

## **RIGHTS AND RESPONSIBILITIES FOR ADULT CONTINUING STUDIES STUDENTS AND STUDENTS-AT-LARGE**

### **STATEMENT ON SHARED RESPONSIBILITY**

The School of the Art Institute of Chicago is a diverse community of artists and scholars that celebrates both individual freedom and a strong sense of shared community values and responsibility. Students who enter this intellectual and social community make a commitment to an exchange of ideas and acknowledge that living and working within a community requires compromise and sensitivity to others. A strong community depends on respect for the rights of others, considerate behavior, and good judgment. Students are expected to maintain high standards of personal conduct; behavior should reflect maturity and respect for the rights of all members of the community. The School of the Art Institute of Chicago affirms that the responsibility to create an environment conducive to the freedom to learn is shared by all members of the academic community. These policies and procedures were developed to support such learning.

### **STUDENT RIGHTS IN THE CLASSROOM**

#### **FREEDOM OF EXPRESSION**

The instructor in the classroom and in conference should encourage free discussion, inquiry, and expression. Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study in which they are enrolled.

#### **PROTECTION AGAINST IMPROPER ACADEMIC EVALUATION**

Students-at-Large taking class for credit are responsible for maintaining the standards of academic performance established for each class in which they are enrolled. They are encouraged to clarify expectations and requirements with instructors. See Grade Appeals Policy below.

### **STUDENT RESPONSIBILITIES**

School of the Art Institute of Chicago students have, commensurate with their rights, the responsibility and obligation to conduct themselves in a manner compatible with the mission and goals of a professional art school. The School's regulations governing student conduct are intended to maintain a viable and orderly school community, safeguard the welfare of its student body, and promote the best possible environment for professional study.

#### **Authority of the SAIC with Student Conduct**

The authority of the School in student conduct matters extends to incidents that occur on SAIC property or during School programs, and off-campus conduct which adversely affects the SAIC community and the pursuit of its objectives.

#### **Application of the Rules of Conduct**

The Rules of Conduct apply to all Adult Continuing Studies students and Students-at-Large.

#### **Off-Campus Study Experiences for Students-at-Large**

Students-at-Large who participate in school-sponsored off-campus experiences (i.e. Study Abroad) are considered to be ambassadors of the School of the Art Institute of Chicago and remain subject to the Rules of Conduct and other SAIC policies, rules, and regulations. Such students are responsible for



following the laws of their host country and the rules and regulations of the host institution. Alcohol abuse and drug use may subject the student to the Student Conduct Procedures. Students who are of legal age in their host country are expected to use good judgment if consuming alcohol. Students should also be aware that if they choose to engage in any illegal activity and are charged in either the foreign country or the United States, SAIC will be unable to assist them in any way.

## **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 the Office of Continuing Studies' Student Conduct Procedures and serve as the basis for denying the student admission to any program administered by SAIC, including but not limited to SAIC's degree programs:

- 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 below.
- 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 member of the SAIC community or any other conduct that threatens or endangers the health, safety, or well-being of any such person.
- 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, including but not limited to: graffiti, destruction of SAIC publications; theft or other abuse of computer facilities/resources; theft or damage to the property (including artwork) of a member of the SAIC community on- or off-campus; and/or knowingly possessing stolen property. Additional guidelines are set forth in the Graffiti and Acceptable Use of Network and Computing Resources Policies below.
- G. Unauthorized entry to or use of School of the Art Institute facilities, equipment, or resources; or unauthorized possession, duplication, or use of keys/key cards to any SAIC premises.
- H. Use, possession, manufacturing, or distribution of alcoholic beverages while on SAIC property or at SAIC-sponsored activities (except as expressly permitted by the SAIC's Alcohol Policy set forth below), or public intoxication. Alcoholic beverages may not, under any circumstances be used by, possessed by, or distributed to any person under twenty-one (21) years of age.
- I. Use, manufacture, distribution, or possession of illegal drugs or drug paraphernalia.
- J. Misuse or abuse of over-the-counter or prescription medications.
- K. Possession of any weapons or weapon facsimiles contrary to the Weapons Policy below.
- L. Behavior that is self-destructive, threatening the safety of the individual.



- M. Sexual assault as defined in the Sexual Assault Policy in the Specific Policies section below.
- N. Discrimination, harassment, or retaliation as defined in the Discrimination, Harassment, and Retaliation Policy below.
- 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 and/or in areas not designated for posting.
- Q. Violating the terms of any student conduct sanction imposed in accordance with the student conduct procedures described below.
- R. Violating any other SAIC policy, rule, or regulation published in hard copy or available electronically, including on the SAIC website or other locations.
- S. Violating any federal, state, or local law.

## **SPECIFIC POLICIES**

### **ACADEMIC MISCONDUCT (FOR STUDENTS-AT-LARGE ONLY)**

Academic misconduct includes both plagiarism and cheating, and may consist of: the submission of the work of another as one's own; unauthorized assistance on a test or assignment; submission of the same work for more than one class without the knowledge and consent of all instructors; or the failure to properly cite texts or ideas from other sources.

The following procedure is to be followed in cases where a student is suspected of committing an act of academic misconduct. If multiple students are involved, each student should be independently afforded the following:

1. The faculty member giving the assignment or test will review the allegation. The faculty member will offer to meet with the student to discuss the situation. The faculty member will use his/her professional judgment to determine whether an act of academic misconduct has occurred.
2. The faculty member will inform the student of the finding of academic misconduct and consequences as soon as possible after the review is complete. This may occur through the submission of a Class Progress Report, but may also occur through some other written form (e.g., e-mail, letter). In the exercise of his/her professional judgment, the faculty member may issue the student a written warning; require the student to resubmit the assignment; issue a failing grade for the assignment in question; or fail the student in the course.
3. If a student disagrees with the finding and/or the consequences, he/she should meet with the Dean of Continuing Studies and file a complaint within ten days of receiving written notice of the finding from the faculty member. In the event the student is unable to resolve the issue after meeting with the Dean of Continuing Studies, he/she may submit a written appeal to the Associate Dean of Academic Administration within ten business days after meeting with the Dean of Continuing Studies. The appeal must be made in writing and must state the basis for appeal. The Associate Dean of Academic Administration (or designee) will review the complaint and will issue a final decision.

4. The faculty member will also submit written notice of the finding of academic misconduct to the Dean of Continuing Studies. The notice will include the name of the student(s) involved, a brief description of the incident (including any relevant dates), and any consequences imposed upon the student. The Dean of Continuing Studies will forward the information to the Associate Dean of Academic Administration.

#### ACCEPTABLE USE OF NETWORK AND COMPUTING RESOURCES

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

#### GENERAL PRINCIPLES

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

#### GUIDELINES

There are responsibilities that must be met as a part of the privilege of access to network and computing resources.

These include, but are not limited to, the following:

A student must not:

- Use resources for any purpose that is inappropriate or inconsistent with his/her job/relationship with the AIC.
- Allow anyone to use or fail to protect his/her accounts (user IDs), passwords, and access assigned to him/her.
- Access or attempt to access another user's accounts, passwords, computers, data, files, or email without authorization.
- Misrepresent himself/herself or attempt to circumvent any data protection or network security measures.
- Use network resources to gain or attempt to gain unauthorized access to remote computers.
- Attach any equipment, including wireless access points, or install any software that could potentially impair the performance, integrity, or security of any AIC computers, networks, or data.
- Attempt to decode passwords or data, or to monitor another user's communications.
- Deliberately perform an act that interferes with the operation of computers and/or network traffic.
- Engage in any activity that could be purposely harmful to systems or information such as creating or



- propagating viruses, disrupting services, damaging files, or making unauthorized modifications to data.
- Use resources for commercial, political, or profit-making purposes without authorization.
- Perform acts that are wasteful of computing resources or unfairly monopolize resources to the exclusion of other authorized users.
- Violate any software license agreements or terms and conditions. accessible to members of the public, if such person knew or should have known that the work was intended for commercial distribution. (17 U.S.C. 506)
- Infringe any copyright, including the unauthorized and infringing distribution of copyrighted materials through unauthorized peer-to-peer file sharing.
- Engage in any other activity that does not comply with the General Principles presented above.

#### INFORMATION DISCLAIMER

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

#### ENFORCEMENT

The AIC considers any violation of acceptable use principles or guidelines to be a serious offense. The AIC reserves the right to copy and/or examine any files or information resident on AIC resources allegedly related to unacceptable use. In cases of misuse or abuse which involve an immediate threat to the network, data, or rights of other users, the AIC has the right to temporarily suspend a user's access or to disconnect the offending system or network subdivision to which it is attached without prior notice. Violators are subject to Student Conduct Procedures as outlined below. Students should also be aware that copyright infringement, including the unauthorized and infringing distribution of copyrighted materials through unauthorized peer-to-peer file sharing, may result in civil and criminal liabilities under federal copyright law. Civil liabilities may include actual damages and the infringer's profits, or statutory damages for each work infringed ranging from \$750 to \$30,000 (or up to \$150,000 in the case where the infringement was committed "willfully"). (17 U.S.C. 504) An infringer may also be subject to criminal liability for willfully infringing a copyright (A) for purposes of commercial advantage or private financial gain; (B) by the reproduction or distribution, including by electronic means, during any 180-day period, of one or more copies or phonorecords of one or more copyrighted works, which have a total retail value of more than \$1,000; or (C) by the distribution of a work being prepared for commercial distribution, by making it available on a computer network.

#### ALCOHOL POLICY

Alcoholic beverages may not, under any circumstances be used by, possessed by, or distributed to any person under 21 years of age. 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. For reasons that relate to regulations governing the 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 the School's general policy that no alcohol is served at student events. From time to time, however SAIC may authorize an exception to this general policy. The purpose of these exceptions is to allow students, staff, and faculty 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 the SAIC:

- State and municipal laws require that no one under 21 years of age be provided with alcoholic beverages. Signs must be posted stating the prohibition against serving alcohol to anyone under 21 years of age.
- Faculty, staff, or other officials may examine the student 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 non-alcoholic 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 SAIC's Special Events department or the organizers must use a licensed, insured bartender approved by Special Events.
- Members of the SAIC community (except the Special Events department) may not sell alcoholic beverages on SAIC property or at SAIC-sponsored events. Students living in or visiting the SAIC residence halls should refer to the Alcohol Policy in the Residence Hall Guide for additional regulations concerning the consumption and/or possession of alcohol.
- Students who violate this policy will be subject to the the Office of Continuing Studies Student Conduct Procedures.

Contact Campus Life to discuss your event. If you wish to serve alcohol, you must register your request on an Event Approval form with Campus Life at least ten 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 your event is approved, student organizers are prohibited from consuming alcohol prior to or during the event. The Executive Director of Continuing Studies or his/her designee must also approve the use of alcohol and be in attendance at all times.

#### ANIMALS

Animals are not allowed in any SAIC campus building. The only exceptions are (1) service animals in all buildings, and (2) fish in the Residence Halls (see the Residence Hall Guide).

#### BICYCLES

Bicycles are not allowed in SAIC academic buildings. Bike racks are located outside of the entrance of most SAIC buildings. Bicycles may be stored in designated bike rooms in the residence halls (see the Residence Hall Guide). Remember to lock your bike as you leave it at your own risk.



## CIRCULATING RESOURCE USAGE POLICY

Please be aware of student responsibilities when borrowing resources from SAIC facilities such as the film cage, Flaxman Library, Media Centers, photo cage, wood and metal shops, and labs.

- Each student is financially responsible for the safe return of all borrowed resources. Do not loan resources that are checked out to you to anyone else.
- If anything is missing or damaged, you will be charged for the cost of repair or replacement.
- You are liable for replacement of lost resources, even if lost on SAIC property, and even if they are stolen from you. Please contact SAIC Campus Security to report a stolen item.
- You must return borrowed resources to the correct department by the due date/time to avoid late fines and/or other penalties. SAIC maintains resources for the benefit of the entire campus community, for now and for the future. When a borrower returns resources late or damaged, or fails to return them, other students and faculty are robbed of opportunities. Some resources are not easily replaced. You may contribute to the benefit of the SAIC community by being responsible with your use of valuable communal resources. School equipment and resources are not insured against loss or damage by borrowers. Check with individual departments for more information on their specific lending policies.

## BE SAFE

Double-check your record (the Web Checkout record, "Agreement Form," the "My Account" feature in the library online catalogue, etc.) to confirm that the resources listed as checked out to you are correct. Report errors immediately. Be very careful with borrowed resources. Consider your personal safety when using expensive equipment in public. Be alert to your surroundings. Avoid dangerous situations.

Avoid non-recommended usage. While every step should be taken to safeguard SAIC borrowed resources, you should never prioritize equipment value over your own personal safety.

## THEFT OF SAIC RESOURCES

### **On Campus:**

1. Notify SAIC Security. A Security Officer will help you file a report with SAIC and the Chicago Police Department.
2. Notify the manager of the facility from which you borrowed the resources. He/She will request a copy of the police report.

### **Off Campus:**

1. Notify the Chicago Police Department and obtain a copy of the police report.
2. File a report with SAIC Campus Security.
3. Notify the manager of the facility from which you borrowed the resources. Provide a copy of the police report. You may still be charged for replacement of lost or damaged resources. The police report will be taken into account in determining liability.

## LOSS AND DAMAGE APPEALS

A student who is fined for loss or damage to SAIC resources may appeal a fine that he/she feels was unjustly applied. The student should notify the manager of the circulating facility from which he/she received the fine. Intent to appeal should be given in writing (preferably by e-mail). The student should be prepared to present information demonstrating the reason why the individual should not be accountable for the loss or damage. A committee consisting of representatives of the Executive Director of Continuing Studies and the Associate Dean of Academic Administration (or designee) will make a final determination of financial responsibility. Exceptionally large fines may be transferred to Student Accounts.

### **Graffiti and Property Damage**

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

- The initiation of Student Conduct Procedures;
- The possibility of removal from the School; and/or
- The potential for criminal prosecution through government authorities.

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

## DISCRIMINATION, HARASSMENT, AND RETALIATION POLICY

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

## DEFINITIONS

**Discrimination** is defined as unequal, adverse treatment of an individual because of his/her protected legal status.

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

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

- Submission to such conduct is made either explicitly or implicitly a term or condition of employment or obtaining an education; or



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

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

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

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

PROCEDURES FOR RESOLUTION OF DISCRIMINATION, HARASSMENT, OR RETALIATION

1. REPORTING DISCRIMINATION, HARASSMENT, OR RETALIATION

Any student who believes that he/she has been subjected to discrimination, harassment, or retaliation, as defined above, is urged to report the incident as soon as possible to the Office of Continuing Studies. Prompt reporting is strongly encouraged, as it is often difficult to trace the facts of an incident(s) long after it has occurred. The Dean of Continuing Studies (or a staff member designated by the Associate Dean of Academic Administration) is the designated intake person in the Office of Continuing Studies.

**The Dean of Continuing Studies will:**

- meet with the student to review the student’s concerns; and
- ask the student why he/she believes the SAIC policy on discrimination, harassment, and retaliation was violated. If the student, after reviewing the SAIC policy, wishes to pursue a complaint, he/she shall submit the complaint form in writing, including specific information about the incident(s) and how the specific behavior of the offending individual violates the SAIC policy on discrimination, harassment, and retaliation. The student filing the complaint should sign and date the complaint form and submit it to the Dean of Continuing Studies. All such complaints must be filed with the SAIC within one year from the date of the alleged violation. In rare and extraordinary circumstances, the Associate Dean of Academic Administration (or designee) may permit the consideration of a complaint after this time period.

If a student believes that the above administrator(s) is/are responsible for a violation of this policy, the student should report the incident to Human Resources Employee Relations (located at 116 South Michigan Avenue, 12th Floor).

## 2. REVIEW AND RESOLUTION OF COMPLAINT

The determination of which administrator is responsible for the prompt investigation and appropriate resolution of a complaint of discrimination, harassment, or retaliation will depend on who the alleged offender is. If the alleged offender is a:

- Student, the Dean of Continuing Studies (or designee) shall be responsible for the investigation and resolution;
- SAIC Faculty member, the Associate Dean of Academic Administration (or designee) shall be responsible for the investigation and resolution; or
- Staff member, the Vice President of Human Resources at The Art Institute of Chicago (or designee) shall be responsible for the investigation and resolution.
- Continuing Studies Faculty member, the Dean of Continuing Studies (or designee) shall be responsible for the investigation and resolution.

### **A. Informal Resolution**

Once the written complaint form has been submitted, informal discussion may be effective in resolving the complaint. In some cases, the complaint may be resolved by arranging a meeting between the involved parties. After reviewing the written complaint form, the administrator responsible for the investigation and resolution will make a determination if an informal resolution is possible. The administrator will discuss this option with both the complainant and the alleged offender. If all parties agree, an informal resolution will be attempted. If the complainant and the administrator responsible for resolving the complaint are satisfied the issue has been resolved, no further action will be taken. If either the complainant or the administrator responsible for resolving the complaint is not satisfied that the issues related to the alleged harassment have been resolved through the informal process, that administrator will initiate the Formal Resolution Process. The administrator has the discretion to move to a formal investigation and resolution at any time during the process.

### **B. Formal Resolution**

SAIC takes seriously complaints of discrimination, harassment, and retaliation. While every effort will be made to promptly investigate and resolve the complaint, a thorough review may take time. If the complaint is not resolved informally, the Associate Dean of Academic Administration (or designee) may coordinate the investigation and the resolution of the complaint. The Associate Dean of Academic Administration (or designee) has the discretion to select and apply one of the existing review processes or to coordinate processes in a manner suited to the particular complaint presented. In such circumstances, the student complainant and the alleged offender will be advised of the applicable process. A complaint of discrimination, harassment, or retaliation will not be allowed to proceed through more than one internal process. Both the complainant and the alleged offender will be notified of the outcome of the investigation and resolution.

## 3. CONFIDENTIALITY

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



#### 4. TITLE IX

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

Sex discrimination includes sexual harassment and sexual assault.

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

##### **Title IX Coordinator**

Michael Nicolai  
Vice President for Human Resources  
116 S. Michigan Ave., floor 12  
Chicago, IL 60603  
312.629.9411  
mnicolai@artic.edu

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

##### **Title IX Deputy Coordinators**

###### **For Students:**

Felice Dublon  
Vice President and Dean of Student Affairs  
The Office of Student Affairs  
36 S. Wabash Ave., suite 1204  
Chicago, IL 60603  
312.629.6800  
fdublon@saic.edu

***Duties and Responsibilities:*** Title IX compliance for matters involving students, including coordination of training, education, communications, and administration of complaint procedures for complaints against SAIC students.

If you are a student and have a complaint regarding sexual harassment, sex discrimination, or sexual assault, please contact James Britt, the Director of Multi-Cultural Affairs, in the Office of Student Affairs at 312.629.6869.

###### **For Faculty:**

Lisa Wainwright  
Dean of Faculty and Vice President of Academic Affairs  
37 S. Wabash Ave., suite 821  
Chicago, IL 60603  
312.899.1236  
lwainwright@saic.edu



**Duties and Responsibilities:** Title IX compliance for matters involving faculty, including coordination of training, education, communications, and administration of complaint procedures for complaints against SAIC faculty.

If you are an faculty member and have a complaint regarding sexual harassment, sex discrimination, or sexual assault, please contact Elizabeth Wright, Undergraduate Division Chair at 312.759.1448.

**For Staff and Visitors:**

Michael Nicolai  
Vice President of Human Resources  
116 S. Michigan Ave., floor 12  
Chicago, IL 60603  
312.629.9411  
mnicolai@artic.edu

**Duties and Responsibilities:** Title IX compliance for matters involving staff, including coordination of training, education, communications, and administration of complaint procedures for complaints against staff.

If you are a staff member or visitor and have a complaint regarding sexual harassment, sex discrimination or sexual assault, please contact Jevold Simmons, Director of Employee Relations and Training, 312.629.3380.

**Additional Resources**

**Sexual Assault**

To file a complaint of sexual assault, you may contact one of the offices above, depending on who the complaint is against (student, faculty, staff or visitor) and you may also get assistance by calling the police (911) and/or by going to a local emergency room. Another non-school resource is the Chicago Rape Crisis Hotline at 888.293.2080.

5. LOCAL, STATE, AND FEDERAL OPTIONS

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

The Illinois Department of Human Rights (IDHR)  
James R. Thompson Center  
100 West Randolph Street, Suite 10-100  
Chicago, IL 60601

SEXUAL ASSAULT

**Policy**

Sexual assault is unacceptable and is not tolerated at SAIC. Students who violate this policy are subject to the Student Conduct Procedures and may also be the subject of a criminal prosecution and/or a civil lawsuit. SAIC encourages anyone who has been subjected to a sexual assault to seek appropriate treatment and to report the incident promptly to the police and/or an SAIC official.

Methods for reporting and for seeking treatment are described below.



## DEFINITION OF SEXUAL ASSAULT

SAIC defines sexual assault as follows: any touching, fondling, or penetration by the accused, either directly or through the clothing, of the person's breasts, anal or genital areas, or other intimate parts, without indication of consent of both individuals or that occurs because of threat or coercion.

A person cannot give consent if he/she is underage; is intoxicated by drugs or alcohol; or is temporarily or permanently mentally or physically unable to do so. If a person is asleep, drunk, or under the influence of drugs, that person cannot give consent and a sexual act with that person would constitute sexual assault.

Consent to sexual activities must be freely given and must be clearly and unambiguously expressed, by word or conduct. Silence, lack of protest, or an existing or prior relationship between the individuals does not necessarily indicate that consent has been given. Intoxication of the accused is not a defense to sexual assault.

Sexual assault can occur between strangers, acquaintances, friends, romantic partners, and other persons who either are or have been well known to one another.

## REPORTING

Victims of sexual assault occurring on campus are encouraged to report these incidents to campus officials, including the Office of Continuing Studies or SAIC Campus Security. Please refer to the telephone directory in this handbook for specific telephone numbers and locations. Staff in these offices will promptly help the student get medical treatment and, if the student chooses, help report the incident to the Chicago Police and/or to campus authorities. An SAIC staff member will accompany a student to a medical facility or to speak to the police, if the student so desires. Students are encouraged to make reports to the police, SAIC, or both, as promptly as possible after the incident occurs. All complaints must be filed with the School within one year from the date of the alleged violation. In rare and extraordinary circumstances, the Associate Dean of Academic Administration (or designee) at his discretion, may permit the consideration of a complaint after this time period. While SAIC personnel are available to assist students, students may also get assistance by calling the police themselves (by dialing 911) and/or by going to a local emergency room. Another non-SAIC resource is the Rape Victim Emergency Assistance Hotline at 888.293.2080.

Note: Under the Illinois Crime Victim Compensation Act, the State may pay the cost of medical care provided at the emergency room, if it is established that an individual has been a victim of a sexual assault or other violent crime. Contact the Illinois Attorney General's office, 800.228.3368 for more information. If you have reported the incident to the police or might want to do so, it will help the investigation if you take the following steps:

- If the assault has just occurred, do not shower, douche, or bathe before the medical exam.
- Save all clothing and personal items from the incident.
- Document any injury you suffered either by photograph or by showing someone you trust.
- Until the police have dusted for fingerprints, try not to touch any smooth surfaces that the assailant may have touched.
- After the assault, let your answering machine pick up and record telephone calls. Save any tape recordings that are suspicious.
- Do not try to confront your assailant. Let the police know if there is further contact with the assailant.



## WEAPONS

Illegal or unauthorized possession of firearms, weapons, fireworks, explosives, ammunition, dangerous chemicals, or abuse of any flammable substance is expressly prohibited on SAIC property or on SAIC-sponsored programs. The term weapon is defined as any object or substance designed to inflict a wound, threaten injury, cause injury, or incapacitate. Weapons may include, but are not limited to: all firearms, pellet guns, slingshots, stun guns, swords (including decorative or ceremonial), martial arts devices, switchblade knives, clubs, or anything that could be perceived or misrepresented as a weapon. Items used for other purposes (such as kitchen knives, scissors) may also be defined as a “weapon” if an individual engages in behavior which uses such an object in a threatening manner. Prop weapons, facsimiles, or any object that appears to be a weapon must be approved by SAIC administrators prior to its presence on campus. Examples may include props used in performances, critiques or class presentations, and items created in SAIC studios.

## SMOKING

In compliance with state and local laws, smoking 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 five feet of the entrance to all SAIC buildings.

## STUDENT APPEALS TO NON-DISCIPLINARY ISSUES

In this section, the processes for students to appeal three distinct types of issues are outlined: (1) Grade Appeals for disputes regarding grades; (2) Academic Review Board to request exceptions to SAIC’s academic and administrative policies; and (3) Refund Review Board to request exceptions to the SAIC’s refund and administrative policies.

### **Grade Appeals (for Students-at-Large only)**

If a student disputes a final grade he/she receives in a class, he/she should first attempt to resolve the issue with the individual faculty member. If the student is unable to resolve the issue with the faculty member, he/she should meet with the applicable Department Chair to file a complaint. In the event the student is unable to resolve the issue after meeting with the Department Chair, he/she may submit a written appeal to the appropriate academic dean (or designee). The student must file this appeal no later than the end of the add/drop period of the next semester (e.g., if a final grade was received in the Fall semester, the student has until the end of the add/drop period of the Spring semester to file an appeal). In rare and extraordinary circumstances, the appropriate academic dean (or designee), at his/her discretion, may permit the consideration of an appeal after this time period. The appropriate academic dean (or designee) will not review the appeal if the student has not first attempted to resolve the issue with the appropriate academic department chair. The appropriate academic dean will notify the student and the faculty member of his/her decision in writing. This response will state the final determination of the appeal.

### **Additional Appeal Processes**

In situations, other than grade appeals (addressed immediately above), where a student is requesting an exception to SAIC’s academic or administrative policies or procedures, he/she should first seek a remedy with the individual or department that is involved. Students may appeal certain administrative and academic decisions affecting them by going to the Academic Review Board or the Refund Review Board. Depending upon the issues raised, SAIC reserves the right to refer any appeal to a more appropriate internal review process. A student may not pursue his/her complaint through more than one internal procedure, with the exception of appeals to the Academic Review Board and the Refund Review Board.

All appeals must be filed with the School within one year from the date of the alleged violation. In rare and extraordinary circumstances, the appropriate appeal board/committee, at its discretion, may permit the consideration of an appeal after this time period.

#### ACADEMIC REVIEW BOARD

The Academic Review Board considers student appeals for exceptions to the SAIC's academic and administrative policies (e.g., late withdrawal with a "W" grade; academic suspension or dismissal; and exceptions to degree and certificate requirements). Exceptions will only be granted if the student can demonstrate extenuating circumstances. The Academic Review Board is comprised of representatives from the Office of Continuing Studies and the Office of the Associate Dean of Academic Administration. A student must submit a written appeal to the Office of Continuing Studies for consideration by the board. The student should also submit written copies of any supporting documentation (e.g., doctor's note).

##### **Request for Reconsideration of Academic Review Board Decision**

The student may submit a Request for Reconsideration of the Academic Review Board's decision only if the request indicates that there is new information that was not available at the time the student submitted his/her original appeal. A Request for Reconsideration should be in writing, state the basis for the request and be submitted to the Office of Continuing Studies within ten business days after receiving written notice of the initial decision. The Academic Review Board will consider any new information that was not available at the time of the original appeal and give notice of its decision to the student in writing.

#### REFUND REVIEW BOARD

The Refund Review Board considers student appeals for exceptions to the School's refund and administrative policies. Exceptions will only be granted if the student can demonstrate extenuating circumstances. The Refund Review Board is comprised of representatives from the Office of Continuing Studies and the Office of the Associate Dean of Academic Administration. A student must submit a written appeal to the Office of Continuing Studies for consideration by the Board. The student should also submit written copies of any supporting documentation (e.g., doctor's note).

##### **Request for Reconsideration of Refund Review Board Decision**

The student may submit a Request for Reconsideration of the Refund Review Board's decision only if the request indicates that there is new information that was not available at the time the student submitted his/her original appeal. A

Request for Reconsideration should be in writing, state the basis for the request and be submitted to the Office of Continuing Studies within ten business days after receiving written notice of the initial decision. The Refund Review Board will consider any new information that was not available at the time of the original appeal and give notice of its decision to the student in writing.