

Annual Security & Fire Safety Report 2017

For Emergencies on Campus:

Call Police, Fire or Paramedics at – 911

AND

Call Campus Security – Push "EMERGENCY" button on any house phone or dial (312) 899-1230

For Routine Calls:

37 S. Wabash (Sharp Bldg)	(312) 899-1210
7 W. Madison (Jones Hall)	(312) 516-5300
162 N. State (State Bldg)	(312) 846-2100
112 S. Michigan (MacLean Center)	(312) 345-3528
116 S. Michigan (Lakeview Bldg)	(312) 629-9422
280 S. Columbus (Columbus Bldg)	(312) 443-3760
36 S. Wabash/33 S. State (Sullivan Center, 12th Fl)	(312) 629-6199
33 S. State (Sullivan Galleries, 7th Fl)	(312) 629-6645

***Campus Security Department
The School of the Art Institute of Chicago***

http://www.saic.edu/media/saic/pdfs/campusresources/campussafetyandsecurity/security_fire_safety_report.pdf

To: The SAIC Community

This report has been prepared to meet the requirements of the Student Right to Know and Campus Security Act of 1990 (amended November 1998 and renamed the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act and further amended by the Higher Education Opportunity Act of 2008 and the Violence Against Women Act of 2014). The report contains information regarding campus security and personal safety including topics such as: crime and violence prevention, fire safety, crime reporting policies, disciplinary procedures, emergency procedures and other matters of importance related to security and safety on campus. It also contains information about crime statistics for the three previous calendar years concerning reported crimes covered by the Clery Act that occurred on campus; in any off-campus buildings or property owned or controlled by SAIC; and on public property within, or immediately adjacent to and accessible from the campus. This report is available annually on October 1st to all prospective and currently enrolled students and prospective and current employees. It is also available on the School's website at

http://www.saic.edu/media/saic/pdfs/campusresources/campussafetyandsecurity/security_fire_safety_report.pdf.

Hard copies can be obtained from Campus Security during normal working hours.

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Annual Security & Fire Safety Report

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Security Report

1. Emergency Information

IN CASE OF AN EMERGENCY

Please **immediately** report significant emergencies or dangerous situations that pose an immediate threat to the health and safety of the SAIC community to the Chicago Police Department and Campus Security. To report an emergency on campus you should:

- Call 911 and then:
- Press the emergency button on those phones in SAIC buildings that have an orange sticker with the word “EMERGENCY” on it next to the button or call Campus Security at (312) 899-1230.

Telephone Emergency Button

Most in-house phones in each SAIC building have an emergency button that automatically rings the emergency phone at the Security Desk when pressed. Security Desks are staffed 24 hours every day of the fall and spring semester.

After calling 911, we encourage our staff and students to contact Campus Security. Campus Security can then assist emergency responders by providing directions and/or guidance in reaching the desired location as quickly as possible.

HOW TO RECEIVE INFORMATION IN AN EMERGENCY

- SAIC has contracted with Rave Campus Messenger to provide services to the school community via cell phone text messages, voice messages and/or email. The **SAIC Emergency Messaging System** is available to all students, faculty, and staff of SAIC. An immediate SMS text alert will be sent in case of a serious crime in progress, a weather emergency, or other urgent situation. All students and employees are registered for this service. Individuals may choose to opt out of receiving text messages when prompted by the opt-out text message sent at the beginning of the fall and spring semesters. Individuals can also log in at the following links to update their information in PeopleSoft Self-Service:
 - <http://www.saic.edu/students/> for students
 - <http://www.saic.edu/faculty/> for faculty, or
 - <http://www.saic.edu/staff/> for staff

Click on the Self-Service icon  to enter your User ID and Password.

- Emergency notifications may also be announced via the internal public address systems in each building.
- Check the Emergency Information link on the SAIC homepage (<http://www.saic.edu/lifeatsaic/safetyandsecurity/howtorespondinanemergency/emergencycommunication/>).
- Watch your SAIC email account for Timely Warnings and/or Emergency Notifications.

HOW TO RESPOND IN AN EMERGENCY

If Campus Security becomes aware of an emergency the **SAIC Emergency Messaging System** will be activated to notify the SAIC community regarding the emergency. As additional information regarding an emergency becomes available this same system will be used for disseminating updates.

EVACUATION

An evacuation is implemented under conditions when it is no longer safe to remain in a building or a specific area in a building. This requires occupants to move out and away from a building to an area of refuge or out and away from a specific area within a building. This procedure is most commonly used when there is a suspected fire or hazardous material spill in a building.

Procedures

- Notify occupants and help those needing assistance in the immediate area
- Activate the nearest fire alarm pull station
- Confine the fire by closing doors as you exit
- Evacuate the building at the nearest exit and call 911 and Campus Security (312-899-1230 or push the EMERGENCY button on any in-house phone)
- **DO NOT**, under any circumstances, enter the building until authorized to do so by emergency personnel

SHELTER-IN-PLACE – ENVIRONMENTAL

An environmental shelter-in-place is a procedure where the entire building population is moved to a single or multiple location(s) in a building. This is most commonly used during weather emergencies or when an extremely hazardous substance is released into the outside atmosphere.

Procedures

- Stay inside your building, or immediately go into the nearest building
- Close all windows
- Immediately go to an area inside the building, away from exterior walls and windows
- Await further instructions from emergency personnel
- **DO NOT** evacuate the building until you receive an "all clear" from emergency personnel

SHELTER-IN-PLACE – ACTIVE SHOOTER

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and other populated area. In most cases, active shooters use firearms and there is no pattern or method to their selection of victims. Active shooter situations are unpredictable and evolve quickly.

Procedures

- If possible, exit the building immediately and call 911 and Campus Security (312-899-1230)
- **IF YOU CANNOT EXIT:** Clear the hallway immediately; remain behind closed doors in a locked or barricaded room; stay away from all windows; remain calm and **QUIETLY** call 911 and Campus Security (312-899-1230)
- **DO NOT:** Leave or unlock the door to see what is happening
- **DO NOT:** Attempt to confront or apprehend the shooter, **UNLESS THIS IS A LAST RESORT**
- **DO NOT:** Assume someone else has called, **YOU** make the call
- Evacuate the room only when emergency personnel have arrived and given the all clear

2. Policies for Reporting Crimes and Emergencies

It is the policy of the School of the Art Institute of Chicago to encourage community members, students, faculty, staff, and guests to accurately and promptly report all emergencies and crimes to Campus Security and the Chicago Police Department. Campus Security will assist with filing a report when the victim of such crime elects to, or is unable to make such a report.

IN CASE OF AN EMERGENCY

Please ***immediately*** report significant emergencies or dangerous situations that pose an immediate threat to the health and safety of the SAIC community to the Chicago Police Department and Campus Security. To report an emergency on campus you should:

- **Call 911** and then:
- Press the emergency button on those phones in SAIC buildings that have an orange sticker with the word “**EMERGENCY**” on it next to the button or call Campus Security at (312) 899-1230.

Telephone Emergency Button

Most in-house phones in each SAIC building have an emergency button that automatically rings the emergency phone at the Security Desk when pressed. Security Desks are staffed 24 hours every day of the fall and spring semester.

After calling 911, we encourage our staff and students to contact Campus Security. Campus Security can then assist emergency responders by providing directions and/or guidance in reaching the desired location as quickly as possible.

Inadvertent Calls to 911

Occasionally, a person may inadvertently dial 911. If this happens, do not hang up as this will result in expenditure of valuable resources as the 911 Call Center attempts to determine if there is an emergency. Instead, please do the following:

1. **STAY ON THE LINE. DO NOT HANG UP.**
2. When the call is answered by the 911-Call Center, state that this is not an emergency.
3. Inform them you are calling from The Art Institute of Chicago or The School of the Art Institute of Chicago and that the wrong number was dialed.
4. Contact Campus Security to inform them that this was not an emergency.

REPORTING CRIMES IN NON-EMERGENCY SITUATIONS

Please report crimes to Campus Security and the Chicago Police Department as soon as possible. To report a crime that has occurred on campus, but does not present an emergency situation, contact Campus Security at (312) 899-1230 and the Chicago Police Department at 311. If you would like, Campus Security can provide assistance in reporting crimes to the Chicago Police Department.

In addition, you may report a crime to the following SAIC staff:

Vice President, Dean of Student Affairs
Dean, Student Life
Assistant Dean of Student Affairs, Residence Life
Vice President, Operations & Facilities

Additional information about making reports and resources are set out in the policy on Sexual Assault, Domestic Violence, Dating Violence and Stalking reprinted in Section 20 of this Report.

SAIC does not have a general policy for voluntary, confidential reporting of crime statistics for inclusion in the disclosure of crime statistics in the Annual Security and Fire Safety Report.

3. Contacting Security for Non-Emergencies

To report a non-emergency security related matter, call Campus Security at one of the following extensions depending upon the building you are in:

37 S. Wabash (Sharp Bldg)	(312) 899-1210
7 W. Madison (Jones Hall)	(312) 516-5300
162 N. State (State Bldg)	(312) 846-2100
112 S. Michigan (MacLean Center)	(312) 345-3528
116 S. Michigan (Lakeview Bldg)	(312) 629-9422
280 S. Columbus (Columbus Bldg)	(312) 443-3760
36 S. Wabash/33 S. State (Sullivan Center, 12 th Fl)	(312) 629-6199
33 S. State (Sullivan Galleries, 7 th Fl)	(312) 629-6645

Campus Security Officers are available at these respective telephone numbers 24 hours a day during the fall and spring semesters to answer your call. In response to a call, Campus Security will take the required action, dispatching an officer or asking the victim to report to the Campus Security desk to file an incident report. Campus Security incident reports are forwarded to the appropriate department for review and potential action. Campus Security will investigate a report when it is deemed appropriate.

4. Timely Warning and Emergency Notification

Campus Security is responsible for issuing (1) Timely Warnings and (2) Emergency Notifications. As explained more fully below, Emergency Notifications differ from Timely Warnings in that Timely Warnings issue only for crimes reportable under the Clery Act, while Emergency Notifications address a much wider range of threats (i.e., gas leaks, tornadoes, structural damage to a building, etc.).

Timely Warnings

Campus Security will, in a timely manner, warn the campus community of any ongoing or continuing threat to students and employees which arise from a crime listed below and occur on campus, in or on a non-campus building that is owned or controlled by SAIC, or on public property that is immediately adjacent to the campus.

Criminal Homicide	Motor Vehicle Theft
Sex Assault	Arson
Dating Violence	Larceny-Theft (if a hate crime)
Domestic Violence	Simple Assault (if a hate crime)
Stalking	Intimidation (if a hate crime)
Robbery	Destruction/Damage/Vandalism of Property (if a hate crime)
Aggravated Assault	Any Crime Involving Bodily Injury (if a hate crime)
Burglary	

The warning will be issued via cell phone text messages, voice messages to cell and land line phones, and/or saic.edu email accounts to students, faculty, and staff and/or, if appropriate, by postings in affected buildings. In addition, the Campus Security Department may post a notice on the SAIC website (<http://www.saic.edu/lifeatsaic/safetyandsecurity/howtorespondinanemergency/emergencycommunication/>).

The warning will briefly describe what happened, when and where it occurred. The name(s) of any victim(s) will be withheld as confidential. A description of the offender may be included if the victim's description of the offender is sufficiently detailed.

SAIC is not required to provide a timely warning with respect to crimes reported to a professional counselor.

Campus Security will determine whether to issue a Timely Warning. The following individuals are responsible for disseminating Timely Warnings via the SAIC Emergency Messaging System:

Executive Director of Campus Security
Director of Campus Security
Campus Security Managers

Emergency Notifications

Emergency Notifications involve situations where there is an immediate threat to the health or safety of students or employees occurring on campus. The types of incidents that may cause an immediate threat to the SAIC community include, but are not limited to:

Active Shooter	Structural Damage to an SAIC Facility
Hostage/Barricade situation	Biological Threat
Riot	Significant Flooding
Suspicious Package with Confirmation of a Device	Gas Leak
Tornado	Hazardous Materials
Fire/Explosion	etc.
Suspicious Death	

SAIC will immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus. SAIC will issue Emergency Notifications via cell phone text messages, voice messages to cell and/or land line phones, saic.edu email accounts and/or the internal public address systems in each building to appropriate segment of students and/or employees. In addition, Campus Security may post a notice on the SAIC website (<http://www.saic.edu/lifeatsaic/safetyandsecurity/howtorespondinanemergency/emergencycommunication/>).

If an Emergency Notification is issued there will not be a Timely Warning issued based on the same circumstances; however, follow-up information will be provided to the community as needed using some or all of the methods used to issue the original notification.

Process for Confirmation and Notification of a Significant Emergency or Dangerous Situation

The Emergency notification capabilities of SAIC include the SAIC Emergency Messaging System, public address systems, the SAIC website, social media (SAIC Facebook), and public media. It involves developing, coordinating, and disseminating information to our community effectively under all hazard conditions. SAIC will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing the notification will, in the professional judgment of the responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. The three steps used to assess and develop emergency communications are listed below.

Step 1: Critical Incident Assessment

- **Gather facts/Assess the Situation:** Campus Security personnel will provide situational awareness to the Executive Director of Campus Security and/or Director for Campus Security. Once the Executive Director and/or Director for Campus Security confirm that an emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus exists, the Executive Director and/or Director for Campus Security will determine the appropriate segment or segments of the campus community to receive a notification as well as the content of the notification.

Step 2: Incident/Protective Action Communications

• **Activate the Emergency Messaging System:** Once the decision is made to disseminate an emergency notification Campus Security will initiate and activate the SAIC Emergency Messaging System. The following individuals are responsible for activating the SAIC Emergency Messaging System:

Executive Director of Campus Security
Director of Campus Security
Campus Security Managers

Additional methods of notification may utilize building public address/voice announcement systems, electronic bulletin boards, the SAIC Website Home Page and the public media. Updates and information to the larger community will be coordinated via the SAIC Communications Office.

• **Activate the CEOC:** If the Executive Director and/or Director for Campus Security determine that the emergency reaches such proportions that it requires a closely coordinated effort on the part of leading campus officials the Campus Emergency Operations Center team (CEOC) will be activated. The CEOC serves as a centralized management center for emergency operations.

Step 3: Evaluate Incident Response

• **Monitor Media coverage:** The CEOC, and any other assigned School officials, will monitor local media coverage to ensure accurate information is being communicated and determine if any further action is needed.

5. Emergency Response and Evacuation Procedures

SAIC Campus Security has received training in Incident Command and the National Incident Management System. When a serious incident occurs that causes an immediate threat to the campus, first responders to the scene may include SAIC Campus Security, the Chicago Police Department (CPD) or the Chicago Fire Department (CFD). SAIC Campus Security will address situations appropriate to our authority and training. SAIC Campus Security will assist CPD, CFD and other emergency responders in addressing situations that require this level of response.

Members of the SAIC community and visitors are encouraged to **immediately** report significant emergencies or dangerous situations that pose an immediate or ongoing threat to the health and safety of the SAIC community to the Chicago Police Department and Campus Security. Members of the SAIC community and visitors are encouraged to observe the following procedures (also outline in Section 1: Emergency Information – How to Respond in an Emergency) during emergencies that may occur on campus.

EVACUATION

An evacuation is implemented under conditions when it is no longer safe to remain in a building or a specific area in a building. This requires occupants to move out and away from a building to an area of refuge or out and away from a specific area within a building. This procedure is most commonly used when there is a suspected fire or hazardous material spill in a building.

Procedures

- Notify occupants and help those needing assistance in the immediate area
- Activate the nearest fire alarm pull station
- Confine the fire by closing doors as you exit
- Evacuate the building at the nearest exit and call 911 and Campus Security (312-899-1230 or push the EMERGENCY button on any in-house phone)
- **DO NOT**, under any circumstances, enter the building until authorized to do so by emergency personnel

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An environmental shelter-in-place is a procedure where the entire building population is moved to a single or multiple location(s) in a building. This is most commonly used during weather emergencies or when an extremely

hazardous substance is released into the outside atmosphere.

Procedures

- Stay inside your building, or immediately go into the nearest building
- Close all windows
- Immediately go to an area inside the building, away from exterior walls and windows
- Await further instructions from emergency personnel
- **DO NOT** evacuate the building until you receive an "all clear" from emergency personnel

SHELTER-IN-PLACE – ACTIVE SHOOTER

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and other populated area. In most cases, active shooters use firearms and there is no pattern or method to their selection of victims. Active shooter situations are unpredictable and evolve quickly.

Procedures

- If possible, exit the building immediately and call 911 and Campus Security (312-899-1230)
- **IF YOU CANNOT EXIT:** Clear the hallway immediately; remain behind closed doors in a locked or barricaded room; stay away from all windows; remain calm and **QUIETLY** call 911 and Campus Security (312-899-1230)
- **DO NOT:** Leave or unlock the door to see what is happening
- **DO NOT:** Attempt to confront or apprehend the shooter, **UNLESS THIS IS A LAST RESORT**
- **DO NOT:** Assume someone else has called, **YOU** make the call
- Evacuate the room only when emergency personnel have arrived and given the all clear

The preceding information on emergency response and evacuation procedures for SAIC is publicized each year as part of the institution's Clery Act compliance efforts and is also available on the SAIC website (<http://www.saic.edu/lifeatsaic/safetyandsecurity/howtorespondinanemergency/>). In addition, information regarding SAIC Emergency Communications can be found in this report under Section 1: Emergency Information and Section 4: Timely Warnings and Emergency Notifications.

TESTING THE EMERGENCY RESPONSE AND EVACUATION PROCEDURES

SAIC Emergency Messaging System

SAIC tests aspects of its emergency response and evacuation procedures at various times throughout the year. The emergency notification system is tested twice yearly in pre-announced trials. An email notice is distributed before each test which includes instructions on what to expect and how to respond. In addition, SAIC conducts several emergency response exercises each year, such as table top exercises, and drills. These are designed to assess and evaluate the emergency plans and capabilities of the institution.

Evacuation Drills

A fire evacuation drill is coordinated by Campus Security each fall and spring semester for all facilities, including residential facilities, on campus. Each drill is documented with a description of the exercise, the date, time, and whether it was announced or unannounced. Thus, the fire emergency response and evacuation procedures are assessed and evaluated twice each year. Residential students learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation. Designated locations for long-term evacuations are affected by the circumstances particular to the evacuation. In both cases, Campus Security, Engineering and Residence Life staff on the scene will communicate information to students regarding the developing situation or any evacuation status changes.

The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of an emergency. At SAIC, evacuation drills are used as a way to educate and train occupants on issues specific to their

building. During the drill, occupants 'practice' drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm. In addition to educating the occupants of each building about the evacuation procedures during the drills, the process also provides the school an opportunity to test the operation of fire alarm system components.

Evacuation drills are monitored by the Campus Security, Engineering, and Residence Life Departments as well as being observed by representatives from the Chicago Fire Department, when available, to evaluate egress and behavioral patterns. Deficient equipment is repaired immediately. Recommendations for improvements are submitted to the appropriate departments for consideration.

Resident students receive information about evacuation procedures during their first floor meetings and as appropriate throughout the year. The Residence Life Staff members are trained in these procedures as well and act as an on-going resource for the students living in residential facilities.

Shelter-in-Place Drills

A shelter-in-place drill is coordinated by Campus Security each year for all facilities, including residential facilities, on campus. Each drill is documented with a description of the exercise, the date, time, and whether it was announced or unannounced. Thus, the shelter-in-place procedures are assessed and evaluated each year. Campus Security and IRFM staff tour the facilities to monitor compliance and document issues.

The purpose of shelter-in-place drills is to prepare building occupants in case of an emergency. At SAIC, shelter-in-place drills are used as a way to educate and train occupants on how to effectively shelter-in-place. In addition to educating the occupants of each building about shelter-in-place procedures during the drills, the process also provides the school an opportunity to test the operation of building public address system components and the emergency messaging system.

Deficient equipment is repaired immediately. Recommendations for improvement are submitted to the appropriate departments for consideration.

6. Missing Student Policy

All students, employees, and visitors are required to immediately report missing students to Campus Security. In compliance with the Missing Student Notification Policy and Procedures in the Higher Education Opportunity Act of 2008, SAIC has developed this policy to respond to reports of missing students who live in SAIC Residence Halls. SAIC takes reports of missing students seriously. If you suspect a student is missing, immediately notify Campus Security.

Campus Security (Emergency)

24 Hour Number

(312) 899-1230

Campus Security, working with the Student Affairs staff, will investigate any report of a missing student. We encourage all students to identify an emergency contact and update their information online in Self-Service.

For students who reside in SAIC Residence Halls:

Residents have the option to identify a confidential contact that will be notified within 24 hours if the student is determined to be missing by SAIC Campus Security by contacting the Residence Life office at 312.629.6870.

If Campus Security determines a student who resides in an SAIC residence hall is missing, SAIC staff will notify the following persons within 24 hours of that determination:

- student's confidential contact (Dean of Students)
- parents of any student under 18 years of age (who is not emancipated – Dean of Students)
- Chicago Police Department (unless CPD made the determination of missing – Campus Security)
- appropriate individuals on campus. (Dean of Students and Campus Security)

Please contact Campus Security at (312) 899-7446 or the Office of Student Affairs at (312) 629-6800 if you have questions about this policy. Contact information will be accessible only to authorized campus officials.

7. Policy for Reporting the Annual Disclosure of Crime Statistics

It is the policy of the School of the Art Institute of Chicago that Campus Security prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located on our website at

http://www.saic.edu/media/saic/pdfs/campusresources/campussafetyandsecurity/security_fire_safety_report.pdf

The report is prepared with assistance from the Chicago Police Department. In addition, the Office of Student Affairs provides updated information on their educational efforts and programs to comply with the Act.

The report contains information regarding campus security and personal safety including topics such as: crime prevention, fire safety, crime reporting policies, disciplinary procedures and other matters of importance related to security and safety on campus. It also contains information about crime statistics for the three previous calendar years concerning reported crimes covered by the Clery Act that occurred on campus; in any off-campus buildings or property owned or controlled by SAIC; and on public property within, or immediately adjacent to and accessible from the campus.

Crimes, arrests, and referral statistics reported to the SAIC Campus Security Department, designated campus officials (identified in Section 2: Policies for Reporting Emergencies and Crimes), Campus Security Authorities (identified in Section 8: Campus Security Authorities) and the Chicago Police Department are included in our annual crime statistics report.

Each year, an e-mail notification is made to all enrolled students and current employees that provides the website to access the Annual Security & Fire Safety Report. Prospective staff are informed about the availability of the report when they click on the link for "Job Openings" (<https://hrweb.artic.edu/recruit/applyjob.html>) on the Art Institute of Chicago employment website. Prospective students receive an email notification articulating how and where to obtain a copy of the report which includes a link to the report online. Prospective faculty are informed about the availability of the report when they click on the link for open faculty positions under the "About SAIC" link at www.saic.edu/about/jobs/faculty on the School of the Art Institute of Chicago's website.

Copies of the report may also be obtained at the Campus Security office at 312-899-7446 or by emailing Art Jackson, Director of Campus Security at "ajackson@saic.edu".

Counselors

It is the policy of the School of the Art Institute of Chicago that information shared by students in a counseling session in the Counseling Services Office (312-499-4271) is confidential and is not disclosed without the student's written permission, except in the instance, when in the judgment of the counselor, such disclosure is necessary to protect the student or someone else from serious harm, or when such disclosure is required by law. Crimes reported to the Counseling Services Office are not included in the annual crime statistics report, unless the student reports the crime to SAIC Security or another office on campus. Counseling Services staff informs their clients of the procedures to report crime to Campus Security on a voluntary basis, should they feel it is in the best interest of the client. SAIC does not have a policy for counselors to make voluntary, confidential reports for inclusion in the disclosure of crime statistics in the Annual Security and Fire Safety Report.

8. Campus Security Authorities

The federal law known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) requires "Campus Security Authorities" to report campus crime statistics to the Department of Education on an annual basis. At SAIC, Campus Security gathers and compiles the statistical information from Campus Security Authorities.

"Campus Security Authorities," as specified by the Clery Act, include security officers; deans (or other senior student administrative personnel); residence hall staff; and advisors to student clubs and organizations; and other campus officials who have "significant responsibility for student and campus activities," such as, but not limited to, student housing, student conduct procedures. *Professional counselors are exempt from the reporting requirement while working within the scope of a license or certification.*

For purposes of collecting statistical information for SAIC's Annual Security Report, the Campus Security Authorities at SAIC include, but are not limited to, the following: staff in the following departments.

Provost

Vice Provost

Associate Dean, Continuing Studies

Associate Dean, Continuing Studies

Associate Provost of Academic Planning

Vice President, Dean of Faculty

Dean, Undergraduate Studies

Dean, Graduate Studies

Executive Director, Exhibitions & Events

Vice President, Dean of Student Affairs

Dean, Student Life

Assistant Dean, Residence Life

Director, Residence Life

Assistant Director of Residence Life (Summer Programs)

Assistant Director of Residence Life

Residence Life Programs Assistant

Residence Hall Director (State Bldg)

Resident Advisors (State Bldg)

Residence Hall Director (Jones Hall)

Resident Advisors (Jones Hall)

Buckingham Coordinator

Resident Advisors (The Buckingham)

Assistant Director, Student Affairs

Associate Dean, Student Affairs-Campus Life

Director, Campus Life

Assistant Director, Campus Life-Neiman Center

Assistant Director, Campus Life-Student Groups

Receptionist

Faculty Advisers of Student Groups

Assistant Dean, Academic Advising

Assistant Director, Academic Advising & Student Success

Academic Advisors

Retention Specialist

Office Coordinator

Director, Student Support

Assistant Director, Korean Student Advising

Chinese Student Liaison

Executive Director of Counseling, Health, & Disability Services
Director, Disability & Learning Resources Center

Dean, Career + Cooperative Center
Co-Director Employment + Cooperative Education Internship
Coordinator, Career + Cooperative Center
Faculty Advisors

Co-Director Career Advising + Professional Practice
Assistant Director, Graduate Advisor
Career Advisors

Director, International Affairs
Assistant Director, International Student Services
Assistant Director, Study Abroad
Study Abroad Advisor
International Student Advisor

Director, Diversity & Inclusion

Vice President, Campus Operations

Executive Director, Campus Security
Director, Campus Security
Executive Director, Facilities Services
Executive Director, Media Services
Executive Director, Fabrication & Instructional Resources

Vice President, Enrollment Management

Executive Director, Enrollment Services
Director, Graduate Admissions
Director, Undergraduate Admissions

Vice President, Human Resources/Title IX Coordinator

Executive Director, Gene Siskel Film Center

Anyone who has experienced Sexual Assault, Domestic Violence, Dating Violence, and/or Stalking is urged to immediately seek help. Help includes seeking medical assistance, seeking confidential counseling or crisis response, filing a report with law enforcement or making a report to SAIC. Campus Security (or a designated SAIC staff member) will help any individual get to a safe place, provide transportation to the hospital, contact a law enforcement agency and offer information about SAIC's resources. Although SAIC encourages all members of its community to report any incidents of Sexual Assault, Domestic Violence, Dating Violence and/or Stalking to the police, the individual who experienced Sexual Assault, Domestic Violence, Dating Violence and/or Stalking may choose not to make a report to the police.

Positions that do not meet the criteria for being campus security authorities include faculty who do not have any responsibility for student and campus activity beyond the classroom, administrative, housekeeping, and cafeteria staff.

9. Security of and Access to Campus Facilities

It is the policy of the School of the Art Institute of Chicago that an SAIC ID card is needed to gain building access at all hours and in all buildings, with the exception of the SAIC Admissions and Registration offices. Students and employees are required to scan their SAIC ID card every time they enter a SAIC building to confirm their status as a current student or employee with the security officer assigned to each desk. Employees and students who temporarily misplace their SAIC ID cards must obtain a temporary ID label at the security desk before entering the buildings. These temporary ID labels must be scanned upon entering the buildings in the same manner that regular SAIC ID cards are scanned. Employees and students are expected to replace lost SAIC ID cards in the ARTICard Office.

All visitors and contractors entering the buildings must present an official state ID card at the security desk and receive a visitor or contractor ID label. In general, visitors and contractors must scan their ID labels to enter the premises and return their ID labels upon leaving the buildings for the day; an exception is made for visitors on SAIC guided tours who may enter and exit buildings with their SAIC guide.

Persons without an SAIC ID card or temporary ID label who violate the access policy by entering the building against the security officer's instructions may be written up on an incident report to face disciplinary action and/or arrested for trespass as appropriate.

All academic buildings are open from 7:00am-12:00am every day during the fall and spring semesters with overnight access for properly authorized students. Students who work after midnight must first be authorized by their department (Administrative Director). This is because each department must determine which students are permitted to use departmental resources during the overnight hours. Students must then get an overnight access pass at the security desk when they will be staying overnight. The purpose behind obtaining the pass is so that security and emergency responders can quickly assist anyone who may fall ill during the overnight hours or in the event of a life-threatening emergency. Students staying overnight provide their student ID and the room number where they have authorization to work to the security desk. Students **do not** require prior authorization for overnight access to the General Access Lab (MC-901) or the Neiman Center.

As a rule, students authorized for overnight access are not permitted to have non-student visitors with them after closing. Those wishing to have non-student visitors after closing should obtain written authorization from their department (Administrative Director) which includes details concerning the access for the student and their non-student visitor (names, locations, equipment that will be used, work that will be accomplished).

The academic buildings are open from 7:00am-11:00pm every day during the summer and winter terms with no overnight access.

Residence Halls

All School facilities, with the exception of the Jones Hall and the State Building Residences, are closed on Thanksgiving and during the Winter Holiday Break (December 24th thru January 1st). The residences at the Jones Hall and the State Building are open to each building's residents 24 hours every day including Thanksgiving and the Winter Holiday Break.

Residents may have visitors in the residence halls according to the policies and regulations established by Residence Life. As part of these policies, the School requires that all visitors/guests of students/residents remain in the company of their host while on premises.

Security Considerations Used in the Maintenance of Campus Facilities

Campus Security patrols and inspects all on-campus facilities for security and safety issues. Campus Security completes incident and engineer reports for identified issues and immediately notifies engineering and maintenance staffs of malfunctioning equipment or other unsafe conditions that they observe on patrol or that are reported to the Security Desks.

10. Policies Concerning Campus Law Enforcement Authority

Campus Security has contracted with Allied Universal Security to provide a staff of non-sworn, non-commissioned security officers. Campus Security Officers do not have arrest powers. Campus Security Officers have the authority to enforce school policies which include requesting identification to determine whether individuals have lawful business at SAIC. The patrol boundaries of Campus Security include the interiors of each on-campus school building. Campus Security also provides Safe Ride or Safe Walk escorts between on-campus school buildings during overnight hours. Criminal incidents may be referred to the Chicago Police Department, within whose jurisdiction our campus resides. When necessary, Campus Security will work with the Chicago Police Department to investigate a crime occurring on campus. Campus Security maintains a close working relationship with the Chicago Police Department. Meetings are held with representatives from the FBI, the Office of Emergency Management and Communications for the City of Chicago, the Department of Homeland Security, and the Security and Public Safety Departments of local institutions of higher education on a formal and informal basis. There is no written memorandum of understanding between SAIC and the Chicago Police Department.

For SAIC's policy on reporting crimes, see Section 2: Policies for Reporting Crimes and Emergencies. For SAIC's policy regarding counselors, see Section 7: Policy for Reporting Annual Disclosure of Crime Statistics, heading "Counselors."

11. Types and Frequency of Security Programs

At the beginning of each academic year, incoming students and Resident Advisors are informed about security & campus safety procedures and practices. This generally takes place during orientation sessions in August and September and has included presentations by security management and law enforcement officers. Slide and video presentations outline ways to maintain personal safety and security. Students are told about crime on campus as well as and in the city. They are also told about the security resources available, including a description of the security protocols and reporting procedures. A slide presentation is provided to new employees each month on security in the workplace and staying safe in the city. A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others.

When time is of the essence, information is released to the university community through Timely Warnings and/or Emergency Notifications. See Section 4: Timely Warning and Emergency Notification. Our security escort program employs a SafeRide van service staffed by Campus Security Officers to transport students between SAIC buildings and certain public transportation stops upon request between the hours 9:00pm and 6:00am during the fall and spring semesters. Campus Security officers provide escorts on foot between School buildings between these same hours during the winter and summer terms. Students who have concerns for their safety outside of these hours are encouraged to notify Campus Security by asking to speak to a Campus Security Supervisor via the security officer at the desk in their building.

12. Programs to Inform About Crime Prevention

Crime Prevention Programs on personal safety and theft prevention are sponsored by Campus Security, Student Affairs and Human Resources for the benefit of students, parents, and new employees, providing strategies and tips on how to protect oneself from robbery, assault, theft and other crimes. Programs used to inform students and employees concerning the prevention of crime, security procedures and practices, and encourage the SAIC community to be responsible for their own security and the security of others include:

1/26/16

During New Student Orientation, Campus Security presented "Safe in the City". This program discussed how to stay safe in an urban environment as well as who to contact and what to do should you feel unsafe.

5/25/16

During Early College Program Faculty/Staff Orientation, Campus Security presented on security emergency assistance, impact of festivals/road closures, precautions against theft on campus.

6/12/16, 6/26/16, & 7/10/16

During Early College Program New Student Orientation, an officer from the Chicago Police Department presented "Street Smarts and Street Safety".

8/25/16

During Resident Advisor Orientation, Campus Security presented "Shots Fired on Campus". This program discussed what to do in the event of an active shooter or hostage situation and what signs to be aware of with regard to persons who might be on the verge of acting out.

8/25/16

During New Faculty Orientation, Campus Security presented on having a safety mindset and how to respond in an emergency.

8/28/16

At the Resource and Vendor Fair, Campus Security provided information on using security and the police as resources to avoid being the victim of crime.

8/29/16

Campus Security presented information on security in the studios of the school and while traveling in the city to graduate students in the Painting, Sculpture, Photography, and other programs.

8/30/16

During New Student Orientation, Campus Security presented Safety Tips for the City. This program discusses what you can do to protect yourself from falling victim to crime.

4/19/16, 5/5/16, 11/10/16, 11/11/16, & 12/16/16

During Study Trip Health & Safety Training, Campus Security presented safety protocols during a workshop for study trip leaders to increase awareness and preparedness while traveling abroad or domestically.

First Full Week of Each Month - Ongoing

Campus Security presents a slide presentation on security in the workplace and responding to the threat of an active shooter to new staff in the school and museum. Campus Security presents a slide presentation to new school staff on safety and awareness for one's self and others.

Campus Security Alerts are distributed periodically via cell phone text messages, voice messages to cell and/or land line phones, and saic.edu email accounts on recent crime incidents and crime patterns that occur on campus, in or on a non-campus building that is owned or controlled by SAIC, or on public property that is immediately adjacent to the campus with reminders that each individual is responsible for their own security and the security of others.

13. Policies on Monitoring Crimes by Students at Non-Campus Sites Controlled by Recognized Student Organizations

SAIC does not have fraternities or sororities, nor are there any other non-campus student organizations which are recognized by the institution and that are engaged in by students attending SAIC. Given that there are no non-campus student organizations; there is no need for monitoring and recording through local police agencies of criminal activity at non-campus student organizations.

14. Alcohol Policy

SAIC respects students' autonomy and assumes, that, as adults, they will behave responsibly and follow all applicable laws. However, when violations of state and local laws and/or the SAIC Alcohol Policy come to the attention of SAIC officials, sanctions may be imposed, up to and including expulsion from SAIC. The following actions are considered a violation of the School's Rules of Conduct:

- Use, possession, or manufacturing of alcoholic beverages by any person under the legal drinking age, which in the United States is twenty-one (21) years of age;
- Providing or distributing alcohol to individuals under the age of 21;
- Possession of open containers of alcohol, regardless of age, on SAIC property including, but not limited to, classrooms, studios, and academic buildings. Guidelines for alcohol use at approved functions and in private spaces in the residence halls are found below;
- Severe intoxication resulting in concern for the student's well-being or disruptive behaviors or regardless of age.

Alcohol in the Residence Halls

In addition to the policies outlined above, residents, students, and guests/visitors within the Residence Halls must adhere to the following additional policies regarding alcohol consumption:

- Open containers of alcohol are not permitted in any public/common areas of the residence hall, regardless of age.
- Students 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 student 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.
- Students who are over the age of 21 years of age or older 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.

Violations 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 21 years of age or older) when a violation of the alcohol policy occurs.

Alcohol at Functions Approved by SAIC

For reasons that relate to regulations governing SAIC's license to sell alcohol, its liability insurance coverage, and the fact that its academic program involves students, the majority of whom are under the legal drinking age, it is SAIC's general policy that alcohol is not served at student events. From time to time, however, SAIC may authorize an exception to this general policy. The purpose of an exception is to allow students, staff, and faculty an opportunity to meet and exchange ideas outside of the studio or classroom.

The following are the rules and procedures governing the possession, use, and/or consumption of alcohol at functions approved by SAIC:

- Signs must be posted stating the prohibition against serving alcohol to anyone under 21 years of age.
- Contracted bartenders, Campus Security or other officials may examine the student's ID card and other applicable identification to determine the age of any person in attendance at the event.
- Wine and beer are the only alcoholic beverages that may be served, and only if food and other nonalcoholic beverages are being served simultaneously.
- Students, faculty, and staff may not bring their own alcoholic beverages. At no time may donations be accepted in lieu of payment for alcoholic beverages. Wine and beer must be provided by a caterer approved by the School or the organizers must use a licensed, insured bartender approved by the School.
- Members of the SAIC community may not sell alcoholic beverages on SAIC property or at SAIC-sponsored events.

Students who violate this policy will be subject to SAIC's Student Conduct Procedures.

Should a student group wish to request an exception to SAIC's general policy that alcohol not be served at student events and host an event with alcohol, they must first contact Campus Life to discuss the event. If a student group wishes to serve alcohol, they must register their request with Campus Life through engage.saic.edu at least 15 business days prior to the event, listing the names, addresses, and phone numbers of those students who serve as the official event organizers. These individual students will be designated as the official organizers of the event on behalf of the sponsoring organization. If the event is approved, student organizers are prohibited from consuming alcohol prior to or during the event. The student group's advisor or another approved faculty or staff member must also approve the use of alcohol and be in attendance at all times.

Campus security is responsible for the enforcement of SAIC policy with regard to state underage drinking laws.

15. Alcohol and Drug Amnesty Policy

It is the policy of the School of the Art Institute of Chicago that SAIC is a designated Drug Free Campus and Workplace.

SAIC seeks to facilitate access and remove barriers for students who require medical assistance in alcohol and drug related emergencies, and to provide the opportunity for caring, non-punitive interventions in response to such incidents. Our students' health and safety is our primary concern.

If a student or someone they are with experiences a medical or safety emergency, they should immediately contact SAIC Campus Security. This includes events that involve the use or abuse of alcohol or drugs. In a situation involving imminent threat or danger to the health or safety of any individual(s), students should:

- contact an SAIC Campus Security officer (24 hour emergency number is 312.899.1230);
- remain with the individual(s) needing emergency treatment and cooperate with emergency personnel, so long as it is safe to do so;
- meet with appropriate SAIC staff members after the situation and provide appropriate information as

needed.

Students who notify SAIC of an emergency will not face formal conduct charges related to alcohol and/or illegal drug use. This applies to students who contact us on behalf of another student as well as the student having the medical emergency. The student(s) will be required to meet with a Student Affairs staff member, typically a Dean on Call, and may be required to participate in appropriate educational programs. Students' parents and/or emergency contact may be called. If an alcohol or drug related emergency involves the student encouraging or voluntarily participating in a different violation of SAIC policies, such as physical or sexual assault, violence, harassment or the sale of alcohol or drugs; or if a student is involved in repeated conduct in violation of SAIC's drug and alcohol policies, such students may need to participate in formal conduct procedures. SAIC's amnesty policy is limited to the School's conduct procedures; it does not extend to the police or the civil or criminal legal systems, and students may face criminal charges depending on their interaction with law enforcement officials.

Campus Security is responsible for the enforcement of SAIC policy with regard to alcohol and drug laws.

16. Medical Marijuana Policy

In order to comply with the federal Drug-Free Schools and Communities Act, SAIC prohibits the use, manufacture, distribution, and possession of all marijuana, including medical marijuana, on campus and at any school-sponsored event or activity off campus. Although Illinois state law permits the use of medical marijuana by persons possessing lawfully issued medical marijuana cards, federal law prohibits such use. Therefore, as an institution that receives federal funds, SAIC must comply with federal law.

17. Rules of Conduct

Certain classes of misconduct are universally recognized as being disruptive to the educational process. Committing one or more of the following acts of misconduct may subject the student to SAIC's Student Conduct Procedures:

- A. Acts of dishonesty, including but not limited to academic misconduct (e.g., cheating, plagiarism), or knowingly furnishing false information to SAIC. Additional guidelines are set forth in the Academic Misconduct policy located in the Specific Policies section of the Student Handbook.
- B. Forgery, unauthorized alteration, or misuse of SAIC documents, records, or identification.
- C. Obstruction or disruption of teaching, research, administration, security, student conduct procedures, or other SAIC activities on or off-campus, and fire, police or emergency services.
- D. Causing physical harm to any person, or verbal or physical threats, intimidation, or coercion of any person or any other conduct that threatens or endangers the health, safety, or well-being of any such person or the SAIC community.
- E. 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.
- F. Attempted or actual theft of and/or damage to SAIC property or services or the property (including artwork) of a member of the SAIC community, including but not limited to graffiti, destruction or removal of SAIC publications, theft or other abuse of computer facilities/resources, and/or knowingly possessing stolen property. In the residence halls, this includes causing damage to residence hall rooms or leaving a residence hall room in a condition different from its condition during move-in, and/or removing or moving furniture and amenities from residence halls rooms and/or residence hall common areas. Additional guidelines are set forth in the Graffiti and Acceptable Use of Network and Computing Resources Policies located in the Student Handbook.
- G. 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 including giving your ARTICard to another person.

- H. Use, possession, manufacturing, or distribution of alcoholic beverages or other misconduct related to alcoholic beverages as defined in the Alcohol Policy in the Student Handbook.
- I. Use, manufacture, distribution, or possession of illegal drugs, drug paraphernalia, synthetic drugs, misused inhalants, and/or medical marijuana as defined in the Medical Marijuana Policy in the Student Handbook.
- J. Misuse or abuse of over-the-counter or prescription medications.
- K. Possession of any weapons or weapon facsimiles contrary to the Weapons Policy found in the Specific Policies section of the Student Handbook.
- L. Behavior that is self-destructive, threatening the safety of the individual.
- M. Sexual assault, domestic violence, dating violence, or stalking as defined in the Sexual Assault, Domestic Violence, Dating Violence, and Stalking Policy in the Student Handbook.
- N. Discrimination, harassment, or retaliation as defined in the Discrimination, Harassment, and Retaliation Policy in the Specific Policies section of the Student Handbook.
- O. Selling or soliciting on SAIC property except through an officially sponsored and approved event or activity.
- P. Posting announcements/flyers in SAIC without the approval of Campus Life/Residence Life and/or in areas not designated for posting.
- Q. Possessing animals, other than service animals, registered emotional support animals in the residence halls, or non-prohibited fish in the residence halls as outlined in the Animals Policy in the Specific Policies section of the Student Handbook.
- R. Smoking cigarettes, electronic cigarettes, pipes, or any other smoking device (either purchased or created) in all SAIC buildings, including residence hall and academic buildings, or within 15 feet of the entrance to all SAIC buildings. Students may not burn items in SAIC buildings.
- S. Violating the terms of any student conduct sanction imposed in accordance with the Student Handbook.
- T. Violating any other SAIC policy, rule, or regulation published in hard copy or available electronically, including on SAIC's website or other locations.
- U. Violating any federal, state, or local law.

18. 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.

Illinois Firearm Concealed Carry Act (430 ILCS 66) and SAIC's Responsibility

This policy complies with the Illinois Firearm Concealed Carry Act of 2013 (Act) which specifically prohibits licensees under that Act from carrying firearms in museums, libraries, public and private colleges, and public parks as well as other locations. Also, as required by the Act, the Vice President and Dean of Student Affairs (or designee) must

report to the Department of State Police any student who is determined to pose a “clear and present danger to himself, herself, or to others” as defined by the Act. Similarly, SAIC counselors in Counseling Services will report to the Department of Human Services any student who is determined to pose a “clear and present danger to himself, herself, or to others.”

19. Drug or Alcohol Abuse Programs

SAIC offers a variety of programs regarding drugs and alcohol in an effort to educate our students about the potential dangers of their use or abuse. The goal of these programs is to raise awareness on the issues related to drug and alcohol use on campus, and prevent students from making choices that may put their health or well-being in jeopardy.

- 9/9/16 @ 7:30pm: Scary Movie Nights – Students can watch scary/thriller movies with others who enjoy the genre. It’s also a good way to start getting into the Halloween spirit with a movie shown every Friday until Halloween. This was an Alcohol alternative event.
- 9/10/16 @ 7:00pm: 90's Nostalgia Buck Mixer – Meet new people and have fun as you jam out to your favorite 90's songs! This is a great opportunity to get to know your fellow classmates and staff in the Buckingham. There will be food, movies, music, and games. Wear a totally rad 90s outfit and be prepared have a blast!
- 2/5/17 @ 8:00pm: Super Bowl Viewing Party – Join us for the Super Bowl Viewing Party: When Legends Collide! This year it is the intense battle between the New England Patriots and the Atlanta Falcons. Come by for hype plays, edge-of-your-seat drama, and snacks and refreshments! While enjoying free fruity non-alcoholic beverages, students learned more about what to do when they find themselves in a situation where alcohol is involved and how to keep themselves and others around them safe.
- 3/12/17 @ 7:00pm: Just Dance with Nuveen – As Critique Week comes to an end what better way to destress than to dance with friends! Stop by the Nuveen Center for your favorite songs and moves on the Just Dance video games. There will be dancing, food, and lots of laughter with your peers. This was an Alcohol alternative event.
- 4/13/17 @ 6:00pm: Camp IN/Camp OUT – Come enjoy the great outdoors in the greater indoors! From 6pm until the sun comes up, come make s’mores and swap snores, telling campfire tales by the microwave light. Bring a sleeping bag if you like, or a blanket to keep the (computer) bugs away, and have a camp-out the way capital society intended it; Inside. Have Fun till 1, and then from 1AM till 6AM you are welcome to sleep under the halogen stars.
- 5/3/17 @ 8:00pm: Healthy Mind, Healthy Heart – Join us for an hour of circuit training! This is the perfect time to destress before finals and get oxygen running into your brain so that your creative juices can be working to its full potential for your final assignments. Fruit and granola bars will be provided! This was a Drug alternative event.

Throughout the 2016-2017 academic year, Residence Life supported efforts to reduce alcohol and other substance use on campus by providing alternatives. In order to provide alternate programming for residents, every Saturday night and some Friday nights of spring and fall semesters, Resident Advisors sponsored programs for the residents such as:

- Themed Parties: Your Favorite Decade, Latin Rhythms,
- Academic and Professional Workshops: Resume writing workshops, artist statement writing workshops
- Social Gatherings: Dance tournaments, ice cream socials, Video Game Nights, Movie Nights
- Exploring Chicago: public transit training, restaurant tours, museum visits
- Art-making: residential gallery openings, drawing workshops
- Health and Wellness: Self-care workshops, fitness workshops, study tips & techniques

20. Policy Prohibiting Sexual Assault, Domestic Violence, Dating Violence, and Stalking

This policy is effective August 21, 2017 and replaces the previous policy.

I. Statement of Policy

Our community expects that all interpersonal relationships and interactions—especially those of an intimate nature—be grounded in mutual respect, open communication, and clear consent.

The School prohibits Sexual Assault, Domestic Violence, Dating Violence, and Stalking (defined below in Section II, “Definitions”). The School also prohibits retaliation against anyone reporting, participating in, or thought to have reported or participated in, an allegation, investigation, or proceeding regarding Sexual Assault, Domestic Violence, Dating Violence, or Stalking regardless of whether such report is substantiated.

False accusations, made with knowledge that they are false, are prohibited and will be treated as violations of this Policy. An individual who, in good faith, makes a report that later is not substantiated is not considered to have made a false accusation and, therefore, is not in violation of the Policy.

This Statement of Policy applies to all members of the SAIC community, including students, faculty, administrators, staff, and third parties on School premises or in a School program.

This Policy addresses conduct that is unwelcome and not based on consent. The School has a separate policy that applies to consensual romantic or sexual relationships between faculty and students. That policy, called the Policy on Consensual Faculty/Student Relationships, is in the Student Handbook and Faculty Dashboard. The School also has separate policies that apply to discrimination, harassment, and retaliation. Please see the Discrimination, Harassment, and Retaliation policies in the Student Handbook, Faculty Dashboard, and Employee Guidelines.

II. Definitions

Sexual Assault includes both Sexual Intercourse Without Consent and Sexual Contact Without Consent.

Sexual Intercourse Without Consent means having or attempting to have sexual intercourse with another individual without Affirmative Consent, as defined below. Sexual intercourse means vaginal or anal penetration, however slight, with any body part or object, or oral penetration involving mouth to genital contact.

Sexual Contact Without Consent means having sexual contact with another individual without Affirmative Consent, as defined below. Sexual contact means the touching of the person’s breasts, anal, groin or genital areas, or other intimate body parts for the purpose of sexual gratification.

Sexual Assault is an extreme form of sexual harassment. For more information about sexual harassment, which is also prohibited by SAIC’s policies, please see the policies on Discrimination, Harassment, and Retaliation in the Student Handbook, Faculty Dashboard, and Employee Guidelines. If a report includes allegations of Sexual Assault, then the process and procedures set forth in this Policy will be followed in the assessment, investigation, and resolution of a report. In no event shall a report proceed simultaneously through more than one internal SAIC procedure.

Affirmative Consent

Consent represents the cornerstone of a respectful and healthy intimate relationship. SAIC strongly encourages its community members to communicate – openly, honestly and clearly– about their wishes and intentions when it comes to sexual behavior, and to do so before engaging in sexual conduct.

Consent is the communication of an affirmative, conscious, and freely-made decision by each participant to engage in agreed upon forms of sexual contact. Consent requires an outward demonstration, through understandable words or actions, that conveys a clear willingness to engage in sexual contact.

Consent is not to be inferred from silence, passivity, or a lack of resistance, and relying on non-verbal communication alone may result in a violation of this Policy. For example, a person who does not physically resist or verbally refuse sexual contact may not necessarily be giving consent. There is no requirement that an individual verbally or physically resist unwelcome sexual contact for there to be a violation of this Policy.

Consent is not to be inferred from a current or previous dating or sexual relationship. Even in the context of a relationship, there must be mutual consent to engage in sexual contact.

Consent to one form of sexual contact does not constitute consent to any other form of sexual contact, nor does consent to sexual contact with one person constitute consent to sexual contact with any other person. Additionally, consent to sexual contact on one occasion is not consent to engage in sexual contact on another occasion. A person's manner of dress does not constitute consent.

Consent cannot be obtained by coercion or force or by taking advantage of one's inability to give consent because of Incapacitation or other circumstances. Under Illinois law, a person must be at least 17 years old in order to give consent to Sexual Intercourse. It is also illegal in Illinois for a person 17 years old or older to commit sexual acts on or with a person under the age of 18 if they have a position of authority or trust over that person.

A person who has given consent to engage in sexual contact may withdraw consent at any time. However, withdrawal of consent requires an outward demonstration, through understandable words or actions, that clearly conveys that the person is no longer willing to engage in sexual contact. Once consent is withdrawn, the sexual contact must cease immediately.

Incapacitation

An individual who is Incapacitated is unable to give Affirmative Consent. States of Incapacitation include sleep, unconsciousness, intermittent consciousness, or any other state where the individual is unaware that sexual contact is occurring. Incapacitation may also exist because of a mental or developmental disability that impairs the ability to consent to sexual contact.

Alcohol or drug use is one of the prime causes of Incapacitation. Where alcohol or drug use is involved, Incapacitation is a state beyond intoxication, impairment in judgment, or "drunkenness." Because the impact of alcohol or other drugs varies from person to person, evaluating whether an individual is Incapacitated, and therefore unable to give Affirmative Consent, requires an assessment of whether the consumption of alcohol or other drugs has rendered the individual physically helpless or substantially incapable of:

- Making decisions about the potential consequences of sexual contact;
- Appraising the nature of one's own conduct;
- Communicating Affirmative Consent to sexual contact; or
- Communicating unwillingness to engage in sexual contact.

Where an individual's level of impairment does not rise to Incapacitation, it is still necessary to evaluate the impact of intoxication from drug or alcohol use on Affirmative Consent. In evaluating whether Affirmative Consent was sought or given, the following factors may be relevant:

- Intoxication may impact one's ability to give Affirmative Consent and may lead to Incapacitation (the inability to give Affirmative Consent).
- A person's level of intoxication is not always demonstrated by objective signs; however, some signs of intoxication may include difficulty walking, poor judgment, difficulty communicating, slurred speech, or vomiting.
- An individual's level of intoxication may change over a period of time based on a variety of subjective factors, including the amount of substance intake, speed of intake, body mass, and metabolism.
- No matter the level of an individual's intoxication, if that individual has not affirmatively agreed to engage in

sexual contact, there is no Affirmative Consent.

Anyone engaging in sexual contact must be aware of both their own and the other person's level of intoxication and capacity to give Affirmative Consent. The use of alcohol or drugs can lower inhibitions and create an atmosphere of confusion about whether consent is effectively sought and freely given. If there is any doubt as to the level or extent of one's own or the other individual's intoxication or Incapacitation, the safest course of action is to forgo or cease any sexual contact. An individual's intoxication is never an excuse for or a defense to committing Sexual Assault and it does not diminish one's responsibility to obtain Affirmative Consent.

Domestic Violence is violence committed by a current or former spouse, intimate partner, or family member of the other person. Domestic violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Domestic violence requires more than just two people living together; the people cohabitating must be spouses, family members, or have, or have had, an intimate relationship.

Dating Violence is violence committed by a person who is or has been in a relationship of romantic or intimate nature with the other person. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. The existence of such a relationship shall take into account the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the 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.

Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Retaliation is defined as any adverse or negative action (or threat of an adverse or negative action) against an individual because that individual (1) in good faith, reported Sexual Assault, Domestic Violence, Dating Violence, and/or Stalking; (2) participated as a party or witness in an investigation or a proceeding related to such allegations; or (3) is thought to have participated in a good-faith report of Sexual Assault, Domestic Violence, Dating Violence, and/or Stalking, or is thought to have participated as a party or witness in an investigation of such allegations.

III. Confidentiality, Privacy, and Reporting Obligations

When making a choice about how to get help, it is important to understand the difference between seeking confidential assistance through confidential resources and making a report to SAIC. Making a report to SAIC means that the report, while handled with privacy, will be shared with other responsible administrators, including SAIC's Title IX Coordinator, and will lead to further actions to respond appropriately as outlined in this Policy.

Different employees on campus have different abilities to maintain confidentiality. Most SAIC employees, including faculty members, cannot maintain confidentiality because of legally-imposed reporting obligations. In these circumstances, SAIC is committed to maintain the privacy of the information shared. The terms "confidentiality" and "privacy" are defined below.

A. Definitions

Confidentiality, as used in this Policy, refers to a legal obligation not to disclose information without the express written permission of the individual who provided the information, with certain exceptions, such as if there is a continuing threat of serious harm to self or others or another legal obligation to reveal such information (e.g., where there is suspected abuse or neglect of a minor). **Only the professional counselors in Counseling Services, the nurses in Health Services, and the Confidential Advisor ("Confidential Resources") can maintain confidentiality.** These Confidential Resources are available only to students. The Confidential Resources provide support to students who have experienced Sexual Assault, Domestic Violence, Dating Violence, and/or Stalking, and they are not required to report information to the Title IX Coordinator. The Confidential Resources will not

report to the Title IX Coordinator any personally identifiable information about a student; however, they will provide aggregate data about incidents of Sexual Assault, Domestic Violence, Dating Violence, and Stalking to the Title IX Coordinator.

Various off-campus resources available to anyone, such as counselors, advocates, and health care providers, will also generally maintain confidentiality and not share information with SAIC unless the individual providing the information requests disclosure and signs a consent form. The Employee Assistance Program (800.311.4327), which is available to faculty and staff, is considered a confidential off-campus resource even though it is paid for by SAIC.

Privacy generally means that information related to a report will be shared only with those School employees who “need to know” in order to assist in the review, investigation, or resolution of the report. While not bound by confidentiality, individuals who receive private information will be discreet and do their best to respect the privacy of all individuals involved in the process. If an investigation is required, the information may also be shared with the alleged offender or others as required to conduct a complete and fair investigation. Although SAIC manages private information with discretion, it is not possible to maintain confidentiality for any information other than information provided to the Confidential Resources as noted in the definition of “Confidentiality” provided above.

B. Reporting Obligations

All SAIC faculty, student Teaching Assistants and Resident Advisors, campus security staff, and other SAIC staff (except for the Confidential Resources, food services workers, housekeeping staff, and maintenance workers) are required to report incidents of Sexual Assault, Domestic Violence, Dating Violence, and/or Stalking to SAIC’s Title IX Coordinator. This requirement applies to all faculty and staff members and is not limited to those in management positions. This allows SAIC to provide resources and support to those who have experienced Sexual Assault, Domestic Violence, Dating Violence, and/or Stalking and to take consistent action to respond to reports of such conduct. In these circumstances, SAIC is committed to maintain privacy. SAIC does not publicize the name of crime victims nor does it include identifiable information in Campus Security’s Daily Crime Log. (Please see Annual Security Report at http://www.saic.edu/media/saic/pdfs/campusresources/campusafetyandsecurity/security_fire_safety_report.pdf)

IV. Making a Report

A. How to Report

SAIC has professionals who are trained to receive reports and provide assistance. Reports can be made in person to the individuals listed below or electronically. Electronic reports may be submitted anonymously at the reporter’s option at <http://www.saic.edu/lifeatsaic/stopsexualviolence/makeareport/>. For the remainder of this Policy, the person making the report will be referred to as the “Complainant” and the person alleged to have violated the School’s Policy will be referred to as the “Respondent.”

If a Complainant tells an SAIC employee (other than those who are Confidential Resources as described in Section III) about an incident of Sexual Assault, Domestic Violence, Dating Violence, and/or Stalking, but requests that their name not be disclosed to the Respondent or that SAIC not investigate or pursue action against the Respondent, SAIC will need to determine whether it can honor such a request while still providing a safe and nondiscriminatory environment for all SAIC community members. The Title IX Coordinator (or designee) will consider any such request.

If SAIC determines that it must disclose the Complainant’s identity to the Respondent, SAIC will advise the Complainant of this decision and will endeavor to do so prior to making the disclosure. In addition, at the request of the Complainant, SAIC will inform the Respondent that the decision to go forward was made by SAIC rather than the Complainant.

If the Complainant chooses not to inform SAIC of the Respondent’s name, SAIC’s ability to investigate and take appropriate action may be limited.

In some cases, the Title IX Coordinator may determine that the report, even if substantiated, is insufficient to state a violation of the Policy and will notify the Complainant that the matter will be closed without a referral for either informal or formal resolution.

For All Community Members

Lumturije “Luma” Asanoski
Title IX Coordinator
116. S. Michigan Ave., 12th floor
Chicago, IL 60603
312.499.4165 | lasanoski@saic.edu

SAIC Campus Security
312.899.1230
Available 24 hours a day, seven days a week

For Students

Lumturije “Luma” Asanoski
Title IX Coordinator
116. S. Michigan Ave., 12th floor
Chicago, IL 60603
312.499.4165 | lasanoski@saic.edu

Mike Blackman (or designee)*
Office of Student Affairs (Intake Person)
Director of Student Conflict Resolution
36 S. Wabash Avenue, suite 1204
Chicago, IL 60603
312.629.6725 | mblackman@saic.edu

**When Mike Blackman is not available, a Dean on Call will serve as the intake for student reports. Deans on Call are staff members in the Office of Student Affairs who have received training in responding to issues of Sexual Assault, Domestic Violence, Dating Violence, and/or Stalking. A Dean on Call is available 24 hours a day.*

For Faculty

Lumturije “Luma” Asanoski
Title IX Coordinator
116. S. Michigan Ave., 12th floor
Chicago, IL 60603
312.499.4165 | lasanoski@saic.edu

Nora Taylor
Faculty Liaison
37 S. Wabash Avenue, suite 821
Chicago IL 60603
312.345.3757 | ntaylor1@saic.edu

For Staff & Visitors

Lumturije “Luma” Asanoski
Title IX Coordinator
116. S. Michigan Ave., 12th floor
Chicago, IL 60603
312.499.4165 | lasanoski@saic.edu

Jevoid Simmons
Director of Employee Relations and Training
116 S. Michigan Ave., 12th floor
Chicago, IL 60603
312.629.3380 | jsimmons@artic.edu

B. Written Notice Provided by SAIC

When a student, faculty, or staff member reports to SAIC that they have been a victim of Sexual Assault, Domestic Violence, Dating Violence, and/or Stalking, SAIC will give them a written explanation of their rights and options, as described in this Policy, including, but not limited to:

- Confidentiality, Privacy, and Reporting Obligations, Section III
- Making a Report, Section IV.A
- Interim Protective Measures, Section V
- Resources, Section VII
- Information Regarding Sexual Assault, Domestic Violence, Dating Violence, and Stalking, Section VIII
- Orders of Protection, Section X

V. Interim Protective Measures

SAIC will provide information about interim protective measures to the individual who makes a report and will arrange such measures if the individual requests them and they are reasonably available. SAIC will also provide such measures, if reasonably available, upon the request of the individual who is the subject of a report. Examples of

interim protective measures include no contact instructions or changes to academic schedules or housing.

VI. Process and Applicable Procedures

A. Informal Resolution

In a diverse community, disagreements and conflicts of various degrees of seriousness are inevitable. In many instances, an informal approach can be useful in resolving instances of inappropriate conduct. Problems are sometimes easier to resolve in an informal atmosphere that encourages people to identify the difficulty, talk it out, and agree how to deal with it.

An informal process is a flexible approach to resolving disagreements. As a result, there is no fixed format. It can involve a meeting between the two parties to facilitate an informal discussion, arranging to channel communications through a third party if the parties do not want to meet, or some other approach suitable to the circumstances. In some cases, both parties have to agree to the informal resolution process.

If a Complainant wishes to pursue an informal process, the Title IX Coordinator or designee will facilitate it. If the Complainant and the facilitator are satisfied the issue has been resolved, no further action will be taken. If an informal process ends without a satisfactory resolution, the Complainant may choose to pursue a formal process if they wish. An informal process is voluntary; a Complainant does not have to agree to an informal process and if they do pursue an informal resolution, the Complainant may end it at any time. Note: Face-to-face mediation (even on a voluntary basis) is not appropriate or permitted if there are allegations of sexual assault.

If an informal process is not used or fails to resolve the matter, the Title IX Coordinator will promptly initiate an investigation. The Title IX Coordinator is responsible for overseeing the investigation and for determining the appropriate scope of the investigation.

B. Formal Process

The Title IX Coordinator will determine the next steps in the process based on the identity of the Respondent.

- If the Respondent is a student, SAIC's Title IX Coordinator will oversee the investigation; the Vice President and Dean of Student Affairs ("VPSA") will decide whether a policy violation occurred and if so, the appropriate sanction; and any appeals will be decided by the Provost. The investigation and resolution of matters in which the Respondent is a student are governed by Section C of this Policy and the Student Conduct Procedures. Anyone with a report that a student engaged in Sexual Assault, Domestic Violence, Dating Violence, and/or Stalking should refer to that section of this Policy and the Student Conduct Procedures. The Student Conduct Procedures may be found on page 62 of the Student Handbook.
- If the Respondent is a faculty member, the Title IX Coordinator will oversee the investigation in consultation with the Faculty Liaison; the Dean of Faculty and Vice President for Academic Affairs will decide whether a policy violation occurred and if so, the appropriate sanction; and any appeals will be decided by the Provost. The investigation and resolution of matters in which the Respondent is a faculty member are governed by Section D of this Policy, and anyone with a report that a faculty member engaged in Sexual Assault, Domestic Violence, Dating Violence, and/or Stalking should refer to that section of this Policy.
- If the Respondent is a staff member, the Title IX Coordinator and the Director of Employee Relations will oversee the investigation; the Chief Human Resources Officer will decide whether a policy violation occurred and if so, the appropriate sanction; and the Chief Human Resources Officer will also decide any appeals. The investigation and resolution of matters in which the Respondent is a staff member are governed by Section E of this Policy. Anyone with a report that a staff member engaged in Sexual Assault, Domestic Violence, Dating Violence, and/or Stalking should refer to that section of this Policy.
- The Title IX Coordinator will determine the appropriate process to be used, including who will conduct the investigation and who will decide the matter (including appeals), in the following circumstances: (a) if the Respondent is a third party on our premises or in a School program, (b) if the Respondent has dual status in the community (such as a student employee or a staff member who also teaches), and (c) if the Respondent alleges that the Complainant also violated this Policy or another School policy so that there are cross-reports from the Complainant against the Respondent and the Respondent against the Complainant. In these

cases, the Title IX Coordinator may use one of the processes outlined above or may combine or coordinate processes as appropriate to the circumstances. The Title IX Coordinator will notify both the Complainant and the Respondent of the process to be used.

C. Procedures Applicable to Students

If the Respondent is a student, the Student Conduct Procedures will be utilized for the investigation, resolution, and any appeal, in conjunction with the terms set forth below. The Student Conduct Procedures may be found on page 62 of the Student Handbook.

1. **Investigation.** The Title IX Coordinator will designate an investigator (“Investigator”), generally a member of their staff, to investigate the report. The Investigator is responsible for ensuring that the investigation is prompt, thorough, and fair. During the investigation, both the Complainant and the Respondent will be offered the opportunity to explain their understanding of the circumstances and offer any additional information they believe is relevant. SAIC may also meet with and/or gather information from other individuals who may have relevant information.
2. **Time Frame for Investigation and Resolution.** SAIC endeavors to complete the investigation and resolution of a report of Sexual Assault, Domestic Violence, Dating Violence, and/or Stalking as promptly as possible. As a general matter, SAIC strives to complete its investigation and resolution (excluding any appeal) of this type of report within sixty (60) calendar days; however, the timeframe for resolution of any particular report 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 sixty (60) days. If the School determines that it must extend the time frame for investigation and resolution of a report, it will provide written notice to the Complainant and the Respondent of the revised time frame.
3. **Advisors.** During any investigation into a report of Sexual Assault, Domestic Violence, Dating Violence, and/or Stalking, the Complainant and Respondent have the right to be assisted by an advisor. The advisor’s role can include helping the Complainant/Respondent prepare their statements (whether written or oral) and/or being a nonparticipating supporter at any meeting that may occur. However, the Complainant/Respondent must speak for themselves and present information on their own. While the party may consult with the advisor, the advisor may not present information or make statements or arguments during any meetings that may occur. Furthermore, the advisor may only be present when the person whom they are advising is also present. Any person who serves as an advisor should plan to make themselves available for meetings throughout the process. An individual may not serve as an advisor if they are a witness or otherwise have information relevant to the report. If either the Complainant or the Respondent intends to bring an advisor to a meeting, then, in advance of the meeting, the party must notify the VPSA in writing of the advisor’s name, occupation, relationship to the party, and relationship to the School, if any. Additional information regarding the role of an advisor in a Student Conduct Meeting is set forth in the Student Conduct Procedures in the Student Handbook, Section 2(D). A party may choose to consult with an attorney of their choice at their own expense. Because attorneys for the School represent the School rather than any individual, these attorneys are not available to advise the Complainant or Respondent.
4. **Notice of Meetings.** The Complainant and the Respondent will receive timely notice of meetings at which the Complainant, the Respondent, or both, are invited to be present.
5. **Information Available.** The Complainant and the Respondent will be provided with timely and equal access to any information that will be reviewed during the Student Conduct Meeting. After receipt of this information, both the Complainant and the Respondent have the opportunity to respond in writing to provide additional information and/or to submit questions to the VPSA that they suggest be posed to the other during the Student Conduct Meeting. The VPSA shall determine, in an exercise of their discretion, whether to pose such questions.
6. **Conflict of Interest.** Both the investigation and the Student Conduct Meeting will be conducted by School administrators who do not have a conflict of interest or a potential conflict of interest with the Complainant or the Respondent (e.g., because of familial, intimate, financial, business, or other relationship). An administrator will be considered to have a conflict of interest in the event of a circumstance that would prevent them from being impartial in their review of the report. For example, no administrator should conduct the investigation or serve on a Student Conduct Board if their actions are the subject of the report.

The Complainant and Respondent shall be given prior notice of the individual(s) who will investigate a report or participate in Student Conduct Meetings. Within twenty-four (24) hours of receiving this notice, the Complainant and/or the Respondent shall notify the VPSA if they believe that any of those individuals has a conflict of interest. The notification shall include the basis of the alleged conflict. The VPSA shall determine whether the alleged conflict disqualifies that individual. If an individual is disqualified, the VPSA will select a substitute and the process for identifying conflicts set forth above shall be followed for any such additional individuals.

7. **Resolution.** Refer to the Student Conduct Procedures in the Student Handbook.
8. **Sanction.** Potential sanctions are set forth in the Student Conduct Procedures section of the Student Handbook under Sanctions.
9. **Simultaneous Notification of Decision.** The Complainant and the Respondent will be simultaneously notified, in writing, of the decision whether a violation of this Policy was found to have occurred; if so, the sanction; the rationale for the result and any sanction; and the appeal process. The Complainant will also be notified of any individual remedies offered or provided to the Complainant and steps SAIC has taken to eliminate the hostile environment, if SAIC finds one to exist, and prevent recurrence.
10. **Appeal.** Either the Complainant or the Respondent may appeal the decision made by the VPSA within five (5) business days after receiving notice of the decision. An appeal must be made to the Title IX Coordinator. An appeal must be made in writing, and must state the basis for the appeal. Appeals are only permitted to proceed if the written notice of the appeal identifies (a) a procedural error that allegedly occurred; (b) new information that was not available at the time of the Student Conduct Meeting and that would substantially change the outcome, or (c) one or more reasons why the sanction is disproportionate with the violation.

The appeal shall be decided by the Provost or their designee. The Title IX Coordinator will advise both the Complainant and the Respondent of the individual who will decide the appeal (“Appeal Reviewer”). Within twenty-four (24) hours of receiving this notice, the Complainant and/or the Respondent shall notify the Title IX Coordinator if they believe that the Appeal Reviewer has a conflict of interest that would preclude them from deciding the appeal. The notification shall include the basis of the alleged conflict. The Title IX Coordinator shall determine whether the alleged conflict disqualifies that individual. If an individual is disqualified from a particular appeal, the School will select a substitute and the process for identifying conflicts set forth above shall be followed.

After the Appeal Reviewer is determined, they will first evaluate the notice of appeal to determine whether one of the three bases for appeal is alleged. If not, the appeal will be dismissed. If so, the Appeal Reviewer will notify the Complainant and the Respondent that the appeal is under consideration as well as whether any change to the prior decision will be made pending resolution of the appeal. The Appeal Reviewer may undertake any inquiries that they deem appropriate, including but not limited to requesting the Title IX Coordinator’s office to conduct additional investigation.

Following their examination of the matter, the Appeal Reviewer may grant or deny the appeal or take any action that they deem appropriate. The Appeal Reviewer will simultaneously notify the Complainant and the Respondent, in writing, of the decision on appeal, any changes to the result, and that the decision is final. This notice must be provided within seven (7) business days of the decision of the appeal. The Appeal Reviewer will also notify the VPSA of the decision.

Underage Drinking/Drug Protection: SAIC will not find a student responsible for violating the SAIC Rules of Conduct with respect to use of alcohol or drugs if they are sexually assaulted while under the influence of alcohol or drugs or if they report, in good faith, an alleged violation of this Policy and were engaged in underage drinking or illegal use of drugs during the incident. However, SAIC may provide referrals to counseling and/or require educational sessions to address the alcohol or drug use in such cases. Excluded from this protection are all students accused of encouraging or voluntarily participating in the assault/sexual assault.

D. Procedures Applicable to Faculty

In reports where the Respondent is a faculty member, the following procedures will be used to ensure a prompt, fair, and impartial process.

1. **Investigation.** The Title IX Coordinator will designate an investigator (“Investigator”), generally a member of their staff, to investigate the report. The Investigator is responsible for ensuring that the investigation is prompt, thorough, and fair. The Investigator will collaborate with the Faculty Liaison on the investigation and may enlist the assistance of Campus Security or others at the School as needed.

During the investigation, both the Complainant and the Respondent will be offered the opportunity to explain their understanding of the circumstances and offer any additional information that they believe is relevant. The Investigator may also meet with and/or gather information from other individuals who may have relevant information.

2. **Time Frame for Investigation and Resolution.** SAIC will endeavor to complete the investigation and resolution of a report of Sexual Assault, Domestic Violence, Dating Violence, and/or Stalking as promptly as possible. As a general matter, SAIC strives to complete its investigation and resolution (excluding any appeal) of this type of report within sixty (60) calendar days; however, the time frame for resolution of any particular report 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 sixty (60) days. If the School determines that it must extend the time frame for investigation and resolution of a report, it will provide written notice to the Complainant and the Respondent of the revised time frame.
3. **Advisors.** During any investigation into a report of Sexual Assault, Domestic Violence, Dating Violence, and/or Stalking, the Complainant and Respondent have the right to be assisted by an advisor. The advisor’s role can include helping the Complainant/Respondent prepare their statements (whether written or oral) and/or being a nonparticipating supporter at any meeting that may occur. However, the Complainant/Respondent must speak for themselves and present information on their own. While the party may consult with the advisor, the advisor may not present information or make statements or arguments during any meetings that may occur. Furthermore, the advisor may only be present when the person whom they are advising is also present. Any person who serves as an advisor should plan to make themselves available for meetings throughout the process. An individual may not serve as an advisor if they are a witness or otherwise have information relevant to the report. If either the Complainant or the Respondent intends to bring an advisor to a meeting, then, in advance of the meeting, the party must notify the Title IX Coordinator in writing of the advisor’s name, occupation, relationship to the party, and relationship to the School, if any. A party may choose to consult with an attorney of their choice at their own expense. Because attorneys for the School represent the School rather than any individual, these attorneys are not available to advise the Complainant or Respondent.
4. **Notice of Meetings.** The Complainant and the Respondent will receive timely notice of meetings at which the Complainant, the Respondent, or both, are invited to be present.
5. **Information Available.** The Complainant and the Respondent will be provided with timely and equal access to investigative materials submitted by the Investigator as well as any other information that the Dean of Faculty will review in reaching a decision.
6. **Conflict of Interest.** Both the investigation and resolution of a report will be conducted by School administrators who do not have a conflict of interest or a potential conflict of interest with the Complainant or the Respondent (e.g., because of familial, intimate, financial, business or other relationship). An administrator will be considered to have a conflict of interest in the event of a circumstance that would prevent them from being impartial in their review of the report. For example, no administrator should conduct the investigation or make the determination if their actions are the subject of the report. If a question arises as to whether the Investigator, the Faculty Liaison, or the Dean of Faculty has a conflict of interest, the Title IX Coordinator will review the alleged conflict and determine whether a conflict exists and, if so, will designate another administrator to perform the role of the disqualified administrator.
7. **Resolution.** Upon completion of the investigation, the Dean of Faculty will determine whether the Respondent violated this Policy. The determination shall be made on the basis of whether it is more likely

than not that the Respondent violated this Policy. If the Dean of Faculty determines that the Respondent violated this Policy, then they will also determine the appropriate sanction and take prompt and appropriate action to stop the prohibited conduct. The Dean of Faculty 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.

8. **Sanction.** Violations of this Policy can lead to corrective action ranging from a notation in the Respondent's file, up to and including termination. In cases where the Dean of Faculty determines that termination is the appropriate sanction, they must first advise the President of the School. If the President agrees, the faculty member will be terminated immediately, except that faculty members with tenure or whose term appointment has not expired. For those faculty, the matter will proceed in accordance with Section 9.C., AAUP Statements on Academic Due Process Procedures, in the Faculty Handbook Supplement. If the President disagrees with the Dean of Faculty's determination that the Respondent should be terminated, the Dean will determine an appropriate alternative sanction.
9. **Simultaneous Notification of Decision.** The Complainant and the Respondent will be simultaneously notified, in writing, of the decision whether a violation of this Policy was found to have occurred; if so, the sanction; the rationale for the result and any sanction; and the appeal process. The Complainant will also be notified of any individual remedies offered or provided to the Complainant and steps the Dean of Faculty has taken to eliminate the hostile environment, if the Dean of Faculty finds one to exist, and prevent recurrence.
10. **Appeal.** Either the Complainant or the Respondent may appeal the decision of the Dean of Faculty within five (5) business days after receiving notice of the decision. The Dean of Faculty has the discretion to decide whether any sanction that may have been imposed will be carried out, revised, or held in abeyance during this five (5) day period and also while an appeal is being considered and decided. An appeal must be made in writing, must be submitted to the Dean of Faculty, and must state the basis for appeal. Appeals are only permitted to proceed if the written notice of appeal identifies new information that was not available at the time of the investigation and resolution and the new information would substantially change the outcome. If the notice indicates that there is such new information, the Dean of Faculty will notify the Complainant and the Respondent of the need to follow up on the new information. The Dean of Faculty may undertake any inquiries that they deem appropriate, including but not limited to requesting the Title IX Coordinator's office to conduct additional investigation. Following their examination of the matter, the Dean of Faculty may grant or deny the appeal or take any action that they deem appropriate. The Dean of Faculty will notify the Complainant and the Respondent simultaneously, in writing, of the decision on the appeal, any changes to the result, and that the decision is final.

E. Procedures Applicable to Staff

In matters where the Respondent is a staff member, the following procedures will be used to ensure a prompt, fair, and impartial process.

1. **Investigation.** The Title IX Coordinator will designate an investigator ("Investigator"), generally a member of their staff, to conduct an investigation into the report. The Investigator is responsible for ensuring that the investigation is prompt, thorough, and fair. During the investigation, the Respondent and the Complainant will each be offered the opportunity to explain their understanding of the circumstances and offer any additional information that they believe is relevant. The investigation typically includes interviews with the Complainant, the Respondent, and any witnesses.
2. **Time Frame for Investigation and Resolution.** SAIC will endeavor to complete the investigation and resolution of a report of Sexual Assault, Domestic Violence, Dating Violence, and/or Stalking as promptly as possible. As a general matter, SAIC strives to complete its investigation and resolution (not including any appeal) of this type of report within sixty (60) calendar days; however, the time frame for resolution of any particular report 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 sixty (60) days. If the School determines that it must extend the time frame for investigation and resolution of a report, it will provide written notice to the Complainant and the Respondent of the revised time frame.

3. **Advisors.** During any investigation into a report of Sexual Assault, Domestic Violence, Dating Violence, and/or Stalking, the Complainant and Respondent have the right to be assisted by an advisor. The advisor's role can include helping the Complainant/Respondent prepare their statements (whether written or oral) and/or being a nonparticipating supporter at any meeting that may occur. However, the Complainant/Respondent must speak for themselves and present information on their own. While the party may consult with the advisor, the advisor may not present information or make statements or arguments during any meetings that may occur. Furthermore, the advisor may only be present when the person whom they are advising is also present. Any person who serves as an advisor should plan to make themselves available for meetings throughout the process. An individual may not serve as an advisor if they are a witness or otherwise have information relevant to the report. If either the Complainant or the Respondent intends to bring an advisor to a meeting, then, in advance of the meeting, the party must notify the Title IX Coordinator in writing of the advisor's name, occupation, relationship to the party, and relationship to the School, if any. A party may choose to consult with an attorney of their choice at their own expense. Because attorneys for the School represent the School rather than any individual, these attorneys are not available to advise the Complainant or Respondent.
4. **Notice of Meetings.** The Complainant and the Respondent will receive timely notice of meetings at which the Complainant, the Respondent, or both, are invited to be present.
5. **Information Available.** The Complainant and the Respondent will be provided with timely and equal access to information that the Chief Human Resources Officer will review in reaching a decision on the resolution of the report.
6. **Conflict of Interest.** Both the investigation and resolution of a report will be conducted by administrators who do not have a conflict of interest or a potential conflict of interest with the Complainant or the Respondent (e.g., because of familial, intimate, financial, business or other relationship). An administrator will be considered to have a conflict of interest in the event of a circumstance that would prevent them from being impartial in their review of the report. For example, no administrator should conduct the investigation or make the determination if their actions are the subject of the report. If a question arises as to whether the Investigator or the Chief Human Resources Officer has a conflict of interest, the Title IX Coordinator will review the alleged conflict and determine whether a conflict exists and, if so, will designate another administrator to perform the role of the disqualified administrator.
7. **Resolution.** Upon completion of the investigation, the Chief Human Resources Officer will determine whether the Respondent violated this Policy. The determination shall be made on the basis of whether it is more likely than not that the Respondent violated this Policy. If a violation is found, the Chief Human Resources Officer will then determine the appropriate sanction and take prompt and appropriate action to stop the prohibited conduct. The Chief Human Resources Officer 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.
8. **Sanction.** Violations of this Policy can lead to corrective action ranging from a notation in the Respondent's file, up to and including termination.
9. **Simultaneous Notification of Decision.** The Complainant and the Respondent will be simultaneously notified, in writing, whether a violation of this Policy was found to have occurred; if so, the sanction; the rationale for the result and any sanction; and the appeal process. The Complainant will also be notified of any individual remedies offered or provided to the Complainant and the steps the Chief Human Resources Officer has taken to eliminate the hostile environment, if the Chief Human Resources Officer finds one to exist, and prevent recurrence.
10. **Appeal.** Either the Complainant or the Respondent may appeal the decision of the Chief Human Resources Officer within five (5) business days after receiving notice of the decision. The Chief Human Resources Officer has the discretion to decide whether any sanction that may have been imposed will be carried out, revised, or held in abeyance during this five (5) day period and also while an appeal is being considered and decided. An appeal must be made in writing, must be submitted to the Chief Human Resources Officer, and must state the basis for appeal. Appeals are only permitted to proceed if the written notice of appeal identifies new information that was not available at the time of the investigation and resolution and the new information would substantially change the outcome of the finding. If the notice indicates that there is such new information, the Chief Human Resources Officer will notify the Complainant and the Respondent of the

need to follow up on the new information. The Chief Human Resources Officer may undertake any inquiries that they deem appropriate. Following their examination of the matter, the Chief Human Resources Officer may grant or deny the appeal or take any action that they deem appropriate, including but not limited to requesting the Title IX Coordinator's office to conduct additional investigation. The Chief Human Resources Officer will notify the Complainant and the Respondent simultaneously, in writing, of the decision on the appeal, any changes to the result, and that the decision is final.

VII. Resources

SAIC is committed to providing support and resources that are broadly accessible to all SAIC community members.

Anyone who has experienced Sexual Assault, Domestic Violence, Dating Violence, and/or Stalking is urged to immediately seek help. Help includes seeking medical assistance, seeking confidential counseling or crisis response, filing a report with law enforcement, and/or making a report to SAIC. Campus Security (or a designated SAIC staff member) will help any individual who has experienced Sexual Assault, Domestic Violence, Dating Violence, and/or Stalking, including providing transportation to the hospital, assisting with contacts to law enforcement, and offering information about SAIC's resources. Although SAIC encourages all members of its community to report any incidents of Sexual Assault, Domestic Violence, Dating Violence, and/or Stalking to the police, the individual who experienced Sexual Assault, Domestic Violence, Dating Violence, and/or Stalking may choose not to make a report to the police.

Emergency Resources

On-Campus Resources

- **SAIC Campus Security**
312.899.1230
Available 24/7
Ask to speak to manager on duty

Off-Campus Resources

- **Northwestern Memorial Hospital
Emergency Department**
250 E. Erie St.
312.926.5188
Hospitals are required to provide a no-cost medical examination for a person who has experienced sexual assault.
- **Chicago Police Department**
1718 South State Street
312.745.4290
- **Chicago Police Emergency**
Call 911

Confidential Resources (Medical/Counseling/Advocacy)

On-Campus Resources

- **Confidential Advisor (Students)**
April Knighton
312.499. 4283 | aknight@saic.edu
- **Health Services (Students)**
312.499. 4288 | healthservices@saic.edu
- **Counseling Services (Students)**
312.499. 4271 | counselingservices@saic.edu
- **Employee Assistance Program
(Faculty/Staff)**
800-311-4327

Off-Campus Resources

- **Northwestern Memorial Hospital
Emergency Department**
250 E. Erie St.
312.926.5188
- **Center on Halsted**
773.472.6469
LGBTQ Violence Resource Line
773.871.2273
- **City of Chicago Domestic Violence
Helpline**
877.863.6338
- **Porchlight Counseling Services**
Evanston, IL
773.750.7077
- **KAN-WIN (multilingual advocacy)**
773.583.1392
<http://kanwin.org/>
- **Rape Victim Advocates**
180 N. Michigan Ave., suite 600
312.443.9603
- **YWCA Metropolitan Chicago**
1 N. LaSalle St., suite 1150
312.372.6600

Additional Resources

On-Campus Resources

- **SAIC Student Financial Services (financial
assistance)**
36 S. Wabash Ave., suite 1200
Chicago, IL 60603
312.629.6660 (extension 9 for Receptionist)

Off-Campus Resources

- **VOICES Campus Partners**
Cook County State's Attorney's Office
VOICES Staff
773.674.7249 | voices@cookcountyil.gov
Life Span Center for Legal Services &
Advocacy
VOICES Staff
312.408.1210 | voices@life-span.org
- **Legal Assistance Foundation of Chicago**
<http://lafchicago.org/>
- **National Immigrant Justice Center**
208 S. LaSalle St., suite 1300
312.660.1370
<http://immigrantjustice.org/>

Additional information on what to do if you have experienced Sexual Assault, Domestic Violence, Dating Violence, and/or Stalking is available in Section VIII, Information Regarding Sexual Assault, Domestic Violence, Dating Violence, and Stalking.

VIII. Information Regarding Sexual Assault, Domestic Violence, Dating Violence, and Stalking

What to Do if You are the Victim of Sexual Assault

These are important steps to take right away after an assault:

- Get away from the person who assaulted you and to a safe place as fast as you can. Then call 911.
- Call a friend or family member you trust. You may also want to call a crisis center or a hotline to talk with a counselor. Hotline resources include the National Sexual Assault Hotline at 800.656.HOPE (4673) or the Chicago Rape Crisis Hotline (888.293.2080). Feelings of shame, guilt, fear, and shock are normal. It is important to get counseling from a trusted professional.

- Do not wash, comb, or clean any part of your body. Do not change clothes if possible, so that hospital staff can collect evidence. Do not touch or change anything at the scene of the assault. The police or other investigators may be able to collect more evidence if the scene has not been cleaned or disturbed.
- Go to your nearest hospital emergency room as soon as possible. You need to be examined, treated for any injuries, and screened for possible sexually transmitted infections (STIs) or pregnancy. The doctor will collect evidence using a rape kit for fibers, hairs, saliva, semen, or clothing that the person who assaulted you may have left behind. This evidence may help the police and prosecutors find and charge the perpetrator or may help you if you seek an order of protection. Illinois law requires hospitals to provide free treatment to sexual assault survivors. You may want to contact the Rape Victim Advocates to assist you.

While at the hospital:

- If you decide you want to file a police report, you or the hospital staff can call the police from the emergency room.
- Ask the hospital staff to connect you with the local rape crisis center. The center staff can help you make choices about reporting the attack and getting help through counseling and support groups.

Adapted from <https://www.womenshealth.gov/>

Domestic Violence or Dating Violence—Warning Signs and How to Get Help

Domestic Violence or Dating 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. Domestic Violence or Dating Violence affects people of all socioeconomic backgrounds and education levels.

The following are not necessarily Policy violations; whether there is a Policy violation depends on the specific circumstances. However, these are some warning signs that you may be experiencing emotional or physical abuse if your partner has done or repeatedly does any of the following:

- Monitors what you're doing all the time • Unfairly accuses you of being unfaithful all the time
- Prevents or discourages you from seeing friends or family
- Prevents or discourages you from going to work or school
- Gets very angry during and after drinking alcohol or using drugs
- Controls your use of needed medicines
- Decides things for you that you should be allowed to decide (like what to wear or eat)
- Humiliates you in front of others
- Destroys your property or things that you care about
- Threatens to hurt you, the children, or pets
- Hurts you (by hitting, beating, pushing, shoving, punching, slapping, kicking, or biting)
- Uses (or threatens to use) a weapon against you
- Forces you to have sex against your will
- Controls your birth control or insists that you get pregnant
- Blames you for their violent outbursts

- Threatens to self-harm when upset with you
- Says things like, “If I can’t have you then no one can.”

If you think someone is abusing you, get help. Abuse can have serious physical and emotional effects. No one has the right to hurt you.

Adapted from <https://www.womenshealth.gov/>

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 Section III, Difference between Confidentiality and Privacy, which explains 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: <http://www.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 stalkers have dated or been involved with the people they stalk. The following are not necessarily Policy violations; whether there is a Policy violation depends on the specific circumstances. However, these are some warning signs that you may be experiencing stalking. 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

Adapted from the National Center for Victims of Crime: <http://victimsofcrime.org/>

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, a 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 an order of protection. (For more information, see Section IV, Resources.) Please see Section III, Difference between Confidentiality and Privacy, 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 their 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. SAIC staff and local resources are available to assist should you choose to contact law enforcement.
- 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.

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.
- 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 (9:00 p.m.–6:00 a.m. during fall and spring semesters) or

request an SAIC Safe Walk escort (9:00 p.m.–6:00 a.m. during summer and winter terms).

- 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, Domestic Violence, Dating 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, Domestic Violence, Dating Violence, and/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, Domestic Violence, Dating Violence, and/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; instead, alert Campus Security or a staff member
- Intervening when someone is being belittled, degraded, or emotionally abused; instead, walking the victim away from the abuser and/or contact an SAIC staff member for help

If you become aware that a member of the SAIC community is the victim of Sexual Assault, Domestic Violence, Dating Violence, and/or Stalking, contact the Chicago Police Department (911), Campus Security, the Title IX Coordinator, or the Director of Student Conflict Resolution. Additional resources are listed in Section VII, Resources.

IX. Education and Prevention Programs

SAIC provides education programs to promote awareness of Sexual Assault, Domestic Violence, Dating Violence, and Stalking. Educational programming consists of primary prevention and awareness programs for all incoming students and new staff and faculty. It also includes ongoing awareness and prevention campaigns for students, staff, and faculty. Learning outcomes for these programs include that participants will be able to:

- Identify Sexual Assault, Domestic Violence, Dating Violence, and Stalking as prohibited conduct;
- Define Sexual Assault, Domestic Violence, Dating 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, Domestic Violence, Dating Violence, and/or Stalking against a person other than the bystander;
- Provide information on risk reduction so that students, staff and faculty may recognize warning signs of abusive behavior and how to avoid potential attacks;
- Provide 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 Authority Training, Investigator/Adjudicator Training, Web-based Manager Training, and Security Officer Training.

In addition, SAIC, by means of this Policy, provides written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available to those who have experienced Sexual Assault, Domestic Violence, Dating Violence, and/or Stalking, both within SAIC and in the community. See Section VII, Resources.

X. Orders of Protection

Orders of protection (also 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 Art Jackson, Director of Campus Security, ajackson@saic.edu.

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

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

XI. Applicable Illinois State Law

Under the Violence Against Women Reauthorization Act of 2013, SAIC is required to provide the following information about applicable Illinois State law.

Definition of “Consent” to Sexual Act:

<http://www.saic.edu/media/saic/pdfs/lifesaic/safetyandsecurity/Consent3.6.14.pdf>. In the Illinois law addressing criminal sexual assault, “consent” is defined as:

- “a freely given agreement to the act of sexual penetration or sexual conduct in question. Lack of verbal or physical resistance or submission by the victim resulting from the use of force or threat of force by the accused shall not constitute consent. The manner of dress of the victim at the time of the offense shall not constitute consent.” 720 ILCS 5/11---1.70(a)

The law also states:

- “A person who initially consents to sexual penetration or sexual conduct is not deemed to have consented to any sexual penetration or sexual conduct that occurs after he or she withdraws consent during the course of that sexual penetration or sexual conduct.” 720 ILCS 5/11---1.70(c)

(Source: P.A. 96---1551, eff. 7---1---11.)

Definition of “Domestic Violence”

In the Illinois Domestic Violence Act of 1986

<http://www.saic.edu/media/saic/pdfs/lifesaic/safetyandsecurity/ILDomestic-Violence-Act.3.6.14.pdf>, “domestic violence” is defined as “Abuse”:

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

750 ILCS 60, Sections (1) and (3).

(Source: P.A. 96---1551, eff. 7---1---11; 97---1150, eff. 1---25---13.)

Illinois Criminal Sexual Assault Statutes

Criminal Sexual Assault. 720 ILCS 5/11-1.20

(a) A person commits criminal sexual assault if that person commits an act of sexual penetration and:

1. uses force or threat of force;
2. knows that the victim is unable to understand the nature of the act or is unable to give knowing consent;
3. is a family member of the victim, and the victim is under 18 years of age; or

4. is 17 years of age or over and holds a position of trust, authority, or supervision in relation to the victim, and the victim is at least 13 years of age but under 18 years of age.

(b) Sentence.

1. Criminal sexual assault is a Class 1 felony, except that:
 - a. A person who is convicted of the offense of criminal sexual assault as defined in paragraph (a)(1) or (a)(2) after having previously been convicted of the offense of criminal sexual assault or the offense of exploitation of a child, or who is convicted of the offense of criminal sexual assault as defined in paragraph (a)(1) or (a)(2) after having previously been convicted under the laws of this State or any other state of an offense that is substantially equivalent to the offense of criminal sexual assault or to the offense of exploitation of a child, commits a Class X felony for which the person shall be sentenced to a term of imprisonment of not less than 30 years and not more than 60 years. The commission of the second or subsequent offense is required to have been after the initial conviction for this paragraph (A) to apply.
 - b. A person who is convicted of the offense of criminal sexual assault as defined in paragraph (a)(1) or (a)(2) after having previously been convicted of the offense of aggravated criminal sexual assault or the offense of predatory criminal sexual assault of a child, or who is convicted of the offense of criminal sexual assault as defined in paragraph (a)(1) or (a)(2) after having previously been convicted under the laws of this State or any other state of an offense that is substantially equivalent to the offense of aggravated criminal sexual assault or the offense of predatory criminal sexual assault of a child shall be sentenced to a term of natural life imprisonment. The commission of the second or subsequent offense is required to have been after the initial conviction for this paragraph (B) to apply.
 - c. A second or subsequent conviction for a violation of paragraph (a)(3) or (a)(4) or under any similar statute of this State or any other state for any offense involving criminal sexual assault that is substantially equivalent to or more serious than the sexual assault prohibited under paragraph (a)(3) or (a)(4) is a Class X felony.

(Source: P.A. 95-640, eff. 6-1-08; 96-1551, eff. 7-1-11.)

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

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

1. the person displays, threatens to use, or uses a dangerous weapon, other than a firearm, or any other object fashioned or used in a manner that leads the victim, under the circumstances, reasonably to believe that the object is a dangerous weapon;
2. the person causes bodily harm to the victim, except as provided in paragraph (10);
3. the person acts in a manner that threatens or endangers the life of the victim or any other person;
4. the person commits the criminal sexual assault during the course of committing or attempting to commit any other felony;
5. the victim is 60 years of age or older;
6. the victim is a physically handicapped person;
7. the person delivers (by injection, inhalation, ingestion, transfer of possession, or any other means) any controlled substance to the victim without the victim's consent or by threat or deception for other than medical purposes;
8. the person is armed with a firearm;

9. the person personally discharges a firearm during the commission of the offense; or
10. the person personally discharges a firearm during the commission of the offense, and that discharge proximately causes great bodily harm, permanent disability, permanent disfigurement, or death to another person.

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

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

(d) Sentence.

1. Aggravated criminal sexual assault in violation of paragraph (2), (3), (4), (5), (6), or (7) of subsection (a) or in violation of subsection (b) or (c) is a Class X felony. A violation of subsection (a)(1) is a Class X felony for which 10 years shall be added to the term of imprisonment imposed by the court. A violation of subsection (a)(8) is a Class X felony for which 15 years shall be added to the term of imprisonment imposed by the court. A violation of subsection (a)(9) is a Class X felony for which 20 years shall be added to the term of imprisonment imposed by the court. A violation of subsection (a)(10) is a Class X felony for which 25 years or up to a term of natural life imprisonment shall be added to the term of imprisonment imposed by the court.
2. A person who is convicted of a second or subsequent offense of aggravated criminal sexual assault, or who is convicted of the offense of aggravated criminal sexual assault after having previously been convicted of the offense of criminal sexual assault or the offense of predatory criminal sexual assault of a child, or who is convicted of the offense of aggravated criminal sexual assault after having previously been convicted under the laws of this or any other state of an offense that is substantially equivalent to the offense of criminal sexual assault, the offense of aggravated criminal sexual assault or the offense of predatory criminal sexual assault of a child, shall be sentenced to a term of natural life imprisonment. The commission of the second or subsequent offense is required to have been after the initial conviction for this paragraph (2) to apply.

(Source: P.A. 96-1551, eff. 7-1-11; incorporates 97-227, eff. 1-1-12; 97-1109, eff. 1-1-13.)

Illinois Stalking Statutes

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

(a) A person commits stalking when he or she knowingly engages in a course of conduct directed at a specific person, and he or she knows or should know that this course of conduct would cause a reasonable person to:

1. fear for his or her safety or the safety of a third person; or
2. suffer other emotional distress.

(a-3) A person commits stalking when he or she, knowingly and without lawful justification, on at least 2 separate occasions follows another person or places the person under surveillance or any combination thereof and:

1. at any time transmits a threat of immediate or future bodily harm, sexual assault, confinement or restraint and the threat is directed towards that person or a family member of that person; or
2. places that person in reasonable apprehension of immediate or future bodily harm, sexual assault, confinement or restraint to or of that person or a family member of that person.

(a-5) A person commits stalking when he or she has previously been convicted of stalking another person and knowingly and without lawful justification on one occasion:

1. follows that same person or places that same person under surveillance; and

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

(b) Sentence. Stalking is a Class 4 felony; a second or subsequent conviction is a Class 3 felony.

(c) Definitions. For purposes of this Section:

1. "Course of conduct" means 2 or more acts, including but not limited to acts in which a defendant directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, engages in other non-consensual contact, or interferes with or damages a person's property or pet. A course of conduct may include contact via electronic communications.
2. "Electronic communication" means any transfer of signs, signals, writings, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photoelectric, or photo-optical system. "Electronic communication" includes transmissions by a computer through the Internet to another computer.
3. "Emotional distress" means significant mental suffering, anxiety or alarm.
4. "Family member" means a parent, grandparent, brother, sister, or child, whether by whole blood, half-blood, or adoption and includes a step-grandparent, step-parent, step-brother, step-sister or step-child. "Family member" also means any other person who regularly resides in the household, or who, within the prior 6 months, regularly resided in the household.
5. "Follows another person" means (i) to move in relative proximity to a person as that person moves from place to place or (ii) to remain in relative proximity to a person who is stationary or whose movements are confined to a small area. "Follows another person" does not include a following within the residence of the defendant.
6. "Non-consensual contact" means any contact with the victim that is initiated or continued without the victim's consent, including but not limited to being in the physical presence of the victim; appearing within the sight of the victim; approaching or confronting the victim in a public place or on private property; appearing at the workplace or residence of the victim; entering onto or remaining on property owned, leased, or occupied by the victim; or placing an object on, or delivering an object to, property owned, leased, or occupied by the victim.
7. "Places a person under surveillance" means: (1) remaining present outside the person's school, place of employment, vehicle, other place occupied by the person, or residence other than the residence of the defendant; or (2) placing an electronic tracking device on the person or the person's property.
8. "Reasonable person" means a person in the victim's situation.
9. "Transmits a threat" means a verbal or written threat or a threat implied by a pattern of conduct or a combination of verbal or written statements or conduct.

(d) Exemptions.

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

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

(d-5) The incarceration of a person in a penal institution who commits the course of conduct or transmits a threat is not a bar to prosecution under this Section.

(d-10) A defendant who directed the actions of a third party to violate this Section, under the principles of accountability set forth in Article 5 of this Code, is guilty of violating this Section as if the same had been personally done by the defendant, without regard to the mental state of the third party acting at the direction of the defendant.

(Source: P.A. 96-686, eff. 1-1-10; 96-1551, eff. 7-1-11; 97-311, eff. 8-11-11; 97-1109, eff. 1-1-13.)

Aggravated stalking, 720 ILCS 5/12-7.4:

<http://www.saic.edu/media/saic/pdfs/lifesaic/safetyandsecurity/Aggravated-Stalking.720-ILCS-5.pdf>

(a) A person commits aggravated stalking when he or she commits stalking and:

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

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

(b) Sentence. Aggravated stalking is a Class 3 felony; a second or subsequent conviction is a Class 2 felony.

(c) Exemptions.

1. This Section does not apply to any individual or organization (i) monitoring or attentive to compliance with public or worker safety laws, wage and hour requirements, or other statutory requirements, or (ii) picketing occurring at the workplace that is otherwise lawful and arises out of a bona fide labor dispute including any controversy concerning wages, salaries, hours, working conditions or benefits, including health and welfare, sick leave, insurance, and pension or retirement provisions, the managing or maintenance of collective bargaining agreements, and the terms to be included in those agreements.
2. This Section does not apply to an exercise of the right of free speech or assembly that is otherwise lawful.
3. Telecommunications carriers, commercial mobile service providers, and providers of information services, including, but not limited to, Internet service providers and hosting service providers, are not liable under this Section, except for willful and wanton misconduct, by virtue of the transmission, storage, or caching of electronic communications or messages of others or by virtue of the provision of other related telecommunications, commercial mobile services, or information services used by others in violation of this Section.

(d) A defendant who directed the actions of a third party to violate this Section, under the principles of accountability set forth in Article 5 of this Code, is guilty of violating this Section as if the same had been personally done by the defendant, without regard to the mental state of the third party acting at the direction of the defendant.

(Source: P.A. 96-686, eff. 1-1-10; 96-1551, eff. 7-1-11; 97-311, eff. 8-11-11; 97-468, eff. 1-1-12; 97-1109, eff. 1-1-13.)

Cyberstalking, 720 ILCS 5/12-7.5:

<http://www.saic.edu/media/saic/pdfs/lifesaic/safetyandsecurity/Cyberstalking.720-ILCS-5.pdf>

(a) A person commits cyberstalking when he or she engages in a course of conduct using electronic communication directed at a specific person, and he or she knows or should know that would cause a reasonable person to:

1. fear for his or her safety or the safety of a third person; or
2. suffer other emotional distress.

(a-3) A person commits cyberstalking when he or she, knowingly and without lawful justification, on at least 2 separate occasions, harasses another person through the use of electronic communication and:

1. at any time transmits a threat of immediate or future bodily harm, sexual assault, confinement, or restraint and the threat is directed towards that person or a family member of that person; or
2. places that person or a family member of that person in reasonable apprehension of immediate or future bodily harm, sexual assault, confinement, or restraint; or
3. at any time knowingly solicits the commission of an act by any person which would be a violation of this Code directed towards that person or a family member of that person.

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

1. which communicates a threat of immediate or future bodily harm, sexual assault, confinement, or restraint, where the threat is directed towards that person or a family member of that person, or
2. which places that person or a family member of that person in reasonable apprehension of immediate or future bodily harm, sexual assault, confinement, or restraint, or
3. which knowingly solicits the commission of an act by any person which would be a violation of this Code directed towards that person or a family member of that person.

(b) Sentence. Cyberstalking is a Class 4 felony; a second or subsequent conviction is a Class 3 felony.

(c) For purposes of this Section:

1. "Course of conduct" means 2 or more acts, including but not limited to acts in which a defendant directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, engages in other non-consensual contact, or interferes with or damages a person's property or pet. The incarceration in a penal institution of a person who commits the course of conduct is not a bar to prosecution under this Section.
2. "Electronic communication" means any transfer of signs, signals, writings, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photoelectric, or photo-optical system. "Electronic communication" includes transmissions through an electronic device including, but not limited to, a telephone, cellular phone, computer, or pager, which communication includes, but is not limited to, e-mail, instant message, text message, or voice mail.
3. "Emotional distress" means significant mental suffering, anxiety or alarm.
4. "Harass" means to engage in a knowing and willful course of conduct directed at a specific person that alarms, torments, or terrorizes that person.
5. "Non-consensual contact" means any contact with the victim that is initiated or continued without the victim's consent, including but not limited to being in the physical presence of the victim; appearing within the sight of the victim; approaching or confronting the victim in a public place or on private property; appearing at the

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

6. "Reasonable person" means a person in the victim's circumstances, with the victim's knowledge of the defendant and the defendant's prior acts.
7. "Third party" means any person other than the person violating these provisions and the person or persons towards whom the violator's actions are directed.

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

(e) A defendant who directed the actions of a third party to violate this Section, under the principles of accountability set forth in Article 5 of this Code, is guilty of violating this Section as if the same had been personally done by the defendant, without regard to the mental state of the third party acting at the direction of the defendant.

(Source: P.A. 96-328, eff. 8-11-09; 96-686, eff. 1-1-10; 96-1000, eff. 7-2-10; 96-1551, eff. 7-1-11; 97-303, eff. 8-11-11; 97-311, eff. 8-11-11; 97-1109, eff. 1-1-13.)

There is no definition for the term "Dating Violence" in our local jurisdiction.

21. Discrimination, Harassment, and Retaliation Policy

A. Policy

The School is committed to maintaining an educational and working environment that is free from any form of unlawful discrimination for its students, faculty, staff, and third parties on our premises or in a School program. The School prohibits discrimination or harassment based on race, color, gender, religion, national origin, disability, age, actual or perceived sexual orientation, gender-related identity, marital status, parental status, military or former military status, or any other basis protected by federal, state or local law. The School also prohibits retaliation against anyone reporting or participating, or thought to have reported or participated in, an allegation, investigation, or proceeding regarding discrimination or harassment, regardless of whether any discrimination or harassment is substantiated.

False accusations, made with knowledge that they are false, are prohibited and will be treated as violations of this Policy. An individual, who in good faith, makes a report that later is not substantiated is not considered to have made a false accusation and, therefore, is not in violation of the Policy.

This Policy addresses conduct that is unwelcome and not based on consent. The School has a separate policy that applies to consensual romantic or sexual relationships between faculty and students. That policy, called the Policy on Consensual Faculty/Student Relationships, is in the Student Handbook.

The School also has a separate policy that applies to sexual assault, domestic violence, dating violence, and stalking. Please see the Policy Prohibiting Sexual Assault, Domestic Violence, Dating Violence, and Stalking Policy in the Student Handbook.

B. Definitions

Discrimination is defined as unequal, adverse treatment of an individual because of their protected legal status. This means that unequal, adverse treatment is prohibited if it is because of a person's race, color, gender, religion, national origin, disability, age, actual or perceived sexual orientation, gender-related identity, marital status, parental status, military or former military status, or any other basis protected by federal, state, or local law.

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 an individual'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.

Sexual harassment is a form of harassment, and is prohibited by SAIC. It includes any unwelcome sexual advances, request for sexual favors, or other verbal or physical 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 employment or education, i.e., it is so severe, pervasive or persistent that it creates an intimidating, threatening, or hostile living, educational, or employment environment under both an objective (a reasonable person's view) and subjective (the complainant's view) standard.

An extreme form of sexual harassment includes sexual assault. If a report includes allegations of sexual assault, then the policies and procedures set forth in the Sexual Assault, Domestic Violence, Dating Violence, and Stalking Policy will be followed in the assessment, investigation, and resolution of the report. In no event shall a report proceed simultaneously through more than one procedure.

Retaliation is defined as adverse or negative action (or threats of adverse or negative action) against an individual because that individual:

- in good faith, reported discrimination, harassment, or retaliation; or
- participated as a party to or witness in an investigation or a proceeding relating to such allegations; or
- is thought to have participated in a good-faith report of discrimination, harassment, or retaliation, or is thought to have participated as a party or witness in an investigation or proceeding relating to such allegations.

Confidentiality, as used in this Policy, refers to a legal obligation not to disclose information without the express written permission of the individual who provided the information, with certain exceptions, such as if there is a continuing threat of serious harm to self or others or another legal obligation to reveal such information (e.g., where there is suspected abuse or neglect of a minor). On SAIC's campus, only the Confidential Advisor, professional counselors in Counseling Services, and the nurses in Health Services ("Confidential Resources") can maintain confidentiality. Further information about confidentiality and reporting obligations is provided below.

Privacy generally means that information related to a report will be shared with those School employees who "need to know" in order to assist in the review, investigation, or resolution of the report. While not bound by confidentiality, these individuals who receive private information will be discreet and do their best to respect the privacy of all individuals involved in the process. If an investigation is required, the information may also be shared with the alleged offender(s) or others as required to conduct a complete and fair investigation. Although SAIC manages this information with discretion, it is not possible to maintain confidentiality for any information other than information provided to the Confidential Resources.

C. Confidential Resources and Reporting Obligations

Different employees on campus have different abilities to maintain confidentiality. Most SAIC employees, including faculty members, cannot maintain confidentiality because of legally-imposed reporting obligations. In these circumstances, SAIC is committed to maintaining the privacy of the information shared. The terms "confidentiality" and "privacy" are defined above.

Confidential Resources

Information shared with a Confidential Resource will not be disclosed to anyone, including the School, except under very limited circumstances. (See the definition of “Confidentiality” above.) SAIC provides the following on-campus Confidential Resources for students:

- The Confidential Advisor, April Knighton, may be reached at 312.499.4271, aknighton@saic.edu.
- Counseling Services may be reached at 312.499.4271, counselingservices@saic.edu.
- SAIC Health Services may be reached at 312.499.4288, healthservices@saic.edu.

These resources will not report any personally identifiable information about an individual student to the Title IX Coordinator, but they will provide aggregate data about incidents of sexual violence.

In addition to the on-campus Confidential Resources available only to students, various off-campus resources such as counselors, advocates, and health care providers are available to anyone. These offcampus resources will also generally maintain confidentiality and not share information with SAIC unless the person providing the information requests disclosure and signs a consent form. Contact information for some off-campus resources is listed in “Resources” in the Policy Prohibiting Sexual Assault, Domestic Violence, Dating Violence, and Stalking Policy.

Faculty and Other Staff Reporting Obligations

In contrast to Confidential Resources, all SAIC faculty, student Teaching Assistants and Resident Advisors, Campus Security staff, and all other SAIC staff (except for food services workers, housekeeping staff, and maintenance workers) are required to report incidents or allegations of discrimination, harassment, and retaliation to SAIC’s Title IX Coordinator or their designee. This allows SAIC to provide resources and support to those who have experienced discrimination, harassment and retaliation and to take consistent action to respond to reports of such conduct.

D. How to Report Discrimination, Harassment, or Retaliation

Any student 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 Director of Student Conflict Resolution in the Office of Student Affairs or to SAIC’s Title IX Coordinator. The Director of Student Conflict Resolution and the Title IX Coordinator are both available to receive reports, and both will provide information and resources to anyone who submits a report. The Title IX Coordinator is also responsible for overseeing the investigation and process, as described further below.

Prompt reporting is strongly encouraged, as it can be more difficult to determine what happened long after an incident has occurred. A student may make a report by phone, email, or in person. Reports of gender discrimination and sexual harassment may also be made online. To make a report, a student should contact:

- The Director of Student Conflict Resolution, Mike Blackman, at 312.629.6725 or mblackman@saic.edu; or
- The Title IX Coordinator, Lumturije “Luma” Asanoski, at 312.499.4165 or lasanoski@saic.edu; or
- Online reporting, only for gender discrimination and sexual harassment, using the following link: <http://www.saic.edu/lifeatsaic/stopsexualviolence/makeareport/>.

After receiving a report, the Director of Student Conflict Resolution or the Title IX Coordinator will endeavor to meet with the student to review the student’s concerns and to share with the student this Policy and other applicable policies, such as the Sexual Assault, Domestic Violence, Dating Violence, and Stalking Policy.

The Director of Student Conflict Resolution or the Title IX Coordinator will also provide information about available resources and will discuss with the student how they wish to proceed. The options include doing nothing beyond getting resource information, engaging in an informal process, or pursuing a formal process.

After the student has the chance to review the applicable policy or policies and think about their options, the student should inform either the Director of Student Conflict Resolution or the Title IX Coordinator how they wish to proceed. If the student informs the Director of Student Conflict Resolution, the Director of Student Conflict Resolution will notify the Title IX Coordinator.

Please note that in some cases, the Title IX Coordinator may determine SAIC has an obligation to conduct an investigation even if the student does not seek to do so themselves. The student is encouraged to participate in the process in such cases, but the extent of the student's participation, if any, is ultimately up to the student. In addition, the Title IX Coordinator may determine in certain cases that the report, even if substantiated, is insufficient to state a violation of the Policy and will notify the Complainant that the matter will be closed without a referral for either informal or formal resolution.

E. Interim Protective Measures

The Director of Student Conflict Resolution or the Title IX Coordinator will provide information about interim protective measures to any student who makes a report and will arrange such measures if the student requests them and they are reasonably available. The Director of Student Conflict Resolution or the Title IX Coordinator will also provide such measures, if reasonably available, upon the request of a student who is the subject of a report. Examples of interim protective measures include no contact instructions or changes to academic schedules or housing.

F. Applicable Procedures and Responsible Administrators

After learning of a report of discrimination, harassment, or retaliation, the Title IX Coordinator will determine which procedures apply and who is responsible for implementing those procedures. This determination will be based on the identity of the person alleged to have violated the Policy, who is referred to as the "Respondent." The person making the allegations will be referred to as the "Complainant."

- If the Respondent is a student, SAIC's Title IX Coordinator will oversee the process. The Vice President and Dean of Student Affairs will decide whether a policy violation occurred and if so, the appropriate sanction. **The investigation and resolution of matters in which the Respondent is a student are governed by the Discrimination, Harassment, and Retaliation Policy found in the Student Handbook. Anyone with a report that a student engaged in discrimination, harassment, or retaliation should refer to that Policy. It may also be found here: <http://www.saic.edu/studenthandbook>.**
- If the Respondent is a faculty member, SAIC's Title IX Coordinator will oversee the process in consultation with the Faculty Liaison. The Dean of Faculty and Vice President for Academic Affairs will decide whether a policy violation occurred and if so, the appropriate sanction. **The investigation and resolution of matters in which the Respondent is a faculty member are governed by the Faculty Policy Against Discrimination, Harassment, and Retaliation, and anyone with a report that a faculty member engaged in discrimination, harassment, or retaliation should refer to that Policy. It may also be found here: <http://saic.edu/facultydhr>.**
- If the Respondent is a staff member, the Title IX Coordinator or the Director of Employee Relations will oversee the process as appropriate. The Chief Human Resources Officer will decide whether a policy violation occurred and if so, the appropriate sanction. **The investigation and resolution of matters in which the Respondent is a staff member are governed by the Discrimination, Harassment, and Retaliation Policy found in the Employee Guidelines. Anyone with a report that a staff member engaged in discrimination, harassment, or retaliation should refer to that Policy. It may also be found here: <https://information.artic.edu/eeguide/04-anti.shtml>.**
- The Title IX Coordinator will determine the appropriate process to be used, including who will conduct the investigation and who will decide the matter (including appeals), in the following circumstances: (a) if the Respondent is a third party on our premises or in a School program, (b) if the Respondent has dual status in the community (such as a student employee or a staff member who also teaches), and (c) if the Respondent alleges that the Complainant also violated this Policy or another School policy so that there are cross-reports from the Complainant against the Respondent and the Respondent against the Complainant. In these cases, the Title IX Coordinator may use one of the processes outlined above or may combine or coordinate processes as appropriate to the circumstances. The Title IX Coordinator will notify both the Complainant and the Respondent of the process to be used.

G. Process if Respondent is a Student

This section explains the process SAIC uses to address allegations that a student engaged in discrimination,

harassment, and retaliation in violation of this Policy. This process is an administrative process, not a legal proceeding, and can take place before, during, or after criminal and/or civil proceedings relating to the same incident. The duties of any administrator named in this Policy, such as the Vice President and Dean of Student Affairs, the Title IX Coordinator, or the Director of Student Conflict Resolution, may be carried out by a designee of that administrator.

1. Informal Resolution

In a diverse community, disagreements and conflicts of various degrees of seriousness are inevitable. In many instances, an informal approach can be useful in resolving instances of inappropriate conduct and perceived instances of discrimination, harassment or retaliation. Problems are sometimes easier to resolve in an informal atmosphere that encourages people to identify the difficulty, talk it out, and agree on how to deal with it.

An informal process is a flexible approach to resolving disagreements. As a result, there is no fixed format. It can involve a meeting between the two parties to facilitate an informal discussion, arranging to channel communications through a third party if the parties do not want to meet, or some other approach suitable to the circumstances. In some cases, both parties have to agree to the informal resolution process.

If a Complainant wishes to pursue an informal process, the Director of Student Conflict Resolution or the Title IX Coordinator will facilitate it. If the Complainant and the facilitator (either the Director of Student Conflict Resolution or the Title IX Coordinator) are satisfied the issue has been resolved, no further action will be taken. If an informal process ends without a satisfactory resolution, the Complainant may choose to pursue a formal process if they wish.

An informal process is voluntary; a Complainant does not have to agree to an informal process and if they do pursue an informal resolution, either the Complainant or the facilitator may end it at any time.

Note: Face-to-face mediation (even on a voluntary basis) is not appropriate if there are allegations of sexual assault. As noted above, if a report includes allegations of sexual assault, then the policies and procedures set forth in the Policy Prohibiting Sexual Assault, Domestic Violence, Dating Violence, and Stalking will be followed in the assessment, investigation, and resolution of the matter. In no event shall a report proceed simultaneously through more than one procedure.

2. Formal Process

If an informal process is not used or fails to resolve the matter, the Title IX Coordinator will promptly initiate an investigation. The Title IX Coordinator is responsible for carrying out the investigation and for determining the appropriate scope of the investigation.

In any investigation, each party will be offered the same opportunities to present information, including but not limited to the opportunity to explain their understanding of the circumstances and offer any additional information that they believe is relevant to the investigation.

After an investigation has begun, the Title IX Coordinator may consult with the parties about whether a resolution may be reached either before the investigation is fully completed or using a process other than that set forth below. Any such alternative approach will only be undertaken with the written consent of both parties.

When the investigation is completed, the Student Conduct Procedures will be utilized for the decision(s), any sanction(s), and any appeal(s). The Student Conduct Procedures may be found below in the Student Handbook.

If a violation of this policy is found, SAIC will take prompt and appropriate action to stop the discriminatory, harassing, or retaliatory conduct. 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.

3. Timeframe

SAIC strives to complete its investigation and resolution of reports of discrimination, harassment, or

retaliation reasonably promptly, taking into consideration factors such as the complexity of the investigation, the severity and extent of the alleged conduct, and the timing of school breaks. SAIC strives to complete the investigation and resolution (excluding any appeal) within sixty (60) calendar days, though that timeframe may be extended based on factors such as those just noted. In cases where the investigation may be lengthy, the School endeavors to give the Complainant and the Respondent periodic updates on the anticipated timeframe for resolution.

H. Title IX Information

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 report 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. The Title IX Coordinator's duties and responsibilities include: monitoring and oversight of overall implementation of Title IX at SAIC, including coordination of training, education, communications, and administration of report procedures for faculty, staff, students and visitors. The Title IX Coordinator is available to meet with any party to discuss the School's policy or any Title IX related concerns.

SAIC's Title IX Coordinator is:

Lumturije "Luma" Asanoski
116. S. Michigan Ave., 12th Floor
Chicago, IL 60603
312.499.4165
lasanoski@saic.edu

Sex discrimination includes sexual harassment and sexual assault. For SAIC's policy on sexual assault as well as available resources, please see the Policy Prohibiting Sexual Assault, Domestic Violence, Dating Violence, and Stalking in the Student Handbook.

I. Local, State, and Federal Options

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

The Chicago Commission on Human Relations
740 N. Sedgwick St., suite 400, Chicago, IL 60654;

**The Illinois Department of Human Rights (IDHR),
James R. Thompson Center**
100 W. Randolph St., 10th floor, Chicago, IL 60601;

**The Office for Civil Rights/Chicago—U.S.
Department of Education**
Citigroup Center, 500 W. Madison St., suite 1475, Chicago,
IL 60661;

**The United States Equal Employment Opportunity
Commission**
500 W. Madison St., suite 2000 Chicago, IL 60661; and/or

**U.S. Department of Education Office for Civil
Rights**
400 Maryland Ave. SW, Washington, D.C. 20202-1100

However, as noted above, students are encouraged to report to SAIC's Title IX Coordinator or the Director of Student Conflict Resolution in any instances that they believe constitute discrimination, harassment, or retaliation.

22. Student Conduct Procedures

The Student Conduct process is educational in nature and is not a criminal proceeding. Student Conduct Procedures can take place before, during, or after criminal and/or civil proceedings relating to the same incident, should such a situation occur. Student Conduct Procedures provide a prompt, fair, and impartial investigation and resolution of the alleged misconduct.

1. Initiation of Student Conduct Proceedings

Any student, faculty, or administrator may make a complaint against any student at SAIC for misconduct. The complaint should be made to the Office of Student Affairs or to Campus Security. Prompt reporting is strongly

encouraged as it is often difficult to trace the facts of the incident(s) long after it has occurred.

The person making the complaint will be referred to as the "Complainant" and the person alleged to have violated the School's Rules of Conduct or other school policies, rules or regulations will be referred to as the "Respondent." The Vice President and Dean of Student Affairs or designee will be referred to as VPSA for the remainder of this section.

A. Reviewing the Complaint—After receiving notification of a complaint, the VPSA shall review that complaint to determine how to proceed. The extent of any review of the complaint is left to the discretion of the VPSA. The possible actions include:

- Informal Resolution—the VPSA may determine that an informal resolution is most appropriate for the circumstances. An Informal Resolution is one that does not involve use of a Student Conduct Meeting.
- Convene a Student Conduct Meeting—see the next page.
- Dismissal of the Complaint—after reviewing the complaint, the VPSA may determine, at any time, that the information presented is insufficient to state a violation of the Rules of Conduct or other school policies, rules or regulations.

The VPSA and/or Campus Security may seek to interview anyone, including the Respondent. Any student who provides information to the VPSA and/or Campus Security must provide truthful information. Providing information that is not truthful may constitute a violation of the Rules of Conduct.

B. Interim Action—Pending action on the complaint, the VPSA may take action to protect the physical or emotional safety of member(s) of the SAIC community and/or preservation of SAIC property. Such actions include, but are not limited to;

- No Contact Instruction—An instruction between two members of the SAIC community not to contact each other.
- Campus and/or Class Restrictions—This can take various forms, such as interim suspending a student or otherwise limiting their access to campus, to certain areas of campus, or to attend class(es).

C. Notice of Alleged Misconduct—If the VPSA determines that the alleged misconduct requires the institution of Student Conduct Procedures, the VPSA shall send a written Notice of Alleged Misconduct (Notice) to the Respondent. The Notice shall identify the Rules of Conduct or other policies under review, and state the date, time, and place for a meeting to resolve the complaint. This meeting can be either an Administrative Meeting or a Student Conduct Board Meeting. As a general matter, the VPSA will provide this Notice at least five days before the scheduled date of the meeting. In extreme circumstances when the VPSA is unable to provide the Notice five days before the scheduled date of the meeting, the VPSA will give the Respondent as much notice as is reasonable under the circumstances.

D. Student Response to Notice of Alleged Misconduct— The Respondent has the opportunity to respond in writing to the VPSA if the Respondent wishes to oppose the accusation of misconduct and/or provide additional information. If the Respondent chooses to provide a response, the Respondent must provide that response to the VPSA on the date indicated in the Notice, typically at least forty-eight (48) hours in advance of the Student Conduct Meeting. In extreme circumstances when the VPSA is unable to provide the Respondent with five days to respond to a Notice, the VPSA will give the Respondent as much time to respond as is reasonable under the circumstances.

2. Student Conduct Meetings

The Student Conduct Meeting is intended to be educational in nature. It allows the Respondent an opportunity to respond to the complaint through either an Administrative Meeting or a Student Conduct Board Meeting. Both of these options shall be private and shall not require application of the legal rules of information or formal/technical rules of evidence applicable to civil and criminal cases, or courtroom procedures.

An **Administrative Meeting** will occur with an administrator(s) designated by the VPSA (such as a Residence Life professional staff member, a Dean on Call, or the Dean of Student Life).

A **Student Conduct Board Meeting** shall consist of representatives from SAIC's administration, faculty, and student body. As the Chair of the Student Conduct Board, the VPSA may determine, in their reasonable discretion, that the Student Conduct Board Meeting shall proceed in the absence of a representative from one of those three groups.

The following apply to both Administrative Meetings and Student Conduct Board Meetings:

A. Attendance at the Student Conduct Meeting

- A Student Conduct Meeting may be conducted in the absence of either the Complainant and/or the Respondent, if either or both fail to appear. No recommendation for the imposition of sanctions shall be based solely upon the failure of the Respondent to respond to the Notice and/or to appear at the Student Conduct Meeting.
- Admission of any person to the Student Conduct Meeting shall be at the discretion of the VPSA. In all matters, including those involving an alleged sexual assault or harassment, both the Complainant and Respondent are entitled to the same opportunities to have others present during the meeting and the VPSA shall exercise their discretion accordingly.
- No individual other than that individual's advisor, if any, shall be present while any other individual is making a statement, or otherwise appearing in the Student Conduct Meeting.

B. Information Reviewed

- A student's act(s) of misconduct will be reviewed during the Student Conduct Meeting.
- Information at the Student Conduct Meeting shall be presented at the discretion of the VPSA. In all matters, both the Complainant and the Respondent are entitled to the same opportunities to present information during the meeting.

C. Determination of Responsibility

- The determination of whether the student is found responsible for any violation shall be made on the basis of whether it is more likely than not that the Respondent violated the Rules of Conduct or other SAIC policies, rules, or regulations. This standard is called the "preponderance of the evidence" standard.

D. Advisor

- The Complainant and the Respondent each may have one advisor with them at the Student Conduct Meeting. In advance of the Student Conduct Meeting, the student must submit, in writing, whether the student intends to bring an advisor to the meeting and, if so, the advisor's occupation, contact information, their relationship to the student and their relationship to the School, if any.
- The advisor may be a student, a member of the faculty or staff, or an individual from outside SAIC, provided they are not a witness or otherwise have information relevant to the investigation of the complaint. However, the Complainant and the Respondent are responsible for presenting information directly in the Student Conduct Meeting. The student may consult with their advisor before, during, and after the meeting, but the advisor may not present information, question witnesses, Student Conduct Board members or administrators, or make statements or arguments during the Student Conduct Meeting.
- The advisor may only be present during the Student Conduct Meeting when the person that they are advising is permitted to be present. Given the limited role of an advisor and the compelling interest of SAIC in concluding the matter expeditiously, the Student Conduct Meeting will not, as a general practice, be delayed due to the unavailability of an advisor.
- An advisor may not be permitted to attend a Student Conduct Meeting if the student does not notify SAIC, in advance of the Student Conduct Meeting, of the advisor's name, occupation, relationship to the student and relationship to the School, if any.

E. Deliberations of the Student Conduct Meeting

Deliberations will proceed with administrators and/or members of the Student Conduct Board. The Complainant and the Respondent and their respective advisors shall not be present during deliberations. At any time during the proceedings, including during the deliberations, the administrator and/or Student Conduct Board has the discretion to ask for additional information from any person, including persons who have previously appeared before the Student Conduct Board/Administrator and those who have not.

F. Resolution

Administrative Meeting

- The Respondent shall be notified of the decision and sanctions (if any) resulting from the Administrative Meeting.
- In a matter involving a complaint of discrimination based on sex, including sexual harassment, the VPSA will notify the Complainant of the decision, any individual remedies offered or provided to the Complainant or any sanction that is imposed on the Respondent that directly relates to the Complainant (such as “no contact” requirements), and other steps SAIC has taken to eliminate the hostile environment, if SAIC finds one to exist, and prevent recurrence.
- In a matter regarding an alleged violation of sexual assault, domestic violence, dating violence and/or stalking, the VPSA will simultaneously notify the Complainant and the Respondent, in writing, of the decision; the sanction, if any; the rationale for the result and the sanction; and the appeal process. This notice will be provided within seven business (7) days of the decision.
- Upon written request, SAIC will disclose to the alleged victim of any crime of violence (including sexual violence), the decision and any sanction that is imposed on the Respondent (not just those that directly relate to the Complainant) or, if the alleged victim is deceased as a result of the crime, the next of kin of such victim may request such disclosure.

Student Conduct Board Meeting

- The Student Conduct Board shall make a recommendation, including any proposed sanctions, and the reasons therefore, to the VPSA. The VPSA shall have final discretion as to the disposition of the case and any sanctions. The VPSA shall notify the Respondent of the decision and sanctions (if any).
- In a matter involving a complaint of discrimination based on sex, including sexual harassment, the VPSA will notify the Complainant of the decision, any individual remedies offered or provided to the Complainant or any sanction that is imposed on the Respondent that directly relates to the Complainant (such as “no contact” requirements), and other steps SAIC has taken to eliminate the hostile environment, if SAIC finds one to exist, and prevent recurrence.
- In a matter regarding an alleged violation of sexual assault, domestic violence, dating violence and/or stalking, the VPSA will simultaneously notify the Complainant and the Respondent, in writing, of the decision; the sanction, if any; the rationale for the result and the sanction; and the appeal process. This notice will be provided within seven business (7) days of the decision.
- Upon written request, SAIC will disclose to the alleged victim of any crime of violence (including sexual violence), the decision and any sanction that is imposed on the Respondent (not just those that directly relate to the Complainant) or, if the alleged victim is deceased as a result of the crime, the next of kin of such victim may request such disclosure.

G. Appeal

In a matter regarding an alleged violation of sexual harassment, sexual assault, relationship violence, and/or stalking, the appeal process is set forth in the policy on Sexual Assault, Domestic Violence, Dating Violence, and Stalking, Section VI: SAIC Complaint Procedures.

For appeals in all other matters, either the Complainant or the Respondent may appeal the decision made by the VPSA within five business (5) days after receiving notice of the decision. The VPSA has the discretion to decide whether any sanction that has been imposed will be carried out, revised, or held in abeyance during this five (5) day period and also while an appeal is being considered and decided. An appeal must be made in writing, submitted to the VPSA, and must state the basis for the appeal. Appeals are only permitted to proceed if the written notice of the appeal indicates that there is new information that was not available at the time of the Student Conduct Meeting that would substantially change the outcome. If the notice indicates that there is such new information, the VPSA may undertake any inquiries that they deem appropriate. Following their examination of the matter, the VPSA shall have final discretion to determine the disposition of the appeal, including granting or denying the appeal or taking any action that they deem appropriate. The VPSA will provide written notification of their final decision to the Complainant and the Respondent.

H. Privacy

SAIC will seek to maintain the privacy of information related to complaints made through these procedures. "Privacy" is defined below. As indicated, disclosure of this information will be made to administrators or participants in an investigation or Student Conduct Meeting only as necessary to properly investigate and resolve the matter. Although SAIC manages this information with discretion, it is not possible to guarantee confidentiality.

The terms "confidentiality" and "privacy" are defined below.

Confidentiality, as used in this policy, refers to a legal obligation not to disclose information without the express written permission of the individual who provided the information, with certain exceptions, such as if there is a continuing threat of serious harm to self or others or another legal obligation to reveal such information (e.g., where there is suspected abuse or neglect of a minor). On SAIC's campus, only the Confidential Advisor, the professional counselors in Counseling Services, and the nurses in the Wellness Center can maintain confidentiality.

Privacy generally means that information related to a report will be shared with those school employees who "need to know" in order to assist in the review, investigation, or resolution of the report. While not bound by confidentiality, these individuals will be discreet and respect the privacy of all individuals involved in the process. If an investigation is required, the information may also be shared with the alleged offender or others as required to conduct a complete and fair investigation. Although SAIC manages this information with discretion, it is not possible to guarantee confidentiality.

I. Record of the Proceedings

The VPSA shall make a written record summarizing the Student Conduct Meeting; on occasion, at SAIC's discretion, tapes/digital recordings may be used. All minutes and tapes/digital recordings are confidential and remain in the custody of the VPSA.

J. Student Groups

Student groups and organizations are responsible for following SAIC's Rules of Conduct and all other school policies, and applicable federal, state, and local laws. A student group or organization may be held collectively and individually responsible for violations of SAIC policy when those associated with the group or organization have received the consent or encouragement of the group's or organization's leaders or officers. The officers or leaders or any identifiable spokesperson for a student group or organization may be directed by the VPSA to take appropriate action designed to prevent or end violations of SAIC policy by the group or organization. Failure to make reasonable efforts to comply with this order shall be considered a violation of SAIC policy by the officers, leaders, or spokespersons for the group or the organization itself. Sanctions for group or organization misconduct may include revocation or denial of registration or recognition, as well as other appropriate sanctions.

Sanctions

SAIC may impose sanctions on students for behavior that, in the judgment of SAIC, contributes in any way to the disruption of the orderly course of educational processes at SAIC. A student will be found responsible for a violation of the Rules of Conduct and sanctions may be imposed if SAIC finds that it is more likely than not that the Rules of Conduct, policies contained in the Student Handbook or other SAIC policies, rules or regulations have been violated. These sanctions are defined as follows:

Letter of Warning: A written reprimand. Please treat this letter as a formal warning regarding SAIC's policies. Any other violations of SAIC policy, rules, or regulations may result in probation from SAIC and/or the residence halls or further sanctions.

Probation (non-academic): A probationary status for a specified period of time, during which the student must demonstrate behavior acceptable to SAIC. Additional restrictions or conditions may be imposed. Violations of the terms of the probation, or any other violations of SAIC policy, rules, or regulations during the period of probation may result in suspension or expulsion from SAIC and/or the residence halls.

Loss of Privileges: Denial of specified privileges (e.g. guest and visitation privileges in the residence hall or ability to participate in an SAIC study trip) for a designated period of time.

Campus Restrictions: Restricting a student's access to specific areas of campus.

Suspension: Exclusion for a period of time from one or more classes, SAIC premises, the residence halls, and/or other privileges or activities as set forth in the notice of suspension. Notice of a suspension may appear on the student's academic transcript for up to two years after the date on which the suspension was concluded.

Residence Hall Expulsion: Permanent removal and loss of privileges associated with living on campus. Students may be expelled from the residence halls without being expelled from classes. An expulsion from the residence halls may be recorded on the student's transcript, depending on the circumstances.

Expulsion: Permanent separation of the student from SAIC and termination of student status and exclusion from SAIC premises, privileges, and activities. An expulsion will be recorded on the student's permanent academic transcript.

Restitution or Discretionary Sanctions: Reimbursement for damage to, or misappropriation of property. Discretionary sanctions may also take the form of appropriate service or repair, work assignments, service to SAIC, educational sanctions, or referral to drug or alcohol educational programs.

Revocation of Admission and/or Degree: Admission to or a degree awarded from SAIC may be revoked for fraud, misrepresentation, or other violation of SAIC standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.

Withholding Degree: SAIC may withhold awarding a degree otherwise earned until completion of the process set forth in the Student Conduct Procedures, including the completion of all sanctions imposed, if any. SAIC may impose any one or more of these sanctions, or other sanctions, without prior admonishment or warning, depending on the type of misconduct. In general, if a student has already been subjected to a sanction, any subsequent sanction will be more severe.

SAIC may impose any one or more of these sanctions, or other sanctions, without prior admonishment or warning, depending on the type of misconduct. In general, if a student has already been subjected to a sanction, any subsequent sanction will be more severe.

Accommodations

Students with disabilities may request a reasonable accommodation to allow their participation in the Student Conduct process by providing appropriate documentation of a disability to a specialist in the Disability and Learning Resource Center (DLRC). To begin the process of requesting such an accommodation, the student should contact the DLRC, which can be reached at 312.499.4278. Students requesting accommodations should notify the VPSA as soon as is possible in order to allow for sufficient time to make arrangements for any reasonable accommodations.

23. Procedures for Disciplinary Action Involving Employees

Employees are advised of the Art Institute's Employee Guidelines at the point of hire. The Guidelines convey current policies and procedures that apply to all employees and establishes expectations regarding conduct in the workplace. Employees are also required to attend New Employee Orientation, where among other things, resources are shared aimed at promoting safety and security of person and property. The Guidelines are made available on the organization's Intranet page.

Employees who manage staff are required to attend additional training that identifies their responsibility for ensuring that the workplace is free of harassment, violence or any inappropriate behavior that threatens the safety and security of staff, students and visitors.

The Art Institute (AIC) treats violations of the rules and regulations and any job performance problems that may arise in a fair and consistent manner. The main objective of this approach is to make the employee aware of any serious problems and to offer the employee the opportunity to correct these deficiencies. A violation of AIC's rules should be brought to the attention of the employee promptly, usually within 24 hours of the occurrence, unless work schedules require additional time or a longer notification period. Certain violations may be subject to immediate dismissal.

The AIC reserves the right to impose appropriate disciplinary action for any conduct it considers to be disruptive or inappropriate. The circumstances of each situation may differ, and the level of disciplinary action may also vary depending upon factors such as the nature of the offense, whether it was repeated, the employee's work record and the impact of the conduct on the organization.

Sanctions:

As stated in the Employee Guidelines under the heading, 17.4 Disciplinary Measures, "Employees may be disciplined by:

- *Oral or Written Warning,*
- *Suspension With or Without Pay,*
- *Wage Freeze,*
- *Wage Reduction or Deduction,*
- *Demotion, or*
- *Dismissal.*

Employees may be given notice of such discipline, including the effective date and time and the specific reason. Where appropriate, discipline will be administered in a progressive manner."

24. Location of Registered Sex Offender Information

It is the policy of the School of the Art Institute of Chicago that, in accordance with the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, Campus Security provides a link to the Illinois State Police database of all registered sex offenders in Illinois. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. In the State of Illinois, convicted sex offenders must register with the Sex Offender Database maintained by the Illinois State Police.

The Sex Offender Database is available via Internet at <http://www.isp.state.il.us/sor/>. Once there, you can search by name, city, county, zip code, status and offender type. Our campus is in Cook County, the City of Chicago, and in zip codes 60601, 60602, 60603 and 60605. We also have non-campus property in zip code 60614. To locate offender addresses in relation to the campus you can use MapQuest mapquest.com.

25. Crime Statistics

It is the policy of the School of the Art Institute of Chicago that Campus Security records all reported incidents of criminal activity. The statistics are collected from Campus Security as well as from reports by Campus Security Authorities and local law enforcement. This information is disseminated to our community via email notification as well as being included in this Annual Security Report. Campus Security is responsible for collecting, collating and publishing these crime statistics as required by the Clery Act.

The table under Section 30 – Campus Crime Statistics provides information about serious crimes and attempted crimes on campus that were reported to Campus Security for the time periods indicated. The table also indicates the number of arrests and referrals made on campus for violation of liquor laws, for drug offenses and for weapons offenses. An arrest is defined as the processing of a person by arrest, citation, or summons. A referral is defined as the referral of a person to any campus official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction. Many cases involving students who are found to be underage and in possession of alcohol were handled as referrals to the Offices of Residence Life or Student Affairs rather than to the criminal justice system.

26. Crime Log

Campus Security maintains a daily log, which records all crimes reported to Campus Security, except when disclosure of such information is prohibited by law or such disclosure would jeopardize the confidentiality of the victim. For example, information may be temporarily withheld if release of such information would: (a) jeopardize an ongoing criminal investigation or the safety of an individual; (b) cause a suspect to flee or evade detection; or (c) result in the destruction of evidence. SAIC does not include identifiable information about victims in the Crime Log. Standard notations on the log include the nature, date, time and general location of each crime, and the resolution of the complaint, if known. Logs are available for review at the Campus Security Office. Any portion of the log that is older than 60 days will be made available for public inspection within two business days of the receipt of a written request. The crime log is available for review at the Campus Security Desk at 37 S. Wabash, Monday through Friday, between 7:00am - 3:00pm.

27. Categories of Crimes

The following definitions are used for reporting the crimes listed in accordance with the Federal Bureau of Investigation's Uniform Crime Reporting Program. The definitions for *murder; robbery; aggravated assault; burglary; motor vehicle theft; weapons: carrying, possessing, etc.; law violations; drug abuse violations; and liquor law violations* are excerpted from the Uniform Crime Reporting Handbook. The definitions of *dating violence, domestic violence, sexual assault* and *stalking* are excerpted from section 40002(a) of the Violence Against Women Act of 1994. The definitions of *larceny-theft (except motor vehicle theft), simple assault, intimidation, and destruction/damage/vandalism of property* are excerpted from the Hate Crime Data Collection Guidelines of the Uniform Crime Reporting Handbook.

Aggravated Assault

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)

Arson

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

Burglary

The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Murder/Non-Negligent Manslaughter

The willful (non-negligent) killing of one human being by another.

Manslaughter by Negligence

The killing of another person through gross negligence.

Dating Violence

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

1. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
2. For the purposes of this definition—
 - a. Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
 - b. Dating violence does not include acts covered under the definition of domestic violence.

Domestic Violence

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

Drug Law Violations (Arrests or Disciplinary Referrals for)

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

Liquor Law Violations (Arrests or Disciplinary Referrals for)

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

Motor Vehicle Theft

The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned including joyriding.)

Robbery/Armed Robbery

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

Sexual Assault

Any sexual act (described below) directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent. This includes attempted sexual assaults.

1. **Rape** – The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.
2. **Fondling** – The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
3. **Incest** – Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
4. **Statutory Rape** – Sexual intercourse with a person who is under the statutory age of consent.

Stalking

1. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
 - a. Fear for the person's safety or the safety of others; or
 - b. Suffer substantial emotional distress.
2. For the purposes of this definition—
 - a. Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.
 - b. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
 - c. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Weapons: Carrying, Possessing, Etc. (Arrests or Disciplinary Referrals for)

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

Hate Crimes

With regard to (a) each of the crimes listed above, (b) each of the four crimes listed below, and (c) any other crime involving bodily injury, e.g. simple assault, reported to local police agencies or to a campus security authority, we must report, by category of prejudice, each such crime that manifests evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, disability, national origin or gender identity. The determination of whether the hate standard is met is based upon an evidence of the motivation of the perpetrator to select the victim or the crime, not the victim's perception.

Larceny-Theft (Except Motor Vehicle Theft)

The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Attempted larcenies are included. Embezzlement, confidence games, forgery, worthless checks, etc., are excluded.

Simple Assault

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

Intimidation

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

Destruction/Damage/Vandalism of Property

To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

28. Reporting Standards

a. Different Reporting Standard for Liquor, Drug, and Weapons Offenses

The Clery Act treats incidents involving “liquor law violations,” “drug law violations,” and “weapons law violations” differently from other crimes for which statistics must be reported. Incidents involving liquor, drug and weapons offenses must be reported for statistical purposes only where:

- arrests occurred, or
- one or more students were referred for campus disciplinary action.

For this category of offense alone the statistics published reflects the number of persons who were arrested or referred, not simply the number of incidents as is the case with the other Clery Act crimes.

b. “Head Count” for Alcohol, Drug, and Weapons Offense

These statistics reflect the number of students who were arrested or referred for disciplinary action. Example: If 10 students are arrested or referred for a single incident of underage drinking, the number reported will be 10, not one.

29. Geographic Locations

Crime statistics are categorized in four locations. Specific statutory definitions of these geographic areas are explained below:

On Campus - Any building or property owned or controlled by an institution of higher education within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and any building or property within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person, is used by students, and supports institutional purposes (such as a food or other retail vendor).

1. Columbus Bldg – 280 S. Columbus
The Art Institute of Chicago (Museum) – 111 S Michigan
2. Sharp Bldg – 37 S. Wabash (including Sharp Annex floors 2 & 3)
3. Sullivan Center – 36 S. Wabash/33 S. State (floors 7, 12, 14; rooms 311-385)
4. State Bldg – 162 N. State (floors 4-17)
5. Jones Hall – 7 W. Madison (floors 3-15)
6. Maclean Center – 112 S. Michigan
7. 116 S. Michigan (floors 2, 5, 6, 8, 10, 11, 13-17)
9. Spertus Institute – 610 S Michigan – 8am-4pm, Mon-Fri, 1/28/16-5/15/16 & 8/31/16-12/19/16 (rooms 313, 314, 421, 422, 423, 707, 721, 722)

On Campus-Residential - Dormitories or other residential facilities for students on campus is a subset of the on-campus category.

4. State Bldg – 162 N. State (floors 4-17)
5. Jones Hall – 7 W. Madison (floors 3-15)
8. The Buckingham – 59 E Van Buren – 1/1/16-5/15/16 & 8/24/16-12/31/16 (floors 3-6)

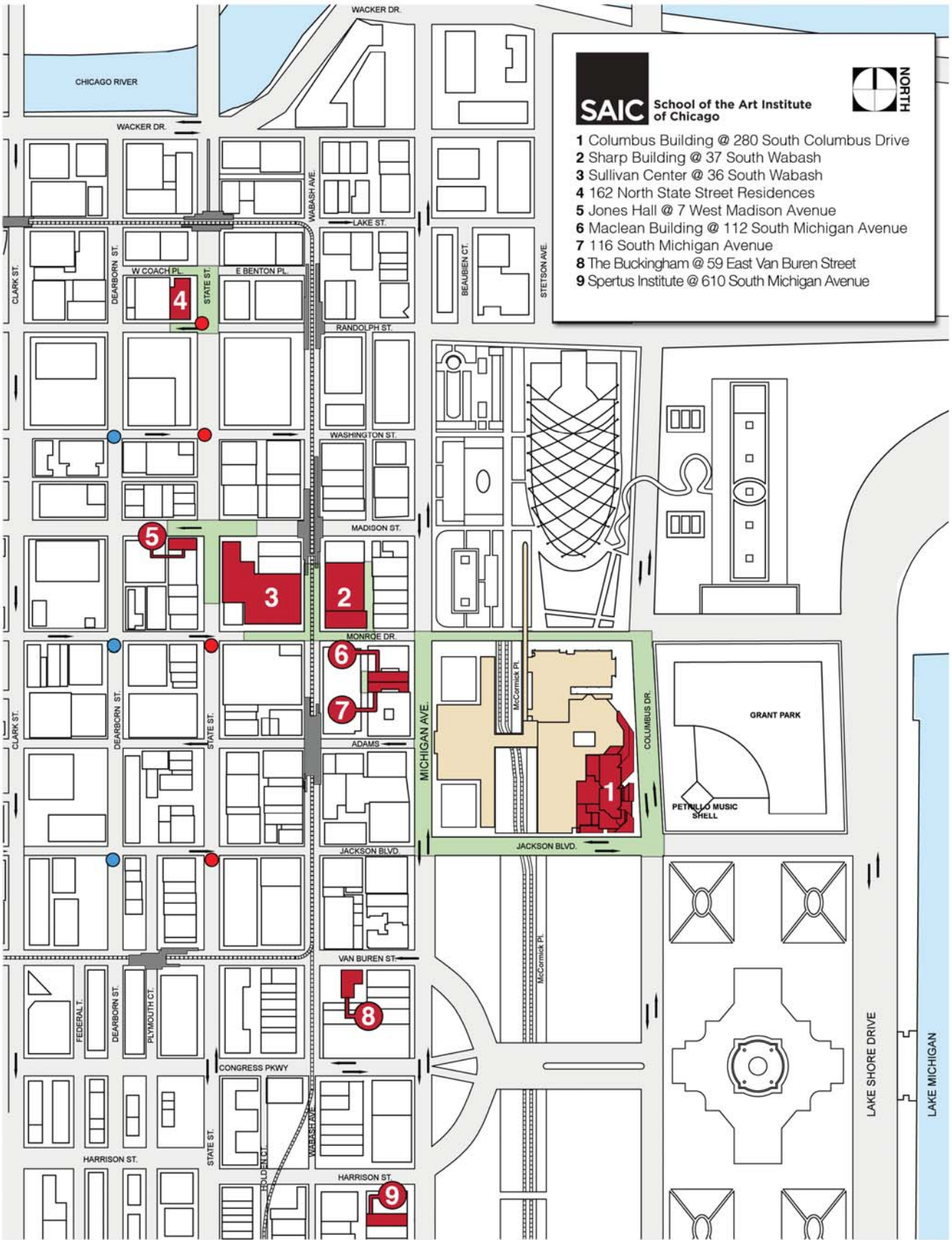
Non-Campus - Any building or property owned or controlled by a student organization recognized by the institution; and any building or property (other than a branch campus) owned or controlled by an institution of higher education that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

10. Roger Brown House – 1926 N Halsted
Academy of Arts, Architecture and Design – Hostel Mikolase Alse, Prague, Czech Republic
Burren College of Art – Newtown Castle, Ballyvaughan, Co. Clare, Ireland

Public Property – All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

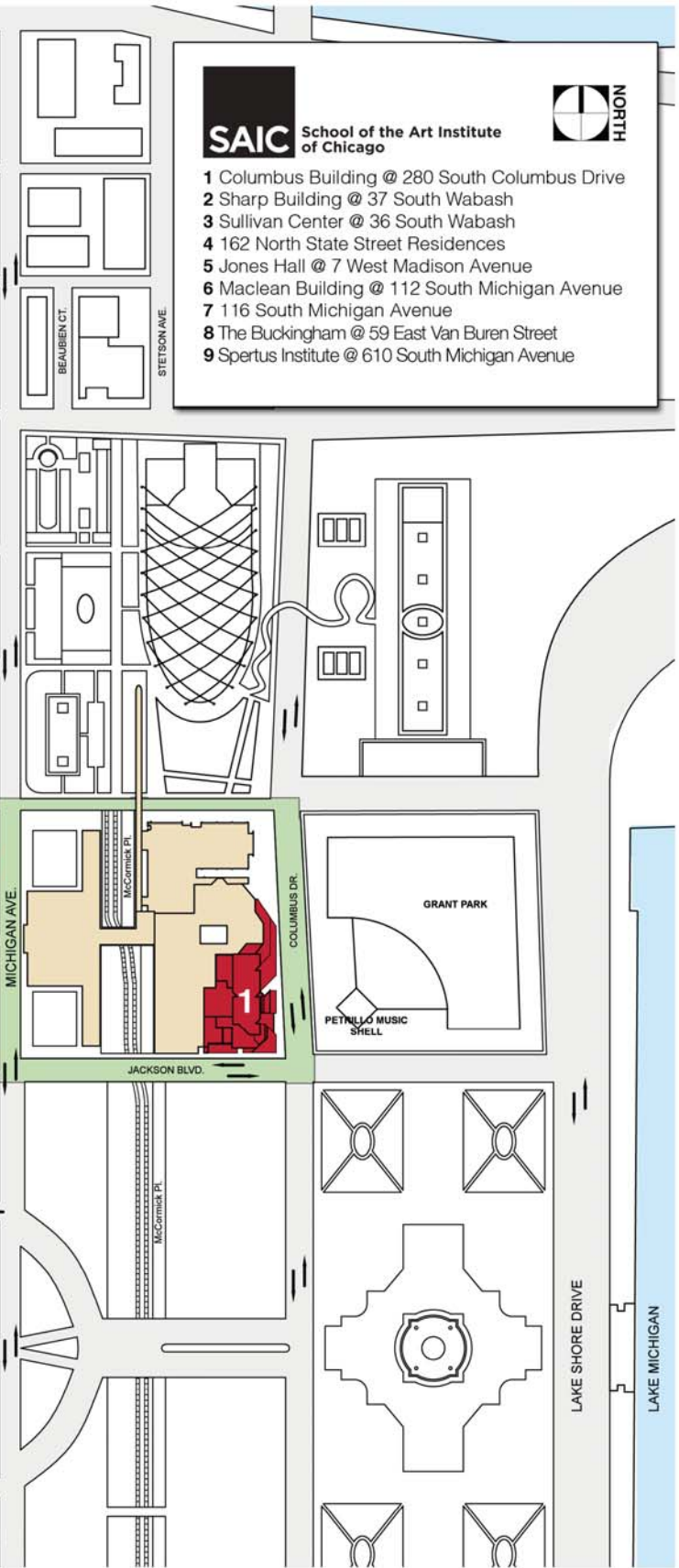
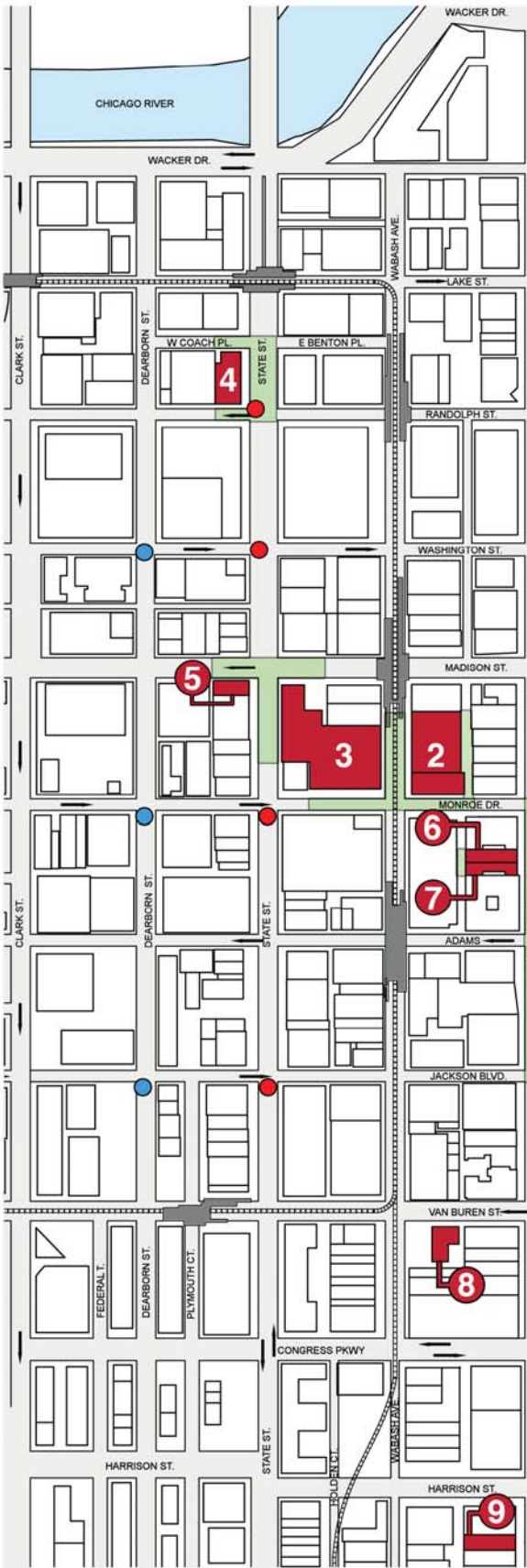
1. Columbus Bldg – 280 S. Columbus
The Art Institute of Chicago (Museum) – 111 S Michigan
2. Sharp Bldg – 37 S. Wabash (including Sharp Annex)
3. Sullivan Center – 36 S. Wabash/33 S. State
4. State Bldg – 162 N. State
5. Jones Hall – 7 W. Madison
6. Maclean Center – 112 S. Michigan
7. 116 S. Michigan
8. The Buckingham – 59 E Van Buren – 1/1/16-5/15/16 & 8/24/16-12/31/16 (floors 3-6)
9. Spertus Institute – 610 S Michigan – 8am-4pm, Mon-Fri, 1/28/16-5/15/16 & 8/31/16-12/19/16 (rooms 313, 314, 421, 422, 423, 707, 721, 722)

Locations listed with a number can be seen on the following maps as indicated by a corresponding number. Those locations listed without a number are not identified on the following maps.



SAIC School of the Art Institute of Chicago

- 1** Columbus Building @ 280 South Columbus Drive
- 2** Sharp Building @ 37 South Wabash
- 3** Sullivan Center @ 36 South Wabash
- 4** 162 North State Street Residences
- 5** Jones Hall @ 7 West Madison Avenue
- 6** Maclean Building @ 112 South Michigan Avenue
- 7** 116 South Michigan Avenue
- 8** The Buckingham @ 59 East Van Buren Street
- 9** Spertus Institute @ 610 South Michigan Avenue



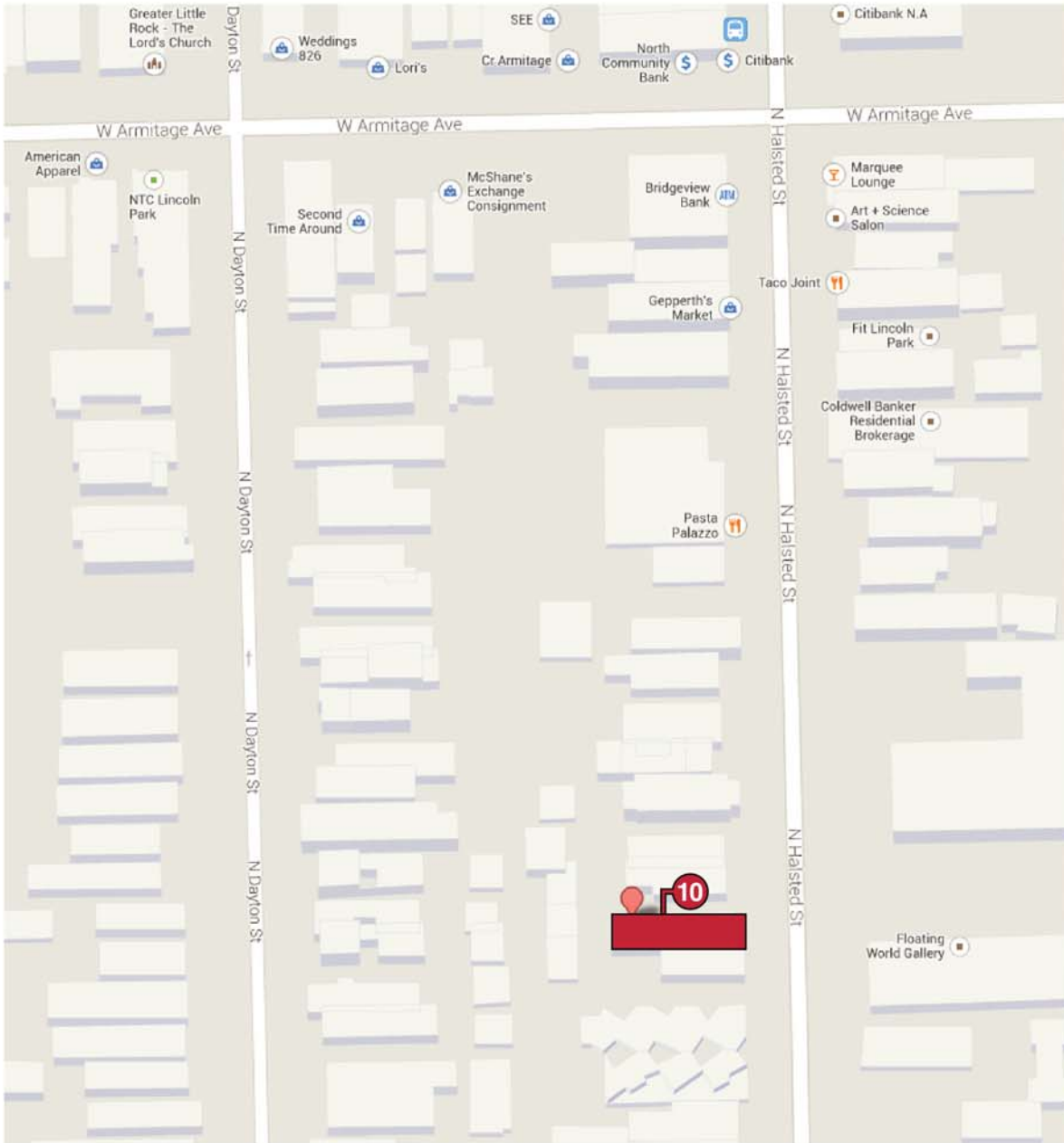


School of the Art Institute
of Chicago



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10 Roger Brown Study Collection @ 1926 N. Halsted St.



30. Campus Crime Statistics 2014, 2015, & 2016

CRIMINAL OFFENSES REPORTING TABLE					
OFFENSE	YEAR	GEOGRAPHIC LOCATION			
		ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING	NON-CAMPUS PROPERTY	PUBLIC PROPERTY
Murder / Non-negligent Manslaughter	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0
Manslaughter by Negligence	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0
Rape	2016	1	1	0	0
	2015	2	2	0	0
	2014	3	3	1	0
Fondling	2016	0	0	0	4
	2015	3	2	1	2
	2014	2	0	1	0
Incest	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0
Statutory Rape	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0
Robbery	2016	0	0	0	6
	2015	0	0	0	5
	2014	0	0	0	4
Aggravated Assault	2016	0	0	0	3
	2015	1	0	0	4
	2014	0	0	0	3
Burglary	2016	0	0	0	0
	2015	4	0	0	0
	2014	3	1	0	0
Motor Vehicle Theft	2016	0	0	0	3
	2015	0	0	0	0
	2014	0	0	0	0
Arson	2016	0	0	0	0
	2015	1	1	0	0
	2014	0	0	0	0

There were two on-campus residential Destruction/Damage/Vandalism of Property incidents characterized by race bias in 2016.

There was one unfounded Motor Vehicle Theft incident for 2016.

VAWA OFFENSES REPORTING TABLE

OFFENSE	YEAR	GEOGRAPHIC LOCATION			
		ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING	NON-CAMPUS PROPERTY	PUBLIC PROPERTY
Domestic Violence	2016	0	0	0	10
	2015	2	1	0	8
	2014	1	0	1	8
Dating Violence	2016	3	1	0	6
	2015	8	4	0	2
	2014	0	0	0	3
Stalking	2016	8	2	0	3
	2015	9	1	0	0
	2014	6	2	0	0

ARRESTS AND DISCIPLINARY REFERRALS REPORTING TABLE

OFFENSE	YEAR	GEOGRAPHIC LOCATION			
		ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING	NON-CAMPUS PROPERTY	PUBLIC PROPERTY
Arrests – Weapons: Carrying, Possessing, Etc.	2016	0	0	0	0
	2015	0	0	0	1
	2014	0	0	0	0
Disciplinary Referrals – Weapons: Carrying, Possessing, Etc.	2016	1	1	0	0
	2015	1	1	0	0
	2014	0	0	0	0
Arrests – Drug Abuse Violations	2016	0	0	0	2
	2015	0	0	0	2
	2014	0	0	0	7
Disciplinary Referrals – Drug Abuse Violations	2016	28	28	0	0
	2015	21	21	2	0
	2014	28	27	1	1
Arrests – Liquor Law Violations	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	0	1
Disciplinary Referrals – Liquor Law Violations	2016	64	64	0	0
	2015	54	52	2	0
	2014	74	74	0	0

HATE CRIME REPORTING

There were two on-campus-residential Destruction/Damage/Vandalism of Property incidents characterized by race bias in 2016.

It is the policy of the School of the Art Institute of Chicago that neither SAIC, its officers, its employees, nor its agents participating in any program under United States Code Title 20 (Education), Chapter 28 (Higher Education Resources and Student Assistance), Subchapter IV (Student Assistance), Part F (General Provisions Relating to Student Assistance Programs), and United States Code Title 42 (The Public Health and Welfare), Chapter 34 (Economic Opportunity Program), Subchapter I (Research and Demonstrations), Part C (Federal Work Study Programs) may retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual with respect to the implementation of any provision of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

31. Drug Free Schools and Communities Act

It is the policy of the School of the Art Institute of Chicago that SAIC is a designated Drug Free Campus and Workplace. Because the possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws, violators are subject to criminal prosecution and SAIC disciplinary actions.

In accordance with the Drug-Free Schools and Communities Act Amendments of 1989 (PL 101-226), SAIC distributes a notice detailing the laws, risks, and treatments associated with drug and alcohol abuse. The notice is distributed every year by October 1st to all students and employees. Because this notice is only one means of communicating this information, we encourage students to contact any member of the Student Affairs staff for further information or counseling. We encourage employees to contact a representative of the Human Resources department for further information or counseling. You may obtain a copy of this notice by contacting the Campus Security office, or by accessing the following link:

http://www.saic.edu/media/saic/pdfs/lifesaic/drug_free_schools_communities_act.pdf

As prescribed by the amendments, the following details the laws, risks, and treatment associated with drug and alcohol abuse.

Federal Sanctions for Unlawful Possession/Distribution of Illicit Drugs and Alcohol:

Federal Trafficking Penalties for Schedules I, II, III, IV, and V (except Marijuana)				
Schedule	Substance/Quantity	Penalty	Substance/Quantity	Penalty
II	Cocaine 500-4999 grams mixture	<p>First Offense: Not less than 5 yrs. and not more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual.</p> <p>Second Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.</p>	Cocaine 5 kilograms or more mixture	<p>First Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual.</p> <p>Second Offense: Not less than 20 yrs, and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.</p> <p>2 or More Prior Offenses: Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.</p>
II	Cocaine Base 28-279 grams mixture		Cocaine Base 280 grams or more mixture	
IV	Fentanyl 40-399 grams mixture		Fentanyl 400 grams or more mixture	
I	Fentanyl Analogue 10-99 grams mixture		Fentanyl Analogue 100 grams or more mixture	
I	Heroin 100-999 grams mixture		Heroin 1 kilogram or more mixture	
I	LSD 1-9 grams mixture		LSD 10 grams or more mixture	
II	Methamphetamine 5-49 grams pure or 50-499 grams mixture		Methamphetamine 50 grams or more pure or 500 grams or more mixture	
II	PCP 10-99 grams pure or 100-999 grams mixture		PCP 100 grams or more pure or 1 kilogram or more mixture	
Substance/Quantity		Penalty		
Any Amount Of Other Schedule I & II Substances		<p>First Offense: Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than Life. Fine \$1 million if an individual, \$5 million if not an individual.</p>		
Any Drug Product Containing Gamma Hydroxybutyric Acid		<p>Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.</p>		
Flunitrazepam (Schedule IV) 1 Gram				
Any Amount Of Other Schedule III Drugs		<p>First Offense: Not more than 10 yrs. If death or serious bodily injury, not more than 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual.</p> <p>Second Offense: Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1 million if an individual, \$5 million if not an individual.</p>		
Any Amount Of All Other Schedule IV Drugs (other than one gram or more of Flunitrazepam)		<p>First Offense: Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual.</p> <p>Second Offense: Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.</p>		
Any Amount Of All Schedule V Drugs		<p>First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual.</p> <p>Second Offense: Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.</p>		

Federal Trafficking Penalties for Marijuana, Hashish and Hashish Oil, Schedule I Substances	
Marijuana 1,000 kilograms or more marijuana mixture or 1,000 or more marijuana plants	First Offense: Not less than 10 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than \$10 million if an individual, \$50 million if other than an individual. Second Offense: Not less than 20 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an individual.
Marijuana 100 to 999 kilograms marijuana mixture or 100 to 999 marijuana plants	First Offense: Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine not more than \$5 million if an individual, \$25 million if other than an individual. Second Offense: Not less than 10 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$8 million if an individual, \$50million if other than an individual.
Marijuana 50 to 99 kilograms marijuana mixture, 50 to 99 marijuana plants	First Offense: Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine \$1 million if an individual, \$5 million if other than an individual.
Hashish More than 10 kilograms	Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if other than an individual.
Hashish Oil More than 1 kilogram	Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if other than an individual.
Marijuana less than 50 kilograms marijuana (but does not include 50 or more marijuana plants regardless of weight) 1 to 49 marijuana plants	First Offense: Not more than 5 yrs. Fine not more than \$250,000, \$1 million if other than an individual. Second Offense: Not more than 10 yrs. Fine \$500,000 if an individual, \$2 million if other than individual.
Hashish 10 kilograms or less	
Hashish Oil 1 kilogram or less	

Excerpted from the Drug Enforcement Administration website, <http://www.justice.gov/dea/druginfo/ftp3.shtml>.

Controlled Substance - Illinois Law: Legal Penalties and Sanctions for Unlawful Possession, Use or Distribution

Illinois Cannabis Control Act 720 ILCS 550/4 (from Ch. 56 1/2, par. 704)

Sec. 4. It is unlawful for any person knowingly to possess cannabis. Any person who violates this section with respect to:

(a) not more than 10 grams of any substance containing cannabis is guilty of a civil law violation punishable by a minimum fine of \$100 and a maximum fine of \$200. The proceeds of the fine shall be payable to the clerk of the circuit court. Within 30 days after the deposit of the fine, the clerk shall distribute the proceeds of the fine as follows:

- (1) \$10 of the fine to the circuit clerk and \$10 of the fine to the law enforcement agency that issued the citation; the proceeds of each \$10 fine distributed to the circuit clerk and each \$10 fine distributed to the law enforcement agency that issued the citation for the violation shall be used to defer the cost of automatic expungements under paragraph (2.5) of subsection (a) of Section 5.2 of the Criminal Identification Act;
- (2) \$15 to the county to fund drug addiction services;
- (3) \$10 to the Office of the State's Attorneys Appellate Prosecutor for use in training programs;

(4) \$10 to the State's Attorney; and

(5) any remainder of the fine to the law enforcement agency that issued the citation for the violation.

With respect to funds designated for the Department of State Police, the moneys shall be remitted by the circuit court clerk to the Department of State Police within one month after receipt for deposit into the State Police Operations Assistance Fund. With respect to funds designated for the Department of Natural Resources, the Department of Natural Resources shall deposit the moneys into the Conservation Police Operations Assistance Fund;

(b) more than 10 grams but not more than 30 grams of any substance containing cannabis is guilty of a Class B misdemeanor;

(c) more than 30 grams but not more than 100 grams of any substance containing cannabis is guilty of a Class A misdemeanor; provided, that if any offense under this subsection (c) is a subsequent offense, the offender shall be guilty of a Class 4 felony;

(d) more than 100 grams but not more than 500 grams of any substance containing cannabis is guilty of a Class 4 felony; provided that if any offense under this subsection (d) is a subsequent offense, the offender shall be guilty of a Class 3 felony;

(e) more than 500 grams but not more than 2,000 grams of any substance containing cannabis is guilty of a Class 3 felony;

(f) more than 2,000 grams but not more than 5,000 grams of any substance containing cannabis is guilty of a Class 2 felony;

(g) more than 5,000 grams of any substance containing cannabis is guilty of a Class 1 felony.

(Source: P.A. 99-697, eff. 7-29-16.)

Illinois Cannabis Control Act 720 ILCS 550/5 (from Ch. 56 1/2, par. 705)

Sec. 5. It is unlawful for any person knowingly to manufacture, deliver, or possess with intent to deliver, or manufacture, cannabis. Any person who violates this section with respect to:

(a) not more than 2.5 grams of any substance containing cannabis is guilty of a Class B misdemeanor;

(b) more than 2.5 grams but not more than 10 grams of any substance containing cannabis is guilty of a Class A misdemeanor;

(c) more than 10 grams but not more than 30 grams of any substance containing cannabis is guilty of a Class 4 felony;

(d) more than 30 grams but not more than 500 grams of any substance containing cannabis is guilty of a Class 3 felony for which a fine not to exceed \$50,000 may be imposed;

(e) more than 500 grams but not more than 2,000 grams of any substance containing cannabis is guilty of a Class 2 felony for which a fine not to exceed \$100,000 may be imposed;

(f) more than 2,000 grams but not more than 5,000 grams of any substance containing cannabis is guilty of a Class 1 felony for which a fine not to exceed \$150,000 may be imposed;

(g) more than 5,000 grams of any substance containing cannabis is guilty of a Class X felony for which a fine not to exceed \$200,000 may be imposed.

(Source: P.A. 90-397, eff. 8-15-97.)

Illinois Cannabis Control Act 720 ILCS 550/5.1 (from Ch. 56 1/2, par. 705.1)

Sec. 5.1. Cannabis Trafficking.

(a) Except for purposes authorized by this Act, any person who knowingly brings or causes to be brought into this State for the purpose of manufacture or delivery or with the intent to manufacture or deliver 2,500 grams or more of cannabis in this State or any other state or country is guilty of cannabis trafficking.

(b) A person convicted of cannabis trafficking shall be sentenced to a term of imprisonment not less than twice the minimum term and fined an amount as authorized by subsection (f) or (g) of Section 5 of this Act, based upon the amount of cannabis brought or caused to be brought into this State, and not more than twice the maximum term of imprisonment and fined twice the amount as authorized by subsection (f) or (g) of Section 5 of this Act, based upon the amount of cannabis brought or caused to be brought into this State.

(Source: P.A. 90-397, eff. 8-15-97.)

Illinois Cannabis Control Act 720 ILCS 550/5.2 (from Ch. 56 1/2, par. 705.2)

(Text of Section before amendment by P.A. 100-3)

Sec. 5.2. Delivery of cannabis on school grounds.

(a) Any person who violates subsection (e) of Section 5 in any school, on the real property comprising any school, or any conveyance owned, leased or contracted by a school to transport students to or from school or a school related activity, or on any public way within 1,000 feet of the real property comprising any school, or any conveyance owned, leased or contracted by a school to transport students to or from school or a school related activity, is guilty of a Class 1 felony, the fine for which shall not exceed \$200,000;

(b) Any person who violates subsection (d) of Section 5 in any school, on the real property comprising any school, or any conveyance owned, leased or contracted by a school to transport students to or from school or a school related activity, or on any public way within 1,000 feet of the real property comprising any school, or any conveyance owned, leased or contracted by a school to transport students to or from school or a school related activity, is guilty of a Class 2 felony, the fine for which shall not exceed \$100,000;

(c) Any person who violates subsection (c) of Section 5 in any school, on the real property comprising any school, or any conveyance owned, leased or contracted by a school to transport students to or from school or a school related activity, or on any public way within 1,000 feet of the real property comprising any school, or any conveyance owned, leased or contracted by a school to transport students to or from school or a school related activity, is guilty of a Class 3 felony, the fine for which shall not exceed \$50,000;

(d) Any person who violates subsection (b) of Section 5 in any school, on the real property comprising any school, or any conveyance owned, leased or contracted by a school to transport students to or from school or a school related activity, or on any public way within 1,000 feet of the real property comprising any school, or any conveyance owned, leased or contracted by a school to transport students to or from school or a school related activity, is guilty of a Class 4 felony, the fine for which shall not exceed \$25,000;

(e) Any person who violates subsection (a) of Section 5 in any school, on the real property comprising any school, or any conveyance owned, leased or contracted by a school to transport students to or from school or a school related activity, on any public way within 1,000 feet of the real property comprising any school, or any conveyance owned, leased or contracted by a school to transport students to or from school or a school related activity, is guilty of a Class A misdemeanor.

(Source: P.A. 87-544.)

(Text of Section after amendment by P.A. 100-3)

Sec. 5.2. Delivery of cannabis on school grounds.

(a) Any person who violates subsection (e) of Section 5 in any school, on the real property comprising any school, or any conveyance owned, leased or contracted by a school to transport students to or from school or a school related activity, or on any public way within 500 feet of the real property comprising any school, or in any conveyance owned, leased or contracted by a school to transport students to or from school or a school related activity, and at the time of the violation persons under the age of 18 are present, the offense is committed during school hours, or the offense is committed at times when persons under the age of 18 are reasonably expected to be present in the school, in the conveyance, on the real property, or on the public way, such as when after-school activities are occurring, is guilty of a Class 1 felony, the fine for which shall not exceed \$200,000;

(b) Any person who violates subsection (d) of Section 5 in any school, on the real property comprising any school, or any conveyance owned, leased or contracted by a school to transport students to or from school or a school related activity, or on any public way within 500 feet of the real property comprising any school, or in any conveyance owned, leased or contracted by a school to transport students to or from school or a school related activity, and at the time of the violation persons under the age of 18 are present, the offense is committed during school hours, or the offense is committed at times when persons under the age of 18 are reasonably expected to be present in the school, in the conveyance, on the real property, or on the public way, such as when after-school activities are occurring, is guilty of a Class 2 felony, the fine for which shall not exceed \$100,000;

(c) Any person who violates subsection (c) of Section 5 in any school, on the real property comprising any school, or any conveyance owned, leased or contracted by a school to transport students to or from school or a school related activity, or on any public way within 500 feet of the real property comprising any school, or in any conveyance owned, leased or contracted by a school to transport students to or from school or a school related activity, and at the time of the violation persons under the age of 18 are present, the offense is committed during school hours, or the offense is committed at times when persons under the age of 18 are reasonably expected to be present in the school, in the conveyance, on the real property, or on the public way, such as when after-school activities are occurring, is guilty of a Class 3 felony, the fine for which shall not exceed \$50,000;

(d) Any person who violates subsection (b) of Section 5 in any school, on the real property comprising any school, or any conveyance owned, leased or contracted by a school to transport students to or from school or a school related activity, or on any public way within 500 feet of the real property comprising any school, or in any conveyance owned, leased or contracted by a school to transport students to or from school or a school related activity, and at the time of the violation persons under the age of 18 are present, the offense is committed during school hours, or the offense is committed at times when persons under the age of 18 are reasonably expected to be present in the school, in the conveyance, on the real property, or on the public way, such as when after-school activities are occurring, is guilty of a Class 4 felony, the fine for which shall not exceed \$25,000;

(e) Any person who violates subsection (a) of Section 5 in any school, on the real property comprising any school, or in any conveyance owned, leased or contracted by a school to transport students to or from school or a school related activity, on any public way within 500 feet of the real property comprising any school, or any conveyance owned, leased or contracted by a school to transport students to or from school or a school related activity, and at the time of the violation persons under the age of 18 are present, the offense is committed during school hours, or the offense is committed at times when persons under the age of 18 are reasonably expected to be present in the school, in the conveyance, on the real property, or on the public way, such as when after-school activities are occurring, is guilty of a Class A misdemeanor.

(Source: P.A. 100-3, eff. 1-1-18.)

Illinois Cannabis Control Act 720 ILCS 550/5.3

Sec. 5.3. Unlawful use of cannabis-based product manufacturing equipment.

(a) A person commits unlawful use of cannabis-based product manufacturing equipment when he or she knowingly engages in the possession, procurement, transportation, storage, or delivery of any equipment used in the manufacturing of any cannabis-based product using volatile or explosive gas, including, but not limited to, canisters of butane gas, with the intent to manufacture, compound, covert, produce, derive, process, or prepare either directly or indirectly any cannabis-based product.

(b) This Section does not apply to a cultivation center or cultivation center agent that prepares medical cannabis or cannabis-infused products in compliance with the Compassionate Use of Medical Cannabis Pilot Program Act and Department of Public Health and Department of Agriculture rules.

(c) Sentence. A person who violates this Section is guilty of a Class 2 felony.

(Source: P.A. 99-697, eff. 7-29-16.)

Illinois Cannabis Control Act 720 ILCS 550/6 (from Ch. 56 1/2, par. 706)

Sec. 6.

Any delivery of cannabis which is a casual delivery shall be treated in all respects as possession of cannabis for purposes of penalties.

(Source: P.A. 77-758.)

Illinois Cannabis Control Act 720 ILCS 550/7 (from Ch. 56 1/2, par. 707)

Sec. 7. (a) Any person who is at least 18 years of age who violates Section 5 of this Act by delivering cannabis to a person under 18 years of age who is at least 3 years his junior may be sentenced to imprisonment for a term up to twice the maximum term otherwise authorized by Section 5.

(b) Any person under 18 years of age who violates Section 4 or 5 of this Act may be treated by the court in accordance with the Juvenile Court Act of 1987.

(Source: P.A. 85-1209.)

Illinois Cannabis Control Act 720 ILCS 550/8 (from Ch. 56 1/2, par. 708)

Sec. 8. It is unlawful for any person knowingly to produce the cannabis sativa plant or to possess such plants unless production or possession has been authorized pursuant to the provisions of Section 11 or 15.2 of the Act. Any person who violates this Section with respect to production or possession of:

(a) Not more than 5 plants is guilty of a Class A misdemeanor.

(b) More than 5, but not more than 20 plants, is guilty of a Class 4 felony.

(c) More than 20, but not more than 50 plants, is guilty of a Class 3 felony.

(d) More than 50, but not more than 200 plants, is guilty of a Class 2 felony for which a fine not to exceed \$100,000 may be imposed and for which liability for the cost of conducting the investigation and eradicating such plants may be assessed. Compensation for expenses incurred in the enforcement of this provision shall be transmitted to and deposited in the treasurer's office at the level of government represented by the Illinois law enforcement agency whose officers or employees conducted the investigation or caused the arrest or arrests leading to the prosecution, to be subsequently made available to that law enforcement agency as expendable receipts for use in the enforcement of laws regulating controlled substances and cannabis. If such seizure was made by a combination of law enforcement personnel representing different levels of government, the court levying the assessment shall determine the allocation of such assessment. The proceeds of assessment awarded to the State treasury shall be deposited in a special fund known as the Drug Traffic Prevention Fund.

(e) More than 200 plants is guilty of a Class 1 felony for which a fine not to exceed \$100,000 may be imposed and for which liability for the cost of conducting the investigation and eradicating such plants may be assessed. Compensation for expenses incurred in the enforcement of this provision shall be transmitted to and deposited in the treasurer's office at the level of government represented by the Illinois law enforcement agency whose officers or employees conducted the investigation or caused the arrest or arrests leading to the prosecution, to be subsequently made available to that law enforcement agency as expendable receipts for use in the enforcement of laws regulating controlled substances and cannabis. If such seizure was made by a combination of law enforcement personnel representing different levels of government, the court levying the assessment shall determine the allocation of such assessment. The proceeds of assessment awarded to the State treasury shall be deposited in a special fund known as the Drug Traffic Prevention Fund.

(Source: P.A. 98-1072, eff. 1-1-15.)

Illinois Cannabis Control Act 720 ILCS 550/9 (from Ch. 56 1/2, par. 709)

Sec. 9. (a) Any person who engages in a calculated criminal cannabis conspiracy, as defined in subsection (b), is guilty of a Class 3 felony, and fined not more than \$200,000 and shall be subject to the forfeitures prescribed in subsection (c); except that, if any person engages in such offense after one or more prior convictions under this Section, Section 4 (d), Section 5 (d), Section 8 (d) or any law of the United States or of any State relating to cannabis, or controlled substances as defined in the Illinois Controlled Substances Act, in addition to the fine and forfeiture authorized above, he shall be guilty of a Class 1 felony for which

an offender may not be sentenced to death.

(b) For purposes of this section, a person engages in a calculated criminal cannabis conspiracy when:

(1) he violates Section 4 (d), 4 (e), 5 (d), 5 (e), 8 (c) or 8 (d) of this Act; and

(2) such violation is a part of a conspiracy undertaken or carried on with 2 or more other persons; and

(3) he obtains anything of value greater than \$500 from, or organizes, directs or finances such violation or conspiracy.

(c) Any person who is convicted under this Section of engaging in a calculated criminal cannabis conspiracy shall forfeit to the State of Illinois:

(1) the receipts obtained by him in such conspiracy; and

(2) any of his interests in, claims against, receipts from, or property or rights of any kind affording a source of influence over, such conspiracy.

(d) The circuit court may enter such injunctions, restraining orders, directions, or prohibitions, or take such other actions, including the acceptance of satisfactory performance bonds, in connection with any property, claim, receipt, right or other interest subject to forfeiture under this Section, as it deems proper.

(Source: P.A. 84-1233.)

Illinois Cannabis Control Act 720 ILCS 550/10 (from Ch. 56 1/2, par. 710)

(Text of Section before amendment by P.A. 100-3)

Sec. 10. (a) Whenever any person who has not previously been convicted of, or placed on probation or court supervision for, any offense under this Act or any law of the United States or of any State relating to cannabis, or controlled substances as defined in the Illinois Controlled Substances Act, pleads guilty to or is found guilty of violating Sections 4(a), 4(b), 4(c), 5(a), 5(b), 5(c) or 8 of this Act, the court may, without entering a judgment and with the consent of such person, sentence him to probation.

(b) When a person is placed on probation, the court shall enter an order specifying a period of probation of 24 months, and shall defer further proceedings in the case until the conclusion of the period or until the filing of a petition alleging violation of a term or condition of probation.

(c) The conditions of probation shall be that the person: (1) not violate any criminal statute of any jurisdiction; (2) refrain from possession of a firearm or other dangerous weapon; (3) submit to periodic drug testing at a time and in a manner as ordered by the court, but no less than 3 times during the period of the probation, with the cost of the testing to be paid by the probationer; and (4) perform no less than 30 hours of community service, provided community service is available in the jurisdiction and is funded and approved by the county board.

(d) The court may, in addition to other conditions, require that the person:

(1) make a report to and appear in person before or participate with the court or such courts, person, or social service agency as directed by the court in the order of probation;

(2) pay a fine and costs;

(3) work or pursue a course of study or vocational training;

(4) undergo medical or psychiatric treatment; or treatment for drug addiction or alcoholism;

(5) attend or reside in a facility established for the instruction or residence of defendants on probation;

(6) support his dependents;

(7) refrain from possessing a firearm or other dangerous weapon;

(7-5) refrain from having in his or her body the presence of any illicit drug prohibited by the Cannabis Control Act, the Illinois Controlled Substances Act, or the Methamphetamine Control and Community Protection Act, unless prescribed by a physician, and submit samples of his or her blood or urine or both for tests to determine the presence of any illicit drug;

(8) and in addition, if a minor:

(i) reside with his parents or in a foster home;

(ii) attend school;

(iii) attend a non-residential program for youth;

(iv) contribute to his own support at home or in a foster home.

(e) Upon violation of a term or condition of probation, the court may enter a judgment on its original finding of guilt and proceed as otherwise provided.

(f) Upon fulfillment of the terms and conditions of probation, the court shall discharge such person and dismiss the proceedings against him.

(g) A disposition of probation is considered to be a conviction for the purposes of imposing the conditions of probation and for appeal, however, discharge and dismissal under this Section is not a conviction for purposes of disqualification or disabilities imposed by law upon conviction of a crime (including the additional penalty imposed for subsequent offenses under Section 4(c), 4(d), 5(c) or 5(d) of this Act).

(h) Discharge and dismissal under this Section, Section 410 of the Illinois Controlled Substances Act, Section 70 of the Methamphetamine Control and Community Protection Act, Section 5-6-3.3 or 5-6-3.4 of the Unified Code of Corrections, or subsection (c) of Section 11-14 of the Criminal Code of 1961 or the Criminal Code of 2012 may occur only once with respect to any person.

(i) If a person is convicted of an offense under this Act, the Illinois Controlled Substances Act, or the Methamphetamine Control and Community Protection Act within 5 years subsequent to a discharge and dismissal under this Section, the discharge and dismissal under this Section shall be admissible in the sentencing proceeding for that conviction as a factor in aggravation.

(j) Notwithstanding subsection (a), before a person is sentenced to probation under this Section, the court may refer the person to the drug court established in that judicial circuit pursuant to Section 15 of the Drug Court Treatment Act. The drug court team shall evaluate the person's likelihood of successfully completing a sentence of probation under this Section and shall report the results of its evaluation to the court. If the drug court team finds that the person suffers from a substance abuse problem that makes him or her substantially unlikely to successfully complete a sentence of probation under this Section, then the drug court shall set forth its findings in the form of a written order, and the person shall not be sentenced to probation under this Section, but may be considered for the drug court program.

(Source: P.A. 98-164, eff. 1-1-14; 99-480, eff. 9-9-15.)

(Text of Section after amendment by P.A. 100-3)

Sec. 10. (a) Whenever any person who has not previously been convicted of any felony offense under this Act or any law of the United States or of any State relating to cannabis, or controlled substances as defined in the Illinois Controlled Substances Act, pleads guilty to or is found guilty of violating Sections 4(a), 4(b), 4(c), 5(a), 5(b), 5(c) or 8 of this Act, the court may, without entering a judgment and with the consent of such person, sentence him to probation.

(b) When a person is placed on probation, the court shall enter an order specifying a period of probation of 24 months, and shall defer further proceedings in the case until the conclusion of the period or until the filing of a petition alleging violation of a term or condition of probation.

(c) The conditions of probation shall be that the person: (1) not violate any criminal statute of any jurisdiction; (2) refrain from possession of a firearm or other dangerous weapon; (3) submit to periodic drug testing at a time and in a manner as ordered by the court, but no less than 3 times during the period of the probation, with the cost of the testing to be paid by the probationer; and (4) perform no less than 30 hours of community service, provided community service is available in the jurisdiction and is funded and approved by the county board.

(d) The court may, in addition to other conditions, require that the person:

(1) make a report to and appear in person before or participate with the court or such courts, person, or social service agency as directed by the court in the order of probation;

(2) pay a fine and costs;

(3) work or pursue a course of study or vocational training;

(4) undergo medical or psychiatric treatment; or treatment for drug addiction or alcoholism;

(5) attend or reside in a facility established for the instruction or residence of defendants on probation;

(6) support his dependents;

(7) refrain from possessing a firearm or other dangerous weapon;

(7-5) refrain from having in his or her body the presence of any illicit drug prohibited by the Cannabis Control Act, the Illinois Controlled Substances Act, or the Methamphetamine Control and Community Protection Act, unless prescribed by a physician, and submit samples of his or her blood or urine or both for tests to determine the presence of any illicit drug;

(8) and in addition, if a minor:

(i) reside with his parents or in a foster home;

(ii) attend school;

(iii) attend a non-residential program for youth;

(iv) contribute to his own support at home or in a foster home.

(e) Upon violation of a term or condition of probation, the court may enter a judgment on its original finding of guilt and proceed as otherwise provided.

(f) Upon fulfillment of the terms and conditions of probation, the court shall discharge such person and dismiss the proceedings against him.

(g) A disposition of probation is considered to be a conviction for the purposes of imposing the conditions of probation and for appeal, however, discharge and dismissal under this Section is not a conviction for purposes of disqualification or disabilities imposed by law upon conviction of a crime (including the additional penalty imposed for subsequent offenses under Section 4(c), 4(d), 5(c) or 5(d) of this Act).

(h) A person may not have more than one discharge and dismissal under this Section within a 4-year period.

(i) If a person is convicted of an offense under this Act, the Illinois Controlled Substances Act, or the Methamphetamine Control and Community Protection Act within 5 years subsequent to a discharge and dismissal under this Section, the discharge and dismissal under this Section shall be admissible in the sentencing proceeding for that conviction as a factor in aggravation.

(j) Notwithstanding subsection (a), before a person is sentenced to probation under this Section, the court may refer the person to the drug court established in that judicial circuit pursuant to Section 15 of the Drug

Court Treatment Act. The drug court team shall evaluate the person's likelihood of successfully completing a sentence of probation under this Section and shall report the results of its evaluation to the court. If the drug court team finds that the person suffers from a substance abuse problem that makes him or her substantially unlikely to successfully complete a sentence of probation under this Section, then the drug court shall set forth its findings in the form of a written order, and the person shall not be sentenced to probation under this Section, but shall be considered for the drug court program.

(Source: P.A. 99-480, eff. 9-9-15; 100-3, eff. 1-1-18.)

Illinois Cannabis Control Act 720 ILCS 550/10.1 (from Ch. 56 1/2, par. 710.1)

Sec. 10.1. (a) Whenever any person pleads guilty to, is found guilty of or is placed on supervision for an offense under this Act, a fine may be levied in addition to any other penalty imposed by the court.

(b) In determining whether to impose a fine under this Section and the amount, time for payment and method of payment of any fine so imposed, the court shall

(1) consider the defendant's income, regardless of source, the defendant's earning capacity and the defendant's financial resources, as well as the nature of the burden the fine will impose on the defendant and any person legally or financially dependent upon the defendant;

(2) consider the proof received at trial, or as a result of a plea of guilty, concerning the full street value of the cannabis seized and any profits or other proceeds derived by the defendant from the violation of this Act;

(3) take into account any other pertinent equitable considerations; and

(4) give primary consideration to the need to deprive the defendant of illegally obtained profits or other proceeds from the offense.

For the purpose of paragraph (2) of this subsection, "street value" shall be determined by the court on the basis of testimony of law enforcement personnel and the defendant as to the amount seized and such testimony as may be required by the court as to the current street value of the cannabis seized.

(c) As a condition of a fine, the court may require that payment be made in specified installments or within a specified period of time, but such period shall not be greater than the maximum applicable term of probation or imprisonment, whichever is greater. Unless otherwise specified, payment of a fine shall be due immediately.

(d) If a fine for a violation of this Act is imposed on an organization, it is the duty of each individual authorized to make disbursements of the assets of the organization to pay the fine from assets of the organization.

(e) (1) A defendant who has been sentenced to pay a fine, and who has paid part but not all of such fine, may petition the court for an extension of the time for payment or modification of the method of payment.

(2) The court may grant a petition made pursuant to this subsection if it finds that

(i) the circumstances that warranted payment by the time or method specified no longer exist; or

(ii) it is otherwise unjust to require payment of the fine by the time or method specified.

(Source: P.A. 83-778.)

Illinois Cannabis Control Act 720 ILCS 550/10.2 (from Ch. 56 1/2, par. 710.2)

Sec. 10.2. (a) Twelve and one-half percent of all amounts collected as fines pursuant to the provisions of this Act shall be paid into the Youth Drug Abuse Prevention Fund, which is hereby created in the State treasury, to be used by the Department of Human Services for the funding of programs and services for drug-abuse treatment, and prevention and education services, for juveniles.

(b) Eighty-seven and one-half percent of the proceeds of all fines received under the provisions of this Act shall be transmitted to and deposited in the treasurer's office at the level of government as follows:

(1) If such seizure was made by a combination of law enforcement personnel representing differing units of local government, the court levying the fine shall equitably allocate 50% of the fine among these units of local government and shall allocate 37 1/2% to the county general corporate fund. In the event that the seizure was made by law enforcement personnel representing a unit of local government from a municipality where the number of inhabitants exceeds 2 million in population, the court levying the fine shall allocate 87 1/2% of the fine to that unit of local government. If the seizure was made by a combination of law enforcement personnel representing differing units of local government, and at least one of those units represents a municipality where the number of inhabitants exceeds 2 million in population, the court shall equitably allocate 87 1/2% of the proceeds of the fines received among the differing units of local government.

(2) If such seizure was made by State law enforcement personnel, then the court shall allocate 37 1/2% to the State treasury and 50% to the county general corporate fund.

(3) If a State law enforcement agency in combination with a law enforcement agency or agencies of a unit or units of local government conducted the seizure, the court shall equitably allocate 37 1/2% of the fines to or among the law enforcement agency or agencies of the unit or units of local government which conducted the seizure and shall allocate 50% to the county general corporate fund.

(c) The proceeds of all fines allocated to the law enforcement agency or agencies of the unit or units of local government pursuant to subsection (b) shall be made available to that law enforcement agency as expendable receipts for use in the enforcement of laws regulating controlled substances and cannabis. The proceeds of fines awarded to the State treasury shall be deposited in a special fund known as the Drug Traffic Prevention Fund, except that amounts distributed to the Secretary of State shall be deposited into the Secretary of State Evidence Fund to be used as provided in Section 2-115 of the Illinois Vehicle Code. Monies from this fund may be used by the Department of State Police for use in the enforcement of laws regulating controlled substances and cannabis; to satisfy funding provisions of the Intergovernmental Drug Laws Enforcement Act; to defray costs and expenses associated with returning violators of this Act, the Illinois Controlled Substances Act, and the Methamphetamine Control and Community Protection Act only, as provided in such Acts, when punishment of the crime shall be confinement of the criminal in the penitentiary; and all other monies shall be paid into the general revenue fund in the State treasury.

(Source: P.A. 94-556, eff. 9-11-05.)

Illinois Cannabis Control Act 720 ILCS 550/10.3 (from Ch. 56 1/2, par. 710.3)

Sec. 10.3. (a) Every person convicted of a violation of this Act, and every person placed on probation, conditional discharge, supervision or probation under Section 10 of this Act, shall be assessed for each offense a sum fixed at:

- (1) \$3,000 for a Class X felony;
- (2) \$2,000 for a Class 1 felony;
- (3) \$1,000 for a Class 2 felony;
- (4) \$500 for a Class 3 or Class 4 felony;
- (5) \$300 for a Class A misdemeanor;
- (6) \$200 for a Class B or Class C misdemeanor.

(b) The assessment under this Section is in addition to and not in lieu of any fines, restitution costs, forfeitures or other assessments authorized or required by law.

(c) As a condition of the assessment, the court may require that payment be made in specified installments or within a specified period of time. If the assessment is not paid within the period of probation, conditional discharge or supervision to which the defendant was originally sentenced, the court may extend the period of probation, conditional discharge or supervision pursuant to Section 5-6-2 or 5-6-3.1 of the Unified Code of Corrections, as applicable, until the assessment is paid or until successful completion of public or community service set forth in subsection (e) or the successful completion of the substance abuse intervention or treatment program set forth in subsection (f). If a term of probation, conditional discharge or supervision is

not imposed, the assessment shall be payable upon judgment or as directed by the court.

(d) If an assessment for a violation of this Act is imposed on an organization, it is the duty of each individual authorized to make disbursements of the assets of the organization to pay the assessment from assets of the organization.

(e) A defendant who has been ordered to pay an assessment may petition the court to convert all or part of the assessment into court-approved public or community service. One hour of public or community service shall be equivalent to \$4 of assessment. The performance of this public or community service shall be a condition of the probation, conditional discharge or supervision and shall be in addition to the performance of any other period of public or community service ordered by the court or required by law.

(f) The court may suspend the collection of the assessment imposed under this Section; provided the defendant agrees to enter a substance abuse intervention or treatment program approved by the court; and further provided that the defendant agrees to pay for all or some portion of the costs associated with the intervention or treatment program. In this case, the collection of the assessment imposed under this Section shall be suspended during the defendant's participation in the approved intervention or treatment program. Upon successful completion of the program, the defendant may apply to the court to reduce the assessment imposed under this Section by any amount actually paid by the defendant for his participation in the program. The court shall not reduce the penalty under this subsection unless the defendant establishes to the satisfaction of the court that he has successfully completed the intervention or treatment program. If the defendant's participation is for any reason terminated before his successful completion of the intervention or treatment program, collection of the entire assessment imposed under this Section shall be enforced. Nothing in this Section shall be deemed to affect or suspend any other fines, restitution costs, forfeitures or assessments imposed under this or any other Act.

(g) The court shall not impose more than one assessment per complaint, indictment or information. If the person is convicted of more than one offense in a complaint, indictment or information, the assessment shall be based on the highest class offense for which the person is convicted.

(h) All moneys collected under this Section shall be forwarded by the clerk of the circuit court to the State Treasurer for deposit in the Drug Treatment Fund and expended as provided in Section 411.2 of the Illinois Controlled Substances Act.

(Source: P.A. 87-772.)

Excerpted from the Illinois General Assembly website, <http://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=1937&ChapterID=53>.

Illinois Controlled Substances Act 720 ILCS 570/401 (from Ch. 56 1/2, par. 1401)

Sec. 401. Except as authorized by this Act, it is unlawful for any person knowingly to manufacture or deliver, or possess with intent to manufacture or deliver, a controlled substance other than methamphetamine, a counterfeit substance, or a controlled substance analog. A violation of this Act with respect to each of the controlled substances listed herein constitutes a single and separate violation of this Act. For purposes of this Section, "controlled substance analog" or "analog" means a substance which is intended for human consumption, other than a controlled substance, that has a chemical structure substantially similar to that of a controlled substance in Schedule I or II, or that was specifically designed to produce an effect substantially similar to that of a controlled substance in Schedule I or II. Examples of chemical classes in which controlled substance analogs are found include, but are not limited to, the following: phenethylamines, N-substituted piperidines, morphinans, ecgonines, quinazolinones, substituted indoles, and arylcycloalkylamines. For purposes of this Act, a controlled substance analog shall be treated in the same manner as the controlled substance to which it is substantially similar.

(a) Any person who violates this Section with respect to the following amounts of controlled or counterfeit substances or controlled substance analogs, notwithstanding any of the provisions of subsections (c), (d), (e), (f), (g) or (h) to the contrary, is guilty of a Class X felony and shall be sentenced to a term of imprisonment as provided in this subsection (a) and fined as provided in subsection (b):

(1) (A) not less than 6 years and not more than 30 years with respect to 15 grams or more but less than 100 grams of a substance containing heroin, or an analog thereof;

- (B) not less than 9 years and not more than 40 years with respect to 100 grams or more but less than 400 grams of a substance containing heroin, or an analog thereof;
- (C) not less than 12 years and not more than 50 years with respect to 400 grams or more but less than 900 grams of a substance containing heroin, or an analog thereof;
- (D) not less than 15 years and not more than 60 years with respect to 900 grams or more of any substance containing heroin, or an analog thereof;
- (1.5) (A) not less than 6 years and not more than 30 years with respect to 15 grams or more but less than 100 grams of a substance containing fentanyl, or an analog thereof;
- (B) not less than 9 years and not more than 40 years with respect to 100 grams or more but less than 400 grams of a substance containing fentanyl, or an analog thereof;
- (C) not less than 12 years and not more than 50 years with respect to 400 grams or more but less than 900 grams of a substance containing fentanyl, or an analog thereof;
- (D) not less than 15 years and not more than 60 years with respect to 900 grams or more of a substance containing fentanyl, or an analog thereof;
- (2) (A) not less than 6 years and not more than 30 years with respect to 15 grams or more but less than 100 grams of a substance containing cocaine, or an analog thereof;
- (B) not less than 9 years and not more than 40 years with respect to 100 grams or more but less than 400 grams of a substance containing cocaine, or an analog thereof;
- (C) not less than 12 years and not more than 50 years with respect to 400 grams or more but less than 900 grams of a substance containing cocaine, or an analog thereof;
- (D) not less than 15 years and not more than 60 years with respect to 900 grams or more of any substance containing cocaine, or an analog thereof;
- (3) (A) not less than 6 years and not more than 30 years with respect to 15 grams or more but less than 100 grams of a substance containing morphine, or an analog thereof;
- (B) not less than 9 years and not more than 40 years with respect to 100 grams or more but less than 400 grams of a substance containing morphine, or an analog thereof;
- (C) not less than 12 years and not more than 50 years with respect to 400 grams or more but less than 900 grams of a substance containing morphine, or an analog thereof;
- (D) not less than 15 years and not more than 60 years with respect to 900 grams or more of a substance containing morphine, or an analog thereof;
- (4) 200 grams or more of any substance containing peyote, or an analog thereof;
- (5) 200 grams or more of any substance containing a derivative of barbituric acid or any of the salts of a derivative of barbituric acid, or an analog thereof;
- (6) 200 grams or more of any substance containing amphetamine or any salt of an optical isomer of amphetamine, or an analog thereof;
- (6.5) (blank);
- (6.6) (blank);
- (7) (A) not less than 6 years and not more than 30 years with respect to: (i) 15 grams or more but less than 100 grams of a substance containing lysergic acid diethylamide (LSD), or an analog thereof, or (ii) 15 or more objects or 15 or more segregated parts of an object or objects but less than 200

objects or 200 segregated parts of an object or objects containing in them or having upon them any amounts of any substance containing lysergic acid diethylamide (LSD), or an analog thereof;

(B) not less than 9 years and not more than 40 years with respect to: (i) 100 grams or more but less than 400 grams of a substance containing lysergic acid diethylamide (LSD), or an analog thereof, or (ii) 200 or more objects or 200 or more segregated parts of an object or objects but less than 600 objects or less than 600 segregated parts of an object or objects containing in them or having upon them any amount of any substance containing lysergic acid diethylamide (LSD), or an analog thereof;

(C) not less than 12 years and not more than 50 years with respect to: (i) 400 grams or more but less than 900 grams of a substance containing lysergic acid diethylamide (LSD), or an analog thereof, or (ii) 600 or more objects or 600 or more segregated parts of an object or objects but less than 1500 objects or 1500 segregated parts of an object or objects containing in them or having upon them any amount of any substance containing lysergic acid diethylamide (LSD), or an analog thereof;

(D) not less than 15 years and not more than 60 years with respect to: (i) 900 grams or more of any substance containing lysergic acid diethylamide (LSD), or an analog thereof, or (ii) 1500 or more objects or 1500 or more segregated parts of an object or objects containing in them or having upon them any amount of a substance containing lysergic acid diethylamide (LSD), or an analog thereof;

(7.5) (A) not less than 6 years and not more than 30 years with respect to: (i) 15 grams or more but less than 100 grams of a substance listed in paragraph (1), (2), (2.1), (2.2), (3), (14.1), (19), (20), (20.1), (21), (25), or (26) of subsection (d) of Section 204, or an analog or derivative thereof, or (ii) 15 or more pills, tablets, caplets, capsules, or objects but less than 200 pills, tablets, caplets, capsules, or objects containing in them or having upon them any amounts of any substance listed in paragraph (1), (2), (2.1), (2.2), (3), (14.1), (19), (20), (20.1), (21), (25), or (26) of subsection (d) of Section 204, or an analog or derivative thereof;

(B) not less than 9 years and not more than 40 years with respect to: (i) 100 grams or more but less than 400 grams of a substance listed in paragraph (1), (2), (2.1), (2.2), (3), (14.1), (19), (20), (20.1), (21), (25), or (26) of subsection (d) of Section 204, or an analog or derivative thereof, or (ii) 200 or more pills, tablets, caplets, capsules, or objects but less than 600 pills, tablets, caplets, capsules, or objects containing in them or having upon them any amount of any substance listed in paragraph (1), (2), (2.1), (2.2), (3), (14.1), (19), (20), (20.1), (21), (25), or (26) of subsection (d) of Section 204, or an analog or derivative thereof;

(C) not less than 12 years and not more than 50 years with respect to: (i) 400 grams or more but less than 900 grams of a substance listed in paragraph (1), (2), (2.1), (2.2), (3), (14.1), (19), (20), (20.1), (21), (25), or (26) of subsection (d) of Section 204, or an analog or derivative thereof, or (ii) 600 or more pills, tablets, caplets, capsules, or objects but less than 1,500 pills, tablets, caplets, capsules, or objects containing in them or having upon them any amount of any substance listed in paragraph (1), (2), (2.1), (2.2), (3), (14.1), (19), (20), (20.1), (21), (25), or (26) of subsection (d) of Section 204, or an analog or derivative thereof;

(D) not less than 15 years and not more than 60 years with respect to: (i) 900 grams or more of any substance listed in paragraph (1), (2), (2.1), (2.2), (3), (14.1), (19), (20), (20.1), (21), (25), or (26) of subsection (d) of Section 204, or an analog or derivative thereof, or (ii) 1,500 or more pills, tablets, caplets, capsules, or objects containing in them or having upon them any amount of a substance listed in paragraph (1), (2), (2.1), (2.2), (3), (14.1), (19), (20), (20.1), (21), (25), or (26) of subsection (d) of Section 204, or an analog or derivative thereof;

(8) 30 grams or more of any substance containing pentazocine or any of the salts, isomers and salts of isomers of pentazocine, or an analog thereof;

(9) 30 grams or more of any substance containing methaqualone or any of the salts, isomers and salts of isomers of methaqualone, or an analog thereof;

(10) 30 grams or more of any substance containing phencyclidine or any of the salts, isomers and salts

of isomers of phencyclidine (PCP), or an analog thereof;

(10.5) 30 grams or more of any substance containing ketamine or any of the salts, isomers and salts of isomers of ketamine, or an analog thereof;

(11) 200 grams or more of any substance containing any other controlled substance classified in Schedules I or II, or an analog thereof, which is not otherwise included in this subsection.

(b) Any person sentenced with respect to violations of paragraph (1), (2), (3), (7), or (7.5) of subsection (a) involving 100 grams or more of the controlled substance named therein, may in addition to the penalties provided therein, be fined an amount not more than \$500,000 or the full street value of the controlled or counterfeit substance or controlled substance analog, whichever is greater. The term "street value" shall have the meaning ascribed in Section 110-5 of the Code of Criminal Procedure of 1963. Any person sentenced with respect to any other provision of subsection (a), may in addition to the penalties provided therein, be fined an amount not to exceed \$500,000.

(b-1) Excluding violations of this Act when the controlled substance is fentanyl, any person sentenced to a term of imprisonment with respect to violations of Section 401, 401.1, 405, 405.1, 405.2, or 407, when the substance containing the controlled substance contains any amount of fentanyl, 3 years shall be added to the term of imprisonment imposed by the court, and the maximum sentence for the offense shall be increased by 3 years.

(c) Any person who violates this Section with regard to the following amounts of controlled or counterfeit substances or controlled substance analogs, notwithstanding any of the provisions of subsections (a), (b), (d), (e), (f), (g) or (h) to the contrary, is guilty of a Class 1 felony. The fine for violation of this subsection (c) shall not be more than \$250,000:

(1) 1 gram or more but less than 15 grams of any substance containing heroin, or an analog thereof;

(1.5) 1 gram or more but less than 15 grams of any substance containing fentanyl, or an analog thereof;

(2) 1 gram or more but less than 15 grams of any substance containing cocaine, or an analog thereof;

(3) 10 grams or more but less than 15 grams of any substance containing morphine, or an analog thereof;

(4) 50 grams or more but less than 200 grams of any substance containing peyote, or an analog thereof;

(5) 50 grams or more but less than 200 grams of any substance containing a derivative of barbituric acid or any of the salts of a derivative of barbituric acid, or an analog thereof;

(6) 50 grams or more but less than 200 grams of any substance containing amphetamine or any salt of an optical isomer of amphetamine, or an analog thereof;

(6.5) (blank);

(7) (i) 5 grams or more but less than 15 grams of any substance containing lysergic acid diethylamide (LSD), or an analog thereof, or (ii) more than 10 objects or more than 10 segregated parts of an object or objects but less than 15 objects or less than 15 segregated parts of an object containing in them or having upon them any amount of any substance containing lysergic acid diethylamide (LSD), or an analog thereof;

(7.5) (i) 5 grams or more but less than 15 grams of any substance listed in paragraph (1), (2), (2.1), (2.2), (3), (14.1), (19), (20), (20.1), (21), (25), or (26) of subsection (d) of Section 204, or an analog or derivative thereof, or (ii) more than 10 pills, tablets, caplets, capsules, or objects but less than 15 pills, tablets, caplets, capsules, or objects containing in them or having upon them any amount of any substance listed in paragraph (1), (2), (2.1), (2.2), (3), (14.1), (19), (20), (20.1), (21), (25), or (26) of subsection (d) of Section 204, or an analog or derivative thereof;

(8) 10 grams or more but less than 30 grams of any substance containing pentazocine or any of the

salts, isomers and salts of isomers of pentazocine, or an analog thereof;

(9) 10 grams or more but less than 30 grams of any substance containing methaqualone or any of the salts, isomers and salts of isomers of methaqualone, or an analog thereof;

(10) 10 grams or more but less than 30 grams of any substance containing phencyclidine or any of the salts, isomers and salts of isomers of phencyclidine (PCP), or an analog thereof;

(10.5) 10 grams or more but less than 30 grams of any substance containing ketamine or any of the salts, isomers and salts of isomers of ketamine, or an analog thereof;

(11) 50 grams or more but less than 200 grams of any substance containing a substance classified in Schedules I or II, or an analog thereof, which is not otherwise included in this subsection.

(c-5) (Blank).

(d) Any person who violates this Section with regard to any other amount of a controlled or counterfeit substance classified in Schedules I or II, or an analog thereof, which is (i) a narcotic drug, (ii) lysergic acid diethylamide (LSD) or an analog thereof, (iii) any substance containing amphetamine or fentanyl or any salt or optical isomer of amphetamine or fentanyl, or an analog thereof, or (iv) any substance containing N-Benzylpiperazine (BZP) or any salt or optical isomer of N-Benzylpiperazine (BZP), or an analog thereof, is guilty of a Class 2 felony. The fine for violation of this subsection (d) shall not be more than \$200,000.

(d-5) (Blank).

(e) Any person who violates this Section with regard to any other amount of a controlled substance other than methamphetamine or counterfeit substance classified in Schedule I or II, or an analog thereof, which substance is not included under subsection (d) of this Section, is guilty of a Class 3 felony. The fine for violation of this subsection (e) shall not be more than \$150,000.

(f) Any person who violates this Section with regard to any other amount of a controlled or counterfeit substance classified in Schedule III is guilty of a Class 3 felony. The fine for violation of this subsection (f) shall not be more than \$125,000.

(g) Any person who violates this Section with regard to any other amount of a controlled or counterfeit substance classified in Schedule IV is guilty of a Class 3 felony. The fine for violation of this subsection (g) shall not be more than \$100,000.

(h) Any person who violates this Section with regard to any other amount of a controlled or counterfeit substance classified in Schedule V is guilty of a Class 3 felony. The fine for violation of this subsection (h) shall not be more than \$75,000.

(i) This Section does not apply to the manufacture, possession or distribution of a substance in conformance with the provisions of an approved new drug application or an exemption for investigational use within the meaning of Section 505 of the Federal Food, Drug and Cosmetic Act.

(j) (Blank).

(Source: P.A. 95-259, eff. 8-17-07; 96-347, eff. 1-1-10.)

*Excerpted from the Illinois General Assembly website,
<http://www.ilga.gov/legislation/ilcs/fulltext.asp?DocName=072005700K401>.*

Illinois Controlled Substances Act 720 ILCS 570/402 (from Ch. 56 1/2, par. 1402)

Sec. 402. Except as otherwise authorized by this Act, it is unlawful for any person knowingly to possess a controlled or counterfeit substance or controlled substance analog. A violation of this Act with respect to each of the controlled substances listed herein constitutes a single and separate violation of this Act. For purposes of this Section, "controlled substance analog" or "analog" means a substance, other than a controlled substance, that has a chemical structure substantially similar to that of a controlled substance in Schedule I or II, or that was specifically designed to produce an effect substantially similar to that of a

controlled substance in Schedule I or II. Examples of chemical classes in which controlled substance analogs are found include, but are not limited to, the following: phenethylamines, N-substituted piperidines, morphinans, ecgonines, quinazolinones, substituted indoles, and arylcycloalkylamines. For purposes of this Act, a controlled substance analog shall be treated in the same manner as the controlled substance to which it is substantially similar.

- (a) Any person who violates this Section with respect to the following controlled or counterfeit substances and amounts, notwithstanding any of the provisions of subsections (c) and (d) to the contrary, is guilty of a Class 1 felony and shall, if sentenced to a term of imprisonment, be sentenced as provided in this subsection (a) and fined as provided in subsection (b):
- (1) (A) not less than 4 years and not more than 15 years with respect to 15 grams or more but less than 100 grams of a substance containing heroin;

(B) not less than 6 years and not more than 30 years with respect to 100 grams or more but less than 400 grams of a substance containing heroin;

(C) not less than 8 years and not more than 40 years with respect to 400 grams or more but less than 900 grams of any substance containing heroin;

(D) not less than 10 years and not more than 50 years with respect to 900 grams or more of any substance containing heroin;
 - (2) (A) not less than 4 years and not more than 15 years with respect to 15 grams or more but less than 100 grams of any substance containing cocaine;

(B) not less than 6 years and not more than 30 years with respect to 100 grams or more but less than 400 grams of any substance containing cocaine;

(C) not less than 8 years and not more than 40 years with respect to 400 grams or more but less than 900 grams of any substance containing cocaine;

(D) not less than 10 years and not more than 50 years with respect to 900 grams or more of any substance containing cocaine;
 - (3) (A) not less than 4 years and not more than 15 years with respect to 15 grams or more but less than 100 grams of any substance containing morphine;

(B) not less than 6 years and not more than 30 years with respect to 100 grams or more but less than 400 grams of any substance containing morphine;

(C) not less than 6 years and not more than 40 years with respect to 400 grams or more but less than 900 grams of any substance containing morphine;

(D) not less than 10 years and not more than 50 years with respect to 900 grams or more of any substance containing morphine;
 - (4) 200 grams or more of any substance containing peyote;
 - (5) 200 grams or more of any substance containing a derivative of barbituric acid or any of the salts of a derivative of barbituric acid;
 - (6) 200 grams or more of any substance containing amphetamine or any salt of an optical isomer of amphetamine;
 - (6.5) (blank);
 - (7) (A) not less than 4 years and not more than 15 years with respect to: (i) 15 grams or more but less than 100 grams of any substance containing lysergic acid diethylamide (LSD), or an analog thereof, or (ii) 15 or more objects or 15 or more segregated parts of an object or objects but less

than 200 objects or 200 segregated parts of an object or objects containing in them or having upon them any amount of any substance containing lysergic acid diethylamide (LSD), or an analog thereof;

(B) not less than 6 years and not more than 30 years with respect to: (i) 100 grams or more but less than 400 grams of any substance containing lysergic acid diethylamide (LSD), or an analog thereof, or (ii) 200 or more objects or 200 or more segregated parts of an object or objects but less than 600 objects or less than 600 segregated parts of an object or objects containing in them or having upon them any amount of any substance containing lysergic acid diethylamide (LSD), or an analog thereof;

(C) not less than 8 years and not more than 40 years with respect to: (i) 400 grams or more but less than 900 grams of any substance containing lysergic acid diethylamide (LSD), or an analog thereof, or (ii) 600 or more objects or 600 or more segregated parts of an object or objects but less than 1500 objects or 1500 segregated parts of an object or objects containing in them or having upon them any amount of any substance containing lysergic acid diethylamide (LSD), or an analog thereof;

(D) not less than 10 years and not more than 50 years with respect to: (i) 900 grams or more of any substance containing lysergic acid diethylamide (LSD), or an analog thereof, or (ii) 1500 or more objects or 1500 or more segregated parts of an object or objects containing in them or having upon them any amount of a substance containing lysergic acid diethylamide (LSD), or an analog thereof;

(7.5) (A) not less than 4 years and not more than 15 years with respect to: (i) 15 grams or more but less than 100 grams of any substance listed in paragraph (1), (2), (2.1), (2.2), (3), (14.1), (19), (20), (20.1), (21), (25), or (26) of subsection (d) of Section 204, or an analog or derivative thereof, or (ii) 15 or more pills, tablets, caplets, capsules, or objects but less than 200 pills, tablets, caplets, capsules, or objects containing in them or having upon them any amount of any substance listed in paragraph (1), (2), (2.1), (2.2), (3), (14.1), (19), (20), (20.1), (21), (25), or (26) of subsection (d) of Section 204, or an analog or derivative thereof;

(B) not less than 6 years and not more than 30 years with respect to: (i) 100 grams or more but less than 400 grams of any substance listed in paragraph (1), (2), (2.1), (2.2), (3), (14.1), (19), (20), (20.1), (21), (25), or (26) of subsection (d) of Section 204, or an analog or derivative thereof, or (ii) 200 or more pills, tablets, caplets, capsules, or objects but less than 600 pills, tablets, caplets, capsules, or objects containing in them or having upon them any amount of any substance listed in paragraph (1), (2), (2.1), (2.2), (3), (14.1), (19), (20), (20.1), (21), (25), or (26) of subsection (d) of Section 204, or an analog or derivative thereof;

(C) not less than 8 years and not more than 40 years with respect to: (i) 400 grams or more but less than 900 grams of any substance listed in paragraph (1), (2), (2.1), (2.2), (3), (14.1), (19), (20), (20.1), (21), (25), or (26) of subsection (d) of Section 204, or an analog or derivative thereof, or (ii) 600 or more pills, tablets, caplets, capsules, or objects but less than 1,500 pills, tablets, caplets, capsules, or objects containing in them or having upon them any amount of any substance listed in paragraph (1), (2), (2.1), (2.2), (3), (14.1), (19), (20), (20.1), (21), (25), or (26) of subsection (d) of Section 204, or an analog or derivative thereof;

(D) not less than 10 years and not more than 50 years with respect to: (i) 900 grams or more of any substance listed in paragraph (1), (2), (2.1), (2.2), (3), (14.1), (19), (20), (20.1), (21), (25), or (26) of subsection (d) of Section 204, or an analog or derivative thereof, or (ii) 1,500 or more pills, tablets, caplets, capsules, or objects containing in them or having upon them any amount of a substance listed in paragraph (1), (2), (2.1), (2.2), (3), (14.1), (19), (20), (20.1), (21), (25), or (26) of subsection (d) of Section 204, or an analog or derivative thereof;

(8) 30 grams or more of any substance containing pentazocine or any of the salts, isomers and salts of isomers of pentazocine, or an analog thereof;

(9) 30 grams or more of any substance containing methaqualone or any of the salts, isomers and salts of isomers of methaqualone;

(10) 30 grams or more of any substance containing phencyclidine or any of the salts, isomers and salts

of isomers of phencyclidine (PCP);

(10.5) 30 grams or more of any substance containing ketamine or any of the salts, isomers and salts of isomers of ketamine;

(11) 200 grams or more of any substance containing any substance classified as a narcotic drug in Schedules I or II, or an analog thereof, which is not otherwise included in this subsection.

(b) Any person sentenced with respect to violations of paragraph (1), (2), (3), (7), or (7.5) of subsection (a) involving 100 grams or more of the controlled substance named therein, may in addition to the penalties provided therein, be fined an amount not to exceed \$200,000 or the full street value of the controlled or counterfeit substances, whichever is greater. The term "street value" shall have the meaning ascribed in Section 110-5 of the Code of Criminal Procedure of 1963. Any person sentenced with respect to any other provision of subsection (a), may in addition to the penalties provided therein, be fined an amount not to exceed \$200,000.

(c) Any person who violates this Section with regard to an amount of a controlled substance other than methamphetamine or counterfeit substance not set forth in subsection (a) or (d) is guilty of a Class 4 felony. The fine for a violation punishable under this subsection (c) shall not be more than \$25,000.

(d) Any person who violates this Section with regard to any amount of anabolic steroid is guilty of a Class C misdemeanor for the first offense and a Class B misdemeanor for a subsequent offense committed within 2 years of a prior conviction.

(Source: P.A. 99-371, eff. 1-1-16.)

Excerpted from the Illinois General Assembly website,
<http://www.ilga.gov/legislation/ilcs/fulltext.asp?DocName=072005700K402>.

Illinois Controlled Substances Act 720 ILCS 570/401.1 (from Ch. 56 1/2, par. 1401.1)

Sec. 401.1. Controlled Substance Trafficking.

(a) Except for purposes as authorized by this Act, any person who knowingly brings or causes to be brought into this State for the purpose of manufacture or delivery or with the intent to manufacture or deliver a controlled substance other than methamphetamine or counterfeit substance in this or any other state or country is guilty of controlled substance trafficking.

(b) A person convicted of controlled substance trafficking shall be sentenced to a term of imprisonment not less than twice the minimum term and fined an amount as authorized by Section 401 of this Act, based upon the amount of controlled or counterfeit substance brought or caused to be brought into this State, and not more than twice the maximum term of imprisonment and fined twice the amount as authorized by Section 401 of this Act, based upon the amount of controlled or counterfeit substance brought or caused to be brought into this State.

(c) It shall be a Class 2 felony for which a fine not to exceed \$100,000 may be imposed for any person to knowingly use a cellular radio telecommunication device in the furtherance of controlled substance trafficking. This penalty shall be in addition to any other penalties imposed by law.

(Source: P.A. 94-556, eff. 9-11-05.)

Excerpted from the Illinois General Assembly website,
<http://www.ilga.gov/legislation/ilcs/fulltext.asp?DocName=072005700K401.1>.

On **June 27, 2012** the **Chicago City Council** approved a new ordinance which gives police the option to issue a ticket for possession of 15 grams of marijuana or less. Arrests are still mandated for anyone caught smoking marijuana in public or possessing marijuana in or near a school or in or near a park. Under the plan, anyone caught with marijuana under the age of 17 or without proper identification would still be arrested. Tickets would range from \$250 to \$500.

Alcohol - Illinois Law: Legal Penalties and Sanctions for Unlawful Possession, Use or Distribution

(235 ILCS 5/6-16) (from Ch. 43, par. 131)

Sec. 6-16. Prohibited Sales and Possession.

Any person under the age of 21 years who presents or offers to any licensee, his agent or employee, any written, printed or photostatic evidence of age and identity that is false, fraudulent, or not actually his or her own for the purpose of ordering, purchasing, attempting to purchase or otherwise procuring or attempting to procure, the serving of any alcoholic beverage, who falsely states in writing that he or she is at least 21 years of age when receiving alcoholic liquor from a representative, agent, or employee of an express company, common carrier, or contract carrier, or who has in his or her possession any false or fraudulent written, printed, or photostatic evidence of age and identity, is guilty of a Class A misdemeanor and the person's sentence shall include, but shall not be limited to, the following: a fine of not less than \$500 and at least 25 hours of community service. If possible, any community service shall be performed for an alcohol abuse prevention program.

Any person under the age of 21 years who has any alcoholic beverage in his or her possession on any street or highway or in any public place or in any place open to the public is guilty of a Class A misdemeanor. This Section does not apply to possession by a person under the age of 21 years making a delivery of an alcoholic beverage in pursuance of the order of his or her parent or in pursuance of his or her employment.

(a-1) It is unlawful for any parent or guardian to knowingly permit his or her residence, any other private property under his or her control, or any vehicle, conveyance, or watercraft under his or her control to be used by an invitee of the parent's child or the guardian's ward, if the invitee is under the age of 21, in a manner that constitutes a violation of this Section. A parent or guardian is deemed to have knowingly permitted his or her residence, any other private property under his or her control, or any vehicle, conveyance, or watercraft under his or her control to be used in violation of this Section if he or she knowingly authorizes or permits consumption of alcoholic liquor by underage invitees. Any person who violates this subsection (a-1) is guilty of a Class A misdemeanor and the person's sentence shall include, but shall not be limited to, a fine of not less than \$500. Where a violation of this subsection (a-1) directly or indirectly results in great bodily harm or death to any person, the person violating this subsection shall be guilty of a Class 4 felony. Nothing in this subsection (a-1) shall be construed to prohibit the giving of alcoholic liquor to a person under the age of 21 years in the performance of a religious ceremony or service in observation of a religious holiday.

For the purposes of this subsection (a-1) where the residence or other property has an owner and a tenant or lessee, the trier of fact may infer that the residence or other property is occupied only by the tenant or lessee.

(b) Except as otherwise provided in this Section whoever violates this Section shall, in addition to other penalties provided for in this Act, be guilty of a Class A misdemeanor.

(c) Any person shall be guilty of a Class A misdemeanor where he or she knowingly authorizes or permits a residence which he or she occupies to be used by an invitee under 21 years of age and:

- (1) the person occupying the residence knows that any such person under the age of 21 is in possession of or is consuming any alcoholic beverage; and
- (2) the possession or consumption of the alcohol by the person under 21 is not otherwise permitted by this Act.

For the purposes of this subsection (c) where the residence has an owner and a tenant or lessee, the trier of fact may infer that the residence is occupied only by the tenant or lessee. The sentence of any person who violates this subsection (c) shall include, but shall not be limited to, a fine of not less than \$500. Where a violation of this subsection (c) directly or indirectly results in great bodily harm or death to any person, the person violating this subsection (c) shall be guilty of a Class 4 felony. Nothing in this subsection (c) shall be construed to prohibit the giving of alcoholic liquor to a person under the age of 21 years in the performance of a religious ceremony or service in observation of a religious holiday.

A person shall not be in violation of this subsection (c) if (A) he or she requests assistance from the police department or other law enforcement agency to either (i) remove any person who refuses to abide by the person's performance of the duties imposed by this subsection (c) or (ii) terminate the activity because the

person has been unable to prevent a person under the age of 21 years from consuming alcohol despite having taken all reasonable steps to do so and (B) this assistance is requested before any other person makes a formal complaint to the police department or other law enforcement agency about the activity.

(d) Any person who rents a hotel or motel room from the proprietor or agent thereof for the purpose of or with the knowledge that such room shall be used for the consumption of alcoholic liquor by persons under the age of 21 years shall be guilty of a Class A misdemeanor.

(e) Except as otherwise provided in this Act, any person who has alcoholic liquor in his or her possession on public school district property on school days or at events on public school district property when children are present is guilty of a petty offense, unless the alcoholic liquor (i) is in the original container with the seal unbroken and is in the possession of a person who is not otherwise legally prohibited from possessing the alcoholic liquor or (ii) is in the possession of a person in or for the performance of a religious service or ceremony authorized by the school board.

(Source: P.A. 97-1049, eff. 1-1-13; 98-1017, eff. 1-1-15.)

*Excerpted from the Illinois General Assembly website,
<http://ilga.gov/legislation/ilcs/fulltext.asp?DocName=023500050K6-16>.*

(Text of Section after amendment by P.A. 99-447, eff. 6-1-16)

Sec. 6-20. Transfer, Possession, and Consumption of Alcoholic Liquor; Restrictions.

- (a) Any person to whom the sale, gift or delivery of any alcoholic liquor is prohibited because of age shall not purchase, or accept a gift of such alcoholic liquor or have such alcoholic liquor in his possession.
- (b) If a licensee or his or her agents or employees believes or has reason to believe that a sale or delivery of any alcoholic liquor is prohibited because of the non-age of the prospective recipient, he or she shall, before making such sale or delivery demand presentation of some form of positive identification, containing proof of age, issued by a public officer in the performance of his or her official duties.
- (c) No person shall transfer, alter, or deface such an identification card; use the identification card of another; carry or use a false or forged identification card; or obtain an identification card by means of false information.
- (d) No person shall purchase, accept delivery or have possession of alcoholic liquor in violation of this Section.
- (e) The consumption of alcoholic liquor by any person under 21 years of age is forbidden.
- (f) Whoever violates any provisions of this Section shall be guilty of a Class A misdemeanor.
- (g) The possession and dispensing, or consumption by a person under 21 years of age of alcoholic liquor in the performance of a religious service or ceremony, or the consumption by a person under 21 years of age under the direct supervision and approval of the parents or parent or those persons standing in loco parentis of such person under 21 years of age in the privacy of a home, is not prohibited by this Act.
- (h) The provisions of this Act prohibiting the possession of alcoholic liquor by a person under 21 years of age and dispensing of alcoholic liquor to a person under 21 years of age do not apply in the case of a student under 21 years of age, but 18 years of age or older, who:
 - (1) tastes, but does not imbibe, alcoholic liquor only during times of a regularly scheduled course while under the direct supervision of an instructor who is at least 21 years of age and employed by an educational institution described in subdivision (2);
 - (2) is enrolled as a student in a college, university, or post-secondary educational institution that is accredited or certified by an agency recognized by the United States Department of Education or a nationally recognized accrediting agency or association, or that has a permit of approval issued by the Board of Higher Education pursuant to the Private Business and Vocational Schools Act of 2012;
 - (3) is participating in a culinary arts, food service, or restaurant management degree program of which a portion of the program includes instruction on responsible alcoholic beverage serving methods

modeled after the Beverage Alcohol Sellers and Server Education and Training (BASSET) curriculum;
and

- (4) tastes, but does not imbibe, alcoholic liquor for instructional purposes up to, but not exceeding, 6 times per class as a part of a required course in which the student temporarily possesses alcoholic liquor for tasting, not imbibing, purposes only in a class setting on the campus and, thereafter, the alcoholic liquor is possessed and remains under the control of the instructor.
- (i) A law enforcement officer may not charge or otherwise take a person into custody based solely on the commission of an offense that involves alcohol and violates subsection (d) or (e) of this Section if the law enforcement officer, after making a reasonable determination and considering the facts and surrounding circumstances, reasonably believes that all of the following apply:
 - (1) The law enforcement officer has contact with the person because that person either:
 - (A) requested emergency medical assistance for an individual who reasonably appeared to be in need of medical assistance due to alcohol consumption; or
 - (B) acted in concert with another person who requested emergency medical assistance for an individual who reasonably appeared to be in need of medical assistance due to alcohol consumption; however, the provisions of this subparagraph (B) shall not apply to more than 3 persons acting in concert for any one occurrence.
 - (2) The person described in subparagraph (A) or (B) of paragraph (1) of this subsection (i):
 - (A) provided his or her full name and any other relevant information requested by the law enforcement officer;
 - (B) remained at the scene with the individual who reasonably appeared to be in need of medical assistance due to alcohol consumption until emergency medical assistance personnel arrived; and
 - (C) cooperated with emergency medical assistance personnel and law enforcement officers at the scene.
- (j) A person who meets the criteria of paragraphs (1) and (2) of subsection (i) of this Section shall be immune from criminal liability for an offense under subsection (d) or (e) of this Section.
- (k) A person may not initiate an action against a law enforcement officer based on the officer's compliance or failure to comply with subsection (i) of this Section, except for willful or wanton misconduct.

(Source: P.A. 99-447, eff. 6-1-16; 99-795, eff. 8-12-16.)

*Excerpted from the Illinois General Assembly website,
<http://ilga.gov/legislation/ilcs/fulltext.asp?DocName=023500050K6-20>.*

Penalties for Crimes in Illinois					
Category of Crime	Usual Prison or Jail Term	Possible Extended Term	Probation in Lieu of Confinement	Mandatory Supervised Release Term	Maximum Fine
Felony Class X	6-30 years	30-60 years	Not Allowed	3 years	\$25,000
Felony Class 1	4-15 years	15-30 years	Up to 4 years	2 years	\$25,000
Felony Class 2	3-7 years	7-14 years	Up to 4 years	2 years	\$25,000
Felony Class 3	2-5 years	5-10 years	Up to 2 ½ years	1 year	\$25,000
Felony Class 4	1-3 years	3-6 years	Up to 2 ½ years	1 year	\$25,000
Misdemeanor Class A	Under 1 year	—	—		\$2,500
Misdemeanor Class B	Up to 6 months	—	—		\$1,500
Misdemeanor Class C	Up to 30 days	—	—		\$1,500

Excerpted from the Illinois General Assembly website, <http://www.ilga.gov/commission/lru/2014PFC.pdf>.

The School's Standards of Conduct and Penalties for Violation of the Standards: - See "Student Conduct Procedures" in the Student Handbook or under Section 22 of the SAIC Annual Security & Fire Safety Report for the School's student conduct standards, process, and penalties for violation of the standards.

As stated in the Employee Guidelines under the heading, 17.4 Disciplinary Measures, "Employees may be disciplined by:

- *Oral or Written Warning,*
- *Suspension With or Without Pay,*
- *Wage Freeze,*
- *Wage Reduction or Deduction,*
- *Demotion, or*
- *Dismissal.*

Employees may be given notice of such discipline, including the effective date and time and the specific reason. Where appropriate, discipline will be administered in a progressive manner."

Health Risks Associated with the Abuse of Alcohol and Illicit Drugs: - Excerpted from the National Institute on Alcohol Abuse and Alcoholism (NIAAA) <http://www.niaaa.nih.gov/alcohol-health/alphabets-effects-body> and the National Institute on Drug Abuse (NIDA) <http://www.drugabuse.gov/drugs-abuse/commonly-abused-drugs/commonly-abused-drugs-chart>. Additional information on the health effects and federal trafficking penalties associated with various drugs is available in the Drug Enforcement Administration's 2017 "Drugs of Abuse" resource guide which can be downloaded at https://www.dea.gov/pr/multimedia-library/publications/drug_of_abuse.pdf.

Alcohol's Effects on the Body

Drinking too much – on a single occasion or over time – can take a serious toll on your health. Here's how alcohol can affect your body:

Brain:

Alcohol interferes with the brain's communication pathways, and can affect the way the brain looks and works. These disruptions can change mood and behavior, and make it harder to think clearly and move with coordination.

Heart:

Drinking a lot over a long time or too much on a single occasion can damage the heart, causing problems including:

- Cardiomyopathy – Stretching and drooping of heart muscle
- Arrhythmias – Irregular heart beat
- Stroke
- High blood pressure

Research also shows that drinking moderate amounts of alcohol may protect healthy adults from developing coronary heart disease.

Liver:

Heavy drinking takes a toll on the liver, and can lead to a variety of problems and liver inflammations including:

- Steatosis, or fatty liver
- Alcoholic hepatitis
- Fibrosis
- Cirrhosis

Pancreas:

Alcohol causes the pancreas to produce toxic substances that can eventually lead to pancreatitis, a dangerous inflammation and swelling of the blood vessels in the pancreas that prevents proper digestion.

Cancer:

Drinking too much alcohol can increase your risk of developing certain cancers, including cancers of the:

- Mouth
- Esophagus
- Throat
- Liver
- Breast

Immune System:

Drinking too much can weaken your immune system, making your body a much easier target for disease. Chronic drinkers are more liable to contract diseases like pneumonia and tuberculosis than people who do not drink too much. Drinking a lot on a single occasion slows your body's ability to ward off infections – even up to 24 hours after getting drunk.

Drug Health Risks and Effects

Bath Salts (Synthetic Cathinones)

Short-term	Increased heart rate and blood pressure; euphoria; increased sociability and sex drive; paranoia, agitation, and hallucinations; psychotic and violent behavior; nosebleeds; sweating; nausea, vomiting; insomnia; irritability; dizziness; depression; suicidal thoughts; panic attacks; reduced motor control; cloudy thinking.
Long-term	Breakdown of skeletal muscle tissue; kidney failure; death.
Other Health-related Issues	Risk of HIV, hepatitis, and other infectious diseases from shared needles.
In Combination with Alcohol	Unknown.
Withdrawal Symptoms	Depression, anxiety, problems sleeping, tremors, paranoia.

Cocaine:

Short-term	Narrowed blood vessels; enlarged pupils; increased body temperature, heart rate, and blood pressure; headache; abdominal pain and nausea; euphoria; increased energy, alertness; insomnia, restlessness; anxiety; erratic and violent behavior, panic attacks, paranoia, psychosis; heart rhythm problems, heart attack; stroke, seizure, coma.
Long-term	Loss of sense of smell, nosebleeds, nasal damage and trouble swallowing from snorting; infection and death of bowel tissue from decreased blood flow; poor nutrition and weight loss from decreased appetite.
Other Health-related Issues	Pregnancy: premature delivery, low birth weight, neonatal abstinence syndrome. Risk of HIV, hepatitis, and other infectious diseases from shared needles.
In Combination with Alcohol	Greater risk of overdose and sudden death than from either drug alone.
Withdrawal Symptoms	Depression, tiredness, increased appetite, insomnia, vivid unpleasant dreams, slowed thinking and movement, restlessness.

GHB:

Short-term	Euphoria, drowsiness, decreased anxiety, confusion, memory loss, hallucinations, excited and aggressive behavior, nausea, vomiting, unconsciousness, seizures, slowed heart rate and breathing, lower body temperature, coma, death.
Long-term	Unknown.
Other Health-related Issues	Sometimes used as a date rape drug.
In Combination with Alcohol	Nausea, problems with breathing, greatly increased depressant effects.
Withdrawal Symptoms	Insomnia, anxiety, tremors, sweating, increased heart rate and blood pressure, psychotic thoughts.

Heroin:

Short-term	Euphoria; warm flushing of skin; dry mouth; heavy feeling in the hands and feet; clouded thinking; alternate wakeful and drowsy states; itching; nausea; vomiting; slowed breathing and heart rate.
Long-term	Collapsed veins; abscesses (swollen tissue with pus); infection of the lining and valves in the heart; constipation and stomach cramps; liver or kidney disease; pneumonia.
Other Health-related Issues	Pregnancy: miscarriage, low birth weight, neonatal abstinence syndrome. Risk of HIV, hepatitis, and other infectious diseases from shared needles.
In Combination with Alcohol	Dangerous slowdown of heart rate and breathing, coma, death.
Withdrawal Symptoms	Restlessness, muscle and bone pain, insomnia, diarrhea, vomiting, cold flashes with goose bumps ("cold turkey"), leg movements.

Ketamine:

Short-term	Problems with attention, learning, and memory; dreamlike states, hallucinations; sedation; confusion and problems speaking; loss of memory; problems moving, to the point of being immobile; raised blood pressure; unconsciousness; slowed breathing that can lead to death.
Long-term	Ulcers and pain in the bladder; kidney problems; stomach pain; depression; poor memory.
Other Health-related Issues	Sometimes used as a date rape drug. Risk of HIV, hepatitis, and other infectious diseases from shared needles.
In Combination with Alcohol	Increased risk of adverse effects.
Withdrawal Symptoms	Unknown.

LSD:

Short-term	Rapid emotional swings; distortion of a person's ability to recognize reality, think rationally, or communicate with others; raised blood pressure, heart rate, body temperature; dizziness and insomnia; loss of appetite; dry mouth; sweating; numbness; weakness; tremors; enlarged pupils.
Long-term	Frightening flashbacks (called Hallucinogen Persisting Perception Disorder [HPPD]); ongoing visual disturbances, disorganized thinking, paranoia, and mood swings.
Other Health-related Issues	Unknown.
In Combination with Alcohol	May decrease the perceived effects of alcohol.
Withdrawal Symptoms	Unknown.

Marijuana (Cannabis):

Short-term	Enhanced sensory perception and euphoria followed by drowsiness/relaxation; slowed reaction time; problems with balance and coordination; increased heart rate and appetite; problems with learning and memory; hallucinations; anxiety; panic attacks; psychosis.
Long-term	Mental health problems, chronic cough, frequent respiratory infections.
Other Health-related Issues	Youth: possible loss of IQ points when repeated use begins in adolescence. Pregnancy: babies born with problems with attention, memory, and problem solving.
In Combination with Alcohol	Increased heart rate, blood pressure; further slowing of mental processing and reaction time.
Withdrawal Symptoms	Irritability, trouble sleeping, decreased appetite, anxiety.

MDMA (Ecstasy, Molly):

Short-term	Lowered inhibition; enhanced sensory perception; confusion; depression; sleep problems; anxiety; increased heart rate and blood pressure; muscle tension; teeth clenching; nausea; blurred vision; faintness; chills or sweating; sharp rise in body temperature leading to liver, kidney, or heart failure and death.
Long-term	Long-lasting confusion, depression, problems with attention, memory, and sleep; increased anxiety, impulsiveness, aggression; loss of appetite; less interest in sex.
Other Health-related Issues	Unknown.
In Combination with Alcohol	May increase the risk of cell and organ damage.
Withdrawal Symptoms	Fatigue, loss of appetite, depression, trouble concentrating.

Methamphetamine:

Short-term	Increased wakefulness and physical activity; decreased appetite; increased breathing, heart rate, blood pressure, temperature; irregular heartbeat.
Long-term	Anxiety, confusion, insomnia, mood problems, violent behavior, paranoia, hallucinations, delusions, weight loss, severe dental problems ("meth mouth"), intense itching leading to skin sores from scratching.
Other Health-related Issues	Pregnancy: premature delivery; separation of the placenta from the uterus; low birth weight; lethargy; heart and brain problems. Risk of HIV, hepatitis, and other infectious diseases from shared needles.
In Combination with Alcohol	Masks the depressant effect of alcohol, increasing risk of alcohol overdose; may increase blood pressure and jitters.
Withdrawal Symptoms	Depression, anxiety, tiredness.

PCP:

Short-term	<p>Delusions, hallucinations, paranoia, problems thinking, a sense of distance from one's environment, anxiety.</p> <p>Low doses: slight increase in breathing rate; increased blood pressure and heart rate; shallow breathing; face redness and sweating; numbness of the hands or feet; problems with movement.</p> <p>High doses: lowered blood pressure, pulse rate, breathing rate; nausea; vomiting; blurred vision; flicking up and down of the eyes; drooling; loss of balance; dizziness; violence; suicidal thoughts; seizures, coma, and death.</p>
Long-term	Memory loss, problems with speech and thinking, depression, weight loss, anxiety.
Other Health-related Issues	<p>PCP has been linked to self-injury.</p> <p>Risk of HIV, hepatitis, and other infectious diseases from shared needles.</p>
In Combination with Alcohol	Increased risk of coma.
Withdrawal Symptoms	Headaches, sweating.

Prescription Opioids:

Short-term	Pain relief, drowsiness, nausea, constipation, euphoria, confusion, slowed breathing, death.
Long-term	Unknown.
Other Health-related Issues	<p>Pregnancy: Miscarriage, low birth weight, neonatal abstinence syndrome.</p> <p>Older adults: higher risk of accidental misuse or abuse because many older adults have multiple prescriptions, increasing the risk of drug-drug interactions, and breakdown of drugs slows with age; also, many older adults are treated with prescription medications for pain.</p> <p>Risk of HIV, hepatitis, and other infectious diseases from shared needles.</p>
In Combination with Alcohol	Dangerous slowing of heart rate and breathing leading to coma or death.
Withdrawal Symptoms	Restlessness, muscle and bone pain, insomnia, diarrhea, vomiting, cold flashes with goose bumps ("cold turkey"), leg movements.

Prescription Sedatives & Tranquilizers:

Short-term	Drowsiness, slurred speech, poor concentration, confusion, dizziness, problems with movement and memory, lowered blood pressure, slowed breathing.
Long-term	Unknown.
Other Health-related Issues	Sleep medications are sometimes used as date rape drugs. Risk of HIV, hepatitis, and other infectious diseases from shared needles.
In Combination with Alcohol	Further slows heart rate and breathing, which can lead to death.
Withdrawal Symptoms	Must be discussed with a health care provider; barbiturate withdrawal can cause a serious abstinence syndrome that may even include seizures.

Prescription Stimulants:

Short-term	Increased alertness, attention, energy; increased blood pressure and heart rate; narrowed blood vessels; increased blood sugar; opened-up breathing passages. High doses: dangerously high body temperature and irregular heartbeat; heart failure; seizures.
Long-term	Heart problems, psychosis, anger, paranoia.
Other Health-related Issues	Risk of HIV, hepatitis, and other infectious diseases from shared needles.
In Combination with Alcohol	Masks the depressant action of alcohol, increasing risk of alcohol overdose; may increase blood pressure and jitters.
Withdrawal Symptoms	Depression, tiredness, sleep problems.

Psilocybin:

Short-term	Hallucinations, altered perception of time, inability to tell fantasy from reality, panic, muscle relaxation or weakness, problems with movement, enlarged pupils, nausea, vomiting, drowsiness.
Long-term	Risk of flashbacks and memory problems.
Other Health-related Issues	Risk of poisoning if a poisonous mushroom is accidentally used.
In Combination with Alcohol	May decrease the perceived effects of alcohol.
Withdrawal Symptoms	Unknown.

Rohypnol® (Flunitrazepam):

Short-term	Drowsiness, sedation, sleep; amnesia, blackout; decreased anxiety; muscle relaxation, impaired reaction time and motor coordination; impaired mental functioning and judgment; confusion; aggression; excitability; slurred speech; headache; slowed breathing and heart rate.
Long-term	Unknown.
Other Health-related Issues	Unknown.
In Combination with Alcohol	Severe sedation, unconsciousness, and slowed heart rate and breathing, which can lead to death.
Withdrawal Symptoms	Headache; muscle pain; extreme anxiety, tension, restlessness, confusion, irritability; numbness and tingling of hands or feet; hallucinations, delirium, convulsions, seizures, or shock.

Synthetic Cannabinoids (“K2”/“Spice”)

Short-term	Increased heart rate; vomiting; agitation; confusion; hallucinations, anxiety, paranoia; increased blood pressure and reduced blood supply to the heart; heart attack.
Long-term	Unknown.
Other Health-related Issues	Use of synthetic cannabinoids has led to an increase in emergency room visits in certain areas.
In Combination with Alcohol	Unknown.
Withdrawal Symptoms	Headaches, anxiety, depression, irritability.

Steroids (Anabolic):

Short-term	Headache, acne, fluid retention (especially in the hands and feet), oily skin, yellowing of the skin and whites of the eyes, infection at the injection site.
Long-term	Kidney damage or failure; liver damage; high blood pressure, enlarged heart, or changes in cholesterol leading to increased risk of stroke or heart attack, even in young people; aggression; extreme mood swings; anger ("roid rage"); paranoid jealousy; extreme irritability; delusions; impaired judgment.
Other Health-related Issues	Males: shrunken testicles, lowered sperm count, infertility, baldness, development of breasts, increased risk for prostate cancer. Females: facial hair, male-pattern baldness, menstrual cycle changes, enlargement of the clitoris, deepened voice. Adolescents: stunted growth. Risk of HIV, hepatitis, and other infectious diseases from shared needles.
In Combination with Alcohol	Increased risk of violent behavior.
Withdrawal Symptoms	Mood swings; tiredness; restlessness; loss of appetite; insomnia; lowered sex drive; depression, sometimes leading to suicide attempts.

Tobacco:

Short-term	Increased blood pressure, breathing, and heart rate.
Long-term	Greatly increased risk of cancer, especially lung cancer when smoked and oral cancers when chewed; chronic bronchitis; emphysema; heart disease; leukemia; cataracts; pneumonia.
Other Health-related Issues	Pregnancy: miscarriage, low birth weight, premature delivery, stillbirth, learning and behavior problems.
In Combination with Alcohol	Unknown.
Withdrawal Symptoms	Irritability, attention and sleep problems, increased appetite.

Where To Get Help: - The School of the Art Institute offers several sources of assistance for those who seek treatment for drug and alcohol abuse. Both **Health Services (312-499-4288)** and **Counseling Services (312-499-4271)** can make referrals to appropriate community organizations. In addition, you can make an appointment to see one of the School's counselors who will meet with you on a confidential basis to discuss any areas of concern. The counselors are available to discuss the breadth of the School's insurance policy as it relates to drug and/or alcohol abuse treatment. To set up an appointment, contact **Counseling Services** at **312-499-4271**.

Drug or Alcohol Abuse Programs

SAIC offers a variety of programs regarding drugs and alcohol in an effort to educate our students about the potential dangers of their use or abuse. The goal of these programs is to raise awareness on the issues related to drug and alcohol use on campus, and prevent students from making choices that may put their health or well-being in jeopardy.

- 9/9/16 @ 7:30pm: Scary Movie Nights – Students can watch scary/thriller movies with others who enjoy the genre. It's also a good way to start getting into the Halloween spirit with a movie shown every Friday until Halloween. This was an Alcohol alternative event.
- 9/10/16 @ 7:00pm: 90's Nostalgia Buck Mixer – Meet new people and have fun as you jam out to your favorite 90's songs! This is a great opportunity to get to know your fellow classmates and staff in the Buckingham. There will be food, movies, music, and games. Wear a totally rad 90s outfit and be prepared have a blast!
- 2/5/17 @ 8:00pm: Super Bowl Viewing Party – Join us for the Super Bowl Viewing Party: When Legends Collide! This year it is the intense battle between the New England Patriots and the Atlanta Falcons. Come by for hype plays, edge-of-your-seat drama, and snacks and refreshments! While enjoying free fruity non-alcoholic beverages, students learned more about what to do when they find themselves in a situation where alcohol is involved and how to keep themselves and others around them safe.
- 3/12/17 @ 7:00pm: Just Dance with Nuveen – As Critique Week comes to an end what better way to destress than to dance with friends! Stop by the Nuveen Center for your favorite songs and moves on the Just Dance video games. There will be dancing, food, and lots of laughter with your peers. This was an Alcohol alternative event.
- 4/13/17 @ 6:00pm: Camp IN/Camp OUT – Come enjoy the great outdoors in the greater indoors! From 6pm until the sun comes up, come make s'mores and swap snores, telling campfire tales by the microwave light. Bring a sleeping bag if you like, or a blanket to keep the (computer) bugs away, and have a camp-out the way capital society intended it; Inside. Have Fun till 1, and then from 1AM till 6AM you are welcome to sleep under the halogen stars.
- 5/3/17 @ 8:00pm: Healthy Mind, Healthy Heart – Join us for an hour of circuit training! This is the perfect time to destress before finals and get oxygen running into your brain so that your creative juices can be working to its full potential for your final assignments. Fruit and granola bars will be provided! This was a Drug alternative event.

Throughout the 2016-2017 academic year, Residence Life supported efforts to reduce alcohol and other substance use on campus by providing alternatives. In order to provide alternate programming for residents, every Saturday night and some Friday nights of spring and fall semesters, Resident Advisors sponsored programs for the residents such as:

- Themed Parties: Your Favorite Decade, Latin Rhythms,
- Academic and Professional Workshops: Resume writing workshops, artist statement writing workshops
- Social Gatherings: Dance tournaments, ice cream socials, Video Game Nights, Movie Nights
- Exploring Chicago: public transit training, restaurant tours, museum visits
- Art-making: residential gallery openings, drawing workshops
- Health and Wellness: Self-care workshops, fitness workshops, study tips & techniques

Fire Safety Report

32. Disclosure of Fire Safety Standards & Measures

A. Fire Safety Statistics:

The fire safety report contains information with respect to the campus fire safety practices and standards of SAIC, including statistics concerning the number of fires and the cause of each fire, the number of injuries related to a fire that result in treatment at a medical facility, the number of deaths related to a fire, and the value of property damage caused by a fire in each on-campus student housing facility during the most recent calendar years for which data are available.

162 N State (State Bldg) Residence Hall – Fire Statistics 2014-2016

Location	Total Fires in Bldg	Fire #	Date Reported-Report Number	Time	Value of Property Damage Caused by Fire	Injuries Requiring Treatment at a Medical Facility	Deaths Related to a Fire	Classification	Cause of Fire
5 th Floor	1	1	12/23/14 IR-141223-140350	2:00 pm	\$0-\$99	0	0	Un-intentional	Tea pot on lit stove caught fire
Under public sidewalk	1	2	10/7/15 IR-151007-033734	3:26 am	\$100-\$999	0	0	Undetermined	Fire in CTA subway facilities on public property
Basement	1	3	6/28/16 IR-160628-113601	11:36 am	\$0-\$99	0	0	Un-intentional	Aluminum foil in microwave caught fire

7 W Madison (Jones Hall) Residence Hall – Fire Statistics 2014-2016

Location	Total Fires in Bldg	Fire #	Date Reported-Report Number	Time	Value of Property Damage Caused by Fire	Injuries Requiring Treatment at a Medical Facility	Deaths Related to a Fire	Classification	Cause of Fire
Alley behind building	1	1	12/14/15 IR-151214-225422	10:40 pm	\$0-\$99	0	0	Intentional	Street person set fire to boxes in dumpster

B. Description of On Campus Student Housing Fire Safety Systems:

The School of the Art Institute of Chicago (SAIC) owns and operates two on-campus student housing facilities located at 7 W. Madison Avenue and 162 N. State Street, Chicago, Illinois.

7 WEST MADISON (JONES HALL)

- 15 story/114 room high-rise residence hall
- Protected by an automatic fire alarm system including a voice evacuation system
- Fire system devices include: speaker/strobes, smoke and heat detection, pull stations, and water flow switches
- City of Chicago Code compliant Class A Fire System
- Evacuation of entire building on all fire alarms
- 2 local smoke detectors in each residence room.
 - 1 detector reports to a remote annunciator panel located at a Security Desk and monitored 24 hours per day/365 days per year
 - 1 AC/battery back-up detector sounds a local audible within the residence room
- All fire alarm devices are tested/maintained in accordance with City of Chicago, National Fire Protection Association (NFPA), and manufacturer's specifications.
- Fire alarm system monitored by Underwriter's Laboratory (UL) listed Central Station that reports all alarm conditions to the City of Chicago Fire Department
- Building is patrolled by security 24 hours a day 365 days per year
- Fire phones are located in the East Stairwell on the basement, first, fifth, tenth, and fifteenth floors (for fire department use only)
- Building is sprinklered in accordance with City of Chicago Fire Code. Each floor has a water flow and tamper switch reporting to the main building fire panel. Each dorm room has code compliant sprinkler coverage.
- Fire sprinkler system and fire pump are tested/maintained in accordance with City of Chicago, National Fire Protection Association (NFPA), and manufacturer's specifications.
- 750 gallon per minute fire pump feeds building and is located in the second basement
- Extinguishers, partial (common areas only) or full (rooms also) sprinkler system, evacuation plans/placards

162 N. STATE STREET (STATE BLDG)

- 17 story/268 room high-rise residence hall
- Protected by an automatic fire alarm system including a voice evacuation system
- Fire system devices include: speaker/strobes, smoke and heat detection, pull stations, and water flow switches
- City of Chicago Code compliant Class A Fire System
- Evacuation of entire residential portion of the building on all fire alarms
- 2 local smoke detectors in each residence room
 - 1 detector reports to a remote annunciator panel located at a Security Desk and monitored 24 hours per day/365 days per year
 - 1 AC/battery back-up detector sounds a local audible within the residence room
- All fire alarm devices are tested/maintained in accordance with City of Chicago, National Fire Protection Association (NFPA), and manufacturer's specifications.
- Fire alarm system monitored by Underwriter's Laboratory (UL) listed Central Station that reports all alarm conditions to the City of Chicago Fire Department
- Building is patrolled by security 24 hours per day/365 days per year
- Fire phones are located in the North and South stairwells at the basement, first, fifth, tenth, fifteenth, and seventeenth floor levels (for fire department use only)
- Building is sprinklered in accordance with City of Chicago Fire Code. Each floor has a water flow and tamper switch reporting to the main building fire panel. Each residence room has code compliant sprinkler coverage.
- Fire sprinkler system and fire pump are tested/maintained in accordance with City of Chicago, National Fire Protection Association (NFPA), and manufacturer's specifications.
- 1250 gallon per minute fire pump feeds building and is located in the basement
- Extinguishers, partial (common areas only) or full (rooms also) sprinkler system, evacuation plans/placards

C. Number of Regular Mandatory Supervised Fire Drills:

There were two mandatory supervised fire drills conducted in each SAIC owned/operated campus building last year (1 drill per academic semester).

D. Policies on Portable Electrical Appliances, Smoking and Open Flames:

Residence Life conducts residence hall health and safety inspections periodically throughout the year. The health and safety inspections are primarily designed to find and eliminate safety violations. Students are required to read and comply with the Student Handbook-Additional Residence Hall Policies, which includes the health, safety and other rules and regulations for residential buildings. The Student Handbook also includes the rules of conduct for all SAIC students and the range of sanctions that might be imposed for conduct violations.

The Additional Residence Hall Policies section of the Student Handbook states the following:

Residence hall and school policies have been established to assist in creating a comfortable living environment that is conducive to artistic and personal growth and development. All residents, students, and guests/visitors are expected to adhere to the Residence Hall Policies, as well as the SAIC Rules of Conduct in the Student Rights and Responsibilities section of the Student Handbook. Committing one or more of the following acts of misconduct may subject the student to SAIC's Student Conduct Procedures.

- Smoking cigarettes, electronic cigarettes, pipes, or any other smoking device (either purchased or created) in the residence halls or within 15 feet of the entrance to the residence halls. Students may not burn items in the residence halls.
- Possessing or using incense, incense paraphernalia (including sticks and powders), prohibited candles, or a hookah in the residence halls. Information about candle restrictions, as well as additional guidelines are set forth in the Fire Safety Policy of the Student Handbook.
- Tampering with fire safety equipment such as sprinklers, pull stations, fire extinguishers, smoke alarms, fire curtains, or any other fire prevention equipment, violating any other fire code violations in the residence halls, or violating any of the additional guidelines as set forth in the Fire Safety Policy of the Student Handbook.
- Leaving food cooking unattended at any time, including in the common area kitchens; leaving any appliance unattended during use.
- Using space heaters, broilers, sun lamps, potpourri pots, hot pots, any open coil heating element, halogen lights, 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 Student Handbook.
- Using power tools (such as power saws, drills, etc.) in a resident room or areas except the approved area on the 17th floor studio in the 162 North State Street Residences.

Fire Safety

Specific, additional 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.

- Candles—Candles may not be lit in the residence halls. Candles are not allowed in the halls unless the candle has never been burned. It is recommended to cut the wick of any unburned candles to demonstrate that they have never been burned.
- 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)
 - Halogen lamps/tungsten lights
- Evacuation— In accordance with Chicago law, students are required to evacuate the building during a fire alarm in a timely manner.

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 15 feet of the entrance to all SAIC buildings.

Procedures for Student Housing Evacuation:

In the event of a fire, SAIC requires that all campus community members evacuate by the nearest exit, closing doors and activating the fire alarm system as they leave. Upon exiting the building, it is appropriate to notify the Campus Security Officer assigned to the security desk regarding as much information as is known about the fire. Students and/or employees are informed where to relocate to by security and engineering staff if circumstances warrant at the time of the alarm.

In the event the fire alarms sound, SAIC policy requires that all occupants must evacuate the building, closing doors as they leave. No training is provided to students or employees in firefighting or suppression activity as this is inherently dangerous and each community member is instructed to exit safely and quickly, shutting doors along the exit path as they go to contain the spread of flames and smoke, and to activate the alarm as they exit. At no time should the closing of doors or the activation of the alarm delay the exit from the building.

Evacuation Drills

It is the policy of the School of the Art Institute of Chicago that, 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 is impeding 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.
- Failure to evacuate the building in a timely manner during a fire alarm is against city ordinance and is considered a violation of SAIC 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 student who does not evacuate when the fire alarm sounds. In addition, the Chicago Fire Department and Police Department may decide to press charges against any student 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 register with the Disability and Learning Resource Center (DLRC) who will inform Residence Life staff. 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 for their hall:

Jones Hall (7 W. Madison)

Unless fire or smoke inhibits you, residents with impairments should proceed to the stairwell landing. 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 or pull the nearest fire pull station.

162 North State Street Residences

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 for the appropriate building.

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.

E. Policies Regarding Fire Safety Education/Training Programs:

Fire safety education programs for all resident advisors and resident directors living in on-campus student housing are held at the beginning of each academic year. These programs are designed to train these advisors and directors on the procedures to be followed in case there is a fire and disseminate information on fire safety policies. During these programs, trainers emphasize that participating in fire drills is mandatory. Students with disabilities are encouraged to meet with advisors in the Disability and Learning Resource Center to discuss evacuation protocols for students who have difficulty exiting the buildings in an evacuation.

If a fire occurs, students are instructed to exit the building per the evacuation routes and follow the directions of the Campus Security staff. Floor plans indicating the evacuation routes to the internal stairwell(s) and exterior fire escape are posted on each floor. Students are to remain where instructed until the Campus Security staff announces that everyone may return to the building.

Calling Security for Help - If at any time you are unable to exit because of smoke, fire or physical barriers:

Please **immediately** report significant emergencies or dangerous situations that pose an immediate threat to the health and safety of the SAIC community to the Chicago Police Department and Campus Security. To report an emergency on campus you should:

- **Call 911** and then:
- Press the emergency button on those phones in SAIC buildings that have an orange sticker with the word "**EMERGENCY**" on it next to the button or call Campus Security at (312) 899-1230.
- If you can't reach any phones pull a pull station located near the stairwells or fire escapes.
- Notify occupants and help those needing assistance in the immediate area.
- Evacuate the building at the nearest exit.
- Do not, under any circumstances, enter the building until authorized to do so by emergency personnel.

Physically Disabled Evacuation Information - Campus Security maintains a list of persons on campus who are physically disabled, which we receive from the Disability and Learning Resource Center. Anyone who anticipates that they will require assistance during an evacuation should notify the Disability and Learning Resource Center at (312) 499-4278 so that we can have the information for emergency responders.

Once the evacuation horns sound, physically disabled persons should follow the procedures outlined in the Residence Hall Guide under "Evacuation Procedures for Individuals with Disabilities" (page 104 of this report). Unless fire or smoke forces you to enter the stairwell, you should stay on the floor just inside from the stairs. DO NOT impede or block the exit for others who are leaving. Tell a fellow coworker or student to inform the security desk of your name, that you are waiting for evacuation assistance, and your location.

In the event that there is no fire, remain at the stairwell until the alarm horns are silenced before returning to your office or classroom.

In the event that the fire is real, Campus Security will dispatch one of the emergency responders to your location to assist you or remain with you until the Fire Department can either (a) evacuate you from the building or (b) shelter you in place if the fire doesn't pose an immediate threat to you. The Fire Department will be informed of your name, that you are waiting for evacuation assistance, and your location.

In the event of a fire the Fire Department will first attempt to clear the floor where the fire is located, including you if you are on this floor, while Fire Rescue Teams go to all other floors to assist anyone who needs it. Working in a progression from the closest to the furthest floor from the fire, the Fire Rescue Team for your floor will remove you from the building.

If you are on a floor where fire or smoke are threatening you contact security for help, go into the area of rescue assistance in the stairwell or just inside the door leading to the stairwell, close the door and remain there until the Fire Department can reach you.

Additional information on fire safety and emergency preparedness can be found on the Ready.gov website (<http://www.ready.gov>), the Illinois Homeland Security website (<http://www.ready.illinois.gov>), and the U.S. Fire Administration's website (<http://www.usfa.dhs.gov>).

F. Plans for Future Improvements in Fire Safety:

There are currently no plans for improvements in fire safety. All existing fire safety systems meet or exceed City of Chicago and NFPA codes.

G. Fire Safety Log:

A log recording all fires in on-campus student housing facilities, including the nature, date, time and general location of each fire is available for review at the Campus Security Desk at 37 S. Wabash, Monday through Friday, between 7:00am - 3:00pm. Additionally, a campus wide email message will be distributed annually notifying the community that this information is available and where it can be accessed.

H. Designated Fire Reporting Authorities:

Per federal law, SAIC is required to annually disclose statistical data on all fires that occur in on-campus student housing facilities. Listed below are the non-emergency numbers to call to report fires that have already been extinguished in on-campus student housing. These are fires for which you are unsure whether the SAIC Campus9Security Office has been notified.

7 W. Madison	Security Officer on Duty	(312) 516-5300
162 N. State	Security Officer on Duty	(312) 846-2100
Vice President, Campus Operations	Thomas Buechele	(312) 499-4923
Executive Director, Campus Security	John Pack	(312) 899-7442
Dean, Student Life	Debbie Martin	(312) 629-6804
Associate Director, Environmental Health & Safety	Melissa Meyers	(312) 499-4924

When calling, please provide as much information as possible about the location, date, time and cause of the fire.

This is not a list of whom to notify that there is a fire emergency. The procedures that students and employees should follow in the case of a fire are described on page 3 of this report under “EMERGENCY INFORMATION – How To Respond in an Emergency – Evacuation”. All fires will be investigated.