

STUDENT RIGHTS & RESPONSIBILITIES

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 AND THE COMMUNITY

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 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 in the Student Rights and Responsibilities section of this handbook for more information.

IN THE COMMUNITY

STUDENT PARTICIPATION IN GROUPS AND ORGANIZATIONS

Students bring to the SAIC community a variety of interests previously acquired and will develop many new interests during their tenure. They are encouraged to organize and join groups to promote their common interests. The expectation is that student organizations and groups will have missions that are consistent with the mission and values of SAIC.

A student group advisor for each student organization/group is required; each organization/group is free to choose its own advisor from the faculty and staff. Student group advisors are responsible for the actions of the student group, and must ensure that the policies, rules, and regulations of The Art Institute of Chicago and the School of the Art Institute of Chicago are adhered to.

Each student organization/group is required to submit a written statement of purpose, mission statement, the name of the group's advisor, the name of any outside organizations or groups with which it is affiliated or from which it receives funds, all sources of funds, a proposed budget, and a current list of officers (a minimum of two students) to Campus Life. For further information, please refer to the section entitled Campus Life in Student Services and Resources. Additional guidelines are set forth in the Use of the School Name policy found in the Specific Policies Section of this handbook.

FREEDOM OF INQUIRY AND EXPRESSION

Students are free to examine and discuss all questions of interest to them and to express opinions publicly and privately. They are free to support causes by orderly means that do not disrupt the operation of SAIC. At the same time it should be made clear to SAIC and to the larger community that, in their public expressions or demonstrations, students or student organizations speak only for themselves.

Students are allowed to invite speakers to campus. Before a guest speaker is invited to appear, an Event Approval form (obtained from Campus Life) must be completed, with the appropriate sponsorship from a staff or faculty advisor. Campus Life, the Exhibitions and Events Committee, and other SAIC departments must be notified to ensure that there is orderly scheduling of facilities, adequate preparation for the event, and that the occasion is conducted in a manner appropriate to SAIC and the larger community. Sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed, either by the sponsoring group or SAIC.

STUDENT PARTICIPATION IN INSTITUTIONAL GOVERNMENT

As members of the SAIC community, students are free, individually and collectively, to express views on issues of SAIC policy and on matters of general interest to the student body. The Student Association is organized to provide a clearly defined structure through which students can provide feedback on SAIC policies and procedures affecting them. The actions of the Student Association are subject to review by SAIC's administrative personnel.

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. SAIC'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 SAIC WITH STUDENT CONDUCT

The authority of SAIC in student conduct matters extends to incidents that occur on SAIC property or during SAIC 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 degree- and certificate-seeking SAIC students including students who are: admitted but not yet enrolled, enrolled for a specific term, between academic terms, graduates awaiting degrees, not officially enrolled for a particular term but who have a continuing relationship with SAIC as a student.

OFF-CAMPUS STUDY EXPERIENCES

Students who participate in school-sponsored off-campus experiences (including Cooperative Education Internship Program and 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 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 this 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 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 located in the Specific Policies section of this handbook.
- 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 SAIC's Alcohol Policy set forth in the Specific Policies section of this handbook, the Residence Hall Policy located in the Residence Hall Guide, and by law), 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 found in the Specific Policies section of this handbook.
- 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 of this handbook.
- N. Discrimination, harassment, or retaliation as defined in the Discrimination, Harassment, and Retaliation Policy in the Specific Policies section of this 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 and/or in areas not designated for posting (see Campus Life for more information).
- Q. Violating the terms of any student conduct sanction imposed in accordance with this handbook.
- R. Violating any other SAIC policy, rule, or regulation published in hard copy or available electronically, including on SAIC's website or other locations.
- S. Violating any federal, state, or local law.

SPECIFIC POLICIES

ACADEMIC MISCONDUCT

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., email, 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 applicable department chair to 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 department chair, he/she may submit a written appeal to the appropriate academic dean (or designee) within ten business days after meeting with the department chair. The appeal must be made in writing and must state the basis for appeal. The appeal must be submitted to the appropriate academic dean (or designee), who will review the complaint and will issue a final decision. Students should submit their appeals to the Dean's Office.
4. The faculty member will also submit written notice of the finding of academic misconduct to the appropriate academic dean and the Assistant Dean of Student Affairs for Academic Advising. 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 Assistant Dean of Student Affairs for Academic Advising will forward the information to the Vice President and Dean of Student Affairs (or designee).

5. The Vice President and Dean of Student Affairs (or designee) will review the information to determine if there are potential violations of other areas of the Rules of Conduct (e.g., unauthorized entry, misuse of campus computer system). If information suggests that other violations have occurred, the Vice President and Dean of Student Affairs (or designee) will request that Campus Security conduct a separate investigation into those allegations.
6. Multiple occurrences of academic misconduct and/or multiple violations of the Rules of Conduct may also result in the initiation of student conduct proceedings (see Student Conduct Procedures). If a student is found to be responsible for multiple occurrences, sanctions could include suspension or expulsion from SAIC.

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.
- 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.

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 in this handbook.

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 accessible to members of the public, if such person knew or should have known that the work was intended for commercial distribution. (17 U.S.C. 506)

INFORMATION DISCLAIMER

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

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 SAIC Alcohol Policy come to the attention of SAIC officials, sanctions may be imposed.

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 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 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 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 SAIC's residence halls should refer to the Alcohol Policy in the Residence Hall Guide section for additional regulations concerning the consumption and/or possession of alcohol.
- Students who violate this policy will be subject to SAIC's 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 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.

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.

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 SAIC's administration, Dean's Office, SAIC Security, and Student Affairs will make a final determination of financial responsibility. Exceptionally large fines may be transferred to Student Accounts.

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.

DISCRIMINATION , HARASSMENT, AND RETALIATION POLICY

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

DEFINITIONS

Discrimination 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 SAIC. It includes any unwelcome sexual advance, request for sexual favor, or conduct of a sexual nature when:

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

An extreme form of sexual harassment includes sexual assault. Please see the Sexual Assault policy on page 84 of this Student Handbook.

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

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

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

PROCEDURES FOR RESOLUTION OF DISCRIMINATION, HARASSMENT, OR RETALIATION

1. HOW TO REPORT DISCRIMINATION, HARASSMENT, OR RETALIATION

Any 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 Student Affairs. Prompt reporting is strongly encouraged, as it is often difficult to trace the facts of an incident(s) long after it has occurred. The Director of Multicultural Affairs (or a staff member designated by the Vice President and Dean of Student Affairs) is the designated intake person in the Office of Student Affairs.

2. MEET WITH THE INTAKE PERSON

MAKE AN APPOINTMENT WITH THE DIRECTOR OF MULTICULTURAL AFFAIRS WHO WILL:

- a. meet with the student to review his/her concerns;
- b. ask the student why he/she believes SAIC's policy on discrimination, harassment, and retaliation was violated; and
- c. provide a Complaint Form if requested.

3. SUBMIT THE COMPLAINT FORM

After reviewing SAIC's policy, the student may wish to pursue a complaint, by submitting the Complaint Form in writing, including specific information about the incident(s) and how the specific behavior of the offending individual violates SAIC's policy on discrimination, harassment, and retaliation. The student filing the complaint should sign and date the Complaint Form and submit it to the Director of Multicultural Affairs. All such complaints must be filed with SAIC within one year from the date of the alleged violation. In rare and extraordinary circumstances, the Vice President and Dean of Student Affairs (or designee) may permit the consideration of a complaint after this time period. If a 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).

4. REVIEW OF COMPLAINT

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

- Student, the Vice President and Dean of Student Affairs (or designee) shall be responsible for the investigation and resolution;

- Faculty member, the Vice President/Dean of Faculty (or designee) shall be responsible for the investigation and resolution; 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.

5. RESOLUTION

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

- A. Informal Resolution**—In many cases the complaint may be resolved by arranging a meeting between the two parties to facilitate an informal discussion. After reviewing the completed written complaint form, the administrator responsible for the investigation and resolution will make a determination if an informal resolution is possible. Informal Resolution (even on a voluntary basis) is not appropriate if there are allegations of sexual assault. If all parties agree, an Informal Resolution will be attempted. The administrator responsible for resolving the complaint or other administrator will facilitate the process. If the complainant and the administrator responsible for resolving the complaint are satisfied the issue has been resolved, no further action will be taken. Either party or the administrator may end the Informal Resolution process at any time. In such an event, the Formal Resolution process will be initiated.
- B. Formal Resolution**—If an Informal Resolution is not possible, a formal investigation/resolution will be initiated. While every effort will be made to promptly investigate and resolve the complaint, a thorough review may take some time. If the alleged offender is a student, the Student Conduct Procedures will be utilized. In some cases, a student may also have a staff position or a teaching assignment or a complaint may involve students, faculty and/or staff members. These different roles may involve more than one administrator and SAIC administrators may coordinate the investigation/resolution of the complaint. SAIC administrators have the discretion to use an existing review process or to coordinate processes in a manner suited to the particular complaint presented. The complainant and the alleged offender will be advised of the applicable process as well as the outcome of the investigation and resolution.
- C. Dismissal of Complaint**—It is also possible that after reviewing the Complaint Form, the administrator will use his/her professional judgment to make a determination if the complaint is insufficient to state a violation of the Discrimination, Harassment and Retaliation policy. In such cases, the complaint will be dismissed and the complainant and alleged offender will be informed.

6. CONFIDENTIALITY

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

7. TITLE IX COORDINATOR

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, including coordinating any investigations of complaints received pursuant to Title IX and the implementing regulations. SAIC has a Title IX coordinator for student, faculty, and staff. The Title IX Coordinator for students at SAIC is:

Felice Dublon, Ph.D., Vice President and Dean of Student Affairs (or designee). Dr. Dublon is located in the Office of Student Affairs, 36 South Wabash Avenue, suite 1204, Chicago, IL 60603 (312.629.6800).

For more information regarding Title IX Coordinators at SAIC, go to www.saic.edu/TitleIX.

8. LOCAL, STATE, AND FEDERAL OPTIONS

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

- The Illinois Department of Human Rights (IDHR) James R. Thompson Center—100 West Randolph Street, suite 10-100 Chicago, IL 60601; and/or
- The Office for Civil Rights/Chicago—U.S. Department of Education Citigroup Center 500 West Madison Street, suite 1475 Chicago, IL 60661; or
- The United States Equal Employment Opportunity Commission 500 West Madison Street, suite 2800 Chicago, IL 60661-4544

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

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 SAIC, 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 as outlined in SAIC's Student Handbook;
- The possibility of removal from SAIC; and/or
- The potential for criminal prosecution through governmental authorities.

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

IMMUNIZATION POLICY

In accordance with Illinois State law, Public Act 85-1315, and actions of the Illinois Department of Public Health, the School of the Art Institute of Chicago requires all students registered for six or more credit hours to provide written proof of current immune status to Measles, Mumps, Rubella (MMR), and Tetanus/Diphtheria (TD).

A non-refundable \$100 fine will be placed on your tuition bill each semester if your proof of immunity is not complete and/or not on file with Health Services. Students are encouraged to call or stop by Health Services if they need help finding/submitting records. For complete information:

www.saic.edu/life/services/health/index.html#immunizations

HEALTH INSURANCE

SAIC health insurance coverage is compulsory for all domestic undergraduate, graduate, exchange and certificate students enrolled full-time and all international students. This requirement may be waived by those students who have their own health insurance coverage by (1) completing a waiver form; and (2) providing proof that such coverage meets SAIC's minimum standards; and (3) granting SAIC or its designee permission to verify coverage.

The annual cost of health insurance coverage through SAIC for the 2011–12 academic year is \$1,676. It is billed separately by term at the rate of \$838 for each of the fall and spring semesters. Benefit information can be found here: www.aipinternational.com/SAIC/plan

IMPORTANT: It is each student's responsibility to be familiar with, understand, and adhere to SAIC's health insurance requirements. Unless a student chooses to share his/her login and password, parents do not have access to the online insurance waiver/request form. Students are responsible for submitting online waivers and requests by the published deadlines.

Domestic students enrolled full-time and all international students are automatically charged for and covered under SAIC's health insurance policy. If a student has comparable coverage and wishes to waive SAIC's insurance for the fall semester only or entire academic year, a waiver must be completed online through Self-Service* by the end of the first day of classes for the fall semester. Spring semester only waivers must be completed online through Self-Service* by the end of the first day of classes for the spring semester.

The deadline for the fall 2011 semester only or the entire 2011–12 academic year is August 31, 2011, and the deadline for the spring 2012 term only is January 26, 2012.

Required health insurance policy information requested on the waiver will be reviewed by Associated Insurance Plans (AIP) to ensure that coverage meets minimum standards. AIP will contact the student and/or policy holder (if the student is not the policy holder) as needed during the verification process. If the information is incomplete, incorrect, cannot be verified, and/or does not satisfy criteria, the waiver will not be accepted and health insurance coverage through SAIC will be required.

Note: If a domestic student is enrolled full-time and then drops to part-time before the end of the add/drop period, the health insurance charge will automatically be removed from the student's account and health insurance coverage will not be provided. The health insurance charge will be added back to the account if the student requests health insurance online through Self-Service.*

Health insurance coverage is also available, upon request through Self-Service*, to all domestic part-time degree-seeking students. The fee for health insurance is added to the student's account each semester for which coverage is requested. Health insurance coverage for the fall semester only or entire academic year must be requested online through Self-Service* by the end of the first day of classes for the fall semester. Spring semester only requests must be made online through Self-Service* by the end of the first day of classes for the spring semester.

The deadline for the fall 2011 semester only or the entire 2011–12 academic year is August 31, 2011, and the deadline for the spring 2012 term only is January 26, 2012.

Optional Practical Training

Health insurance coverage through SAIC is available for international students who have graduated and been approved for Optional Practical Training. Health insurance coverage for the fall semester only or entire academic year must be requested online through Self-Service* by the end of the first day of classes for the fall semester. The fee for health insurance will be added to the student's account each semester for which coverage is requested. **The deadline for Fall 2011 or the entire academic year is August 31, 2011.**

* The health insurance waiver (Section A) and request (Section B) can be found on the "Academic" and/or "Finances" pages online in Self-Service available in SAIC's Portal.

INVOLUNTARY WITHDRAWAL POLICY

OVERVIEW

SAIC is committed to fostering an environment conducive to the artistic and academic development of its students. Separation of a student from SAIC may be necessary, however, if the student's continued presence poses a significant risk of substantial harm to the health or safety of the student or others. Whenever appropriate, a student will first be encouraged to take a Voluntary Leave of Absence (see the SAIC Bulletin, page 52 for more information) before the Involuntary Withdrawal Policy is implemented.

This policy does not take the place of the Student Conduct Procedures that are initiated in response to violations of SAIC's Rules of Conduct (see pages 88 of this handbook).

CRITERIA FOR INVOLUNTARY WITHDRAWAL

This policy will be used if a student is unable or unwilling to request a Voluntary Leave of Absence and such a leave may be necessary because the student poses a direct threat to his/her safety or the safety of others. The process will include an individualized assessment of the student's present ability to safely function at SAIC, based on the most current medical knowledge and/or the best available information. Among the factors considered in this assessment are the nature, duration, and severity of the risk.

PROCEDURES

The Vice President and Dean of Student Affairs, or designee (referred to as "the VPSA" for the remainder of this policy) may be alerted if a student's behavior poses a significant risk of substantial harm to the health or safety of the student or others from a variety of sources (e.g., through observed behavior or by report(s) from faculty, staff, or students). If the VPSA deems it appropriate, the following procedures will be initiated:

1. NOTIFICATION

The VPSA will notify the student that the Involuntary Withdrawal procedures are being initiated. He/she will discuss with the student the procedures related to the Involuntary Withdrawal process. Whenever appropriate, the student will be encouraged to voluntarily withdraw from SAIC.

2. INTERIM SUSPENSION

In extraordinary circumstances, the VPSA may suspend a student and/or restrict the student's access to campus for an interim period pending a final decision on the Involuntary Withdrawal. Under such circumstances, the VPSA will notify the student of the reasons for the interim suspension and the student will be given an opportunity to respond. After considering the student's response, the VPSA may confirm or cancel the interim suspension.

3. REVIEW OF INFORMATION

When considering an Involuntary Withdrawal, the VPSA will review the available information. This may include requesting the student consent to his/her health care providers or others releasing information related to the Involuntary Withdrawal process.

4. INDEPENDENT EVALUATION

The VPSA may also require the student to participate in a mental and/or physical health evaluation by an independent health care provider chosen by SAIC if he/she believes it will facilitate a more informed decision regarding whether the student poses a direct threat to the health or safety of the student or others.

5. STUDENT'S OPPORTUNITY TO PROVIDE RELEVANT INFORMATION

The student will be given the opportunity to provide relevant information and/or make suggestions for reasonable modifications short of Involuntary Withdrawal from SAIC.

6. DECISION

The VPSA will make a decision and inform the student in writing. The decision may include, but is not limited to the following outcomes:

- The student remains enrolled with no conditions;
- The student remains enrolled subject to conditions that are designed to eliminate or mitigate a direct threat;
- The student is placed on an Involuntary Withdrawal (including the conditions, if any, under which the student may seek to return to SAIC).

7. APPEAL

The student may appeal this decision within five (5) days of his/her receipt of the decision. An appeal must be made in writing, must be submitted to the Vice President and Dean of Student Affairs, and must state the basis for the appeal. If a designee of the Vice President and Dean of Student Affairs made the initial decision, then the Vice President and Dean of Student Affairs will review the available information and render a final decision. If the Vice President and Dean of Student Affairs made the initial decision, then the appeal will be decided by the Provost or other senior administrator.

RETURNING TO CAMPUS—CONDITIONS FOR RE-ENROLLMENT

- 1. Involuntary Withdrawal:** A student who has been Involuntarily Withdrawn from SAIC may not be on campus, attend SAIC events, and/or register for classes. A student seeking to return from an Involuntary Withdrawal must demonstrate, in person and in writing, that he/she has satisfied the specified conditions under which the student may seek to return to SAIC. To do so, he/she must schedule a meeting with the VPSA to review those conditions no later than six weeks prior to the start of the semester in which the student seeks to enroll. If, at that time, the VPSA believes that SAIC must assess whether the student continues to pose a significant risk of substantial harm to the health or safety of the student or others, the VPSA may begin with item 3 under Involuntary Withdrawal procedures on pages 79–80 of this handbook.
- 2. Voluntary Leave of Absence:** Students who go on Voluntary Leave from SAIC and have engaged in behavior that may pose a direct threat to the student or others may be required to meet with the VPSA prior to re-enrolling at SAIC. The purpose of the meeting is to determine if SAIC must assess whether the student poses a significant risk of substantial harm to the health or safety of the student or others. If such an assessment is deemed necessary, the VPSA may initiate the Involuntary Withdrawal procedures set forth above.

MISSING STUDENT POLICY

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 on campus in SAIC Residence Halls. SAIC takes reports of missing students seriously. If you suspect a student is missing, immediately notify Campus Security at 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 the Self-Service portion of the Portal.

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.

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
- parents of any student under 18 years of age (who is not emancipated)
- Chicago Police Department
- appropriate individuals on campus.

Please contact Campus Security at 312.899.1230 or the Office of Student Affairs at 312.629.6800 if you have questions about this policy.

PARENTAL NOTIFICATION POLICY

SAIC reserves the right to notify a student's parent, guardian, or emergency contact, regardless of the student's age, status, or conduct, in health or safety emergencies, including hospitalizations or when, in SAIC's judgment, the health or well-being of the student or others may be at risk. In accordance with federal legislation, SAIC may also contact parents or guardians of students under the age of 21 who violate any federal, state, or local law and/or SAIC's policies that govern the use or possession of alcohol or controlled substances.

RECORDS POLICY

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

THESE RIGHTS INCLUDE:

- The right to inspect and review the student's education records within 45 days of the day SAIC receives a request for access. Students should submit to Registration and Records a written request identifying the record(s) they wish to inspect. The Director of Registration and Records will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registration and Records office, the Director shall advise the student of the correct official to whom the request should be addressed.
- The right to request the amendment of the student's education records that the student believes are inaccurate or misleading, or otherwise in violation of the student's privacy rights under FERPA. Students may ask SAIC to amend a record by writing to the Director of Registration and Records, clearly identifying the part of the record they want changed, and specifying why it should be changed. If SAIC decides not to amend the record as requested by the student, SAIC will notify the student of the decision and advise the student of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to provide written consent before SAIC discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom SAIC has contracted as its agent to provide a service instead of using SAIC employees or officials (such as an attorney, auditor, collection agent, or insurance company); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibilities with SAIC operations and functions.

- Upon request, the School of the Art Institute of Chicago discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
- The right to file a complaint with the U. S. Department of Education concerning alleged failures by the School of the Art Institute of Chicago to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:
Family Policy Compliance Office
U. S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-5901

DIRECTORY INFORMATION

FERPA prohibits access by non-school personnel to personally identifiable information from the student's education records without the student's written authorization, except that which is considered public information. The School of the Art Institute of Chicago hereby designates the following as public or "directory information." Such information may be disclosed by SAIC for any purpose, at its discretion:

- Student name(s)
- Student address(es), electronic address (e-mail) and telephone number
- Dates of admission/attendance
- Degrees and awards received
- Previous institutions attended
- Date and place of birth
- Expected graduation date
- Current term hours enrolled and enrollment status (full-time, part-time, not enrolled, withdrawn and date of withdrawal)

To Examine your Records, you must submit a written request to Registration and Records. The office will comply with your request within a reasonable amount of time, not to exceed 45 days after receipt of your request.

To Prevent Release of Directory Information, you must submit a written request to Registration and Records no later than the tenth day of the semester (fifth day of summer session). Such requests for nondisclosure are honored so long as you are continuously enrolled or unless you sooner revoke the request in writing.

FERPA RELEASE

A student may wish to grant the SAIC permission to share information from his/her education record with specific individuals or in specific cases. For example, it is often beneficial to the student for SAIC staff and faculty to be able to discuss student information with a parent, guardian, spouse, or other support person. A student may, at his/her discretion, give SAIC faculty and staff permission to release information from that student's educational records to a third party (e.g., a parent/guardian, emergency contact, spouse, or potential employer) by providing written consent. A student may use the Student Information Release Authorization form. When completed by a student, this form allows third parties access to the student's educational records upon their request. SAIC does not automatically send information to a third party. This form can be obtained and submitted to the Office of Student Affairs, Sullivan Center, 36 S. Wabash Ave., suite 1204.

SEXUAL ASSAULT

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 an extreme form of sexual harassment: 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 are encouraged to report these incidents to campus officials, including Health Services, Counseling Services, Residence Life, 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 SAIC within one year from the date of the alleged violation. In rare and extraordinary circumstances, the Vice President and Dean of Student Affairs (or designee), at her discretion, may permit the consideration of a complaint after this time period. See Student Conduct Procedures in this handbook.

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-school 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 recordings that are suspicious.
- Do not try to confront your assailant. Let the police know if there is further contact with the assailant.

RESOURCES

SAIC staff are available to assist the student in making decisions about the reporting process and will also give students information about local rape crisis programs and counseling services. SAIC counselors can also provide referrals to off-campus community mental health services. SAIC's Counseling Services are free of charge, and discussions with counselors are confidential. SAIC will change the academic and/or living situation (if a victim resides on campus) after an alleged sexual assault and notify the victim of the options for those changes, if those changes are requested by the victim and are reasonably available.

EDUCATIONAL AND INFORMATION PROGRAMS

SAIC staff and faculty present a variety of educational programs to increase awareness and prevention of sexual offenses.

Programs have been conducted in the following areas:

- Sexual Assault/Acquaintance Rape
- Sexual Health (HIV/AIDS/STDs) Awareness
- Drug and Alcohol Use
- Crime Prevention
- Self-Defense Training

SAIC's Campus Security office publishes and distributes on-campus crime statistics, which include statistics relating to sexual assault, to all current students and employees. This document is also provided to any applicant for enrollment or employment upon request. Anyone wishing more information is encouraged to contact Campus Security.

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 15 feet of the entrance to all SAIC buildings.

USE OF THE SCHOOL OF THE ART INSTITUTE OF CHICAGO'S NAME

No individual, group, or organization may use the name of the School of the Art Institute of Chicago or the Art Institute of Chicago without prior written authorization. Individual students, groups, and organizations should contact Campus Life to begin the approval process for using SAIC's name. This applies to the use of either name on applications for credit or funding proposals, in addressing legal situations, or in making policy or position statements to the media, among other situations. SAIC approval or disapproval on any policy or position may not be stated or implied by the individual or group.

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.

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.

1. INITIATION OF STUDENT CONDUCT PROCEEDINGS

Any student, faculty, or administrator may file a complaint, either written or oral, against any student at SAIC for misconduct. The complaint should be made to the Office of Student Affairs or to Campus Security. All complaints must be filed with SAIC within one year from the date of the alleged violation. In rare and extraordinary circumstances, the Vice President and Dean of Student Affairs or designee (referred to as VPSA for the remainder of this section) may permit the consideration of a complaint after this time period.

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 administrative resolution is most appropriate for the circumstances. An Informal Resolution is one that does not involve use of a Student Conduct Meeting. Informal Resolution (even on a voluntary basis) is not appropriate if there is an allegation of sexual assault.
- **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 student accused of misconduct. 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. STUDENT STATUS—Pending action on the complaint, the status of a student should not be altered, or his/her right to be present on the premises or attend classes suspended, except for reasons relating to his/her physical or emotional safety, the physical or emotional safety of the accuser, the well-being of members of the SAIC community, or preservation of SAIC property.

C. NOTICE OF ALLEGED MISCONDUCT—If the VPSA determines that the alleged misconduct requires the institution of Student Conduct Procedures, he/she shall send a written Notice of Alleged Misconduct (Notice) to the accused. 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.

D. STUDENT RESPONSE TO NOTICE OF ALLEGED MISCONDUCT—Within 5 days after receipt of the Notice, the student accused of misconduct has the opportunity to respond in writing to the VPSA if he/she wishes to oppose the accusation of misconduct and/or provide additional information. If the student does not respond, the VPSA will decide on an appropriate resolution based on the available information. In extreme circumstances when five days notice is not practical, the student will be given as much notice as is reasonable under the circumstances.

2. STUDENT CONDUCT MEETINGS

The Student Conduct Meeting is intended to be educational in nature. It allows the student 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, an Assistant Dean of Student Affairs, or 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 her 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 individual making the complaint (complainant) and/or the student accused of misconduct, if either or both fail to appear. No recommendation for the imposition of sanctions shall be based solely upon the failure of the student accused of misconduct 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 the student accused of misconduct are entitled to the same opportunities to have others present during the meeting and the VPSA shall exercise her 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, and prior acts of misconduct may also be reviewed.
- Information at the Student Conduct Meeting shall be presented at the discretion of the VPSA.

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 student accused of misconduct violated the Rules of Conduct or other SAIC policies, rules, or regulations.

D. ADVISOR

- Both the complainant and the student accused of misconduct 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, and his/her relationship to the student.
- The advisor may be a student, a member of the faculty or staff, or an individual from outside SAIC. However, the complainant and the student accused of misconduct are responsible for presenting his/ her own case. He/She may consult with his/her advisor before, during, and after the hearing, 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 he/she is 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 accused of misconduct does not notify SAIC, in advance of the Student Conduct Meeting, of the advisor's name, occupation and relationship to the student.

E. DELIBERATIONS OF THE STUDENT CONDUCT MEETING

- Deliberations will proceed with administrators and/or members of the Student Conduct Board. The complainant and the student accused of misconduct and their 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 Resolution**—The student accused of misconduct shall be notified of the decision and sanctions (if any) resulting from the Administrative Meeting. In a matter regarding an alleged violation of sexual assault or sexual harassment, the complainant will also be notified of the decision and any sanction that is imposed on the student accused of misconduct. Upon written request, SAIC will disclose to the alleged victim of any crime of violence, the decision and any sanction that is imposed on the student accused of misconduct 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 Recommendation and Resolution**—The Student Conduct Board shall make a final report either written or oral, of its recommendation, including any proposed sanctions, and the reasons therefore, for review by the VPSA. The VPSA shall have final discretion as to the disposition of the case and any sanctions. The VPSA shall notify the student accused of misconduct of the decision and sanctions (if any). In a matter regarding an alleged violation of sexual assault or sexual harassment, the complainant will also be notified of the decision and any sanction that is imposed on the student accused of misconduct. Upon written request, SAIC will disclose to the alleged victim of any crime of violence the decision and any sanction that is imposed on the student accused of misconduct 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

- Either the complainant or the student accused of misconduct may appeal the decision made in the Student Conduct Meeting within five business days after receiving notice of the decision. An appeal must be made in writing, must be 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. If the notice indicates that there is such new information, the VPSA will notify the complainant and the student accused of misconduct of the date, time, and place for the follow-up to the Student Conduct Meeting. The new information will be considered using the procedures set forth above and will be used to reach a recommendation. The VPSA shall have final discretion to determine the disposition of the appeal.

H. 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.

I. 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 this handbook or other SAIC policies, rules or regulations have been violated. These sanctions are defined as follows:

Admonishment: An oral reprimand.

Warning: A written reprimand.

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) for a designated period of time.

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.

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 SAIC's refund and administrative policies.

GRADE APPEALS

If a student disputes a final grade received in a class, he/she must follow the procedures outlined below. Any such appeal must be submitted before the end of the add/drop period of the following 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; for Spring and Summer semesters the appeal must be received by the end of add/drop in fall).

1. The student should first attempt to resolve the issue with the individual faculty member.
2. If the student is unable to resolve the issue with the faculty member, he/she should complete a Grade Appeal Form (see Portal under Academic Advising), submit it to the applicable Department Chair and then meet with that applicable Department Chair.
3. In the event the student is unable to resolve the issue after meeting with the Department Chair, he/she may submit the Grade Appeal Form to the appropriate academic dean (or designee). The academic dean (or designee) will not review the appeal if the student has not first attempted to resolve the issue with the academic department chair. The 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.

In rare and extraordinary circumstances the academic dean (or designee), at his/her discretion, may permit the consideration of an appeal after the deadline indicated above. In addition to the Grade Appeal Form, the student should include a separate statement indicating:

- Why he/she did not appeal the grade by the appropriate deadline (see above) and what the rare and extraordinary circumstances are that would warrant the untimely appeal to be heard.

The appropriate academic dean has sole discretion to determine if an appeal will be heard after the deadline. If so, the appropriate academic dean will follow the procedures indicated above.

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 SAIC 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 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 Dean's Office, the Office of Student Affairs, and Enrollment Services. A student must submit a written appeal to the Registrar's Office for consideration by the board. The form can be obtained at the Registrar's Office or on SAIC's Portal. 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 Registrar's Office 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 SAIC'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 Dean's Office, the Office of Student Affairs, and Enrollment Services. A student must submit a written appeal to the Registrar's Office for consideration by the Board. The form can be obtained at the Registrar's Office or on the SAIC Portal. 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 Registrar's Office 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.