciplinary system, you may still want to consider making a confidential report. The best way to make a confidential report is through the Dyson Wellness Center (630-637-5550) or through the Campus Conduct Hotline service (866-943-5787).

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

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

### **Anonymous Reporting**

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

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

### **Crime Reporting**

North Central College community members are strongly encouraged to immediately report criminal activity, suspicious circumstances and suspicious person(s) in an accurate and timely manner to the North Central College Department of Campus Safety at 630-637-5911 and the Naperville Police at 630-420-6666 (non-emergency) or

9-1-1 (emergency). Online reporting options are available at <https://www.northcentralcollege.edu/transparency/reporting-tools>

In addition to reporting a crime to Campus Safety, the following individuals may also be contacted to report a crime:

**Vice President for Student Life and Dean of Students, 630-637-5151**

**Executive Director, Campus Safety 630-637-5912**

**Executive Director, Dyson Wellness Center 630-637-5161**

**Director, Residence Life, 630-637-5861**

**Area Hall Director On Call, 630-816-5298**

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

### **Campus Security Authorities**

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

### **Emergency Response and Evacuations**

North Central College practices emergency response procedures on a regular basis. Fire drills are performed semi-annually in residence halls and annually in academic buildings. Tornado drills are performed annually. The College’s Emergency Response Group also periodically conducts table top exercises. Fire evacuation and severe weather shelter information is posted online and shared annually.. You can view the College’s emergency procedures at <https://hub.northcentralcollege.edu/sites/crisis-management>.

### **Security of and Access to Campus Facilities and Residence Halls**

Most campus buildings and facilities are accessible to members of the campus community and invited guests during business hours, 8 AM – 4:30 PM Monday–Friday. Select buildings may be open during limited hours on Saturday and Sunday. Building hours are posted online and updated each academic year. The doors leading to student residence halls or residence areas remain locked 24 hours a day. Unlimited access is available to students residing in a particular building via a card access system. Guests must be escorted by their host at all times when

visiting a residence hall. All student rooms are equipped with locking doors and windows. Students are advised to keep their doors locked at all times. Campus Safety conducts regular perimeter security checks of buildings. Any issues or reported concerns are immediately documented and addressed by Campus Safety and/or Business Operations Department to ensure the security of the facility and the safety of campus community members. The College has staff who are responsible for the maintenance of keys, locks and access controls. Additionally, the Department of Campus Safety employs a full-time Assistant Director for Access and Transportation, who maintains and reviews card access and assigns card privileges to students, faculty, staff, and select visitors.

### **Maintenance and Security of Campus Facilities**

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

The College continues its efforts to improve safety and has installed cameras covering the entrances of all residence halls. Additional cameras have been placed in strategic locations on campus to detect and deter crime, to safeguard against potential threats to the community, to manage emergency response situations during natural and man-made disasters and to assist College personnel in providing services to the community.

### **Residence Hall Staff**

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

**Area Hall Directors:** The general administration of student services within each residence hall is the responsibility of the Area Hall Director (AHD), a professional staff member who lives on campus. All professional live-in staff members have an office within their assigned area, and can be reached by contacting the Office of Residence Life or their individual offices. Staff members serve as a resource for each resident student and can assist in managing/addressing a wide range of questions, issues, and concerns related to a student's continued success at the College. Staff members coordinate and implement educational and social programs, and organize large scale programs with the intent of promoting an environment that encourages a student's academic and personal growth. AHDs also meet individually with students to encourage healthy behaviors and assist in identifying and resolving personal academic and interpersonal concerns. Professional staff members may have additional advising responsibilities for student organizations. AHDs work to create an engaging living community for all residents.

**Resident Assistants:** A Resident Assistant (RA) is a current student serving as a paraprofessional assigned to a residence hall community. These student leaders have taken on the responsibility of acting as a resource for residential students. RAs serve as positive role models for students, and strive to aid residents in achieving

individual and community goals. RAs also help students familiarize themselves with policies and guidelines, as well as help to maintain an environment conducive to learning. In addition, RAs organize educational and social programs with the intent of promoting an environment that encourages each student's academic and personal growth. RAs work to create an engaging living community for all residents.

**On-Call Residence Life Staff:** In emergency situations, residents should not hesitate to call either 911 for police, fire, ambulance, or 630-637-5911 for Campus Safety assistance. In non-emergency situations during the daytime hours, residents should first attempt to contact their Resident Assistant (RA), then any other RA in the hall or area, and then their Area Hall Director. In the evenings, on-call RAs are available from 4:30 p.m. to 8:00 a.m. to assist students. On-call RAs can be contacted by call the duty cell phone number posted throughout the respective residence halls. For questions or assistance when an RA is not available, residents can contact their Area Hall Director or the Area Hall Director on duty. The Area Hall Director on duty can be reached at 630-816-5298.

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

#### **Law Enforcement Authority and Interagency Relationships**

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

#### **Information on Registered Sex Offenders**

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

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

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

### **Campus Crime Prevention Program**

**Safety Escort Program** — Safety escorts are provided by the Department of Campus Safety, 24/7/365 to students, staff, and faculty for security purposes. Safety escorts are available for on campus locations and nearby train station. Campus Safety also provides medical escorts for non-emergency situations on campus to and from Endeavor Health Edward Hospital and urgent care facilities within three miles of campus.

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

**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 that occur within the College's jurisdiction. The Department of Campus Safety does not disclose information when it is prohibited by law, if the disclosure would jeopardize the confidentiality of a victim, would cause a suspect to flee or evade detection, or if it would result in the destruction of evidence. The Daily Crime Log is designed to provide crime statistics/information on a timelier basis than the statistical disclosures in the College's Annual Security and Fire Safety Report. This Daily Crime Log is maintained and updated within two business days of the date the crime is reported to the Department of Campus Safety. Dispositions on the Daily Crime Log are maintained for 60 days after a crime is included in the log. A copy of the College's Daily Crime Log may be requested from the Department of Campus Safety for review. The crime log for the most recent 60-day period is immediately available for public inspection, upon request, during normal business hours. Any portion of the log that is older than 60 days is open to public inspection, upon request, and made available within two business days of the request.

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

**Campus Safety Social Media** — Safety tips, programming, and other select information pertaining to the campus and surrounding Naperville community can be found on social media. The North Central College Department of Campus Safety's Facebook page is available at [www.facebook.com/ncccampussafety](http://www.facebook.com/ncccampussafety) and Instagram at [www.instagram.com/ncc.campussafety](http://www.instagram.com/ncc.campussafety).

### **Safety Awareness Programs**

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

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

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

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

*Drug Free Schools and Communities Act* - As required by the Drug Free Schools and Communities Act, North Central College publishes an in-depth biennial review of drug and alcohol programming from the previous two years. The most recent published report from December 2024 is available to the campus community (faculty/staff/students) at the following web link: <https://www.northcentralcollege.edu/transparency/health-safety-reports-policies>

### **Primary Prevention Programs**

*Bystander Intervention* – Bystander intervention training is offered on an annual basis to all incoming students online and during welcome week. Athletes receive an additional bystander intervention training on an annual basis as part of their required training on sexual violence prevention.

*Sexual Violence Prevention* – The Title IX Coordinator, or designee provides sexual violence prevention and evidence-based bystander intervention training for all athletes in person on an annual basis. The Dyson Wellness Center provides sexual assault, dating and domestic violence and stalking prevention programs multiple times a semester that are open to the campus community.

*Hazing Prevention* – Under the requirements of the Stop Campus Hazing Act, participants in student organizations including clubs, band, athletics, etc receive research-informed, campus wide prevention and awareness programming that includes information about prevention strategies and campus policies on hazing, reporting processes and investigation steps.

*Online Education* - Under the requirements of the federal Drug-Free Schools and Campuses Act, incoming students complete an online prevention program designed for sexual assault, dating and domestic violence, stalking, alcohol and marijuana awareness and prevention.

*Academics* - The College's Office of Academic Affairs and the Coordinator of First-Year Experience Learning coordinate a course for first year students that has an emphasis on the college transition as well as connecting to the campus and local communities through elements of mental health, wellness, and safety.

*Online Education* – The Human Resources department oversees the faculty, staff and student workers’ annual requirements to complete online training modules on awareness, prevention, and reporting requirements related to sexual misconduct and a drug-free workplace. Training topics include, “Illinois Sexual Prevention for Employees” with multiple sections, “Title IX for Higher Education Requires and Responsibilities,” “Mandated Reporter” and “Drug-Free Workplace.”

### **Electronic Security and Telephone Systems**

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

*Campus Telephones Boxes* — Ten campus telephone boxes are available to quickly contact the Department of Campus Safety and are located at various locations in the parking garages.

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

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

### **Emergency Response Plan**

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

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

This information is a summary of the institutional Emergency Response Plan and was developed to provide guidelines so students, faculty, and staff know how to react during emergency situations. Please review this information carefully and be prepared for situations that can arise at any time. For more information about the Emergency Response Plan, please visit its website at: <https://hub.northcentralcollege.edu/sites/crisis-management/SitePageModern/8543/emergency-response-plan>

### **Emergency Notification**

North Central College will, without delay and taking into account the safety of the community, determine the

content of an emergency notification and initiate the notification system. North Central College will issue emergency notifications unless in the professional judgement of responsible authorities, issuing said notification may compromise efforts to contain, appropriately respond to, or otherwise mitigate the emergency.

The individuals below have the primary responsibility during any campus emergency to provide oversight, management of immediate responses and notifications to the campus community. This includes the confirmation of a significant emergency or dangerous situation, determining the appropriate segments of the population to notify, and initiate the notification system.

- Vice President for Business Operations
- Vice President for Student Life and Dean of Students
- Vice President for Communication and External Affairs
- Executive Director of Campus Safety
- Provost and Vice President for Academic Affairs
- Vice President for Finance

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

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

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

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

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

*The College's website* is a communication method for information and instructions in the event of an emergency. During severe incidents, the website home page will display information about the situation. In the event of a prolonged incident, updated information will be posted on the website as warranted. In the event the College's website is incapacitated, the secondary backup Internet communications channel will be the College's Facebook page, located by visiting [www.facebook.com/NorthCentralCollege](http://www.facebook.com/NorthCentralCollege). For internal communications, the College's HUB page may be accessible at [hub.northcentralcollege.edu](http://hub.northcentralcollege.edu).

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

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

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

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

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

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

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

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

### **Timely Warnings-Safety Alerts**

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

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

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

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

### **Annual Assessments**

The Executive Director of Campus Safety in coordination with the Operations Manager conduct annual drills and exercises that may be announced or unannounced for the campus community.

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

### **Additional Campus Policies**

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

[www.noctrl.edu/handbook](http://www.noctrl.edu/handbook). For up-to-date College policies for faculty and staff please visit:  
<https://hub.northcentralcollege.edu/sites/human-resources/>

### **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.

- All official missing student reports are immediately referred to Campus Safety.
- Emergency contact information can be completed on Merlin through the Medical Insurance and Emergency Contact Information link.
- If a student is under the age of 18 and not emancipated, the emergency contact person must be a parent or legal guardian. The emergency contact person may be called during medical emergencies, depending on the severity of the situation and the wishes of the student involved.
- 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.
- 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.
- The following is list of contact information that may be utilized to report a student missing.
  - Campus Safety 630-637-5911
  - Office of Residence Life 630-637-5858
  - Office of Student Life 630-637-5151
  - Naperville Police Department 630-420-6666

### **Policy Statement Regarding Alcohol Use**

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

North Central College students are subject to all Federal, State, and Local laws pertaining to alcohol. In the event 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. Additionally, North Central College, as an educational institution, establishes additional community standards for its members that go beyond the requirements set by the Federal, State, and Local laws. North Central College alcohol policies include:

- **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).

- **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, 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 immediate disposal, even if one or more of the students involved in the incident is 21 years of age or older.
  - 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.
  - 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.
  - 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.
  - 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.
- **Underage Alcohol Policy:**
  - Students under the age of 21 are prohibited from possessing, distributing, or consuming alcohol.
  - 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.
  - 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 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 the 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, including the immediate disposal of any alcohol present.

- **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.)
- **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 evaluated and/or transported to a local hospital via ambulance. In such an event, the student shall be solely responsible for any associated costs.
- **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, rooms or floors in other residence halls may be designated as substance-free by the Office of Residence Life.
- **Drinking Games**
  - Games that are centered around alcohol, focused on drinking large quantities of alcohol, or promote unsafe consumption are prohibited.
  - Drinking games played with non-alcoholic beverages are also prohibited.
  - 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.
- **Alcohol Containers and Paraphernalia:**
  - Alcohol containers, regardless of the content, are prohibited in substance-free residence halls and in rooms or suites where all roommates are underage.
  - 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.
  - 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.
- **Powdered Alcohol:**
  - The consumption, possession or distribution of any powder or crystalline substance containing alcohol, as defined by state/local law, is prohibited by College policy and Illinois state law.

### **Policy Statement Regarding Drug Use**

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

Federal Law prohibit 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 cannabis, 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 Cannabis:**

Pursuant to the federal Drug-Free School and Communities Act (20 U.S.C. § 1011(i)), the Illinois Compassionate Use of Medical Cannabis Program Act (410 ILCS 130), and the Illinois Cannabis Regulation and Tax Act (410 ILCS 705), 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 State law. As a recipient of federal funding, North Central College is required to certify that it complies with the federal Drug-Free Schools and Communities Act (see 34 C.F.R. Part 86) The federal government regulates drugs through the federal Controlled Substances Act (21 U.S.C. 801 et seq) which classifies cannabis 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.

### **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.

- 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.
- Any student(s) afforded amnesty under this policy will be required to meet with staff from the Office of Student Life 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.
- 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.
- This policy does not preclude disciplinary action regarding all 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 Life, 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, Office of Student Life at [studentlife@noctrl.edu](mailto:studentlife@noctrl.edu) or 630-637-5151, or Human Resources at [humanresources@noctrl.edu](mailto:humanresources@noctrl.edu), 630-637-5757.

#### ON-CAMPUS RESOURCES/INFORMATION

|                                                                                |                                                                                                                  |
|--------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|
| Dyson Wellness Center (confidential medical, counseling and advocacy services) | 630-637-5550,<br><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,<br><a href="http://www.members.mhn.com">http://www.members.mhn.com</a>                           |
| 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<br>501 N. County Farm Road, Wheaton, IL 60187                          | 911/ 630-682-7256                                                                                                                                                                     |
| DuPage County Health Department<br>111 North County Farm Rd.<br>Wheaton, IL 60187                       | 630-627-1700 (24 hours), Crisis Line                                                                                                                                                  |
| DuPage Mental Health Services<br>1776 South Naperville Road, Building B, Suite 203<br>Wheaton, IL 60189 | 630-690-2222                                                                                                                                                                          |
| Linden Oaks Hospital at Edward<br>852 West Street, Naperville, IL 60540                                 | 630-305-5129 or 630-305-5500                                                                                                                                                          |
| Rosecrance<br>608 South Washington Street<br>Naperville, IL 60540                                       | 630-849-4295 Financial Expectations:<br><a href="http://www.rosecrance.org/substanceabuse/financialexpectations/">http://www.rosecrance.org/substanceabuse/financialexpectations/</a> |

|                                                                                                                             |                                                                                                     |
|-----------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|
| Resurrection Behavioral Health, Addiction Services<br>2001 Butterfield Road, Suite 320<br>Downers Grove, IL 60515           | 847-493-3600                                                                                        |
| Central DuPage Hospital Behavioral Health<br>27W350 Highlake Road<br>Winfield, IL 60190                                     | 630-933-4000                                                                                        |
| Serenity House<br>89155 Rohlwing Road<br>Addison, IL 60101                                                                  | 630-620-6616                                                                                        |
| Banyan Treatment Center<br>Naperville, IL 60540                                                                             | 630-528-1692                                                                                        |
| Gateway Foundation Alcohol & Drug Treatment<br>8 locations                                                                  | 877-321-7326<br><a href="http://www.RecoverGateway.org">www.RecoverGateway.org</a>                  |
| Timberline Knolls<br>(Residential treatment for young women)<br>40 Timberline Drive, Lemont, IL 60439                       | 630-343-2326                                                                                        |
| Alexian Brothers (Behavior Health Hospital)<br>1650 Moon Lake Blvd. Hoffman Estates, IL 60194                               | 847-882-1600                                                                                        |
| FAIR: Family & Adolescents in Recovery<br>2010 East Algonquin Rd.<br>Schaumburg, IL 60173                                   | 847-359-5192<br><a href="http://faircounseling.com/contact/">http://faircounseling.com/contact/</a> |
| DuPage County State's Attorney's Office<br>Judicial Office Facility - Annex<br>503 N. County Farm Road<br>Wheaton, IL 60187 | 630-407-8000                                                                                        |

### **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 Life staff is committed to assisting students, whether victim of an alleged incident (reporting party) or an accused student (responding party), in identifying resources that will provide support before, during, and after the student conduct process takes place.

### **Preponderance of the Evidence**

The student conduct process at North Central College requires a preponderance of the evidence in order for a student to be found in violation of College policy. 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.

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

**Rights of Victims (Reporting Party)**

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

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

- To be treated with dignity and respect and in a non-judgmental manner.
- To assume the role of Reporting Party, and all that is entailed therein, if an alleged incident is referred for adjudication.
- To be notified of the progress of the case, including initial contact with the Responding Party and outcomes related to any student conduct proceedings.
- To have an Advisor, as outlined above, accompany them throughout any student conduct hearing, meeting, or interview.
- To receive a written and timely notice of the date, time and place of any hearing.
- To have the opportunity to meet with a staff member prior to a hearing to discuss the adjudication process, if requested.
- To provide, hear and respond to the information that supports the charges against the Responding Party.

- To provide a written statement and/or verbal information on their own behalf.
- 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.
- 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).
- To receive a written and timely notice of the outcome of any hearing, including any assigned sanctions and/or relevant appeal process.
- To be informed of all College resources as available and applicable, including counseling and medical services.
- 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 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 Policy.

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

### **Sanctions**

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

- **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.
- **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.
- **Dismissal:** The student is separated involuntarily and permanently from the College.

- **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.
- **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.
- **Campus Engagement:** The student may be assigned a specific number of "campus involvement" hours in order to help the student get better connected to positive campus activities and people. Campus Engagement can include attending any number of College sponsored activities, including speakers, student organization meetings, workshops, concerts, etc. (with the exception of athletic events). Typically, a student is able to choose what Campus Engagement activities they will attend.
- **Fine:** A student found in violation of the College's alcohol or drug policies will be assessed a \$100.00 fine, in addition to other possible sanctions, for their first violation of the policy. All subsequent violations of the policies will carry with them a \$200.00 fine, per person found in violation, in addition to other possible sanctions. Authorized medical cannabis 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 Life 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.
- **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 Life.
- **Alcohol Education:** The student is required to complete an online alcohol assessment and education program. Once the student has completed the program, they are required to submit verification of completion (as an electronic printout, screen shot, electronic document, or scanned copy) to an assigned College official.
- **College No Contact Order:** The student is required to have no contact with another student, faculty, or staff member.
- **College No Trespass Order:** The student is not allowed in any North Central building nor are they allowed on any property owned or leased by North Central College. Should a student need to be on campus to conduct official College business, they must receive approval from the Office of Student Life 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.
- **Residence Hall No Trespass Order:** The student is not allowed in any North Central College owned or leased residence halls or apartment. Should a student need to enter a residence hall to conduct official College business, they must receive approval from the Office of Student Life 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.

- **Residence Hall Removal:** A student's Room and Board Agreement is terminated permanently or for a designated period of time. Until such a time as a student is again eligible to live in a residence hall, they are typically prohibited from entering any residence hall for any reason. Should a student need to enter a residence hall to conduct official College business, they must receive approval from the Office of Student Affairs in advance. If a student violates this order the College may contact the Naperville Police Department in order to pursue a charge of criminal trespassing.
- **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.
- **Campus Access Limitation:** A student may be on campus for classes only. While on campus a student may enter only the buildings where they have assigned classes. A student may not enter residence halls or any other campus buildings. Should a student need to be on campus to conduct official College business, they must receive approval from the Office of Student Life in advance.
- **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.
- **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.
- **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.
- **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.
- **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.
- **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.
- **Educational Group Workshop:** The student will be assigned a workshop date and attend in order to learn practical decision-making skills for safe alcohol and drug use choices and wellness.

### 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 Life and Dean of Students, or their designee, there is reason to believe that a student poses a threat to harm himself/herself or others, to unreasonably interfere with another's right to learn, study, sleep or work, to cause damage to College property, or to disrupt the stability

and continuance of normal College operations, a student may be issued a College “no contact” restriction with another student or faculty/staff member, a College “no trespass” directive for all or a portion of College property, or may be removed immediately from the residence halls and/or the College (interim suspension) or any other interim sanction deemed appropriate, including a monetary fine. The Vice President for Student Life and Dean of Students, 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 Life and Dean of Students 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.

### **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:

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

- 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.
- 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.
- 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 they 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.

**Statement on Title IX and Sexual Misconduct Policy** (for the full policy and updates, please visit: <https://www.northcentralcollege.edu/transparency/title-ix-sexual-misconduct>)

North Central College is committed to providing a workplace and educational environment, as well as other benefits, programs and activities, that are free from discrimination based on a protected characteristic, and retaliation for engaging in a protected activity.

North Central College values and upholds the equal dignity of all members of its community and strives to balance the rights of the Parties in the grievance process during what is often a difficult time for all involved.

To ensure compliance with federal, state, and local civil rights 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 process for those involved in an allegation of sex based discrimination or harassment, and for the allegations of retaliation.

### **Discriminatory Harassment Policy**

Students, staff, administrators, and faculty are entitled to an employment and educational environment that is free of discriminatory harassment. This Policy is 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.

The sections below describe the specific forms of legally prohibited harassment that are also prohibited under College Policy. When speech or conduct is protected by academic freedom and/or the First Amendment, it will not be considered a violation of College Policy, though supportive measures will be offered to those impacted. All offense definitions encompass actual and/or attempted offenses.

### **Sexual Harassment**

The Department of Education's Office for Civil Rights (OCR), the Equal Employment Opportunity Commission (EEOC), and the State of Illinois regard sexual harassment, a specific form of discriminatory harassment, as an unlawful discriminatory practice.<sup>1</sup>

Acts of sexual harassment may be committed by any person upon any other person, regardless of the sex, sexual orientation, and/or gender identity of those involved.

The College has adopted the following definitions of sexual harassment in order to address the unique environment of an academic community. Two definitions are required by federal law. While they overlap, they are not identical, and they each apply as noted.

**Title VII Sexual Harassment** applies to situations where an employee is subjected to workplace sexual harassment.

- a. Unwelcome verbal, written, graphic, and/or physical conduct;
- b. that is severe or pervasive and objectively offensive;
- c. on the basis of sex/gender, that
- d. unreasonably interferes with, limits, or effectively denies an individual's educational or employment access, benefits, or opportunities.

**Title IX Sexual Harassment**, as an umbrella category, includes the offenses of sexual harassment, sexual assault, domestic violence, dating violence, and stalking. This definition applies to all formal complaints that fall within Title IX jurisdiction as determined by the Title IX Coordinator. Sexual harassment includes:

Conduct on the basis of sex, or that is sexual in nature, that satisfies one or more of the following:

**1) Quid Pro Quo:**

- a. an employee of the College,
- b. conditions<sup>2</sup> the provision of an aid, benefit, or service of the College,
- c. on an individual's participation in unwelcome sexual conduct.

**2) Sexual Harassment (Hostile Environment):**

- a. unwelcome conduct,
- b. determined by a reasonable person,
- c. to be so severe, and
- d. pervasive, and,
- e. objectively offensive,

---

<sup>1</sup> If the sexual harassment occurs in a College-owned residence with a residential Complainant, then the HUD/FHA definition of sexual harassment--which tracks the Title VII definition--may also apply.

<sup>2</sup> Implicitly or explicitly.

- f. that it effectively denies a Complainant equal access to the College's education program or activity.<sup>3</sup>

3) **Sexual Assault**, defined as:

- a. Any sexual act<sup>4</sup> directed against a Complainant,<sup>5</sup>
- without their consent, or

---

<sup>3</sup> Unwelcomeness is subjective and determined by the Complainant (except when the Complainant is younger than the age of consent). Severity, pervasiveness, and objective offensiveness are evaluated based on the totality of the circumstances from the perspective of a reasonable person in the same or similar circumstances ("in the shoes of the Complainant"), including the context in which the alleged incident occurred and any similar, previous patterns that may be evidenced. This definition is broad enough to potentially encompass forms of sex-based disparate treatment, even if not harassing in nature.

<sup>4</sup> A 'sexual act' is specifically defined by federal regulations to include one or more of the following:

Rape:

- The carnal knowledge of a Complainant OR Penetration, no matter how slight, of the vagina or anus with anybody part or object, or oral penetration by a sex organ of another person,
- without their consent,
- including instances where they are incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity."

Sodomy:

- Oral or anal sexual intercourse with a Complainant,
- forcibly, and/or
- against their will (non-consensually), or
- not forcibly or against their will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

Sexual Assault with an Object:

- The use of an object or instrument to penetrate,
- however slightly,
- the genital or anal opening of the body of the Complainant,
- forcibly, and/or
- against their will (non-consensually), or
- not forcibly or against their will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

Fondling:

- The touching of the private body parts of the Complainant (buttocks, groin, breasts),
- for the purpose of sexual gratification,
- forcibly, and/or
- against their will (non-consensually), or
- not forcibly or against their will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

<sup>5</sup> This would include having another person touch you sexually, forcibly, and/or without their consent.

- instances in which the Complainant is incapable of giving consent.<sup>6</sup>
- b. **Incest:**
- Non-forcible sexual intercourse,
  - between persons who are related to each other,
  - within the degrees wherein marriage is prohibited by Illinois law.
- c. **Statutory Rape:**
- Non-forcible sexual intercourse,
  - with a person who is under the IL statutory age of consent of 17.
- 4) **Dating Violence**, defined as:
- a. violence,
  - b. on the basis of sex,
  - c. committed by a person,
  - d. who is in or has been in a social relationship of a romantic or intimate nature with the Complainant.
    - i. The existence of such a relationship shall be determined based on the Complainant's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition—
      - a) Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
      - b) Dating violence does not include acts covered under the definition of domestic violence.
- 5) **Domestic Violence**,<sup>7</sup> defined as:
- a. violence,
  - b. on the basis of sex,
  - c. committed by a current or former spouse or intimate partner of the Complainant,
  - d. by a person with whom the Complainant shares a child in common, or
  - e. by a person who is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner, or
  - f. by a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of Illinois, or

---

<sup>6</sup> This definition set is not taken from NIBRS verbatim. ATIXA has substituted Complainant for "victim," has removed references to his/her throughout, has defined "private body parts," has removed the confusing and unnecessary term "unlawfully," and has inserted language clarifying that the College interprets "against the person's will" to mean "non-consensually."

<sup>7</sup> To categorize an incident as Domestic Violence under this Policy, the relationship between the Respondent and the Complainant must be more than just two people living together as roommates. The people cohabitating must be current or former spouses or have an intimate relationship.

- g. by any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of Illinois.

6) **Stalking**, defined as:

- a. engaging in a course of conduct,
- b. on the basis of sex,
- c. directed at the Complainant, that
  - i. would cause a reasonable person to fear for the person's safety, or
  - ii. the safety of others; or
  - iii. Suffer substantial emotional distress.

For the purposes of this definition—

- Course of conduct means two or more acts, including, but not limited to acts in which the Respondent directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
- Reasonable person means a reasonable person under similar circumstances and with similar identities to the Complainant.
- Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

The College reserves the right to impose any level of sanction, ranging from a reprimand up to and including suspension or expulsion/termination, for any offense under this Policy. The most serious offenses are likely to result in suspension, expulsion, or termination.

**Force, Coercion, Consent, and Incapacitation<sup>8</sup>**

As used in the offenses above, the following definitions and understandings apply:

**Force:** Force is the use of physical violence and/or physical imposition to gain sexual access. Force also includes threats, intimidation (implied threats), and coercion that is intended to overcome resistance or produce consent (e.g., "Have sex with me or I'll hit you," which elicits the response, "Okay, don't hit me. I'll do what you want.>").

Sexual activity that is forced is, by definition, non-consensual, but non-consensual sexual activity is not necessarily forced. Silence or the absence of resistance alone is not consent. Consent is not demonstrated by the absence of resistance. While resistance is not required or necessary, it is a clear demonstration of non-consent.

---

<sup>8</sup> The state definition of consent in the State of Illinois, which is applicable to criminal prosecutions for sex offenses in Illinois but may differ from the definition used on campus to address policy violations. Consent 720 ILCS 5/11-1.70 is included for Clery/VAWA Sec. 304 compliance purposes.

**Coercion:** Coercion is unreasonable pressure for sexual activity. Coercive conduct differs from seductive conduct based on factors such as the type and/or extent of the pressure used to obtain consent. When someone makes clear that they do not want to engage in certain sexual activity, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

**Consent is:**

- knowing, and
- voluntary, and
- clear permission
- by word or action
- to engage in sexual activity.

Individuals may perceive and experience the same interaction in different ways. Therefore, it is the responsibility of each party to determine that the other has consented before engaging in the activity.

If consent is not clearly provided prior to engaging in the activity, consent may be ratified by word or action at some point during the interaction or thereafter, but clear communication from the outset is strongly encouraged.

For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct. Reasonable reciprocation can be implied consent. For example, if someone kisses you, you can kiss them back (if you want to) without the need to explicitly obtain *their* consent to being kissed back.

Consent can also be withdrawn once given, as long as the withdrawal is reasonably and clearly communicated. If consent is withdrawn, that sexual activity should cease within a reasonably immediate time.

Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A current or previous intimate relationship is not sufficient to constitute consent. If an individual expresses conditions on their willingness to consent (e.g., use of a condom) or limitations on the scope of their consent, those conditions and limitations must be respected.

Proof of consent or non-consent is not a burden placed on either party involved in a complaint. Instead, the burden remains on the College to determine whether its policy has been violated. The existence of consent is based on the totality of the circumstances evaluated from the perspective of a reasonable person in the same or similar circumstances, including the context in which the alleged misconduct occurred and any similar and previous patterns that may be evidenced.

Consent in relationships must also be considered in context. When parties consent to BDSM<sup>9</sup> or other forms of kink, non-consent may be shown by the use of a safe word. Resistance, force, violence, or even saying “no” may be part of the kink and thus consensual, thus College’s evaluation of communication in kink situations should be guided by reasonableness, rather than strict adherence to policy that assumes non-kink relationships as a default.

**Incapacitation:** A person cannot consent if they are unable to understand what is happening or are disoriented, helpless, asleep, or unconscious for any reason, including due to alcohol or other drug consumption. As stated above, a Respondent violates this Policy if they engage in sexual activity with someone who is incapable of giving consent.

It is a defense to a sexual assault policy violation that the Respondent neither knew nor should have known the Complainant to be physically or mentally incapacitated. “Should have known” is an objective, reasonable person standard that assumes that a reasonable person is both sober and exercising sound judgment.

Incapacitation occurs when someone cannot make rational, reasonable decisions because they lack the capacity to give knowing/informed consent (e.g., to understand the “who, what, when, where, why, and how” of their sexual interaction).

Incapacitation is determined through consideration of all relevant indicators of an individual’s state and is not synonymous with intoxication, impairment, blackout, and/or being drunk.

This Policy also covers a person whose incapacity results from a temporary or permanent physical or mental health condition, involuntary physical restraint, and/or the consumption of incapacitating substances.

### ***Sexual Exploitation***

In addition to the forms of sexual harassment described above, which are covered by Title IX, the College additionally prohibits sexual exploitation as a form of discrimination that may be within or outside of Title IX when the act is based upon the Complainant’s actual or perceived protected characteristic.

**Sexual Exploitation**, defined as:

- a. an individual taking non-consensual or abusive sexual advantage of another
- b. for their own benefit or for the benefit of anyone other than the person being exploited, and
- c. that conduct does not otherwise constitute Sexual Harassment under this Policy.

Examples of Sexual Exploitation include, but are not limited to:

---

<sup>9</sup> Bondage, discipline/dominance, submission/sadism, and masochism.

- Sexual voyeurism (such as observing or allowing others to observe a person undressing or using the bathroom or engaging in sexual acts, without the consent of the person being observed)
- Invasion of sexual privacy (e.g., doxxing)
- Knowingly making an unwelcome disclosure of (or threatening to disclose) an individual's sexual orientation, gender identity, or gender expression
- Taking pictures, video, or audio recording of another in a sexual act, or in any other sexually related activity when there is a reasonable expectation of privacy during the activity, without the consent of all involved in the activity; or exceeding the boundaries of consent (such as allowing another person to hide in a closet and observe sexual activity; or disseminating sexual pictures without the photographed person's consent), including the making or posting of non-consensual pornography
- Prostituting another person
- Engaging in sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or a sexually transmitted disease (STD) or infection (STI), without informing the other person of the virus, disease, or infection
- Causing or attempting to cause the incapacitation of another person (through alcohol, drugs, or any other means) for the purpose of compromising that person's ability to give consent to sexual activity, or for the purpose of making that person vulnerable to non-consensual sexual activity
- Misappropriation of another person's identity on apps, websites, or other venues designed for dating or sexual connections (e.g., spoofing)
- Forcing a person to take an action against that person's will by threatening to show, post, or share information, video, audio, or an image that depicts the person's nudity or sexual activity
- Knowingly soliciting a minor for sexual activity
- Engaging in sex trafficking
- Creating, possessing, or disseminating child pornography

Sanctions for sexual Exploitation range from warning through expulsion/termination.

In addition, matters initially filed as Title IX Sexual Harassment but dismissed for Title IX jurisdictional reasons may be pursued under this Policy's Process B provision.

### ***Consensual Relationships***

North Central College's Consensual Relationships Policy can be found within the Human Resources Department, accessible using this link:

<https://www.northcentralcollege.edu/sites/default/files/documents/2020-03/20-3-18-consensual-relationships-policy.pdf>

### **Notice/Complaints of Discrimination, Harassment, and/or Retaliation**

Notice or complaints of discrimination, harassment, and/or retaliation may be made using any of the following options:

- 1) File a report or Formal Complaint with, or give verbal notice to, the Title IX Coordinator. Such a report or Formal Complaint may be made at any time (including during non-business hours) by using the

telephone number or email address, or by mail, to the office listed for the Title IX Coordinator or any other official listed.

Title IX Coordinator  
Student Affairs, Old Main Office 524  
30 N. Brainard St., Naperville, IL 60540  
(630) 637-5156  
TitleIX@noctrl.edu

- 2) Report online, using the reporting form posted at [titleixreport.northcentralcollege.edu](http://titleixreport.northcentralcollege.edu)

Anonymous reports are accepted but can give rise to a need to investigate to determine if the parties can be identified. If not, no further formal action is taken, though measures intended to protect the community may be enacted. The College tries to provide supportive measures to all Complainants, which may be impossible with an anonymous report that does not identify the Complainant.

Because reporting carries no obligation to initiate a formal response, and because the College respects Complainant requests to dismiss complaints unless there is a compelling threat to health and/or safety, the Complainant is largely in control and should not fear a loss of confidentiality by making a report that allows the College to discuss and/or provide supportive measures.

- 3) Report using the Campus Conduct Hotline at (866) 943-5787.

As used in this Policy, the term “Formal Complaint” means a document or electronic submission (such as by electronic mail or through an online portal provided by the College for this purpose) that contains the Complainant’s physical or digital signature, or otherwise indicates that the Complainant is the person filing the complaint, and requests that the College investigate the allegations. If notice is submitted in a form that does not meet this standard, the Title IX Coordinator will contact the Complainant to ensure that it is filed correctly.

### **Mandated Reporting**

Most North Central College employees (faculty, staff, administrators) are expected to report actual or suspected Title IX discrimination, harassment, and/or retaliation to the Title IX Coordinator immediately, although there are some limited exceptions.

To make informed choices, it is important to be aware of confidentiality and mandatory reporting requirements when consulting institutional resources. Within the institution, some resources may maintain confidentiality and are not required to report actual or suspected Title IX harassment, discrimination, or retaliation in a way that identifies the parties. They may offer options and resources without any obligation to inform an outside agency or institution official unless a Complainant has requested the information be shared.

If a Complainant expects formal action in response to their allegations, reporting to any Mandated Reporter can connect them with resources to report alleged crimes and/or policy violations, and these employees will

immediately pass reports to the Title IX Coordinator (and/or police, if desired by the Complainant or required by law), who will act when an incident is reported to them.

The following sections describe the College reporting options for a Complainant or third party (including parents/guardians when appropriate):

### ***Confidential Resources***

If a Complainant would like the details of an incident to be kept confidential, the Complainant may speak with:

- On-campus licensed professional counselors in the Dyson Wellness Center
- On-campus health service providers and staff in the Dyson Wellness Center
- On-campus Victim Advocate in the Dyson Wellness Center
- On-campus members of the clergy/chaplains working within the scope of their licensure or ordination
- Community-based (non-employees):
  - Licensed professional counselors and other medical providers
  - Local rape crisis counselors
  - Domestic violence resources
  - Local or state assistance agencies
  - Clergy/Chaplains
  - Attorneys

All of the above-listed individuals will maintain confidentiality when acting under the scope of their licensure, professional ethics, professional credentials, or official designation, except in extreme cases of immediacy of threat or danger or abuse of a minor/elder/individual with a disability, or when required to disclose by law or court order.

For students, institutional counselors in the Dyson Wellness Center are available to help free of charge and may be consulted on an emergency basis during normal business hours. For employees, the Employee Assistance Program can be utilized. Both students and employees are able to utilize the Campus Advocate. The Campus Advocate (available through the Dyson Wellness Center) offers confidential support services and advocacy. The Campus Advocate can be contacted at 630-637-5550 during normal business hours and can be contacted after hours through calling Campus Safety.

Employees who have confidentiality as described above, and who receive reports within the scope of their confidential roles will timely submit anonymous statistical information for Clery Act purposes unless they believe it would be harmful to their client, patient, or parishioner.

### ***Mandated Reporters and Formal Notice/Complaints***

All College employees (including student employees), with the exception of those who are designated as Confidential Resources, are Mandated Reporters and must promptly share with the Title IX Coordinator all known details of a report made to them in the course of their employment.

Employees must promptly share all details of behaviors under this Policy they observe or have knowledge of, even if not reported to them by a Complainant or third party.

Complainants may want to carefully consider whether they share personally identifiable details with non-confidential Mandated Reporters, as those details must be shared with the Title IX Coordinator.

Generally, disclosures in climate surveys, classroom writing assignments or discussions, human subjects research, or at events such as “Take Back the Night” marches or speak-outs do not provide notice that must be reported to the Title IX Coordinator by employees, unless the Complainant clearly indicates that they desire a report to be made or seek a specific response from the College.

Supportive measures may be offered as the result of such disclosures without formal College action.

Failure of a Mandated Reporter to report an incident of harassment, discrimination, or retaliation of which they become aware is a violation of College Policy and can be subject to disciplinary action for failure to comply/failure to report.

Though this may seem obvious, when a Mandated Reporter is engaged in harassment or other violations of this Policy, they still have a duty to report their own misconduct, though the College is technically not on notice simply because a harasser is also a Mandated Reporter unless the harasser does in fact report themselves.

Finally, it is important to clarify that a Mandated Reporter who is themselves a target of harassment or other misconduct under this Policy is not required to report their own experience, though they are encouraged to do so.

### ***Other Reporting Options***

In addition, Complainants may speak with individuals unaffiliated with the College without concern that Policy will require them to disclose information to the institution without permission:

- Licensed professional counselors and other medical providers
- Local rape crisis counselors
  - o YWCA Metropolitan Chicago—DuPage County Office  
2055 West Army Trail Road, Suite 140, Addison, Illinois 60101

24-hour Rape Crisis Hotline: (888) 293-2080 (text available 3-11pm)

Non-emergency Number: (630) 790-6600 ext. 4431

<https://ywcachicago.org/advancing-healing-safety-and-belonging>

- National Sexual Assault Hotline
  - RAINN (Rape, Abuse & Incest National Network)
    - (800) 656-4673
    - <https://rainn.org/>

Domestic violence resources

- Family Shelter Service (24 hours a day)  
605 E. Roosevelt Road, Wheaton, Illinois 60187

Hotline: (630) 469-5650

Non-emergency Number: (630) 221-8290

<https://www.metrofamily.org/fssofmfsd/>

- National Domestic Violence Hotline
  - o (800) 799-7233
  - o <https://www.thehotline.org/>
- State Resources
  - o Illinois Coalition Against Sexual Assault
    - 100 North 16<sup>th</sup> Street, Springfield, IL 62703
    - (217) 753-4117
    - <https://icasa.org/>
  - o Illinois Coalition Against Domestic Violence
    - 806 South College Street, Springfield, IL 62704
    - IL Domestic Violence Help Line: (877) 863-6338
    - Non-Emergency Number: (217) 789-2830
    - <https://www.ilcadv.org/>
- Clergy/Chaplains
- Attorneys

In some instances of sexual harassment, Complainants may wish to seek medical attention from a qualified healthcare provider, regardless of whether the Complainant chooses to report to the College. Endeavor Health (previously Edward Hospital) has team of Sexual Assault Nurse Examiners (SANEs) available and on call 24/7 to provide free forensic examinations and comprehensive care to sexual assault patients. An evidence collection kit can be collected for a minimum of seven days after an assault, and the patient does not need to complete a kit to receive an exam and treatment at no cost to the patient. The kit also does not need to be immediately (or ever) released to the police for testing and will be stored for at least ten years. Endeavor Health is located at 801 S. Washington Street, Naperville, IL 60540 and their phone number is (630) 527-3000.

Complainants may also wish to contact the local police to initiate the criminal reporting process, which is separate from the campus reporting process. North Central College Campus Safety will support Complainants who wish for assistance working through the criminal reporting process. Conversely, campus members may seek an investigation through the College and choose not to involve local police. The Naperville Police Department is located at 1350 Aurora Ave., Naperville, IL 60540 and their phone number is (630) 420-6666. If an emergency, please contact the police utilizing 911.

### **Preservation of Evidence**

The preservation of evidence in incidents of sexual assault and stalking is critical to potential criminal prosecution and to obtaining restraining/protective orders and is particularly time sensitive. The College will inform the Complainant of the importance of preserving evidence by taking actions such as the following:

#### ***Forensic Evidence Collection for Sexual Assault***

- Secure the room or location where the sexual assault occurred (if possible) without disturbing anything. If you need assistance securing an on-campus room or location for evidence collection, call Campus Safety – (630) 637-5911. Do not allow anyone else to enter until law enforcement arrives.
- Preserve all physical evidence and take pictures or screen shots.
- It is best not to bathe, shower, urinate, douche, or use a toothbrush. Do not wash or discard any articles of clothing worn during the sexual assault, however, evidence can still be obtained even if you shower or wash.
- If you suspect a rape drug has been used, do not urinate and ask the health care provider to take a urine sample immediately.
- Evidence can be collected for a minimum of 7 days post sexual assault, or longer in some cases, through the forensic evidence collection process conducted in the Emergency Room. Keep the same clothes on if you are still wearing what you had on during the assault. The Emergency Room will provide you with scrubs or sweatpants or you can have someone bring clothes. Otherwise, bring the clothes you were wearing during the assault with you to the Emergency Room in a clean paper bag or bedsheet, not wrapped in plastic.

### ***General Evidence Collection***

- In cases such as battery, property damage, and vandalism, contact Campus Safety (630) 637-5911 for evidence collection or documentation. Campus Safety can also secure the location for evidence collection and documentation by local law enforcement.
- Try to remember any helpful details that can corroborate your account of events (e.g., what time you arrived, what time the other person arrived, who saw them with you, what other friends were there). Write details down as soon as you remember them even if they seem irrelevant like who was there, description of the location, and what you saw, felt, smelled, and heard.
- If you don't know the identity of the other person, try to remember what they were wearing, who they came with or seemed to know them, any identifying marks, jewelry, and clothing.
- Save emails, texts, snap chats, voice mails, any messages sent over social media, and written notes. If these are disturbing to you, forward to a trusted friend or family member to be the repository of the information or the confidential Campus Advocate (for sexual misconduct). The Title IX Coordinator can also maintain copies.
- Take pictures of any physical injuries or damage to property.
- Keep a record of witnesses or people you informed of what was happening.
- Keep a record of all the incidents with date, time and description of abusive, harassing, or threatening behavior, and email it to yourself or a trusted friend in order to have a time stamp.

### **Supportive Measures**

The College will offer and implement appropriate and reasonable supportive measures to the parties upon notice of alleged harassment, discrimination, and/or retaliation. Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate and as reasonably available. They are offered, without fee or charge to the parties, to restore or preserve access to the College's education program or activity, including measures designed to protect the safety of all parties and/or the College's educational environment and/or to deter harassment, discrimination, and/or retaliation.

After receiving notice of a complaint, the Title IX Coordinator will perform an initial screening for jurisdiction, and will promptly make supportive measures available to the parties as appropriate. If the report does not meet this

Policy's requirements, the Title IX Coordinator will make a good faith effort to connect the reporting party to the correct College office for further assistance. At the time that supportive measures are offered, the College will inform the Complainant, in writing, that they may file a Formal Complaint with the College either at that time or in the future, if they have not done so already. The Title IX Coordinator works with the Complainant to ensure that their wishes are considered with respect to any planned and implemented supportive measures.

The College will maintain the confidentiality of the supportive measures, provided that confidentiality does not impair the College's ability to provide those supportive measures. The College will act to ensure as minimal an academic impact on the parties as possible and will implement measures in a way that does not unreasonably burden the other party.

These actions may include, but are not limited to:

- Referral to counseling, medical, and/or other healthcare services
- Referral to the Employee Assistance Program
- Referral to community-based service providers
- Visa and immigration assistance
- Student financial aid counseling
- Education to the institutional community or community subgroup(s)
- Altering campus housing assignment(s)
- Altering work arrangements for employees or student-employees
- Safety planning
- Providing campus safety escorts
- Providing transportation assistance
- Implementing contact limitations (no contact orders) between the parties
- Academic support, extensions of deadlines, or other course/program-related adjustments
- Trespass, Persona Non Grata (PNG), or Be-On-the-Lookout (BOLO) orders
- [Timely warnings](#)
- Class schedule modifications, withdrawals, or leaves of absence
- Increased security and monitoring of certain areas of the campus
- Any other actions deemed appropriate by the Title IX Coordinator

Violations of no contact orders or other restrictions may be referred to appropriate student or employee conduct processes for enforcement, be heard by the Title IX Coordinator, or added as collateral misconduct allegations to an ongoing complaint under this Policy.

### **Confidentiality/Privacy**

Every effort is made by the College to preserve the confidentiality of reports.<sup>10</sup> The College will not share the identity of any individual who has made a report or Formal Complaint of harassment, discrimination, or retaliation; any

---

<sup>10</sup> For the purpose of this Policy, privacy and confidentiality have distinct meanings. **Privacy** means that information related to a complaint will be shared with a limited number of College employees who "need to know" in order to assist in the

Complainant; any individual who has been reported to be the perpetrator of harassment, discrimination, or retaliation; any Respondent; or any witness, except as permitted by the Family Educational Rights and Privacy Act (FERPA)<sup>11</sup> or its implementing regulations,<sup>12</sup> or as required by law; or to carry out the purposes of 34 C.F.R. Part 106, including any investigation, hearing, or grievance proceeding arising under these policies and procedures.

The College reserves the right to determine which College officials have a legitimate educational interest in being informed about incidents that fall under this Policy, pursuant to the Family Educational Rights and Privacy Act (FERPA).

Only a small group of officials who need to know will typically be told about the complaint. Information will be shared as necessary with Investigators, Decision-Makers, witnesses, and the parties. The circle of people with this knowledge will be kept as tight as possible to preserve the parties' rights and privacy.

The College may contact parents/guardians of students to inform them of situations in which there is a significant and articulable health and/or safety risk but will usually consult with the student first before doing so.

### **Federal Timely Warning Obligations**

Per the Clery Act, North Central College must issue timely warnings for reported incidents that pose a serious or continuing threat of bodily harm or danger to members of the campus community.

The College will ensure that a Complainant's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the potential danger.

### **Federal Statistical Reporting Obligations**

Certain institutional officials—those deemed Campus Security Authorities—have a duty to report the following for federal statistical reporting purposes (Clery Act):

---

assessment, investigation, and resolution of the complaint. All employees who are involved in the College's response to notice under this Policy receive specific training and guidance about sharing and safeguarding private information in accordance with state and federal law. The privacy of student education records will be protected in accordance with the Family Educational Rights and Privacy Act (FERPA), as outlined in the College's Student Records Policy. The privacy of employee records will be protected in accordance with Human Resources policies. **Confidentiality** exists in the context of laws (including Title IX) that protect certain relationships, including those who provide services related to medical and clinical care, mental health providers, counselors, and ordained clergy. The law creates a privilege between certain health care providers, mental health care providers, attorneys, clergy, spouses, and others, with their patients, clients, parishioners, and spouses. The College has designated individuals who have the ability to have privileged communications as Confidential Resources. For more information about Confidential Resources, see page [29](#). When information is shared by a Complainant with a Confidential Resource, the Confidential Resource cannot reveal the information to any third party except when an applicable law or a court order requires or permits disclosure of such information. For example, information may be disclosed when: (1) the individual gives written consent for its disclosure; (2) there is a concern that the individual will likely cause serious physical harm to self or others; or (3) the information concerns conduct involving suspected abuse or neglect of a minor under the age of 18, elders, or individuals with disabilities. Non-identifiable information may be shared by Confidential Resources for statistical tracking purposes as required by the federal Clery Act. Other information may be shared as required by law.

<sup>11</sup> 20 U.S.C. 1232g

<sup>12</sup> 34 C.F.R. § 99

- 1) All “primary crimes,” which include criminal homicide, rape, fondling, incest, statutory rape, robbery, aggravated assault, burglary, motor vehicle theft, and arson
- 2) Hate crimes, which include any bias-motivated primary crime as well as any bias-motivated larceny or theft, simple assault, intimidation, or destruction/damage/vandalism of property
- 3) VAWA-based crimes,<sup>13</sup> which include sexual assault, domestic violence, dating violence, and stalking
- 4) Arrests and referrals for disciplinary action for weapons-related law violations, liquor-related law violations, and drug law violations

All personally identifiable information is kept private, but statistical information must be shared with Campus Public Safety regarding the type of incident and its general location (on or off campus or in the surrounding area, but no addresses are given) for publication in the Annual Security Report and daily campus crime log. Campus Security Authorities include: student affairs/student conduct staff, campus public safety, local police, coaches, athletic directors, residence life staff, student activities staff, human resources staff, advisors to student organizations, and any other official with significant responsibility for student and campus activities.

## **RESOLUTION PROCESS FOR ALLEGED VIOLATIONS**

### **Resolution Process for Alleged Violations of Title IX Requirements**

#### **Overview**

The procedures below apply only to qualifying allegations of Title IX Sexual Harassment (including sexual assault, dating violence, domestic violence, and stalking, as defined in the Policy) involving students, staff, administrators, or faculty members.

Process B can also apply to sexual harassment (including sexual assault, dating violence, domestic violence, and stalking, as defined above) when jurisdiction does not fall within Process A, as determined by the Title IX Coordinator.

The procedures below may be used to address alleged collateral misconduct by the Respondent arising from the investigation of or occurring in conjunction with reported misconduct (e.g., vandalism, physical abuse of another), when alleged violations of the Policy are being addressed at the same time. In such cases, the Title IX Coordinator may consult with the institution officials who typically oversee such conduct (e.g., human resources, student conduct, academic affairs, etc.) to provide input as needed. All other allegations of misconduct unrelated to incidents covered by the Policy will be addressed through procedures described in the student, program, faculty, and staff handbooks.

#### **Notice/Complaint**

Upon receipt of a Formal Complaint or notice of an alleged policy violation by the Title IX Coordinator, the Title IX Coordinator initiates a prompt initial assessment to determine the next steps the College needs to take. The Title IX Coordinator will contact the Complainant to offer supportive measures and determine whether the Complainant wishes to file a Formal Complaint.

The Title IX Coordinator will then initiate at least one of three responses:

- 1) Offering supportive measures because the Complainant does not want to file a Formal Complaint
- 2) An Informal Resolution (upon submission of a Formal Complaint)
- 3) A Formal Grievance Process including an investigation and a hearing (upon submission of a Formal Complaint)

---

<sup>13</sup> VAWA is the Violence Against Women Act, enacted in 1994 and codified in part at 42 U.S.C. sections 13701 through 14040.

The College uses a Formal Grievance Process as described below to determine whether the Policy has been violated. If so, the College will promptly implement effective remedies designed to ensure that it is not deliberately indifferent to harassment or discrimination, their potential recurrence, and/or their effects.

### **Initial Assessment**

Upon notice, the Title IX Coordinator will perform an initial assessment of the report or Formal Complaint to ensure the report appears to meet Policy requirements and jurisdiction. If this threshold is met, the Title IX Coordinator will provide supportive outreach to the Complainant (if identity is known) via their school e-mail or in person within 12 hours of receipt of notice. Notice can present in a variety of forms, including, but not limited to, reports submitted through the College's online form, in-person or over the phone, via e-mail, via mail, and any other method deemed sufficient by the Title IX Coordinator. Once the Title IX Coordinator receives such a report or a Formal Complaint of an alleged violation of this Policy, the Title IX Coordinator will complete an initial assessment, which can include:

- The Title IX Coordinator seeks to determine if the person impacted wishes to make a Formal Complaint, and will assist them to do so, if desired.
  - If they do not wish to do so, the Title IX Coordinator determines whether to initiate a complaint themselves.
- If a Formal Complaint is received, the Title IX Coordinator assesses its sufficiency and works with the Complainant to make sure it is correctly completed.
- The Title IX Coordinator reaches out to the Complainant to offer supportive measures.
- The Title IX Coordinator works with the Complainant to ensure they are aware of the right to have an Advisor.
- The Title IX Coordinator works with the Complainant to determine whether the Complainant prefers a supportive and remedial response, an Informal Resolution option, or a formal investigation and grievance process.
  - If a supportive and remedial response is preferred, the Title IX Coordinator works with the Complainant to identify their needs, determine appropriate supports, and implements accordingly. No Formal Grievance Process is initiated, though the Complainant can elect to initiate one later, if desired.
  - If an Informal Resolution option is preferred, the Title IX Coordinator assesses whether the complaint is suitable for Informal Resolution<sup>14</sup>, which informal mechanism may serve the situation best or is available, and may seek to determine if the Respondent is also willing to engage in Informal Resolution.
  - If a Formal Grievance Process is preferred by the Complainant, the Title IX Coordinator determines if the alleged misconduct falls within the scope of the 2020 Title IX regulations:
    - If it does, the Title IX Coordinator will initiate the formal investigation and grievance process, directing the investigation to address, based on the nature of the complaint:
      - an incident, and/or
      - a pattern of alleged misconduct, and/or
      - a culture/climate issue
    - If alleged misconduct does not fall within the scope of the Title IX regulations, the Title IX Coordinator determines that the regulations do not apply (and will “dismiss” that aspect of the complaint, if any), assesses which policies may apply, which Resolution Process is applicable, and will refer the matter accordingly, including referring the matter for resolution under Process B, if applicable. Please note that dismissing a complaint under the 2020 Title IX regulations is

---

<sup>14</sup> Per the 2020 Title IX regulations, Colleges are prohibited from Informal Resolution of a complaint by a student against an employee.

solely a procedural requirement under Title IX, which does not limit the College's authority to address a complaint with an appropriate process and remedies.

#### **Dismissal (Mandatory and Discretionary)<sup>15</sup>**

The College must dismiss a Formal Complaint or any allegations therein if, at any time during the investigation or hearing, it is determined that:

- 1) The conduct alleged in the Formal Complaint would not constitute Title IX Sexual Harassment as defined above, even if proved;
- 2) The conduct did not occur in an educational program or activity controlled by the College (including buildings or property controlled by recognized student organizations), and/or the College does not have control of the Respondent;
- 3) The conduct did not occur against a person in the United States; and/or
- 4) At the time of filing a Formal Complaint, a Complainant is not participating in or attempting to participate in the College's education program or activity, and based on the available information, the Title IX Coordinator has determined that they do not need to sign a Formal Complaint on behalf of the College<sup>16</sup>

The College may dismiss a Formal Complaint or any allegations therein if, at any time during the investigation or hearing:

- 1) A Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the Formal Complaint or any allegations therein;
- 2) The Respondent is no longer enrolled in or employed by the College; and/or
- 3) Specific circumstances prevent the College from gathering evidence sufficient to reach a determination as to the Formal Complaint or allegations therein

A Complainant who decides to withdraw a complaint may later request to reinstate it or refile it.

Upon any dismissal, the College will promptly send written notice of the dismissal and the rationale for doing so simultaneously to the parties.

#### **Counterclaims**

North Central College is obligated to ensure that the grievance process is not abused for retaliatory purposes, thus counterclaims made with retaliatory intent will not be permitted. The College permits the filing of counterclaims but uses an initial assessment, described above, to assess whether the allegations in the counterclaim are made in good faith.

Counterclaims determined to have been reported in good faith will be processed using the Resolution Process below. Investigation of such claims may take place after resolution of the underlying initial complaint, in which case a delay may occur.

---

<sup>15</sup> These dismissal requirements are mandated by the 2020 Title IX Regulations, 34 CFR §106.45.

<sup>16</sup> Such a Complainant is still entitled to supportive measures, but the formal grievance process is not applicable unless the Title IX Coordinator signs the complaint in the event the Complainant cannot/will not do so.

Counterclaims may also be resolved through the same investigation as the underlying complaint, at the discretion of the Title IX Coordinator. When counterclaims are not made in good faith, they will be considered retaliatory and may constitute a violation of this policy.

### **Right to an Advisor**

The parties may each have an Advisor of their choice present with them for all meetings, interviews, and hearings within the Resolution Process, if they so choose. The parties may select whoever they wish to serve as their Advisor as long as the Advisor is eligible and available.<sup>17</sup>

Choosing an Advisor who is also a witness in the process creates potential for bias and conflict of interest. A party who chooses an Advisor who is also a witness can anticipate that issues of potential bias will be explored by the hearing Decision-Maker(s).

#### ***Who Can Serve as an Advisor***

The Advisor may be a friend, mentor, family member, attorney, or any other individual a party chooses to advise, support, and/or consult with them throughout the Resolution Process. The parties may choose Advisors from inside or outside of the College community.

The Title IX Coordinator will also offer to assign a trained Advisor to any party if the party so chooses. If the parties choose an Advisor from the pool available from the College, the Advisor will have been trained by the College and be familiar with the College's Resolution Process.

If the parties choose an Advisor from outside the pool of those identified by the College, the Advisor may not have been trained by the College and may not be familiar with College policies and procedures.

Parties also have the right to choose not to have an Advisor in the initial stages of the Resolution Process, prior to a hearing.

#### ***Advisor's Role in Meetings and Interviews***

The parties may be accompanied by their Advisor in all meetings and interviews at which the party is entitled to be present, including intake and interviews. Advisors should help the parties prepare for each meeting and are expected to advise ethically, with integrity, and in good faith.

The College cannot guarantee equal Advisory rights, meaning that if one party selects an Advisor who is an attorney, but the other party does not or cannot afford an attorney, the College is not obligated to provide an attorney.

#### ***Advisors in Hearings/College-Appointed Advisor***

Under the Title IX Regulations, a form of indirect questioning is required during the hearing but must be conducted by the parties' Advisors. The parties are not permitted to directly question each other or any

---

<sup>17</sup> "Available" means the party cannot insist on an Advisor who simply doesn't have inclination, time, or availability. Also, the Advisor cannot have institutionally conflicting roles, such as being a Title IX administrator who has an active role in the matter, or a supervisor who must monitor and implement sanctions.

witnesses. If a party does not have an Advisor for a hearing, the College will appoint a trained Advisor for the limited purpose of conducting any questioning of the parties and witnesses.

### ***Pre-Interview Meetings***

Advisors and their advisees may request to meet with the Investigator(s) conducting interviews/meetings in advance of these interviews or meetings. This pre-meeting allows Advisors to clarify and understand their role and College's policies and procedures.

### **Resolution Processes**

Resolution proceedings are private. All persons present at any time during the Resolution Process are expected to maintain the privacy of the proceedings in accordance with College Policy.

Although there is an expectation of privacy around what Investigators share with parties during interviews, the parties have discretion to share their own knowledge and evidence with others if they so choose, except for information the parties agree not to disclose as part of an Informal Resolution. The College encourages parties to discuss any sharing of information with their Advisors before doing so.

The Formal Grievance Process is the College's primary resolution approach unless Informal Resolution is elected by all parties and the College.

### ***Informal Resolution***

Three options for Informal Resolution are detailed in this section.

- 1) **Supportive Resolution.** When the Title IX Coordinator can resolve the matter informally by providing supportive measures (only) to remedy the situation.
- 2) **Alternative Resolution.** When the parties agree to resolve the matter through an alternative resolution mechanism including mediation, restorative practices, facilitated dialogue, etc., as described below, often before a formal investigation takes place (See [Section B](#)).
- 3) **Accepted Responsibility.** When the Respondent accepts responsibility for violating policy, and desires to accept the recommended sanction(s) and end the Resolution Process (See [Section C](#)).

To initiate Informal Resolution, a Complainant must submit a Formal Complaint, as defined above. A Respondent who wishes to initiate Informal Resolution should contact the Title IX Coordinator. The parties may agree, as a condition of engaging in Informal Resolution, that statements made, or evidence shared, during the Informal Resolution process will not be considered in the Formal Grievance Process unless all parties' consent.

It is not necessary to pursue Informal Resolution first in order to pursue a Formal Grievance Process, and any party participating in Informal Resolution can stop the process at any time and begin or resume the Formal Grievance Process. The parties may not enter into an agreement that requires the College to impose specific sanctions, though the parties can agree to certain restrictions or other courses of action. For example, the parties cannot require a student be suspended, but the parties can agree that the Respondent will temporarily or permanently withdraw. The only Informal Resolution Process that can result in sanctions levied by the institution is "Accepted Responsibility." The Title IX Coordinator has discretion to determine if an investigation

will be paused during Informal Resolution, or if it will be limited, or will continue during the Informal Resolution process.

Prior to implementing Informal Resolution, the College will provide the parties with written notice of the reported misconduct and any sanctions (only in the case of Accepted Responsibility) or measures that may result from participating in such a process, including information regarding any records that will be maintained or shared by the College.

The College will obtain voluntary, written confirmation that all parties wish to resolve the matter through Informal Resolution before proceeding and will not pressure the parties to participate in Informal Resolution.

### ***Alternative Resolution Approaches***

Alternative Resolution is an informal approach including mediation, restorative practices, facilitated dialogue, etc. by which the parties reach a mutually agreed upon resolution of a complaint. All parties must consent to the use of an Alternative Resolution approach.

The Title IX Coordinator may consider the following factors to assess whether Alternative Resolution is appropriate, or which form of Alternative Resolution may be most successful for the parties:

- The parties' amenability to Alternative Resolution
- Likelihood of potential resolution, considering any power dynamics between the parties
- The nature and severity of the alleged misconduct
- The parties' motivation to participate
- Civility of the parties
- Results of a violence risk assessment/ongoing risk analysis
- Disciplinary history of the Respondent
- Whether an emergency removal is needed
- Skill of the Alternative Resolution facilitator with this type of complaint
- Complaint complexity
- Emotional investment/capability of the parties
- Rationality of the parties
- Goals of the parties
- Adequate resources to invest in Alternative Resolution (time, staff, etc.)

The ultimate determination of whether Alternative Resolution is available or successful is made by the Title IX Coordinator. The Title IX Coordinator is authorized to facilitate a resolution that is acceptable to all parties, and/or to accept a resolution that is proposed by the parties, usually through their Advisors, including terms of confidentiality, release, and non-disparagement.

The Title IX Coordinator maintains records of any resolution that is reached, and failure to abide by the resolution agreement may result in appropriate responsive/disciplinary actions (e.g., referral for formal resolution, referral to the conduct process for failure to comply). Results of complaints resolved by Alternative Resolution are not appealable.

### **Standard of Proof**

North Central College uses the preponderance of the evidence standard of proof when determining whether a Policy violation occurred. This means that the College will decide whether it is more likely than not, based upon the available information at the time of the decision, that the Respondent is in violation of the alleged Policy violation(s).

### **Resolution Timeline**

The College will make a good faith effort to complete the Resolution Process within a sixty to ninety (60-90) business-day time period, including appeal if any, which can be extended as necessary for appropriate cause by the Title IX Coordinator, who will provide notice and rationale for any extensions or delays to the parties as appropriate, as well as an estimate of how much additional time will be needed to complete the process.

### **Sanctions**

Factors considered when determining a sanction/responsive action may include, but are not limited to:

- The nature, severity of, and circumstances surrounding the violation(s)
- The Respondent's disciplinary history
- The need for sanctions/responsive actions to bring an end to the discrimination, harassment, and/or retaliation
- The need for sanctions/responsive actions to prevent the future recurrence of discrimination, harassment, and/or retaliation
- The need to remedy the effects of the discrimination, harassment, and/or retaliation on the Complainant and the community
- The impact on the parties
- Any other information deemed relevant by the Decision-Maker(s)

The sanctions will be implemented as soon as is feasible, either upon the outcome of any appeal or the expiration of the window to appeal without an appeal being requested.

The sanctions described in this Policy are not exclusive of, and may be in addition to, other actions taken, or sanctions imposed, by external authorities.

If it is later determined that a party or witness intentionally provided false or misleading information, that action could be grounds for re-opening a grievance process at any time, and/or referring that information to another process for resolution.

### ***Student Sanctions***

The following are the common sanctions that may be imposed upon students singly or in combination:<sup>18</sup>

- *Warning*: A formal statement that the conduct was unacceptable and a warning that further violation of any College policy, procedure, or directive will result in more severe sanctions/responsive actions.
- *Required Counseling*: A mandate to meet with and engage in either College-sponsored or external counseling to better comprehend the misconduct and its effects.
- *Probation*: A written reprimand for violation of institutional policy, providing for more severe disciplinary sanctions in the event that the student or organization is found in violation of any institutional policy, procedure, or directive within a specified period of time. Terms of the probation will be articulated and may include denial of specified social privileges, exclusion from co-curricular

---

<sup>18</sup> College policies on transcript notation will apply to these proceedings.

activities, exclusion from designated areas of campus, no-contact orders, and/or other measures deemed appropriate.

- *Suspension*: Termination of student status for a definite period of time not to exceed two years and/or until specific criteria are met. Students who return from suspension are automatically placed on probation through the remainder of their tenure as a student at the College.
- *Expulsion*: Permanent termination of student status and revocation of rights to be on campus for any reason or to attend College-sponsored events.
- *Withholding Diploma*: The College may withhold a student's diploma for a specified period of time and/or deny a student participation in commencement activities as a sanction if the student is found responsible for violating policy.
- *Revocation of Degree*: The College reserves the right to revoke a degree previously awarded from the College for fraud, misrepresentation, and/or other violation of College policies, procedures, or directives in obtaining the degree, or for other serious violations committed by a student prior to graduation.
- *Other Actions*: In addition to or in place of the above sanctions, the College may assign any other sanctions as deemed appropriate.

### ***Student Organization Sanctions***

The following are the common sanctions that may be imposed upon student organizations singly or in combination:

- *Warning*: A formal statement that the conduct was unacceptable and a warning that further violation of any College policy, procedure, or directive will result in more severe sanctions/responsive actions.
- *Probation*: A written reprimand for violation of institutional policy, providing for more severe disciplinary sanctions in the event that the organization is found in violation of any institutional policy, procedure, or directive within a specified period of time. Terms of the probation will be articulated and may include denial of specified social and event privileges, denial of College funds, ineligibility for honors and awards, restrictions on new member recruitment, no-contact orders, and/or other measures deemed appropriate.
- *Suspension*: Termination of student organization recognition for a definite period of time not to exceed two years and/or until specific criteria are met. During the suspension period, a student organization may not conduct any formal or informal business or participate in College-related activities, whether they occur on or off campus. Re-recognition is possible but not guaranteed and will only be considered after the end of the suspension period and based on meeting all re-recognition criteria and obtaining clearance from the College.
- *Expulsion*: Permanent termination of student organization recognition and revocation of the privilege to congregate and conduct business on campus as an organization for any reason.
- *Loss of Privileges*: Restricted from accessing specific College privileges for a specified period of time.
- *Other Actions*: In addition to or in place of the above sanctions, the College may assign any other sanctions as deemed appropriate.

### **Crime Statistics**

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

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

*\*Please note the following information regarding Clery statistical data:*

- *Data reported in the category of “On Campus Student Housing Facility” must also be reported under the “On Campus Property” classification since a Clery reportable crime within a campus residence hall is also considered to be “On Campus Property”.*
- *Data reported in the classification of disciplinary referrals reflects persons being referred for disciplinary action due to a violation of law and does not include disciplinary action due to a violation of our institution’s policies. Illinois Compiled Statutes 301/55-15 states: No county, municipality or political subdivision shall adopt or enforce any law that includes being intoxicated as the sole basis of the offense.*
- *The Cannabis Regulation and Tax Act (410/705) was effective January 1, 2020 for the state of Illinois.*

| Campus Hazing<br>Transparency Report | 2025                               |
|--------------------------------------|------------------------------------|
| Organization                         | No findings of hazing<br>reported. |

| Clery Act<br>Crimes               | 2023               |                                         |                        |                 |                                               | 2024               |                                         |                        |                 |                                               | 2025               |                                         |                        |                 |                                               |
|-----------------------------------|--------------------|-----------------------------------------|------------------------|-----------------|-----------------------------------------------|--------------------|-----------------------------------------|------------------------|-----------------|-----------------------------------------------|--------------------|-----------------------------------------|------------------------|-----------------|-----------------------------------------------|
|                                   | On Campus Property | On Campus Student<br>Housing Facilities | Non-Campus<br>Property | Public Property | Reports Designated<br>Unfounded by<br>Police* | On Campus Property | On Campus Student<br>Housing Facilities | Non-Campus<br>Property | Public Property | Reports Designated<br>Unfounded by<br>Police* | On Campus Property | On Campus Student<br>Housing Facilities | Non-Campus<br>Property | Public Property | Reports Designated<br>Unfounded by<br>Police* |
| Murder/Non-Negligent Manslaughter | 0                  | 0                                       | 0                      | 0               | 0                                             | 0                  | 0                                       | 0                      | 0               | 0                                             | 0                  | 0                                       | 0                      | 0               | 0                                             |
| Negligent Manslaughter            | 0                  | 0                                       | 0                      | 0               | 0                                             | 0                  | 0                                       | 0                      | 0               | 0                                             | 0                  | 0                                       | 0                      | 0               | 0                                             |
| Sex Offense Rape                  | 5                  | 4                                       | 1                      | 0               | 0                                             | 0                  | 0                                       | 0                      | 0               | 0                                             | 1                  | 1                                       | 0                      | 0               | 0                                             |
| Sex Offense Fondling              | 0                  | 0                                       | 0                      | 0               | 0                                             | 1                  | 0                                       | 0                      | 0               | 0                                             | 1                  | 0                                       | 0                      | 0               | 0                                             |
| Sex Offense Incest                | 0                  | 0                                       | 0                      | 0               | 0                                             | 0                  | 0                                       | 0                      | 0               | 0                                             | 0                  | 0                                       | 0                      | 0               | 0                                             |
| Sex Offense Statutory Rape        | 0                  | 0                                       | 0                      | 0               | 0                                             | 0                  | 0                                       | 0                      | 0               | 0                                             | 0                  | 0                                       | 0                      | 0               | 0                                             |
| Robbery                           | 0                  | 0                                       | 0                      | 0               | 0                                             | 0                  | 0                                       | 0                      | 1               | 0                                             | 0                  | 0                                       | 0                      | 0               | 0                                             |
| Aggravated Assault/Battery        | 0                  | 0                                       | 0                      | 0               | 0                                             | 0                  | 0                                       | 0                      | 0               | 0                                             | 0                  | 0                                       | 0                      | 0               | 0                                             |
| Burglary                          | 8                  | 5                                       | 0                      | 0               | 0                                             | 2                  | 2                                       | 0                      | 0               | 0                                             | 3                  | 2                                       | 0                      | 0               | 0                                             |
| Motor Vehicle Theft               | 0                  | 0                                       | 0                      | 0               | 0                                             | 1                  | 0                                       | 0                      | 1               | 0                                             | 0                  | 0                                       | 0                      | 0               | 0                                             |
| Arson                             | 0                  | 0                                       | 0                      | 0               | 0                                             | 0                  | 0                                       | 0                      | 0               | 0                                             | 2                  | 2                                       | 0                      | 0               | 0                                             |
| Arrests                           |                    |                                         |                        |                 |                                               |                    |                                         |                        |                 |                                               |                    |                                         |                        |                 |                                               |
| Illegal Weapons Possession        | 0                  | 0                                       | 0                      | 0               | 0                                             | 0                  | 0                                       | 0                      | 1               | 0                                             | 0                  | 0                                       | 0                      | 0               | 0                                             |
| Drug Abuse Violations             | 4                  | 1                                       | 0                      | 0               | 0                                             | 0                  | 0                                       | 0                      | 0               | 0                                             | 0                  | 0                                       | 0                      | 0               | 0                                             |
| Liquor Law Violations             | 1                  | 0                                       | 0                      | 2               | 0                                             | 0                  | 0                                       | 0                      | 0               | 0                                             | 0                  | 0                                       | 0                      | 0               | 0                                             |
| Disciplinary Action               |                    |                                         |                        |                 |                                               |                    |                                         |                        |                 |                                               |                    |                                         |                        |                 |                                               |
| Illegal Weapons Possession        | 3                  | 3                                       | 0                      | 0               | 0                                             | 1                  | 0                                       | 0                      | 0               | 0                                             | 0                  | 0                                       | 0                      | 0               | 0                                             |
| Drug Abuse Violations             | 38                 | 24                                      | 0                      | 0               | 0                                             | 10                 | 5                                       | 0                      | 0               | 0                                             | 23                 | 21                                      | 0                      | 0               | 0                                             |
| Liquor Law Violations             | 85                 | 80                                      | 0                      | 0               | 0                                             | 71                 | 71                                      | 0                      | 0               | 0                                             | 21                 | 21                                      | 0                      | 0               | 0                                             |

| Violence Against Women Re-Authorization Act Amendments to Clery | 2023               |                                      |                 |                     |                                         | 2024               |                                      |                 |                     |                                         | 2025               |                                      |                 |                     |                                         |
|-----------------------------------------------------------------|--------------------|--------------------------------------|-----------------|---------------------|-----------------------------------------|--------------------|--------------------------------------|-----------------|---------------------|-----------------------------------------|--------------------|--------------------------------------|-----------------|---------------------|-----------------------------------------|
|                                                                 | On Campus Property | On Campus Student Housing Facilities | Public Property | Non-Campus Property | Reports Designated Unfounded by Police* | On Campus Property | On Campus Student Housing Facilities | Public Property | Non-Campus Property | Reports Designated Unfounded by Police* | On Campus Property | On Campus Student Housing Facilities | Public Property | Non-Campus Property | Reports Designated Unfounded by Police* |
| Domestic Violence                                               | 0                  | 0                                    | 1               | 0                   | 0                                       | 0                  | 0                                    | 0               | 0                   | 0                                       | 0                  | 0                                    | 0               | 0                   | 0                                       |
| Dating Violence                                                 | 1                  | 1                                    | 0               | 0                   | 0                                       | 3                  | 2                                    | 0               | 0                   | 0                                       | 0                  | 0                                    | 0               | 0                   | 0                                       |
| Stalking                                                        | 3                  | 2                                    | 0               | 0                   | 0                                       | 2                  | 1                                    | 0               | 0                   | 0                                       | 3                  | 0                                    | 0               | 0                   | 0                                       |

| Hate Crimes                              | 2023               |                                      |                 |                     |                                         | 2024               |                                      |                 |                     |                                         | 2025               |                                      |                 |                     |                                         |
|------------------------------------------|--------------------|--------------------------------------|-----------------|---------------------|-----------------------------------------|--------------------|--------------------------------------|-----------------|---------------------|-----------------------------------------|--------------------|--------------------------------------|-----------------|---------------------|-----------------------------------------|
|                                          | On Campus Property | On Campus Student Housing Facilities | Public Property | Non-Campus Property | Reports Designated Unfounded by Police* | On Campus Property | On Campus Student Housing Facilities | Public Property | Non-Campus Property | Reports Designated Unfounded by Police* | On Campus Property | On Campus Student Housing Facilities | Public Property | Non-Campus Property | Reports Designated Unfounded by Police* |
| Murder/Non-Negligent Manslaughter        | 0                  | 0                                    | 0               | 0                   | 0                                       | 0                  | 0                                    | 0               | 0                   | 0                                       | 0                  | 0                                    | 0               | 0                   | 0                                       |
| Aggravated Assault / Battery             | 0                  | 0                                    | 0               | 0                   | 0                                       | 0                  | 0                                    | 0               | 0                   | 0                                       | 0                  | 0                                    | 0               | 0                   | 0                                       |
| Robbery                                  | 0                  | 0                                    | 0               | 0                   | 0                                       | 0                  | 0                                    | 0               | 0                   | 0                                       | 0                  | 0                                    | 0               | 0                   | 0                                       |
| Burglary                                 | 0                  | 0                                    | 0               | 0                   | 0                                       | 0                  | 0                                    | 0               | 0                   | 0                                       | 0                  | 0                                    | 0               | 0                   | 0                                       |
| Arson                                    | 0                  | 0                                    | 0               | 0                   | 0                                       | 0                  | 0                                    | 0               | 0                   | 0                                       | 0                  | 0                                    | 0               | 0                   | 0                                       |
| Motor Vehicle Theft                      | 0                  | 0                                    | 0               | 0                   | 0                                       | 0                  | 0                                    | 0               | 0                   | 0                                       | 0                  | 0                                    | 0               | 0                   | 0                                       |
| Sex Offense Forcible                     | 0                  | 0                                    | 0               | 0                   | 0                                       | 0                  | 0                                    | 0               | 0                   | 0                                       | 0                  | 0                                    | 0               | 0                   | 0                                       |
| Sex Offense Non-Forcible                 | 0                  | 0                                    | 0               | 0                   | 0                                       | 0                  | 0                                    | 0               | 0                   | 0                                       | 0                  | 0                                    | 0               | 0                   | 0                                       |
| Destruction/Damage/Vandalism of Property | 0                  | 0                                    | 0               | 0                   | 0                                       | 0                  | 0                                    | 0               | 0                   | 0                                       | 0                  | 0                                    | 0               | 0                   | 0                                       |
| Simple Assault                           | 0                  | 0                                    | 0               | 0                   | 0                                       | 0                  | 0                                    | 0               | 0                   | 0                                       | 0                  | 0                                    | 0               | 0                   | 0                                       |
| Intimidation                             | 1                  | 1                                    | 0               | 0                   | 0                                       | 0                  | 0                                    | 0               | 0                   | 0                                       | 0                  | 0                                    | 0               | 0                   | 0                                       |
| Larceny-Theft                            | 0                  | 0                                    | 0               | 0                   | 0                                       | 0                  | 0                                    | 0               | 0                   | 0                                       | 0                  | 0                                    | 0               | 0                   | 0                                       |

\*In 2023, one incident of intimidation occurred based on race.

## Behind the Statistics

### Definition of Crimes

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

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

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

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

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

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

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

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

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

**Hazing** — 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. Illinois State Law defines hazing as a person commits hazing who knowingly requires the performance of any act by a student or other person in a school, college, university, or other educational institution of this State, for the purpose of induction or admission into any group, organization or society associated or connected with that institution if: the act is not sanctioned or authorized by that educational institution; and the act results in bodily harm to any person.

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

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

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

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

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

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

## **Sex Offenses**

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

### **Sexual Assault**

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

### **Sex Offenses-Forcible**

- **Rape** — The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- **Fondling** — The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

### **Sex Offenses-Non-forcible**

- **Incest** — Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape** — Sexual intercourse with a person who is under the statutory age of consent.  
*Note: The age of consent in Illinois is 17 years of age.*

## Hate Crimes

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

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

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

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

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

*Note: Even if the offender was mistaken in their perception that the victim was a member of the group they were acting against, the offense is still a bias crime because the offender was motivated by bias against the group. It is the perception of the offender, not the perception of the victim that determines whether a crime is classified as a Hate Crime. There must be evidence that the offender was motivated by that prejudice to commit the crime.*

## Required Reporting Locations

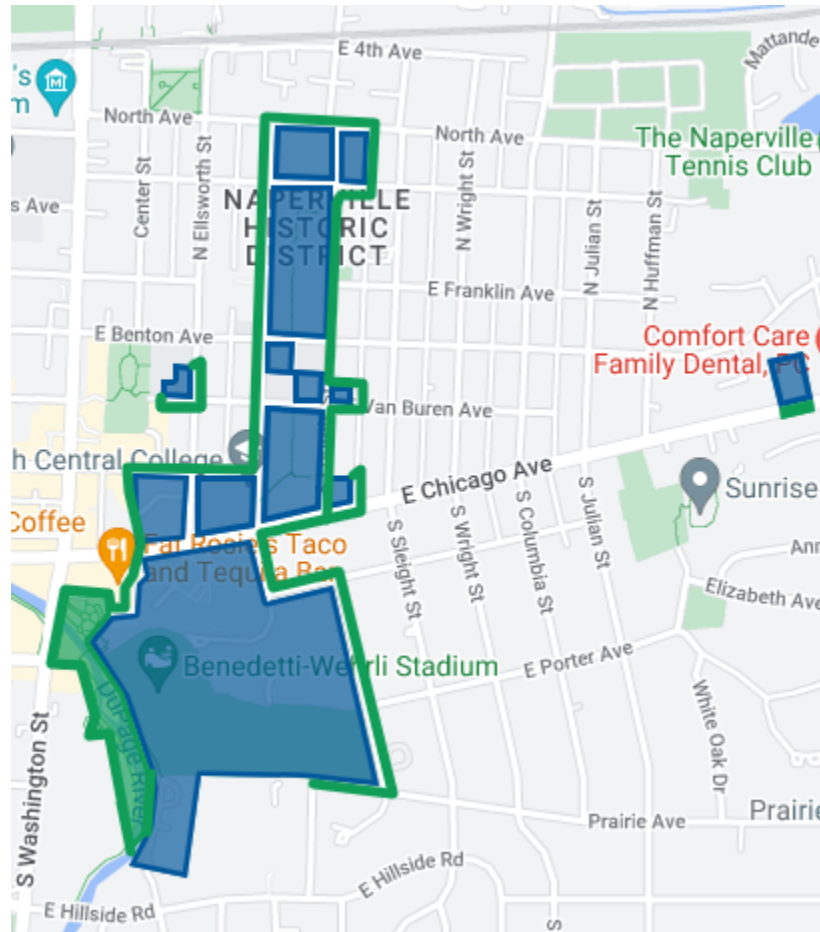
North Central College's required crime statistics reporting areas are defined as the following:

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

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

## Reference Map

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



# Fire Safety Report

## Definitions that apply to this section:

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

## In Case of a Fire on Campus

Should you discover a fire, remember RACE:

Remove anyone from immediate danger.

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

Contain fire by closing doors.

Evacuate the building.

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

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

- Evacuate immediately in a calm, orderly manner; close all office and classroom doors.
- Assist people with disabilities in exiting the building or going to an area of refuge; ensure, to the extent possible, that other occupants know to evacuate.
- After evacuation, proceed to the preliminary designated assembly area for that particular building.
- Supervisors and faculty in classes and residence hall area coordinators will gather the names of people in the evacuation area and notify Campus Safety of anyone who may be missing.
- Be prepared to move to another location if the area is deemed to be too close to the building.
- Help keep roads, fire lanes, hydrants and walkways clear for emergency vehicles and crews.

If you become trapped in a building during a fire, stay near the floor where the air will be less toxic. Shout for help at regular intervals to alert emergency rescue crews of your location. Remain calm and do not panic.

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

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

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

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

#### **In Case of a Fire Outside of Your Room**

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

- If it is safe to proceed into the hallway, walk; do not run, to the nearest stairwell. Take your room key with you. Activate the fire alarms and alert others.
- Do not use an elevator. If you are caught in the elevator push the emergency phone button. The emergency phones in elevators on campus typically ring to Campus Safety personnel.
- If smoke is present in the hallway, keep low.

### **Fire Reporting**

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

**Vice President for Operations**, 630-637-5657

**Vice President for Student Life and Dean of Students**, 630-637-5151

**Director, Campus Safety** 630-637-5912

**Director, Residence Life**, 630-637-5861

**Area Hall Director On Call**, 630-816-5298

### **Emergency Drills, Testing & Evacuation Procedures**

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

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

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

**P**ull the pin from the fire extinguisher.

**A**im the fire extinguisher at the base of the fire.

**S**queeze the handles together.

**S**weep the spray from side to side across the base of the flames.

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

### **Fire Safety Systems**

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

### **Fire Safety Education**

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

### **Residence Life and Housing Policies**

#### *Smoking and Tobacco*

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

The use of tobacco e-cigarettes and smokeless tobacco products (including cigarettes, 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

#### *Electrical Appliances and Wires*

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

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

### Grills

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

### Annual Fire Statistics

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

| 2025        |               |                  |                  |                 |                  |                                |                    |                              |                     |
|-------------|---------------|------------------|------------------|-----------------|------------------|--------------------------------|--------------------|------------------------------|---------------------|
| Location    | Date Reported | Date of Incident | Time of Incident | Incident Number | Type of Incident | Reason for Activation          | Fire Report Number | Number of Injuries or Deaths | Property Loss Value |
| Seager Hall | 1/19/2025     | Unknown          | Unknown          | 2024124401      | Fire             | Burnt Flyers in Hallway        | N/A                | 0                            | 0                   |
| Seager Hall | 1/24/2025     | Unknown          | Unknown          | 2024128001      | Fire             | Burnt Door Sign & Ceiling Tile | N/A                | 0                            | 0                   |

| 2024                                                                         |               |                  |                  |                 |                  |                       |                    |                              |                     |
|------------------------------------------------------------------------------|---------------|------------------|------------------|-----------------|------------------|-----------------------|--------------------|------------------------------|---------------------|
| Location                                                                     | Date Reported | Date of Incident | Time of Incident | Incident Number | Type of Incident | Reason for Activation | Fire Report Number | Number of Injuries or Deaths | Property Loss Value |
| *No unintentional fires, no undetermined fires or intentional fires reported |               |                  |                  |                 |                  |                       |                    |                              |                     |

| 2023                                                                         |               |                  |                  |                 |                  |                       |                    |                              |                     |
|------------------------------------------------------------------------------|---------------|------------------|------------------|-----------------|------------------|-----------------------|--------------------|------------------------------|---------------------|
| Location                                                                     | Date Reported | Date of Incident | Time of Incident | Incident Number | Type of Incident | Reason for Activation | Fire Report Number | Number of Injuries or Deaths | Property Loss Value |
| *No unintentional fires, no undetermined fires or intentional fires reported |               |                  |                  |                 |                  |                       |                    |                              |                     |

## Fire Safety Systems

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