



RIGHTS AND RESPONSIBILITIES FOR CONTINUING STUDIES STUDENTS

- Adult Continuing Education
- Advanced Placement Summer Institute
- Teaching Institute in Museum Education

Adult Continuing Education (ACE), Advanced Placement Summer Institute (APSI), and Teaching Institute in Museum Education (TIME) students at SAIC have certain rights and responsibilities commensurate with those of degree-seeking students. These rights and responsibilities, which are subject to change from time to time, can be found in the Student Handbook at:

<http://www.saic.edu/media/saic/pdfs/gateways/studenthandbook.pdf>

As described in the Student Handbook, these rights and responsibilities include SAIC's Rules of Conduct and Specific Policies. All ACE/APSI/TIME students are expected to be familiar with and abide by the most current version of the Student Handbook as stated on the SAIC website, subject to the following modifications:

- I. The following provisions of the Student Handbook do not apply to ACE/APSI/TIME students:
 - Student Participation in Institutional Government;
 - Academic Misconduct;
 - Health Insurance;
 - Missing Student Policy; and
 - Policies relating to Grade Appeals, Academic Review Board, and Student Employment Committee.
- II. Allegations of misconduct will generally be resolved using the Administrative Procedures described below. However, SAIC reserves the right, in its sole discretion, to use the Student Conduct Procedures or the Involuntary Withdrawal Procedures outlined in the Student Handbook to address certain allegations of misconduct or behavior that renders a student unable to effectively function in the SAIC community.

Administrative Procedures

The Vice Provost and Dean of Community Engagement (VPDCE) or his designee will review the allegation of misconduct and initiate an investigation. At SAIC's discretion, the investigation may be conducted by the VPDCE, his designee or Campus Security. The investigator may seek to interview anyone, including the student accused of misconduct.

Any student who provides information to the investigator must provide truthful information. Providing information that is not truthful may constitute a violation of the Student Rules of Conduct. Students, including those accused of misconduct, are expected to cooperate in any investigation. If a student chooses not to cooperate, the investigation will continue and the matter will be resolved without the input of the student declining to cooperate.

During the course of the investigation, the student accused of misconduct may be restricted from being present on SAIC's premises and/or attending classes.

Upon completion of the investigation, the VPDCE or designee will review the findings and then convene a meeting with the student accused of misconduct and, if available, the student's parent or guardian. At SAIC's discretion, the meeting may be conducted in person, by phone, or by electronic means.

At the meeting, the VPDCE or designee will review the allegation of misconduct and discuss the findings of the investigation with the student. The student will be given the opportunity to explain his/her conduct.

At the conclusion of the meeting, the VPDCE or designee usually will proceed to render a determination as to whether it is more likely than not that the student engaged in an act of misconduct in violation of SAIC's Rules of Conduct or Specific Policies. The VPDCE or designee will discuss this finding with the student. If an ACE/APS/TIME student is found to have committed a violation, the VPDCE or designee will determine the sanction, if any, to be imposed upon the student. In extraordinary circumstances, the VPDCE or designee may take the matter under consideration, rather than making a determination at the conclusion of the meeting; in such circumstances, the VPDCE or designee will communicate the outcome of the meeting to the student as soon as possible following the conclusion of the meeting.

Sanctions are imposed at the sole discretion of the VPDCE or designee and may include expulsion from the program and/or the residence hall. In addition, an ACE/APS/TIME student found to have violated SAIC's Rules of Conduct or Specific Policies may be prohibited from applying to other programs conducted by SAIC, including degree programs.

In its discretion, SAIC may choose to use procedures and sanctions that differ from the procedures and sanctions that might be applied to a degree-seeking student accused of similar misconduct.

The School of the Art Institute of Chicago (SAIC) expressly reserves the right to make changes to its written policies, rules, and regulations at any time, with or without prior notice. Please visit saic.edu for the most up-to-date version of this document and the Student Handbook. Updated March 29, 2017.