

162 North State Street Residences Summer Handbook 2015



LIVING ON CAMPUS AT SAIC

Welcome to your summer home! Living at SAIC will allow you to immerse yourself in the city of Chicago and join our community of artists and designers. We encourage you to take full advantage of all the opportunities and services available at SAIC. A strong community depends on respect for the rights of others, considerate behavior, and good judgment, so residents are expected to maintain high standards of personal conduct at all times. Residents should show respect toward community members as well as personal and school property. Behavior that threatens or endangers the safety or property of others is inconsistent with the community goals and values at SAIC. Each resident is responsible for reading and adhering to the Residence Hall Policies as set forth in this 162 North State Street Residences Summer Handbook. This guide is intended for summer interns, Continuing Studies students, and special groups living on campus at SAIC in the 162 North State Street Residences during the summer.

SAIC STAFF ON CAMPUS

The Professional Staff

The Summer Programs Coordinator and the entire Residence Life staff are here to help you. You can find the Summer Programs Coordinator's office on the 4th floor of the 162 North State Street Residences. The Summer Programs Coordinator and the other professional staff members who work in the 4th Floor Office are available to talk with you about any questions and concerns you may have and are dedicated to helping residents become familiar with SAIC and Chicago. Five professional staff members live on campus in our residence halls, and a staff member is available 24 hours a day to respond to emergencies.

Summer Housing Assistants (SHAs)

SHAs work with residents to build community and help them navigate both SAIC and Chicago. The SHAs live throughout the building, making them the closest and most familiar source of support and assistance on campus. These talented individuals have been selected because of their concern for others and their involvement on campus. SHAs are also responsible for helping residents maintain a safe and productive living environment, which includes enforcing SAIC and residence hall policies and helping residents mediate conflict. It is your responsibility to cooperate whenever a staff member approaches you or requests your assistance.

SHAs also help organize events. These programs may include tours of Chicago's landmarks, visiting the city's diverse neighborhoods, attending the summer's outdoor festivals, and movie nights. The goal of these programs is to help residents get to know each other through events and experiences that complement SAIC's educational mission. The residence life experience is intended to be socially and culturally enriching; however, the success of the experience depends upon your participation. Talk to your SHA to find out how to join in the activities and don't forget to introduce yourself to your fellow residents! Like other college students, SHAs are busy, and while they do their best to be on their floor(s) as much as possible, you might stop by their room at a time when they are not there. Remember, if there is something that needs to be addressed immediately, do not hesitate to contact the 4th Floor Office or Campus Security.

RESIDENCE HALL FACILITIES – RESIDENT ROOMS

Room Locks

Each room is equipped with an electronic room lock, similar to one you might find in a hotel. Residents should be aware of the "status" of the lock, and immediately report any issues with your lock. The following is a guide to the lights on your lock:

- Green light: Entry approved
- Red and yellow light: Insert key more slowly
- Two yellow lights: Door does not recognize key
- Green and red light: Low battery in door, contact the hall desk

If you lose your key, you will be charged a \$20 replacement fee, and you and your roommate will be issued new keys. If you find yourself locked out of your room, contact Campus Security. You may be asked to provide your ARTICard ID in order to verify your residency.

*Residents should not hang any items from their door handle inside the room, as this may cause the lock to malfunction.

Internet Connections

Each room is equipped with a hard-wired Ethernet connection that gives residents direct access to the Internet through SAIC's network. The residence halls are also equipped with wireless Internet, and you can gain access with a guest login and password. Ask your SHA if you need help connecting to the wireless network.

Heating/Cooling Units

Every room contains a unit to help residents control the temperature of the living environment. The units run on a seasonal system, providing heat only in the winter and cool air only in the summer. In an effort to conserve energy, please do not open your windows while operating your heating and cooling systems.

Recycling Containers

Each room is provided with a blue recycling bin at the beginning of the summer. When the container in your room is full, please place the items in a bag in the designated space in the trash room to be transported to the recycling center. The recycling program currently accepts plastic, cardboard, aluminum or tin cans, and glass. Remember to rinse items out before recycling them. If you have specific questions about items that can be recycled, please contact the 4th Floor Office.

Telephones at SAIC

SAIC provides each resident with an individual telephone line. Telephones are available upon request. Lines may receive calls and make internal campus calls. For outgoing calls, residents must dial "8" for an outside line, and use a calling card.

Room Condition

Residents must notify SAIC of any defects in the condition of his/her assigned space at the time of move-in. If no notice of a problem is received, the assigned space is deemed to be in good condition. If, after move-in, a Residence Life staff member finds damage to your room or if the room needs excessive cleaning, a charge will be placed on your account.

RESIDENCE HALL FACILITIES – COMMON AREA SPACES

4th Floor Office

The 4th Floor Office in the 162 North State Street Residences is the administrative hub of the building. The office is where you will go to check in and out of the building, get your room key, your ID, and make rent payments. The office is also where you may pick up any packages; check out equipment such as a vacuum, broom, or mop; get answers to your questions; or speak to many of the Residence Life professional staff, including Summer Programs Coordinator. During the summer terms, the hours of operation for the office are:

162 North State Street Residences:

Monday - Friday 9:00a.m. – 8:00p.m.

Saturday and Sunday 10:00a.m. – 5:00p.m.

Repairs and Maintenance

If the facilities in your room need attention, you should submit a Work Request for assistance. Work requests may be submitted by going to the 4th Floor Office during normal business hours and placing the request with the Office Assistant. Once a work request has been submitted, SAIC Operations staff will enter your room and attempt to resolve the problem. In order to maintain the quality and upkeep of each room, residents are asked to immediately report any damages or required repairs. If you have an emergency maintenance problem that may cause harm to people or damage to property (e.g., an overflowing toilet or power outage), immediately contact the 24-hour Campus Security desk in the lobby and notify the officer on duty. Campus Security can then contact Operations staff so that the situation can be resolved as soon as possible.

Common Area Facilities

All of the common area facilities in the 162 North State Street Residences, except for the Exercise Room, are open 24 hours a day. Residents are expected to help keep these facilities in good condition. Please clean up after yourself, and report any facilities issues to the 4th Floor Office or an SHA.

Exercise Room

The Exercise Room is located on the 4th floor of the 162 North State Street Residences, and is equipped with fitness equipment for cardiovascular and strength training. All residents must attend an orientation and training meeting before being given access to the facility. Hours of operation for the facility are 6 a.m.–midnight 7 days a week. This facility is open to all residents, but is not available for use by guests and visitors.

Common Area Kitchen

The kitchen is located on the 16th floor of the 162 North State Street Residences. The common area kitchen contains stoves, ovens, and an open space for group meals. Residents should not leave any appliance in the kitchen or in their room unattended while it is in use. Please be considerate of your fellow residents and clean up after you use the kitchen facilities. Kitchens are not to be used for making art of any kind.

Floor Lounges

Each floor of the 162 North State Street Residences has a lounge equipped with a TV, DVD player, couches, and study areas. This is a great place for residents to hang out, and many SHAs hold programs here.

16th Floor Media Room

The media room is located on the 16th floor of the 162 North State Street Residences. This room contains state-of-the-art equipment, including a large TV, DVD player, and digital video player. Many SHAs and residents plan programs in this space throughout the summer to watch movies or TV shows together. To reserve this space for a program, please contact the 4th Floor Office.

The Studio

The residence hall is equipped with painting studios on the 17th floor. In addition, 162 North State Street Residences has a clean studio (for non-wet media) and a spray room for use of spray paint and other aerosols on the 17th floor. For more information on studio use, please see the "Studio Use" section of the Residence Hall Policies of this 162 North State Street Residences Summer Handbook.

Laundry

Laundry rooms are located on the 4th and 16th floors of the 162 North State Street Residences. Coin and ARTICard-operated washers and dryers are available, and a change machine is available by the vending rooms. SAIC is not responsible for items left unattended in the machines or laundry rooms.

Laundryview

Residents may check the availability of laundry machines or get emails when their laundry is done by visiting www.saic.edu/laundry. Residents only have to navigate to this site and pick the laundry room they wish to view.

16th Floor Computer Lab

The computer labs are equipped with workstations, scanners, slide scanners, a printer, and other peripheral equipment. Docking locations for laptops are also available. Please do not leave items unattended in any common area facility, especially in the computer labs. If you have technology issues in the computer lab, please notify the 4th Floor Office or contact your SHA.

ARTICard

When you arrive on campus you will receive an identification card called the ARTICard. The ARTICard is used to access the residence hall, as well as many common area facilities. You may also put money on your ARTICard to pay for laundry service, campus food service, off-campus restaurants and businesses, and vending machines. For more information, call the ARTICard office from any campus phone at 312.629.9362.

Mail

Each resident will be issued a mailbox at the beginning of their stay. If you receive a package, a notice will be left in your mailbox and you may pick up the package at the residence hall desk. Please be sure to check your residence hall mailbox frequently for important SAIC communications. Letters and packages must be addressed to you by your legal name. Any pieces of mail that are addressed otherwise will be returned to sender.

Bicycles/Bicycle Storage

A limited amount of indoor bicycle storage space is available for residents on a first come, first served basis. Please contact the 4th Floor Office or your SHA for more information about access and security. Bicycles are not allowed in any other area of the residence hall, including resident rooms. Please note that SAIC is not responsible for any bikes that may be damaged or stolen.

Trash Rooms

Trash rooms are located on each floor of the residence halls near the elevator lobby. Residents are responsible for bringing their trash to the trash rooms in bags and place them into the trash containers within the rooms.

RESIDENCE HALL SAFETY

Campus safety is everyone's responsibility, and your cooperation is essential to maintaining a safe environment in our residence halls. To enhance the safety of our residence halls:

- Get to know the Residence Life and Campus Security staffs; they are here to help .
- Always lock your door and take your keycard with, even when you are just going down the hall.
- Never prop doors open.
- Never leave valuables unattended.
- Be aware of your surroundings at all times.
- If you observe suspicious behavior, contact a Campus Security officer or Residence Life staff member.
- Report lost keys/ARTICards to the 4th Floor Office or Campus Security immediately.

Appliances

Overloading the electrical circuits can present both fire and safety hazards. Only Underwriters Laboratories (UL) or Factory Mutual (FM) approved appliances are allowed in the residence halls. The following appliances are not allowed in the residence halls:

- Halogen lamps/tungsten lights
- Open element appliances, such as space heaters and broilers
- Potpourri pots (candles or electric)
- Sun lamps

If you intend to use an appliance not mentioned here and are not sure about its safety, please first check with your SHA.

Evacuation Drills

In accordance with state and federal laws, evacuation drills will be conducted several times throughout the year. All residents and guests/visitors occupying the building at the time of the drill are required to participate in the evacuation. Floor plans indicating the evacuation routes to the internal stairwell(s) and exterior fire escape are posted on each floor.

Evacuation Procedures in the Event of a Fire Alarm

- The entire residence hall, including individual rooms and common area facilities will be evacuated in the event of a fire alarm.
- If you discover a fire, walk to the nearest pull station, pull the alarm, and exit the building as quickly as possible. If you cannot reach a pull station because it is blocked by fire or smoke, go to the nearest exit and leave the building.
- Do not attempt to extinguish a fire unless it impedes your exit and you feel comfortable operating a fire extinguisher.
- Evacuate through the nearest stairwell door. Follow EXIT signs, proceed downwards to the building's exit, and move away from the building. Follow instructions of SAIC and Emergency Response personnel.
- The fire escape should only be used if other stairwell exits are blocked.
- Tampering with fire equipment is a felony offense in the State of Illinois.
- Failure to evacuate the building in a timely manner during a fire alarm is against city ordinance and is considered a Violation of Policy. When you choose not to evacuate the building, you are putting your life and the lives of others in danger. Serious sanctions (up to, and including expulsion from your SAIC residence hall and suspension from SAIC) may be assigned to any resident not evacuating when the fire alarm sounds. In addition, the Chicago Fire Department and Police Department may decide to press charges against any resident failing to evacuate.

Evacuation Procedures for Individuals with Disabilities

Residents who have permanent disabilities that would inhibit them from using the stairs during emergency evacuations should notify Residence Life staff at move in. Residents who have temporary disabilities that would prevent them from using the stairs during emergency evacuations should notify Residence Life staff. These residents should abide by the following plan:

Unless fire or smoke inhibits you, residents with impairments should proceed to the south stairwell landing (across from the "14" & "15" rooms). Do not impede or block the exit for others who are leaving. Emergency Personnel will give you further instruction. If fire or smoke inhibits you from following this plan, please stay in place and contact Campus Security using the EMERGENCY button on a campus phone or pull the nearest fire pull station.

Residents with Guests and Visitors with impairments are responsible for notifying the Campus Security desk upon their arrival. During emergency evacuations, they should follow the above listed plan.

In the event an emergency is verified, the Chicago Fire Department will first attempt to clear the floor where the fire or emergency is located while other rescue teams will go to all other floors. Working in a progression from the closest to the furthest floor from the fire, the rescue team will remove everyone from the building.

Fire Alarm Notification

Activation of any fire detection device (including heat detectors, pull stations, sprinkler heads, or sprinkler valves) will trigger the building fire alarm system. All residents must evacuate every time the fire alarm sounds. Failure to evacuate the building during a fire alarm is against Chicago city ordinance and is considered a violation of SAIC policy.

Voice Alarm System

The residence halls are equipped with a voice alarm system that allows emergency personnel to communicate with all rooms and common areas in the building. The voice alarm system may be used to direct evacuation of the building in non-fire related emergencies, such as a utility outage, a bomb threat, severe weather, or other emergencies.

Injury/Illness Reporting

If you are injured or ill and need immediate attention, notify Campus Security at the 162 North State Street Residences (312.846.2100). Campus Security will obtain emergency assistance for you. You also may call for outside emergency assistance by dialing 8.911 from an on-campus phone, or use the emergency information on one of the common area telephones. If you need non-emergency medical assistance, please contact the Residence Life desk, and a Residence Life staff member will assist you. If you need assistance after the desk is closed, please contact Campus Security and they will contact a Residence Life staff member on your behalf.

Keys

Each resident will be given an electronic room key. For safety reasons, residents need to report lost keys and IDs immediately. You will be charged a \$20 replacement fee for lost keys, and you and your roommate(s) will be issued new keys. If you find yourself locked out of your room, contact Campus Security. You may be asked to provide your ARTICard in order to verify your residency. Excessive lockouts are considered a violation of SAIC policy.

Reporting Emergencies

Residents may immediately contact Campus Security by calling the number located on each on-campus phone or use the "emergency" buttons that automatically dial the number. If you cannot access an on-campus telephone, you may contact the Campus Security desk in the lobby of the 162 North State Street Residence by dialing 312.846.2100. You may also contact a 911 dispatcher by dialing 8.911 from an on-campus telephone. We encourage staff and residents to contact Campus Security first when dialing 911 so that SAIC staff can also assist you. If you cannot reach a telephone in an emergency, pull a fire alarm pull station located near the stairwell.

Room Entry**INTERNS**

As set forth in the 2014 Housing Agreement (Intern), The School or its agents or contractors may enter the Premises to conduct periodic life- and health-safety inspections or to supply necessary or agreed upon services; or as is otherwise necessary in the operation and/or protection of the premises or persons. For non-emergency situations, entry will be by arrangement with or invitation of the Intern or, if reasonable arrangements are impractical or refused, upon two days written notice to the Intern. Routine service requests are considered an invitation to enter and respond to the request as soon as practical during normal business hours. The School reserves the right to enter the Premises at any time and without prior notice when it reasonably believes that a situation exists that could cause danger to life, safety, health or property or a violation of this Housing Agreement. The School may confiscate any item deemed to cause a danger, and the School will not be under any obligation to pay compensation for or to return any such item(s).

CONTINUING STUDIES RESIDENTS AND SPECIAL GROUPS

Authorized SAIC Residence Life/maintenance personnel may enter rooms without the Resident's permission for maintenance and housekeeping purposes, fire and safety inspections, for damage inspections, or when authorized personnel have reasonable belief that a violation of SAIC regulation, local ordinance, and/or state or federal statute has occurred or is in progress. General room inspections may be conducted periodically. Authorized personnel will knock on the door and announce who they are before entering a room. SAIC reserves the right to immediate access to the premises in emergency situations without prior notice to the Resident and with or without his or her presence. SAIC, in its sole discretion, may decide that such access is necessary and proper to determine that all provisions of this agreement and the rules and regulations of SAIC are being complied with or to protect the safety/health of any person or property.

MOVING OUT

Move-Out Procedures

When leaving the residence hall, residents are required to follow proper check-out procedures:

- 1) Confirm the end of your contract period with the Summer Programs Coordinator
- 2) Remove all personal belongings from your room
- 3) Clean your room
- 4) Go to the 4th Floor Office to complete your checkout and return your Key and ID

RESIDENCE HALL POLICIES

Residence hall and school policies have been established to assist in creating a comfortable living environment that is conducive to personal growth and development. All residents and guests/visitors are expected to adhere to the Residence Hall Policies of this 162 North State Street Residences Summer Handbook. Committing one or more of the following acts of misconduct will be considered a Violation of Policy.

Residents must refrain from the following:

- a. Using, possessing, manufacturing, or distribution of alcoholic beverages while on school property or at school-sponsored activities (except as expressly permitted by SAIC's Alcohol Policy set forth in the Specific Policies section of this handbook, and by law).
- b. Hosting a guest/visitor for an unauthorized length of time, improperly registering a guest/visitor, or failing to escort a guest/visitor registered to you. Additional guidelines are set forth in the Guest and Visitors Policy outlined in the Specific Policies section of this handbook.
- c. Failing to disclose a criminal conviction to the Residence Life staff as outlined in the Criminal Convictions Policy found in the Specific Policies section of this handbook.
- d. Using unauthorized and/or hazardous materials, improperly disposing of waste, failing to wear protective equipment, failing to follow posted studio policies, and improperly using models and/or failing to register the use of a model in the common area studio space. Additional guidelines are set forth in the Studio Use Policy found in Specific Policies section of this handbook.
- e. Smoking cigarettes, electronic cigarettes, pipes, hookahs, burning candles, lighting incense, or any other fire code violation in any residence hall room. Additional guidelines are set forth in the Smoking Policy located in the Specific Policies section, Fire Safety Policies in the Specific Policies section of this handbook.
- f. Possessing incense, prohibited candles, or a hookah in the residence hall. Information about candle restrictions, as well as additional guidelines, is set forth in the Fire Safety Policy found in the Specific Policies section of this handbook.
- g. Using, possessing, manufacturing or distributing illegal drugs, drug paraphernalia, medical marijuana, and narcotics including the abuse or misuse of any over-the-counter medication or prescription medication. Additional details are set forth in the Drug Policy outlined in the Specific Policies section of this handbook.
- h. Tampering with window blocks, window screens, or placing items in windows. Additional guidelines are set forth in the Windows Policy located in the Specific Policies section of this handbook.
- i. Failing to leave a situation where a rule/policy violation is occurring.
- j. Tampering with fire safety equipment such as sprinklers, pull stations, fire extinguishers, smoke alarms, fire curtains, or any other fire prevention equipment. Additional guidelines are set forth in the Fire Safety Policy found in the Specific Policies section of this handbook.
- k. Failing to evacuate the building during a fire alarm, or failing to follow instructions regarding emergency procedures.
- l. Making art in your room or doing work in your room that may damage it (e.g. painting).
- m. Damaging your room or items in your room provided by SAIC, or leaving your room in a condition different from when you moved in.
- n. Setting up a non-SAIC wireless Internet connection in your residence hall room.
- o. Maintaining unhealthy or unsafe conditions in your residence hall room as a result of cleanliness issues or excessive clutter.
- p. Cohabiting with a person (either a resident or nonresident) in a residence hall room to which he/she is not assigned.
- q. Moving or changing rooms without the permission of the Residence Life office.
- r. Failing to produce your ARTICard identification when asked by an SAIC official.
- s. Loaning your room key or ARTICard to another person.
- t. Possessing a pet other than fish. Fish that can cause injuries, such as piranha, are prohibited. A fish tank may not exceed 10 gallons. Service animals are permitted in the residence halls.
- u. Posting unauthorized materials in the residence hall or on areas other than bulletin boards. All advertising and posting in the residence halls must be approved by Residence Life. For more information, please see the 4th Floor Office.
- v. Using bicycles, skateboards, and roller blades in the residence halls or in any other SAIC buildings.
- w. Using frisbees, footballs, or any other type of activity in the residence hall that may injure others or damage property.

- x. Selling items or soliciting in the residence hall without a written authorization from Residence Life.
- y. Removing furniture from your room (including mattresses, box springs, bed frames, drafting tables, chairs, microwaves, cable boxes, armoires, and all other items provided in your room) or taking furniture provided in common area rooms into residence hall rooms.
- z. Building beds or other loft furniture into your room, or decorating your room in a way that is unsafe. Additional guidelines are set forth in the Room Damage/Room Decorating policy found in the Specific Policies section of this handbook.
- aa. Failing to abide by the quiet and courtesy hours as described in the Quiet Hours policy of the Specific Policies section of this handbook.
- bb. Leaving food cooking unattended at any time, including in the common area oven. Do not leave your microwave, stove burner, or any appliance you have provided unattended during use. Additional guidelines are set forth in the Fire Safety Policy found in the Specific Policies section of this handbook.
- cc. Using space heaters, broilers, sun lamps, potpourri pots, hot pots, any open coil heating element, halogen lights, or tungsten lights (for photography/video/filmmaking), or any non-Underwriters Laboratories (UL) or Factory Mutual (FM) approved appliance in the residence hall. Additional guidelines are set forth in the Fire Safety Policy found in the Specific Policies section of this handbook.
- dd. Using power tools (such as power saws, drills, etc.) in a resident room or areas except the approved areas on the 17th floor studio in the 162 North State Street Residences.
- ee. Failing to carry your room key or failure to obtain a new room key when needed, resulting in excessive lockouts.
- ff. Using electronic musical equipment and amplifiers in the residence halls except when played through headphones. Acoustic musical instruments are to be played only during courtesy hours. For more information, see the Quiet/Courtesy Hours Policy in the Specific Policies section of this handbook.
- gg. Failing to prepare a room for the arrival of a new resident.
- hh. Forgery, unauthorized alteration, or misuse of SAIC documents, records or identification.
- ii. Causing physical harm to any person, or verbal or physical threats, intimidation, or coercion of any member of the SAIC community or any other conduct that threatens or endangers the health, safety, or well-being of any such person.
- jj. Sexual assault, relationship violence, or stalking as defined in the Sexual Assault, Relationship Violence, and Stalking Policy in the Specific Policies section of this Handbook.
- kk. Discrimination, harassment, or retaliation as defined in the Discrimination, Harassment, and Retaliation Policy in Specific Policies section of this handbook.
- ll. Selling or soliciting on SAIC property except through an officially sponsored and approved event or activity.
- mm. Failure to comply with direction of SAIC officials acting in the performance of their duties, and/or failure to identify oneself to these persons or to security staff when requested to do so.
- nn. Attempted or actual theft of and/or damage to SAIC property or services, including but not limited to: graffiti, destruction of SAIC publications; theft or other abuse of computer facilities/resources; theft or damage to the property (including artwork) of a member of the SAIC community on or off campus; and/or knowingly possessing stolen property. Additional guidelines are set forth in the Graffiti and Acceptable Use of Network and Computing Resources Policies located in the Specific Policies section of this handbook.
- oo. Unauthorized entry to or use of SAIC facilities, equipment, or resources; or unauthorized possession, duplication, or use of keys/key cards to any SAIC premises.
- pp. Possession of any weapons or weapon facsimiles contrary to the Weapons Policy found in the Specific Policies section of this handbook.
- qq. Violating any federal, state, or local law.

SPECIFIC POLICIES

Alcohol

Residence hall policies concerning the consumption of alcohol comply with the Illinois State Liquor Law. If you are under 21 years of age, it is illegal in the State of Illinois for you to possess or consume any alcoholic beverage. Residents must adhere to the following policies:

- Alcoholic beverages may not, under any circumstances be used by, possessed by, or distributed to any person under 21 years of age.
- Open containers of alcohol are not permitted in any public/common areas of the residence hall.
- Residents who are under the age of 21 may NOT be present in a room where alcohol is being possessed or consumed, except when all of the following conditions are met:
 - The resident is in their assigned residence hall room.
 - Their roommate is 21 years of age or older.
 - No other person present in the room is under the age of 21.
- Residents who are over the age of 21 may consume alcohol in the residence hall when:
 - All persons present in the room are 21 years of age or older.
 - All persons present in the room are 21 years of age or older except in cases when the assigned roommate is under 21 years old. In these cases, it must be clear that the alcohol is being possessed or consumed only by those 21 years old or older.
- Multi-quart containers (kegs, etc), are not allowed in the residence halls.

- Guests and visitors may not consume or possess alcohol if their host (resident) is under the age of 21. It is not an acceptable excuse to assert that you were under the influence of alcohol at the time of the violation. Violations of any portion of the alcohol policy may result in disciplinary action. All alcohol will be disposed of (even if the residents are over the age of 21) when a violation of the alcohol policy occurs.

Violation of any portion of the alcohol policy may result in disciplinary action. All alcohol will be disposed of by Campus Security (even if the residents are over the age of 21) when a violation of the alcohol policy occurs.

Criminal Convictions

All applicants for housing must disclose any prior criminal conviction as they apply for housing. Applicants must disclose any instance in any state or county where they have pled guilty or were found to be guilty by a judge or jury to charges that were committed other than minor traffic offenses. This disclosure does not include any arrest or criminal history record information ordered expunged, sealed or impounded under applicable law or any conviction reversed on appeal. In addition, residents have a continuing duty to disclose their criminal convictions during the time they live in the residence halls and duration of the contract.

Discrimination, Harassment, and Retaliation Policy

SAIC has a policy of nondiscrimination toward its community members. It will not tolerate unlawful acts or harassment based on race, color, religion, national origin, ancestry, age, sex, marital status, disability, military or former military status, sexual orientation, including gender-related identity, or any other status protected by local, state, or federal laws.

Definitions

Discrimination, Harassment, Sexual Harassment, and Reprisal, etc. Discrimination is defined as unequal, adverse treatment of an individual because of their protected legal status.

Harassment is one form of discrimination and is defined as unwelcome, hostile, or inappropriate conduct directed toward an individual because of their protected legal status. The determination of what constitutes illegal harassment varies with the particular circumstances, but it must be so severe, persistent, or pervasive that it affects a community member's ability to participate in or benefit from an educational program or activity; or creates a hostile or abusive educational or working environment. It must include something beyond mere expression of opinions, views, words, symbols, or thoughts that someone finds offensive. Harassment may occur between students, between students and members of the faculty and staff, or between faculty and staff.

Sexual harassment is a form of harassment, and is prohibited by SAIC. It includes any unwelcome sexual advance, request for sexual favor, or conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of employment or obtaining an education; or
- Submission to or rejection of such conduct by an individual is used as a factor in affecting that individual's education or employment; or
- Such conduct has the purpose or effect of substantially interfering with an individual's education or employment, or of creating an intimidating, demoralizing, threatening or hostile living, educational, or employment environment.

An extreme form of sexual harassment includes sexual assault. Please see the Sexual Assault, Relationship Violence, and Stalking policy later in this handbook.

Reprisal, retaliation, or false accusations against anyone reporting, participating, or thought to have reported or participated in discrimination or harassment allegation(s) or investigation(s) is also prohibited and will be treated as a violation of this policy, regardless of whether any discrimination or harassment is substantiated. Retaliation is defined as adverse or negative action against an individual because that individual has:

- complained about alleged discrimination, harassment, or retaliation; or
- participated as a party or witness in an investigation relating to such allegations; or participated as a party or witness in a proceeding relating to such allegations.

False accusations are prohibited and will be treated as violations of this policy. Submission of a good faith complaint or report of discrimination or harassment will not affect the complainant's or reporter's future employment, grades, or educational, living, or working environment.

Procedures for Resolution of Discrimination, Harassment, or Retaliation

1. How to Report Discrimination, Harassment, or Retaliation

Any resident, who believes that they have been subjected to discrimination, harassment, or retaliation, as defined above, is urged to report the incident as soon as possible to the Office of Student Affairs. Prompt reporting is strongly encouraged, as it is often difficult to trace the facts of an incident(s) long after it has occurred. The Dean of Student Life (or her designee) is the designated intake person in the Office of Student Affairs.

2. Meet with the Intake Person

Make an appointment with the Dean of Student Life (or her designee) who will:

- a. meet with the community member to review their concerns;
- b. ask the community member why they believe SAIC's policy on discrimination, harassment, and retaliation was violated; and
- c. provide a Complaint Form if requested.

3. Submit the Complaint Form

After reviewing SAIC's policy, the community member may wish to pursue a complaint, by submitting the Complaint Form in writing, including specific information about the incident(s) and how the specific behavior of the offending individual violates SAIC's policy on discrimination, harassment, and retaliation. The community member filing the complaint should sign and date the Complaint Form and submit it to the Dean of Student Life (or her designee). All such complaints must be filed with SAIC within one year from the date of the alleged violation. In rare and extraordinary circumstances, the Vice President and Dean of Student Affairs (or designee) may permit the consideration of a complaint after this time period. If a community member believes that the above administrator(s) is/are responsible for a violation of this policy, the community member should report the incident to Human Resources Employee Relations (located at 116 South Michigan Avenue, 12th floor).

4. Review of Complaint

Complaints of discrimination, harassment, and retaliation are taken seriously and will be handled as quickly as possible. The administrator responsible for the prompt investigation and appropriate resolution will depend on the status of the alleged offender. If the alleged offender is a:

- Student, the Vice President and Dean of Student Affairs (or designee) shall be responsible for the investigation and resolution;
- Faculty member, the Vice President/Dean of Faculty (or designee) shall be responsible for the investigation and resolution;
- Staff member, the Vice President of Human Resources at the Art Institute of Chicago (or designee) shall be responsible for the investigation and resolution; or
- Third party, such as a visitor or independent contractor, the administrators identified above will consult to determine which of them shall be responsible for the investigation and resolution.

5. Resolution

A complaint of discrimination, harassment and retaliation can be resolved in one of the following ways, as determined by the administrator responsible for the investigation and resolution:

A. Informal Resolution—In many cases the complaint may be resolved by arranging a meeting between the two parties to facilitate an informal discussion. After reviewing the completed written complaint form, the administrator responsible for the investigation and resolution will make a determination if an informal resolution is possible. Informal Resolution (even on a voluntary basis) is not appropriate if there are allegations of sexual assault. If all parties agree, an Informal Resolution will be attempted. The administrator responsible for resolving the complaint or other administrator will facilitate the process. If the complainant and the administrator responsible for resolving the complaint are satisfied the issue has been resolved, no further action will be taken. Either party or the administrator may end the Informal Resolution process at any time. In such an event, the Formal Resolution process will be initiated.

B. Formal Resolution—If an Informal Resolution is not possible, a formal investigation/resolution will be initiated. If the alleged offender is a student, the Student Conduct Procedures will be utilized. In some cases, a student may also have a staff position or a teaching assignment or a complaint may involve students, faculty and/or staff members. These different roles may involve more than one administrator and SAIC administrators may coordinate the investigation/ resolution of the complaint. SAIC administrators have the discretion to use an existing review process or to coordinate processes in a manner suited to the particular complaint presented.

The complainant and the alleged offender will be advised of the applicable process as well as the outcome of the investigation and resolution. SAIC will take prompt and appropriate action to stop the discriminatory, harassing or retaliatory conduct if a violation of this policy is found. SAIC will also take action to ensure that the violation will not recur. Even where a violation is not found, it may be appropriate to counsel individuals regarding their behavior.

C. Dismissal of Complaint—It is also possible that after reviewing the Complaint Form, the administrator will use their professional judgment to make a determination if the complaint is insufficient to state a violation of the Discrimination, Harassment and Retaliation policy. In such cases, the complaint will be dismissed and the complainant and alleged offender will be informed.

D. Timeframe—SAIC will complete the investigation and resolution of the complaint as promptly as possible. As a general matter, SAIC strives to complete its investigation and resolution of a complaint within 60 days; however, the timeframe for resolution of any particular complaint will depend on a variety of factors, such as the complexity of the investigation and the severity and extent of the alleged conduct. In addition, if the

process occurs partially during school breaks, the time needed for investigation and resolution may exceed 60 days. Because timeframes for investigations vary, the School will give the complainant and the alleged offender periodic updates on the anticipated timeframe throughout the process.

6. Confidentiality

SAIC will seek to maintain the confidentiality of complaints of discrimination, harassment, or retaliation made through these processes. Disclosure of this information will be made to administrators or participants in an investigation only as necessary to properly investigate and resolve the matter. Although SAIC seeks to maintain confidentiality, it is not possible to guarantee complete confidentiality.

7. Title IX

Title IX of the Education Amendments of 1972, as amended, is a comprehensive federal law that prohibits discrimination on the basis of sex as well as retaliation for making a Title IX complaint in any federally funded education program or activity. The Title IX Coordinator is responsible for coordinating SAIC's efforts to comply with its obligations under Title IX and the Title IX regulations.

Sex discrimination includes sexual harassment and sexual assault. For SAIC's policy on sexual assault as well as available resources, please see the Sexual Assault, Relationship Violence, and Stalking policy later in this handbook.

SAIC's Title IX Coordinator and Deputy Coordinators are listed below:

Title IX Coordinator

Michael Nicolai, Vice President for Human Resources
116 South Michigan Avenue, floor 12,
Chicago, IL 60603
(312.629.9411, mnicolai@artic.edu)

Duties and Responsibilities: Monitoring and oversight of overall implementation of Title IX at SAIC, including coordination of training, education, communications, and administration of complaint procedures for faculty, staff, students and visitors.

Title IX Deputy Coordinators

For Students:

Felice Dublon, Vice President and Dean of Student Affairs
Office of Student Affairs,
36 South Wabash Avenue, suite 1204,
Chicago, IL 60603
(312.629.6800, fdublon@saic.edu)

Duties and Responsibilities: Title IX compliance for matters involving students, including coordination of training, education, communications, and administration of complaint procedures for complaints against SAIC students. If you are a student and have a complaint regarding sexual harassment, sex discrimination or sexual assault, please contact the Dean of Student Life (or her designee), in the Office of Student Affairs,

For Staff and Visitors:

Michael Nicolai, Vice President of Human Resources
116 South Michigan Avenue, floor 12,
Chicago, IL 60603
(312.629.9411, mnicolai@artic.edu)

Duties and Responsibilities: Title IX compliance for matters involving staff, including coordination of training, education, communications, and administration of complaint procedures for complaints against staff. If you are a staff member or visitor and have a complaint regarding sexual harassment, sex discrimination or sexual assault, please contact Jevoid Simmons, Director of Employee Relations and Training, 312.629.3380.

8. Local, State, and Federal Options

Apart from the process set forth in this handbook, if you believe that you have been subjected to discrimination, harassment, or retaliation, you may also seek other recourse by contacting:

- The Illinois Department of Human Rights (IDHR), James R. Thompson Center, 100 West Randolph Street, 10th floor, Chicago, IL 60601; and/or
- The Office for Civil Rights/Chicago—U.S. Department of Education, Citigroup Center, 500 West Madison Street, suite 1475 Chicago, IL 60661; or
- The United States Equal Employment Opportunity Commission, 500 West Madison Street, suite 2000 Chicago, IL 60661

However, as noted above, community members are encouraged to report to the Vice President and Dean of Student Affairs (or designee) any instances that they believe constitute discrimination, harassment, or retaliation.

Drugs

Federal and State laws prohibit the possession, manufacture, distribution and use of illegal drugs, drug paraphernalia, medical marijuana, and narcotics. Any resident known to be possessing, using, abusing, manufacturing, or distributing illegal drugs or drug paraphernalia has committed a Violation of Policy, which could result in expulsion from the residence hall and/or SAIC, and may be referred to the appropriate authorities for prosecution. This paragraph shall also apply to the abuse or misuse of any over-the-counter medication or prescription medication.

Fire Safety

One of the primary ways each resident can help make the community safer is to make sure that any potential risk of a fire is eliminated. All residents and their guests and visitors must comply with fire safety policies. Failure to comply is considered a Violation of Policy, which could result in sanctions ranging from residence hall probation to removal from the residence hall. Specific examples of policies pertaining to fire safety include the following:

- Fire Safety Equipment—Do not tamper with fire safety equipment such as sprinklers, pull stations, fire extinguishers, smoke alarms, fire curtains, or any other fire prevention equipment.
- Smoking—Do not smoke pipes, cigarettes, electronic cigarettes, or hookahs, burn candles or light incense in your room. Hookahs and incense paraphernalia (incense sticks, powders, etc) are not allowed in the residence halls.
- Candles—Candles may not be lit in the residence halls. Candles are not allowed in the halls unless the wick has been completely cut or the candle has never been burned.
- Cooking—Do not leave food cooking unattended in your room or in the common area kitchens.
- Appliances—Do not overload the electrical circuits as this can present fire hazards. The following appliances are not allowed in the residence halls:
 - Open element appliances, such as space heaters and broilers
 - Sun lamps
 - Potpourri pots (candles or electric)
 - Hot pots
 - Halogen lamps/tungsten lights

Guests and Visitors

A visitor is defined as any non-resident who will be in the hall for a short time, not overnight. An overnight guest is defined as any nonresident who is staying overnight. Residents of our buildings are exempt from these definitions as they are welcome to use both residence halls. However, hosts can be found responsible for policy violations that any person commits in his or her room.

- All visitors and overnight guests must be escorted by their host resident at all times while in the facility. The visitor or overnight guest must be met at the security desk by their host resident upon his/her arrival and be escorted from the building upon his/her departure.
- Residents must clearly delineate between "visitor" and "overnight guest" upon sign-in at the security desk.
- All visitors and overnight guests must register with a photo ID and be digitally photographed at the security desk. Visitors and overnight guests will not be allowed to enter the residence hall without a photo ID.
- Exceptions may be made for people who are underage and do not have a photo ID if the Residence Life staff is notified at least 48 hours in advance.
- All visitors and overnight guests will be issued a guest ID. Visitors and overnight guests must have a valid guest ID with them at all times. When an overnight ID is issued, the resident will receive an email reminding him/her of who they registered, what time they registered, and other policies related to having visitors and overnight guests.
- When visitors and overnight guests are ending their stay, they should submit their guest ID to the security desk so they can be removed from the registry. Failure to submit guest IDs may cause the host resident to lose guests and visitor privileges.
- Each resident may have up to five visitors at one time with the approval of their roommate. However, the total number of people that may be in a room at any one time, including residents of the room, is eight people.
- An overnight guest may stay five consecutive nights in the residence hall, regardless of who checks them in. Each resident may have up to five nights of overnight guests each month with the approval of their roommate. However, both roommates need to agree on the specific parameters of how these nights will be used.
- If you would like to request an extended stay for an overnight guest (past the five nights allotted), you must have approval from your roommate and approval from the Hall Director through the Extended Stay Request Form prior to the arrival of your overnight guest. Please be aware that submitting an Extended Stay Request Form does not guarantee an exception.
- All guests and Visitors are subject to the policies of this handbook.
- Residents are responsible for the actions of any visitors of their room, whether overnight guests, visitors, or fellow residents of the buildings. In the event that a non-resident of the room (e.g. overnight guest, visitor, or fellow resident)

violates policies and/or causes damages, the host resident may be subject to disciplinary action, responsible for charges, and may have further visitation and overnight guest privileges limited.

- Overnight guests and visitors may be required to leave the residence hall if they or their host are involved in a residence hall policy violation. Depending on the issue, the guest or visitor may have their access revoked permanently.
- Residents may sign in a visitor or guest 24 hours a day. However, if the safety and security of the community is in question, if a roommate issue occurs, or if this policy is being abused, these privileges may be limited or revoked.
- Residents who do not adhere to the guest and visitor policy may lose their privileges. Violation of the of guest and visitor policy includes, but is not limited to, having more than five overnight guests per month without approval from their roommate and hall director, registering non-residents as "visitors" although they are "guests", and not having your guests and visitors properly check out of the residence halls.

Quiet Hours

Quiet hours are in effect Sunday through Thursday, 11 p.m.–8 a.m.; and Friday and Saturday, midnight–8:00 a.m. During quiet hours, noise in public areas should be kept to a minimum. This includes TV lounges and studio spaces. When quiet hours are not in effect, residents should still maintain noise levels that are considerate of the needs of others. Please be considerate of your fellow residents and the needs of the community. Please note there is a 24-hour quiet study space available in the 162 North State Street Residences on the 16th Floor adjacent to the computer lab.

Room Damage/Room Decorating

The Resident must notify SAIC of any defects in the condition of his or her assigned space at the time of move in. If no notice of defects is received, the assigned space is deemed to be in good condition. At the end of the Contract period, the Resident agrees to return his or her assigned space to SAIC in the same condition as when received. The following items are not allowed when decorating your room:

- Items that hang from the ceiling, overhead pipes, or sprinkler heads (e.g., plants, blankets, cloth).
- Screws, nails, or hooks in walls, ceilings, or door frames.
- Decals, bumper stickers, or contact paper affixed to SAIC property.
- Materials used to hang posters that leave marks.
- Decorations in your residence hall room that are not labeled or rated as "fire retardant" or "non-combustible."

Also please note:

- All electrical decorations and extension cords must bear the Underwriters Laboratories (UL) or Factory Mutual (FM) label and be identified for indoor use.
- Electrical decorations should be inspected for cracked sockets, bared wires, and loose connections before use.
- No more than three light sets should be used, and they should not run under carpet, or through doorways, aisles, or corridors.
- Lights and electrical appliances should be off when the area is not occupied.
- Do not install decorations in areas that may conceal exits, sprinkler heads, or fire safety devices, or reduce the width of an exit in any way.

SEXUAL ASSAULT, DATING VIOLENCE, AND STALKING

Sexual Assault, Relationship Violence and Stalking

In accord with the federal law entitled Campus Sexual Violence Elimination Act, or Campus SaVE Act, enacted as part of the Violence Against Women Reauthorization Act of 2013, as well as Title IX of the Education Amendments of 1972, which prohibits discrimination based on sex, including but not limited to sexual assault, SAIC adopts the following policy.

Sexual Assault, Relationship Violence (including Domestic Violence and Dating Violence), and Stalking are unacceptable and are not tolerated at SAIC. Retaliation, as defined below, is also prohibited. SAIC encourages anyone who has been subjected to Sexual Assault, Relationship Violence, and/ or Stalking to seek appropriate treatment and to report the incident promptly to the police and/or SAIC officials. SAIC has professional staff who will assist victims in obtaining help, including immediate medical care, counseling and other essential services. Specific policies, methods for reporting and seeking treatment, and resources are described below.

If the alleged offender is also a member of the SAIC community, SAIC will take prompt action to investigate and, where appropriate, to impose sanctions. Students who violate school policy are subject to the Student Conduct Procedures and may also be the subject of a criminal prosecution and/ or a civil lawsuit. Procedures applicable to staff are found in the Employee Guidelines (information.artic.edu/eeguide/13-sex_assault.shtml) and procedures applicable to faculty are found at saic.edu/lifeatsaic/safetyandsecurity/sexualassaultrelationshipviolenceandstalking/faculty.

Sexual Assault is any touching, fondling, or penetration by the accused, either directly or through the clothing, of the person's breasts, anal or genital areas, or other intimate parts, without **Affirmative Consent**, as defined below. Sexual Assault is an extreme form of sexual harassment.

Affirmative Consent -- Affirmative consent maintains the value that all persons have the right to feel respected, acknowledged, and safe during sexual interactions. Consent to sexual activities must be freely given and must be clearly and unambiguously expressed, by word or actions. Silence, lack of protest, or an existing or prior relationship between the individuals does not necessarily indicate that consent has been given. Intoxication of the alleged offender is not a defense to sexual assault.

A person cannot give consent if they are underage (in Illinois, the age of consent is **17**), intoxicated by drugs or alcohol, or temporarily or permanently mentally or physically unable to do so. If a person is asleep, drunk, or under the influence of drugs, that person cannot give consent and a sexual act with that person would constitute sexual assault.

The following points are important aspects of affirmative consent:

- Consent must be ongoing throughout a sexual encounter and can be revoked at any time;
- Consent can be communicated verbally or by action(s). In whatever way consent is communicated, it must be mutually understandable. Although consent does not need to be verbal, verbal communication is the most reliable form of asking for and gauging consent, and you are thus urged to seek consent in verbal form. Talking with sexual partners about desires and limits may seem awkward, but serves as the basis for positive sexual experiences shaped by mutual willingness and respect;
- Consent to some sexual acts does not imply consent to others, nor does past consent to a given act imply present or future consent;
- Silence alone (absent a non verbal action clearly demonstrating consent) is not considered consent. Consent cannot be inferred from the absence of a "no"; a clear "yes," verbal or otherwise, is necessary;
- Affirmative consent can never be given by minors, mentally disabled individuals, or incapacitated persons. A person may be incapacitated as a result of alcohol or other drug use. Engaging in sexual activity with a person whom you know or reasonably should know to be incapacitated constitutes sexual assault;
- Consent can only be accurately gauged through direct communication about the decision to engage in sexual activity. Presumptions based upon contextual factors (such as clothing, alcohol consumption, or dancing) are unwarranted, and should not be considered as evidence for consent.

Relationship Violence is a pattern of physical, emotional, verbal and/or sexual abuse, which includes, but is not limited to, threats, intimidation, isolation, and/or financial control. Relationship Violence is an intentional pattern of behavior that is used by one person as a means to harm and take power and control over another person. Relationship Violence includes both Domestic Violence and Dating Violence.

Domestic Violence is Relationship Violence that occurs in the context of a family, roommate or caretaker relationship.

Dating Violence is Relationship Violence that occurs between individuals who are in, or have been in, a romantic or intimate relationship.

Stalking is a course of conduct directed at a specific person that is unwelcome and would cause a reasonable person to fear for their safety (or the safety of a third party) or suffer emotional distress.

Retaliation against anyone reporting, participating in, or thought to have reported or participated in, an allegation or investigation regarding Sexual Assault, Relationship Violence or Stalking is also prohibited. Retaliation will be treated as a violation of this policy regardless of whether any report of Sexual Assault, Relationship Violence or Stalking is substantiated. Retaliation is defined as any adverse or negative action against an individual because that individual has:

- Complained about Sexual Assault, Relationship Violence or Stalking;
- Participated as a party or witness in an investigation related to such allegations; or
- Participated as a party or witness in a proceeding related to such allegations.

Knowingly false accusations are prohibited and will be treated as violations of this policy. Submission of a good faith complaint or report of Sexual Assault, Relationship Violence or Stalking that turns out to be unsubstantiated is not a violation of the policy.

Underage Drinking/ Drug Protection: SAIC will not find a student/community member responsible for violating SAIC rules of conduct if they are sexually assaulted while under the influence of alcohol or other drugs. Excluded from this protection are all students/community members accused of encouraging or voluntarily participating in the assault/sexual assault.

Reporting

Victims of Sexual Assault, Relationship Violence, and/or Stalking are encouraged to report these incidents to the police by dialing 911 (or 8-911 from a campus building) or to seek immediate assistance by going to a

local emergency room. Another non-school resource is the Rape Crisis Hotline 888.293.2080. (See "What to Do if You are the Victim of Sexual Assault" for more information).

Victims are also encouraged to report these incidents to Campus Security or the Director of Student Outreach in the Office of Student Affairs. An SAIC staff member will offer to accompany the victim to a medical facility or to speak to the police.

Although SAIC encourages all members of its community to report any incidents of Sexual Assault, Relationship Violence, and/or Stalking to the police, it is the victim's choice whether to make a report and victims can decline involvement with the police.

Reporting and Confidentially Disclosing Sexual Violence

As indicated above, SAIC encourages victims of sexual violence to talk to someone about what happened—so victims can get the support that they need and so SAIC can respond appropriately. Different employees on campus have different abilities to maintain a victim's confidentiality. Most SAIC employees cannot maintain a victim's confidentiality because of legally-imposed reporting obligations. Although these employees will handle any information regarding sexual violence with discretion; they must report the details of the incident to the Title IX Coordinator or a Deputy Title IX Coordinator. On SAIC's campus, the professional, licensed counselors in the Counseling Services in the Wellness Center are the sole exception to this reporting obligation. This distinction is explained in more detail on the next page:

Confidential Communications

If a victim seeks to discuss what happened with someone who can maintain his or her confidentiality, then he or she may speak to SAIC's professional, licensed counselors or seek off-campus resources.

On-Campus: Professional, licensed counselors who provide mental-health counseling to students are not required to report any information about an incident to the Title IX Coordinator. The contact information for these individuals is listed below.

Off-Campus: Off-campus counselors, advocates, and health care providers will also generally maintain confidentiality and not share information with SAIC unless the victim requests disclosure and signs a consent form. The contact information for these off-campus resources is listed below.

Reports Made to SAIC Generally Are Not Confidential

Generally SAIC employees, including but not limited to Campus Security or the Director of Student Outreach in the Office of Student Affairs, are required to report all the details of an incident (including the identity of both the victim and the alleged perpetrator) to the Title IX Coordinator or one of the Deputy Title IX Coordinators. SAIC will handle this information with discretion. Disclosure of this information will be made to administrators or participants in an investigation only as necessary to properly investigate and resolve the matter. Although SAIC seeks to limit the disclosure of this information, it is not possible to guarantee complete confidentiality.

If the victim does not inform SAIC of the name of the alleged offender, SAIC's ability to investigate and take appropriate action will be limited.

If a victim tells an SAIC employee (who is not a professional, licensed counselor) about an incident of sexual violence, but requests that his or her name not be disclosed to the alleged offender or that SAIC not investigate or seek action against the alleged offender, SAIC will need to determine whether it can honor such a request while still providing a safe and nondiscriminatory environment for all. The Title IX Coordinator (or his or her designee) will consider any such request. The Title IX Coordinator (or his or her designee) may seek counsel from the Deputy Title IX Coordinators or any other person whom she or he believes will offer valuable counsel. SAIC will advise the victim if it determines that it must disclose the victim's identity to the alleged offender; SAIC will endeavor to notify the victim prior to making the disclosure. In addition, if the victim requests that SAIC tell the alleged offender that the victim asked SAIC not to investigate or seek discipline, SAIC will inform the offender that SAIC made the decision to go forward.

SAIC does not publicize the name of crime victims nor does it include identifiable information in Campus Security's Daily Crime Log.

Assistance in the Event of Sexual Assault, Relationship Violence or Stalking

Regardless of whether the community member chooses to make a report to the police, SAIC will work with community members to provide the assistance (if these measures are requested and are reasonably available), including, but not limited to:

- Change in academic class schedule;
- Change in on-campus residence hall assignment;
- Change in on-campus working situation; and
- No-contact instruction if the alleged offender is a student, faculty, or staff member at SAIC. These measures may be applied to one, both, or multiple parties involved.

Students may request that directory information on file be removed from public sources by submitting a written request to SAIC's Office of Registration and Records.

SAIC Complaint Process

This section of the policy sets forth an internal administrative policy to address Sexual Assault, Relationship Violence, and/or Stalking alleged to have been committed by a member of the SAIC community. It is not a legal proceeding. This process can take place before, during, or after criminal and/or civil proceedings related to the same incident.

Review of Complaint

All complaints of Sexual Assault, Relationship Violence, and/or Stalking will be investigated as promptly as possible. The administrator responsible for the prompt investigation and appropriate resolution will depend on the status of the alleged offender. If the alleged offender is a:

- Student—the Vice-President and Dean of Student Affairs (or designee) shall be responsible for the investigation and resolution;
- Faculty member—the Vice President and Dean of Faculty (or designee) shall be responsible for the investigation and resolution;
- Staff member—the Vice President of Human Resources (or designee) shall be responsible for the investigation and resolution; or
- Third party, such as visitor or independent contractor, the administrators identified above will consult to determine which of them shall be responsible for the investigation and resolution.

Investigation and Resolution

If the alleged offender is a student, the Student Conduct Procedures will be utilized. Please refer to Student Conduct Procedures in the SAIC Student Handbook for details regarding these procedures. SAIC administrators involved in the investigation or resolution of complaints of Sexual Assault, Relationship Violence, and/or Stalking receive annual training on these issues.

In some cases, a student may also have a staff position or a teaching assignment or a complaint may involve students, faculty, and/or staff members. These different roles may involve more than one administrator and SAIC administrators may coordinate the investigation and resolution of the complaint. SAIC administrators have the discretion to use an existing review process or to coordinate processes in a manner suited to the particular complaint presented. The complainant and the alleged offender will be advised of the applicable process as well as the outcome of the investigation and resolution.

Potential sanctions are set forth in the Student Conduct Procedures section of this Handbook under Sanctions.

SAIC will complete the investigation and resolution of the complaint as promptly as possible. As a general matter, SAIC strives to complete its investigation and resolution of a complaint within 60 days; however, the timeframe for resolution of any particular complaint will depend on a variety of factors, such as the complexity of the investigation and the severity and extent of the alleged conduct. In addition, if there is a parallel criminal investigation or if the process occurs partially during school breaks, the time needed for investigation and resolution may exceed 60 days. Because timeframes for investigations vary, the School will give the complainant and the alleged offender periodic updates on the anticipated timeframe throughout the process.

Information Regarding Sexual Assault, Relationship Violence, and Stalking

What to Do if You are the Victim of Sexual Assault

- Get to a safe place as soon as possible.
- To get help, call the police at 911 or if you are on campus, contact Campus Security (312.899.1230, 24 hours a day) or the Director of Student Conflict Resolution (312.629.6800 during office hours). Please see previous pages on Reporting and Confidentially Disclosing Sexual Violence which explains the duties of various SAIC employees with respect to confidentiality.
- Seek immediate medical attention, preferably at an emergency room. Medical personnel are trained to perform a "rape kit" exam, where they are able to gather evidence while examining the victim to help police and prosecutors find and charge the perpetrator. If you might ever want

to report the assault, it is important that you do not shower, change clothes, or clean up in any way before going to the hospital, in order not to disturb any evidence medical staff might be able to collect for the police. Sometimes this process can be easier if you have a trusted friend or victim advocate with you.

- Even if you don't want to report the assault to police right now, it is still important to have a medical exam to make sure you are all right. Sometimes people change their minds and want to report to the police later. Also, in addition to treating injuries, medical personnel can test for pregnancy and whether or not you may have been drugged. They can also give you drugs to reduce your chances of contracting sexually transmitted diseases (STDs) or getting pregnant.
- Try to preserve all evidence. Do not throw away clothes or wash, douche, or change. If you must change clothing, put all clothing you were wearing at the time of the attack in a paper (not a plastic) bag.
- Contact the Rape Crisis Hotline (888.293.2080) or the National Sexual Assault Hotline (800.656.HOPE) for more support. They can give you counseling and help you understand your options, such as what medical staff will do during a "rape kit" exam or what might happen while going through the criminal justice system.
- Try to avoid being alone, especially with your attacker, and be alert to your surroundings.
- Get help making a safety plan to avoid or escape a dangerous situation, especially if you know your attacker.
- Make sure you have a safe place to stay.

Adapted from the National Center for Victims of Crime: victimsofcrime.org

Relationship Violence—Warning Signs and How to Get Help

Relationship violence can happen to anyone of any race, age, sexual orientation, religion, or gender.

It can happen to couples who are married, living together, or dating. Relationship violence affects people of all socioeconomic backgrounds and education levels.

Abuse is a repetitive pattern of behaviors used to maintain power and control over an intimate partner. These are behaviors that physically harm, arouse fear, prevent a partner from doing what they wish, or force them to behave in ways they do not want. Abuse includes the use of physical and sexual violence, threats and intimidation, emotional abuse, and economic deprivation. Many of these different forms of abuse can be going on at any one time.

You may be experiencing physical abuse if your partner has done or repeatedly does any of the following tactics of abuse:

- Pulling your hair, punching, slapping, kicking, biting, or choking you
- Forbidding you from eating or sleeping
- Damaging your property when they're angry (throwing objects, punching walls, kicking doors, etc.)
- Using weapons to threaten to hurt you, or actually hurting you with weapons
- Trapping you in your home or keeping you from leaving
- Preventing you from calling the police or seeking medical attention
- Abandoning you in unfamiliar places
- Driving recklessly or dangerously when you are in the car with them
- Forcing you to use drugs or alcohol (especially if you've had a substance abuse problem in the past)

You may be in an emotionally abusive relationship if your partner exerts control through:

- Calling you names, insulting you, or continually criticizing you
- Refusing to trust you and acting jealous or possessive
- Trying to isolate you from family or friends
- Monitoring where you go, whom you call, and whom you spend time with
- Demanding to know where you are every minute
- Punishing you by withholding affection
- Threatening to hurt you, your family, or your pets
- Humiliating you in any way
- Blaming you for the abuse
- Accusing you of cheating and being often jealous of your outside relationships
- Serially cheating on you and then blaming you for his or her behavior
- Cheating on you intentionally to hurt you and then threatening to cheat again

- Cheating to prove that they are more desired, worthy, etc. than you are
 - Attempting to control your appearance: what you wear, how much/little makeup you wear, etc.
 - Telling you that you will never find anyone better, or that you are lucky to be with a person like them
- Adapted from the National Domestic Violence Hotline: thehotline.org

How to Get Help

- Contact the Chicago Police Department (911), Campus Security (312.899.1230), or the Domestic Violence Hotlines (national: 800.799.7233; Chicago/local: 877.863.6338) to get information on campus and local resources as well as your legal options. Please see Reporting and Confidentially Disclosing Sexual Violence on previous pages which explain the duties of various SAIC employees with respect to confidentiality.

- Identify your partner's use and level of force so that you can assess the risk of physical danger to you and others before it occurs.

- If possible, have a phone accessible at all times and know what numbers to call for help. Know where the nearest public phone is located. Know the phone number to your local battered women's shelter. If your safety is at risk, call the Chicago Police Department (911).

- Let trusted friends and neighbors know of your situation and develop a plan and visual signal for when you need help.

Adapted from the National Domestic Violence Hotline: thehotline.org

Stalking—Warning Signs and How to Get Help

Stalking is a crime. A stalker can be someone you know well or not at all. Most have dated or been involved with the people they stalk. Most stalking cases involve men stalking women, but men do stalk men, women do stalk women, and women do stalk men. Stalkers may:

- Repeatedly call you, including hang-ups or contact you repeatedly through electronic communication and social media
- Follow you and show up wherever you are
- Send unwanted gifts, letters, texts, or emails
- Damage your home, car, or other property
- Monitor your phone calls or computer use
- Use technology, like hidden cameras or global positioning systems (GPS), to track where you go
- Drive by or hang out at your home, school, or work
- Threaten to hurt you, your family, friends, or pets
- Find out about you by using public records or online search services, hiring investigators, going through your garbage, or contacting friends, family, neighbors, or coworkers
- Other actions that control, track, or frighten you

How to Get Help if You Are Being Stalked

Stalking is unpredictable and dangerous. No two stalking situations are alike. There are no guarantees that what works for one person will work for another, yet you can take steps to increase your safety.

- If your safety is at risk, call 911.
- Trust your instincts. Don't downplay the danger. If you feel you are unsafe, you probably are.
- Take threats seriously.
- Contact Campus Security, a crisis hotline, victim services agency, or a domestic violence or rape crisis program. They can help you devise a safety plan, give you information about local laws, refer you to other services, and weigh options such as seeking a protection order. (See the resources section below for more info.) Please see Reporting and Confidentially Disclosing Sexual Violence which explains the duties of various SAIC employees with respect to confidentiality.
- Develop a safety plan, including things like changing your routine, arranging a place to stay, and having a friend or relative go places with you. Also, decide in advance what to do if the stalker shows up at your home, work, school, or somewhere else. Tell people how they can help you.
- Don't communicate with the stalker or respond to attempts to contact you.
- Keep evidence of the stalking. When the stalker follows you or contacts you, write down the time, date, and place. Keep emails, phone messages, letters, or notes. Photograph anything of yours the stalker damages and any injuries the stalker causes. Ask witnesses to write down what they saw.
- Contact the police, as Illinois has a stalking law (see applicable state laws).

- Consider getting a court order that tells the stalker to stay away from you.
- Tell your family, friends, roommates, coworkers, Campus Security, and the Office of Student Affairs about the stalking and seek their support.

Adapted from the National Center for Victims of Crime: victimsofcrime.org

Keeping Safe when Traveling Around Campus and the City

- Try to arrive at and leave social gatherings with a group of people you trust.
- Avoid giving out your personal information (phone number, where you live, etc.). If someone asks for your number, take their number instead of giving out yours.
- Keep track of your drinking. Watch your drink as it is made and don't leave it unattended; avoid group drinks like punch bowls.
- If you feel extremely tired or drunk for no apparent reason, find your friends and ask them to leave with you as soon as possible.
- Make sure your cell phone is easily accessible and fully charged.
- Be familiar with where emergency phones are installed in SAIC buildings.
- Avoid dimly lit places; take major, public paths rather than less populated shortcuts.
- Pay attention to your surroundings. Avoid putting music headphones in your ears and/or using your smartphone when walking alone.
- If walking feels unsafe, especially after dark, try to walk with a friend or contact Campus Security to request an escort or utilize the SAIC Safe Ride Service.
- Carry a noisemaker (like a whistle) and/or a small flashlight on your keychain.

What to Do if Someone You Know is at Risk of Sexual Assault, Relationship Violence, or Stalking

SAIC is a community, and we all have a responsibility to support each other. A "bystander" is someone other than the victim who is present when an act of Sexual Assault, Relationship Violence, or Stalking is occurring or when a situation is occurring in which a reasonable person feels as though some protective action is required to prevent Sexual Assault, Relationship Violence, or Stalking. Bystanders, if active, can prevent harm or intervene before a situation gets worse. Examples of active bystander intervention include:

- Not leaving an overly intoxicated person in a bar/party alone
- Calling police when a potentially violent situation is unfolding
- Not leaving an unconscious person alone (alerting Campus Security or a staff member)
- Intervening when someone is being belittled, degraded, or emotionally abused (walking victim away from abuser, contacting an SAIC staff member for help)

If you become aware that an SAIC student is the victim of Sexual Assault, Relationship Violence, or Stalking, contact the Chicago Police Department (911), Campus Security or the Director of Student Outreach. Additional resources are listed below.

Resources

Students and community members who experience a Sexual Assault, Relationship Violence, or Stalking have numerous options and support services available to them, including medical and psychological services as well as administrative, disciplinary and legal options. Please see Reporting and Confidentially Disclosing Sexual Violence which explains the duties of various SAIC employees with respect to confidentiality.

On-Campus Resources

SAIC Campus Security

312.899.1230

Available 24 hours a day, seven days a week

Ask to speak to supervisor on duty

Director of Student Conflict Resolution

Office of Student Affairs

312.629.6800

Academic Advising

312.629.6800

studenthelp@saic.edu

Counseling Services

312.339.4271

counselingservices@saic.edu

Health Services

312.499.4288

healthservices@saic.edu

Residence Life

312.629.6870

student_life@saic.edu

Title IX Coordinator

Michael Nicolai

Vice President for Human Resources

116 S. Michigan Ave., 12th floor

Chicago, IL 60603

312.629.9411 mnicolai@artic.edu

Title IX Deputy Coordinator for Students

Felice Dublon, Ph.D.

Vice President and Dean of Student Affairs

The Office of Student Affairs

36 S. Wabash Ave., suite 1204

Chicago, IL 60603

312.629.6800 fdublon@saic.edu

Off-Campus Resources

Chicago Police Department

911 for emergency calls

311 for nonemergency calls

Chicago Domestic Violence Helpline

877.863.6338

Chicago Metropolitan Battered Women's Network

312.527.0730

1 E. Wacker Dr., suite 1630

Chicago, IL 60601

The National Domestic Violence Hotline

800.799.7233

Northwestern Memorial Hospital

312.926.5188

Emergency Department

250 E. Erie St. Chicago, IL 60611

Rape Crisis Hotline

888.293.2080

Rape Victim Advocates

312.443.9603

180 N. Michigan Ave., suite 600

Chicago, IL 60601

rapevictimadvocates.org

YWCA Metropolitan Chicago

312.372.6600

1 N. LaSalle St., suite 1150

Chicago, IL 60602 ywcachicago.org

Education and Prevention Programs

SAIC provides education programs to promote awareness of Sexual Assault, Relationship Violence, and Stalking. Educational programming consists of primary prevention and awareness programs for all incoming students and new staff and faculty and ongoing awareness and prevention campaigns for students, staff, and faculty that:

- Identify Sexual Assault, Relationship Violence, and Stalking as prohibited conduct;
- Define Sexual Assault, Relationship Violence, and Stalking under SAIC's policy and under Illinois law;
- Define behavior that constitutes consent to sexual activity under Illinois law;
- Provide safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of Sexual Assault, Relationship Violence or Stalking against a person other than the bystander;
- Provides information on risk reduction so that students, staff and faculty may recognize warning signs of abusive behavior and how to avoid potential attacks;
- Provides an overview of information contained in the Annual Security Report in compliance with the Clery Act.

SAIC has developed an annual educational campaign consisting of presentations that include: New Student Orientation, New Employee Orientation, New Faculty Orientation, Communication Program (to include signage, brochures, and email), Campus Security Authorities, Investigator/Adjudicator Training, Web-based Manager Training, and Security Officer Training.

Applicable Illinois State Law

Definition of "Consent" to Sexual Act: saic.edu/media/saic/pdfs/lifesaic/safetyandsecurity/Consent3.6.14.pdf

Illinois Domestic Violence Act of 1986: saic.edu/media/saic/pdfs/lifesaic/safetyandsecurity/ILDomestic-Violence-Act.3.6.14.pdf

Illinois Stalking Statutes

Stalking, 720 ILCS 5/12-7.3: saic.edu/media/saic/pdfs/lifesaic/safetyandsecurity/Stalking.720-ILCS-5.12-7.3.pdf

Aggravated stalking, 720 ILCS 5/12-7.4: saic.edu/media/saic/pdfs/lifesaic/safetyandsecurity/Aggravated-Stalking.720-ILCS-5.pdf

Cyberstalking, 720 ILCS 5/12-7.4: saic.edu/media/saic/pdfs/lifesaic/safetyandsecurity/Cyberstalking.720-ILCS-5.pdf

Orders of Protection

Orders of protection (commonly referred to as restraining orders) are legal orders, put in place by a judge, that restrict or limit the amount of contact a person can have with another person.

SAIC takes all existing orders of protection seriously.

If you have an order of protection, protecting you from someone else, we ask that you please inform Campus Security so that they have it on record. This will help SAIC in case there is an issue with the offender. To do so, please email Dave Martino, Executive Director of Campus Security, dmartino@saic.edu or stop into the Campus Security office.

If you are having an issue with a person, Campus Security can help explain the legal process for obtaining an order of protection.

For more information on obtaining an order of protection, please visit this website: womenslaw.org/laws_state_type.php?id=509&state_code=IL&open_id=11067

Weapons

Illegal or unauthorized possession of firearms, weapons, fireworks, explosives, ammunition, dangerous chemicals, or abuse of any flammable substance is expressly prohibited on SAIC property or on SAIC-sponsored programs. The term weapon is defined as any object or substance designed to inflict a wound, threaten injury, cause injury, or incapacitate. Weapons may include, but are not limited to: all firearms, pellet guns, slingshots, stun guns, swords, (including decorative or ceremonial), martial arts devices, switchblade knives, clubs, or anything that could be perceived or misrepresented as a weapon. Items used for other purposes (such as kitchen knives, scissors) may also be defined as a "weapon" if an individual engages in behavior which uses such an object in a threatening manner.

Prop weapons, facsimiles, or any object that appears to be a weapon must be approved by SAIC administrators prior to its presence on campus. Examples may include props used in performances, critiques or class presentations, and items created in SAIC studios.

Smoking

In compliance with state and local laws, smoking (including the use of electronic cigarettes) is completely prohibited in all SAIC buildings, including residence halls and classroom buildings. Smoking is not permitted in residence hall rooms, classrooms, common areas, or anywhere else in SAIC buildings or within fifteen feet of the entrance to all SAIC buildings.

Studio Use

Residents must follow all posted policies in studio workspaces. The wet studio workspaces have been designed to provide the necessary ventilation for oil paint.

Flammable/Toxic Material Not Approved For Use

Odor or fume-producing materials, toxic/hazardous, and/or flammable materials may not be used anywhere in the residence hall. Examples of some odor-producing, toxic/hazardous, and/or flammable materials include items such as, but are not limited to, turpentine, paint thinner, epoxies or resin materials, strong acids or bases, mineral spirits and solvent-based paints. Manipulation of hot wax is also not allowed in the studios or anywhere in the building.

Flammable Materials Approved For Use with Safe Storage

Materials such as linseed oil, stand oil, walnut oil, poppy seed oil, safflower oil, liquid oil color, Japan medium, Copal medium, turpenoid, and varnish can be used in the studio in volumes less than one pint (16 ounces). These items must be stored in the yellow flammable/combustible storage cabinet in each studio while not in use. If residence hall staff finds approved flammable material left unattended, the staff member may confiscate the material, or place the material in the yellow flammable/combustible storage cabinets provided in the studio. Cabinets will be purged at the end of each semester and all materials will be containerized and disposed of by SAIC as hazardous waste.

Use of Spray Fixative/Spray Paint, Lacquer, or other Aerosols

Use of spray paint, lacquer, and other aerosols are not permitted in the residence hall studios or in any other school studio. Special facilities designed for spraying paint and using fixatives are available in the spray booth on the 17th floor of the 162 North State Street Residences. While in the studio in the 162 building, spray fixative/spray paint must be placed in the yellow flammable/combustible storage cabinet in the spray room when the material is not in use. Empty spray cans must be placed in flammable waste containers.

Waste Disposal

Regular trash containers are to be used exclusively for the disposal of regular household trash and debris. Combustible solids such as dirty towels, rags, paint tubes, flammable/combustible material, and brown paper should be disposed of properly in containers present in the studio. These materials must be disposed of in the yellow waste containers, not in the regular trash bins. Typically the flammable/combustible disposal containers are 3–5 gallon containers with an attached lid and foot lever. Flammable/combustible liquids such as turpenoid must be disposed of in liquid waste safety cans. Flammable/combustible liquid waste safety cans are red, 3-5 gallon cans with a small mouth. Bulk water-based materials, such as acrylic paint, must be disposed of properly and are not to be rinsed down the sink. You should contact your hall director to arrange for disposal of bulk water-based waste materials.

Hazardous Materials

If you have any questions about the content of your art materials, you should consult the manufacturers of the materials and ask them to provide you with a Material Safety Data Sheet (MSDS). MSDSs contain information about the hazardous components of your art materials, the flammability and toxicity of the materials, as well as information about first aid, symptoms of exposure, incompatibilities, spill clean up, and personal protective equipment use. Highly flammable materials such as lint, hay, cornstalk, furniture/batting materials, and/or wood chips should not be used in the studio or in resident rooms. Pink foam must only be machined or shaped on the downdraft table located on the 17th floor studio of the 162 North State Street Residences.

Models

To ensure the accessibility and open use of the studios and common areas for all residents, nude models are not allowed in the studio or any other common area without prior permission from Residence Life. Contact the Summer Programs Coordinator for more information.

Personal Protective Equipment

Safety goggles, gloves, smocks, and other types of personal protective equipment may be necessary when working with certain types of art materials or creating artwork. It is the resident's responsibility to ensure that he/she has the proper equipment to work safely with the materials. Residents should consult MSDSs for specific art materials to assist in determining the appropriate equipment for the particular media.

Acceptable Use of Network and Computing Resources

The Art Institute of Chicago (AIC), encompassing both the museum and the School, provides access to local, national, and international networks, as well as computing resources in order to support its mission and goals.

GENERAL PRINCIPLES

Access to network and computing resources owned or operated by the AIC imposes certain responsibilities and obligations and is granted subject to all AIC policies, as well as local, state, and federal laws. Acceptable use should always be legal and ethical, reflect academic honesty, show restraint in the consumption of shared resources, and reflect community standards. It should demonstrate respect for intellectual property, ownership of data, system security mechanisms, and individuals' rights to privacy and freedom from intimidation, harassment, and annoyance.

GUIDELINES

There are responsibilities that must be met as a part of the privileges of access to network and computing resources. These include, but are not limited to, the following:

A resident must not:

- Use resources for any purpose that is inappropriate or inconsistent with his/her job/relationship with the AIC.
- Allow anyone to use or fail to protect his/her account (user IDs), passwords, and access assigned to him/her.
- Access or attempt to access another user's accounts, passwords, computers, data, files, or email without authorization.
- Misrepresent himself/herself or attempt to circumvent any data protection or network security measures.
- Use network resources to gain or attempt to gain unauthorized access to remote computers.
- Attach any equipment, including wireless access points, or install any software that could potentially impair the performance, integrity, or security of any AIC computers, networks, or data.
- Attempt to decode passwords or date, or to monitor another user's communications.
- Deliberately perform an act that interferes with the operation of computers and/or network traffic.
- Engage in any activity that could be purposely harmful to systems or information such as creating or propagating viruses, disrupting services, damaging files, or making unauthorized modifications to data.
- Use resources for commercial, political, or profit-making purposes without authorization.
- Perform acts that are wasteful of computing resources or unfairly monopolize resources to the exclusion of other authorized users.
- Violate any software license agreements or terms and conditions.
- Infringe any copyright, including the unauthorized and infringing distribution of copyrighted materials through unauthorized peer-to-peer file sharing.
- Engage in any other activity that does not comply with the General Principles present above.

ENFORCEMENT

The AIC considers any violation of acceptable use principles or guidelines to be a serious offense. The AIC reserves the right to copy and/or examine any files or information resident on AIC resources allegedly related to unacceptable use. In cases of misuse or abuse which involve an immediate threat to the network data, or rights of other users, the AIC has the right to temporarily suspend a user's access or to disconnect the offending system or network subdivision to which it is attached without prior notice. Violators will be considered to have committed a Violation of Policy as outlined in this handbook.

Residents should also be aware that copyright infringement, including the unauthorized and infringing distribution of copyrighted materials through unauthorized peer-to-peer file sharing, may result in civil and criminal liabilities under federal copyright law. Civil liabilities may include actual damages and the infringer's profits, or statutory damages for each work infringed ranging from \$750 to \$30,000 (or up to \$150,000 in the case where the infringement was committed "willfully"). (17 U.S.C. 504) An infringer may also be subject to criminal liability for willfully infringing a copyright (A) for purposes of commercial advantage or private financial gain; (B) by the reproduction or distribution, including by electronic means, during any 180-day period, of one or more copies or phonorecords of one or more copyrighted works, which have a total retail value of more than \$1,000; or (C) by the distribution of a work being prepared for commercial distribution, by making it available on a computer network accessible to members of the public, if such person knew or should have known that the work was intended for commercial distribution. (17 U.S.C. 506)

INFORMATION DISCLAIMER

Individuals using network and computing resources at AIC do so subject to local, state, and federal laws, and all policies in effect at the museum and SAIC. Information, messages, and materials made available via AIC network resources do not necessarily reflect the attitudes, opinions, or values of The Art Institute of Chicago, its faculty, staff, or students. For more information and updates to this policy, please go online at <http://onlineservices.artic.edu>

Power Tool Use in the Studio

Hand-held electric power tools are allowed in the 17th floor studio at the 162 North State Street Residences at the designated area only. No gas-powered tools are allowed in the studio or anywhere in the residence hall. The downdraft table is appropriate for sanding or other materials. Drilling or cutting wood or other materials should take place at the designated worktables. When using any tools:

- Dress appropriately (e.g. pull long hair back and no loose jewelry, baggy clothes, or open-toed shoes).
- Wear proper protective eyewear, hearing protection, and dust masks.
- Secure the tool so it will not drop.
- Secure the material so that it does not move.
- Do not lock the tool in the "on" position.
- Do not use the tool on items with moving parts.
- Do not leave any tool unattended.
- If using a cutting tool, make sure that the cut path is clear on the underside of the material.
- If using a cutting tool, make sure that the cutting edge of your tool is sharp.
- Make sure that you are cutting away from yourself.
- Check to make sure sharp blades/edges will not come into contact with yourself or others. If you are tired, not feeling well, or under the influence of alcohol or drugs, you should not work with any tools.

Graffiti and Property Damage

As members of the SAIC community, residents are responsible for adhering to SAIC policies and local, state, and federal laws. Residents are not allowed to deface and/or damage property that belongs to SAIC, and/or individuals other than themselves. All members of the SAIC community should be aware of the potential consequences of such acts, including:

- Any act deemed as graffiti or another form of property damage will be considered a Violation of Policy
- The possibility of removal from SAIC; and/or
- The potential for criminal prosecution through governmental authorities.

These consequences are not mutually exclusive and may be pursued simultaneously.

Windows

The Resident must not tamper with the window safety equipment (including but not limited to window screens and window blocks) in the residence hall, nor allow any guest or visitor to tamper with the window safety equipment. Any issues concerning the proper operation of window safety equipment and/or damage to screens or window safety equipment must be immediately reported to Residence Life. Hanging items in the window or throwing objects from a window is strictly prohibited. Residents may not place signs in or on their windows. Failure to comply with these rules is considered a Violation of Policy, which could result in expulsion from the residence hall and/or SAIC.

Campus Security will conduct periodic unannounced inspections of windows blocks and screens throughout each term. Contact a Residence Life or Campus Security staff member immediately if your window or screen is not secured.

Violating Policies

INTERNS

Violating Residence Hall Policies as listed in the 162 North State Street Residences Summer Handbook may initiate action by SAIC. SAIC may impose actions as listed in the Intern Summer Lease or in the Intern Agreement if the intern fails to adhere to the rules and regulations as set forth in this Handbook.

CONTINUING STUDIES RESIDENTS & SPECIAL GROUPS

Violating Residence Hall Policies as listed in this 162 North State Street Residences Summer Handbook may initiate disciplinary actions by SAIC. SAIC may, in its sole discretion, impose sanctions against the Resident, including but not limited to expulsion from the residence hall, if the Resident fails to adhere to the rules and regulations set forth in this handbook.