

# 162 North State Street Residences Summer Handbook 2026



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## **LIVING ON CAMPUS AT SAIC**

Welcome to your summer home! Living at SAIC will allow you to immerse yourself in the city of Chicago and join our community of artists and designers. We encourage you to take full advantage of all the opportunities and services available at SAIC. A strong community depends on respect for the rights of others, considerate behavior, and good judgment. Residents are expected to maintain high standards of personal conduct. Residents should show respect toward other community members as well as personal and SAIC property. Each resident is responsible for reading and adhering to the policies as set forth in this 162 North State Street Residences Summer Handbook (Summer Handbook). The Summer Handbook is intended for summer interns and special groups living on campus at SAIC in the 162 North State Street Residences during the summer.

### **SAIC Staff On-Campus**

#### **The Professional Staff**

The Residence Life staff is here to help you. They are available to talk with you about any questions and concerns you may have and are dedicated to helping residents become familiar with SAIC and Chicago. Professional staff members live on campus in our residence halls, and a staff member is available 24 hours a day to respond to emergencies. You can connect with them by visiting the 4<sup>th</sup> floor office.

#### **Summer Assistants (SHAs)**

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

SHAs also help organize events. These programs may include tours of Chicago's landmarks, visiting the city's diverse neighborhoods, attending the summer's outdoor festivals, and movie nights. The goal of these programs is to help residents get to know each other through events and experiences that complement SAIC's educational mission. The residence life experience is intended to be socially and culturally enriching; however, the success of the experience depends upon your participation. Talk to a SHA to find out how to join in the activities and don't forget to introduce yourself to your fellow residents! Remember, if there is something that needs to be addressed immediately, do not hesitate to contact the 4<sup>th</sup> Floor Office or Campus Security.

# **RESIDENCE HALL FACILITIES**

## **Resident Rooms**

### **Heating/Cooling Units**

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

### **Internet**

The residence halls are equipped with wireless internet, and you can gain access with a guest login and password. Ask your SHA if you need help connecting to the network. Each room is also equipped with Ethernet ports for a wired network connection, that must be activated once on campus. To activate these ports, stop by the 4<sup>th</sup> floor office.

### **Recycling**

Each room has a blue recycling bin. When the container in your room is full, please place the items in the designated recycling bin in the trash room. The recycling program currently accepts plastic, cardboard, aluminum cans, and glass. Remember to rinse items out before recycling them. If you have specific questions about items that can be recycled, please contact the 4<sup>th</sup> Floor Office.

### **Repairs and Maintenance**

If the facilities in your room need attention, you should submit a Work Request for assistance. Work requests may be submitted by going to the 4<sup>th</sup> Floor Office during normal business hours or by going on line [here](#). Once a work request has been submitted, SAIC Operations staff will enter your room and attempt to resolve the problem. In order to maintain the quality and upkeep of each room, residents are asked to immediately report any damages or required repairs. If you have an emergency maintenance problem that may cause harm to people or damage to property (e.g., an overflowing toilet or power outage), immediately contact the 24-hour Campus Security desk in the lobby at 312.846.2100

### **Room Condition**

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

## **Common Area Spaces and Amenities**

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

### **4th Floor Office**

The 4<sup>th</sup> Floor Office in the 162 North State Street Residences is the administrative hub of the building. The office is where you will go to check in and out of the building; pick up any packages; check out equipment such as a vacuum, broom, or mop; get answers to your questions; or speak to many of the Residence Life professional staff. During the summer terms, the hours of operation for the office generally are:

Monday - Friday 9:00a.m. – 1:00p.m.; 3:00pm-7:00pm

Saturday and Sunday 12:00p.m. – 4:00p.m.

### **Exercise Room**

The Exercise Room is located on the 4th floor of the 162 North State Street Residences, and is equipped with

fitness equipment for cardiovascular and strength training. All residents must attend an orientation and training meeting before being given access to the facility. Hours of operation for the facility are 6 a.m.–midnight 7 days a week. This facility is open to all residents, but is not available for use by guests and visitors.

### **16<sup>th</sup> Floor Computer Lab**

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

### **16<sup>th</sup> Floor Media Room**

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

### **Bicycle Storage**

A limited amount of indoor bicycle storage space is available for residents on a first come, first served basis. Use your ARTICard to access this space. Bicycles are not allowed in any other area of the residence hall, including resident rooms. Please note that SAIC is not responsible for any bikes that may be damaged or stolen.

### **Common Kitchen**

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

### **Floor Lounges**

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

### **Laundry**

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

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

### **Mailroom**

Each resident will be issued a mailbox at the beginning of their stay. If you receive a package, an email will be sent to the email address you provided in our application. Please be sure to check your residence hall mailbox frequently for important SAIC communications. Letters and packages must be addressed to you by your legal name. Any pieces of mail that are addressed otherwise will be returned to sender.

### **Studios**

The residence hall is equipped with painting studios on the 17th floor. In addition, 162 North State Street Residences has a dry studio (for non-wet media) and a spray room for use of spray paint and other aerosols on the 17th floor. Additional guidelines are set forth in the Studio Use Policy found in the of the Specific

Policies section of the Summer Handbook.

### **Trash Rooms**

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

## **RESIDENCE HALL SAFETY**

Campus Security works diligently to promote the safety of all members of our SAIC community. Campus Security is present at the School seven days a week, 24 hours a day, and monitors building access, emergency preparedness and response, and issues campus security alerts in an effort to maintain a safe and positive atmosphere at SAIC.

Security 24-Hour Emergency Number: 312.899.1230  
162 North State St. Residences 24-Hour Desk Number: 312.846.2100

### **In Case of Emergency**

Please immediately report significant emergencies or dangerous situations that pose an immediate threat to the health and safety of the SAIC community to the Chicago Police Department and Campus Security.

To report an emergency on campus:

- Call 911 and then:
- Call Campus Security by pressing the emergency button on any phones in SAIC buildings that have an orange sticker with the word “EMERGENCY” on it next to the button or calling 312.899.1230. Campus Security can then assist emergency responders by providing directions and/or guidance in reaching the desired location as quickly as possible.

### **Telephone Emergency Button**

In-house phones in SAIC buildings have an emergency button that automatically rings the emergency phone at the security desk when pressed. Security desks are staffed 24 hours every day of the fall and spring semesters. During the winter and summer terms, residence hall Campus Security desks are staffed 24 hours every day and Campus Security desks for academic buildings are staffed only when the buildings are open.

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

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

## **Fire Evacuation**

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

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

### **Evacuation Procedures for Individuals with Disabilities**

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

Unless fire or smoke inhibits you, residents with impairments should proceed to the south stairwell landing (across from the "14" & "15" rooms). Do not impede or block the exit for others who are leaving.

Emergency Personnel will give you further instruction. If fire or smoke inhibits you from following this plan, please stay in place and contact Campus Security at 312.846.2100, using the EMERGENCY button on a campus phone, or pull the nearest fire pull station.

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

### **Fire Alarm Notification**

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

### **Voice Alarm System**

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

## **Other Safety Concerns**

### **ARTICard**

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

### **Injury/Illness Reporting**

If you are injured or ill and need immediate attention, notify Campus Security at the 162 North State Street Residences (312.846.2100) or use the emergency information on one of the common area telephones. Campus Security will obtain emergency assistance for you.

If you need non-emergency medical assistance, please contact the Residence Life desk (312.846.2121), and a Residence Life staff member will assist you. If you need assistance after the desk is closed, please contact Campus Security and they will contact a Residence Life staff member on your behalf.

### **Room Entry**

*Interns.* As set forth in the 2026 Housing Agreement (Intern), The School or its agents or contractors may enter the Premises to conduct periodic life- and health-safety inspections or to supply necessary or agreed upon services; or as is otherwise necessary in the operation and/or protection of the premises or persons. For non-emergency situations, entry will be by arrangement with or invitation of the Intern or, if reasonable arrangements are impractical or refused, upon two days written notice to the Intern. Routine service requests are considered an invitation to enter and respond to the request as soon as practical during normal business hours. The School reserves the right to enter the Premises at any time and without prior notice when it reasonably believes that a situation exists that could cause danger to life, safety, health or property or a violation of this Housing Agreement. The School may confiscate any item deemed to cause a danger, and the School will not be under any obligation to pay compensation for or to return any such item(s).

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

## **MOVING OUT**

### **Move-Out Procedures**

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

- Confirm the end of your lease period
- Remove all personal belongings from your room
- Clean your room
- Scan the Move Out QR code.
- All items left behind after the end of your lease period will be deemed abandon and disposed of.

## **RULES OF CONDUCT**

The rules of conduct have been established to create an environment that is conducive to artistic and personal growth and development. Committing one or more of the following acts of misconduct is considered a violation of this handbook.

More information about some of the Rules of Conduct can be found in the Specific Policies that follows.

- A. **Physical Harm, Threats, Intimidation, or Coercion.** Causing physical harm to any person, or verbal or physical threats, intimidation, or coercion of any person or any other conduct that threatens or endangers the health, safety, or well-being of any such person or the SAIC community.
- B. **Weapons.** Possession of any weapons or weapon facsimiles. Additional guidelines are set forth in the Weapons Policy found in the Specific Policies section of the Summer Handbook.
- C. **Self-Destructive Behavior.** Behavior that is self-destructive, threatening the safety of the individual.
- D. **Discrimination, Harassment, and Retaliation.** Discrimination, harassment, or retaliation. Additional guidelines are set forth in the Discrimination, Harassment, and Retaliation Policy in the Specific Policies section of the Summer Handbook.
- E. **Sexual Misconduct Under Title IX.** Additional guidelines are set forth in the Sexual Misconduct Under Title IX Policy found in the Specific Policies section of the Summer Handbook.
- F. **Sexual Assault, Domestic Violence, Dating Violence, and Stalking.** Sexual assault, domestic violence, dating violence, or stalking. Additional guidelines are set forth in the Sexual Assault, Domestic Violence, Dating Violence, and Stalking Policy in the Summer Handbook.
- G. **Alcohol.** Use, possession, manufacture, sale, or distribution of alcoholic beverages or other misconduct related to alcoholic beverages. Additional guidelines are set forth in the Alcohol Policy in the Summer Handbook.
- H. **Drugs and Controlled Substances.** Use, possession, manufacture, sale, or distribution of illegal drugs as defined by federal, state, or local law (including cannabis and medical cannabis) in any form, drug paraphernalia (including hookahs), synthetic drugs, misused inhalants, and concentrates or extracts (e.g. oils) derived from illegal drugs. SAIC also prohibits residents from being under the influence or in the presence of illegal drugs while on SAIC's campus or during SAIC programs or activities. Additional guidelines regarding Cannabis are set forth in the Cannabis, Medical Cannabis, and Illinois Law Policy found in the Summer Handbook
- I. **Misuse of Prescription Drugs.** Abuse, misuse, sale, or distribution of over-the-counter or prescription medications.
- J. **Fire Safety.** Behaviors that cause a fire or fire hazard. Additional guidelines are set forth in the Fire Safety Policy found in the Specific Policies section of the Summer Handbook.
- K. **Smoking.** Smoking cigarettes, electronic cigarettes such as vaporizers/atomizer (vapes), pipes, or any other smoking device (either purchased or created) in all SAIC buildings, including residence halls and academic buildings, or within 15 feet of the entrance to all SAIC buildings.
- L. **Theft.** Attempted or actual theft of property in any facility owned or used by SAIC, SAIC services, or property (including artwork) of a member of the SAIC community. At its discretion, SAIC may pursue off-campus theft or allegations of theft reported by non-community members. In the residence halls, this includes removing furniture and amenities from residence halls rooms and/or residence hall common areas.
- M. **Damage.** Damage to property in any facility owned or used by SAIC, or to property (including artwork) of a member of the SAIC community. This includes graffiti and/or destruction of SAIC publications. It also includes intentional, reckless, and/or negligent behavior that threatens or endangers such property. It also includes making artwork in a residence hall room that may cause damage. At its discretion, SAIC may also pursue reports of property damage that occur off-campus or to property of non-community members
- N. **Acts of Dishonesty.** Acts of dishonesty, including but not limited to academic misconduct (e.g., cheating, plagiarism, falsification of records), or knowingly furnishing false information to SAIC.
- O. **Forgery.** Forgery, unauthorized alteration, or misuse of SAIC documents, records, or identification.

- P. Obstruction or Disruption.** Obstruction or disruption of teaching, research, administration, security, resident conduct procedures, or other SAIC activities, and fire, police or emergency services.
- Q. Failure to Comply.** 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.
- R. Selling or Soliciting.** Selling or soliciting on SAIC property except through an officially sponsored and approved event or activity.
- S. Posting and Distribution.** Posting and/or distributing announcements/flyers in SAIC without the approval of Campus Life/Residence Life and/or in areas not designated for posting.
- T. Guests and Visitors.** Hosting a visitor in violation of SAIC's updated visitor procedures that only permits certain approved visitors. Additional guidelines are set forth in the Guests and Visitors Policy found in the Summer Handbook.
- U. Access.** Unauthorized entry to or use of SAIC facilities, equipment, or resources; unauthorized possession, duplication, or use of keys/key cards to any premises owned or used by SAIC; or giving an ARTICard or residence hall room key(s) to another person.
- V. Animals.** Possessing animals, other than service animals, registered emotional support animals in the residence halls, or non-prohibited fish in the residence halls. Additional guidelines are set forth in the Unauthorized Animals Policy in the Specific Policies section of the Summer Handbook.
- W. Bicycles, Skates, and Boards.** Using bicycles, skateboards, scooters, hoverboards, rollerblades or similar devices in any SAIC building.. Bringing a hoverboard, an unauthorized bicycle, or a gaspowered scooter or other gas-powered items into any SAIC building. Battery-powered scooters, skateboards, Onewheels, and similar can be brought into the building but they cannot be ridden while in the building.
- X. Sleeping in Unauthorized Locations.** Sleeping in lounges, studios (including private studios), or other spaces on campus.
- Y. Misuse of Campus Facilities.** Failing to adhere to the policies or guidelines of campus facilities including but not limited to studios, labs, classrooms, other shared spaces, and leased spaces including, but not limited to Spertus Institute, Sullivan Center, and the Buckingham. Policies and guidelines may be distributed in various forms including but not limited to orientations and authorizations, signed agreements, and posted policies.
- Z. Violating Sanction Terms.** Not completing or violating the terms of any sanction.
- AA. Other Policies.** Violating any other SAIC policy, rule, or regulation published in hard copy or available electronically, including on SAIC's website or other locations.
- BB. Violations of Law.** Violating any federal, state, or local law.
- CC. Undisclosed Criminal Convictions.** Failing to disclose a criminal conviction to the Residence Life staff. Additional guidelines are set forth in the Criminal Convictions Policy found in the Residence Hall Specific Policies section of the Summer Handbook.
- DD. Unsafe Windows.** Tampering with window blocks, window screens, or placing items in or around windows in a manner that obstructs them. Residents are not permitted to hang items on or attach items to windows or window frames. Additional guidelines are set forth in the Windows Policy found in the Residence Hall Specific Policies section of the Summer Handbook.
- EE. Noise and Quiet Hours.** Failing to abide by quiet and courtesy hours. Additional guidelines are set forth in the Noise and Quiet Hours policy in the Summer Handbook.
- FF. Room Condition and Decoration.** Building beds or other loft furniture in their room, or decorating their room in a way that is unsafe. Additional guidelines are set forth in the Room Damage and Decoration Policy found in the Summer Handbook.
- GG. Unhealthy or Unsafe Room Conditions.** Maintaining unhealthy or unsafe conditions in their residence hall room as a result of cleanliness issues or excessive clutter.
- HH. Room Alteration.** Installing equipment to enhance or alter the provided amenities in residence hall rooms.
- II. Improper Studio Use.** Improperly using the residence hall studio space or using hazardous materials in the Residence Halls. Additional guidelines are set forth in the Studio Use Policy in the Summer

Handbook.

- JJ. **Power Tool Use.** Using power tools (such as power saws, drills, etc.) in a resident's room or areas except the approved area on the 17th floor studio in the 162 North State Street Residences.
- KK. **Maximum Occupancy.** Hosting or being in a residence hall room/apartment with more than the maximum allowed number of people. The maximum occupancy depends on the room/apartment type and is determined by the number of residents assigned to the room plus three additional people (e.g., if you are in a double room, maximum occupancy is five).
- LL. **Failure to Prepare a Room.** Failing to prepare a room for the arrival of a new resident including but not limited to ensuring that the arriving resident's assigned bed, desk, closet space, and storage space are clear and ready for use.
- MN. **Unattended Cooking.** Leaving food cooking unattended at any time or leaving any appliance unattended during use with the exception of slow cookers as defined by the Fire Safety Policy found in the Summer Handbook.
- NN. **Unapproved Cohabitation.** Cohabiting with a person (either a resident or nonresident) in a residence hall room to which the resident is not assigned; moving or changing rooms without the permission of the Residence Life office.
- OO. **Unapproved Wireless Connection.** Setting up an unapproved wireless Internet connection (e.g. a router or wireless access point) in their residence hall room.
- PP. **Room Key Misuse.** Loaning their room key to another person; failing to carry their room key (whether the room key is their ARTICard or a separate key); or failing to obtain a new room key when needed, resulting in excessive lockouts.
- QQ. **Indoor Sports.** Using frisbees, footballs, or any other type of activity in the residence hall that may injure others or damage property.
- RR. **In the Presence of a Policy Violation.** Failing to leave a situation where a rule/policy violation is occurring.

# **SPECIFIC POLICIES**

## **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 and harassment based on race, gender, sexual orientation, disability, national origin or any other status protected by law.

### **Guidelines**

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

You must not:

- Use resources to engage in unlawful activities including discriminatory or harassing remarks or content or threats of violence
- Allow other individuals to use or fail to protect your assigned accounts (user IDs), passwords and access assigned to you
- Access or attempt to access another user's accounts, passwords, computers, data, files, or email without authorization
- Misrepresent yourself 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 profit making purposes without authorization
- Use resources for political purposes that are incompatible with AIC's nonprofit status
- Perform acts that unfairly monopolize resources to the exclusion of other authorized users
- Violate the terms of any software license agreements and copyright laws
- 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 disciplinary actions as outlined in the student, faculty, and staff handbooks or in AIC/SAIC policy statements.

Access to network and computing resources owned or operated by the AIC will be terminated, in appropriate circumstances, for individuals who are repeat infringers of third party copyrights.

Users 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 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. This policy may be updated from time to time. Please refer to [aup.artic.edu](http://aup.artic.edu) for the latest version. For more information and updates to this policy, please go online at [onlineservices.artic.edu](http://onlineservices.artic.edu).

### **Alcohol Policy**

The following actions are considered a violation of the Summer Handbook:

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

### **Alcohol in the Residence Halls**

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

- Open containers of alcohol are not permitted in any public/common areas of the residence hall, regardless of age.
- Residents who are under the age of 21 may not be present in a room where alcohol is being possessed or consumed, except when all of the following conditions are met:
  - The resident is in their assigned residence hall room.
  - Their roommate is 21 years of age or older.
  - No other person present in the room is under the age of 21.

- Residents who are over the age of 21 years of age or older may consume alcohol in the residence hall when:
  - All persons present in the room are 21 years of age or older.
  - All persons present in the room are 21 years of age or older except in cases when the assigned roommate is under 21 years old. In these cases, it must be clear that the alcohol is being possessed or consumed only by those 21 years old or older.
- Multiquart containers (kegs, etc.) are not allowed in the residence halls

Guests and visitors may not consume or possess alcohol if their host (resident) is under the age of 21. Violations of any portion of the Alcohol Policy may result in disciplinary action. All alcohol will be disposed of by Campus Security (even if the residents are 21 years of age or older) when a violation of the alcohol policy occurs.

## **Criminal Convictions**

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

## **Discrimination, Harassment, And Retaliation Policy**

### **A. Policy**

The Art Institute of Chicago (“AIC”), including both the School (“SAIC”) and the Museum, is committed to maintaining an educational and working environment that is free from any form of prohibited discrimination. SAIC prohibits discrimination or harassment based on race, color, gender, religion, national origin, disability, age, actual or perceived sexual orientation, gender-related identity, marital status, parental status, military or former military status, or any other basis protected by federal, state, or local law. SAIC also prohibits retaliation against anyone reporting or participating, or thought to have reported or participated in, an allegation, an investigation, or proceeding regarding discrimination or harassment, regardless of whether any discrimination or harassment is substantiated. For purposes of this Policy, the term “AIC” includes all trustees, officers, governors, faculty, staff, and volunteers.

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

### **Relationship with Other Policies**

*Consensual Romantic or Sexual Relationship Policy.* This Policy addresses conduct that is unwelcome and not conduct based on consent. AIC has an additional, separate policy that applies to consensual romantic or sexual relationships with students. See Consensual Romantic or Sexual Relationship Policy found at [https://www.saic.edu/sites/default/files/SAIC\\_CRSR\\_Policy.pdf](https://www.saic.edu/sites/default/files/SAIC_CRSR_Policy.pdf).

*Policy Prohibiting Sexual Assault, Domestic Violence, Dating Violence, and Stalking.* AIC also has an additional, separate policy that applies to sexual assault, domestic violence, dating violence, and stalking. See Policy Prohibiting Sexual Assault, Domestic Violence, Dating Violence, and Stalking, found online at [saic.edu/vawa](http://saic.edu/vawa).

*Relationship to the Sexual Misconduct Under Title IX Policy.* Other language in this policy notwithstanding, Sexual Harassment, as defined in the Sexual Misconduct Under Title IX Policy, will be governed exclusively by the Sexual Misconduct Under Title IX Policy and processes stated therein. All other forms of sex-based discrimination are governed by this policy, including sex-based harassment, as defined in this policy, that does not rise to the level of Sexual Harassment as defined in the Sexual Misconduct Under Title IX Policy.

Conduct that is initially raised through a Formal Complaint under the Sexual Misconduct Under Title IX Policy may also be addressed under this policy, in AIC's discretion, when: (i) the conduct at issue, or some part of it, may constitute a violation of this policy irrespective of whether it constitutes Sexual Harassment under the Sexual Misconduct Under Title IX Policy; (ii) the Formal Complaint, or some part of it, has been dismissed under the Sexual Misconduct Under Title IX Policy; or (iii) a final determination of a Formal Complaint has been made under the Sexual Misconduct Under Title IX Policy and separate or additional action may be necessary to enforce this policy.

## **B. Definitions**

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

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

Sexual harassment is a form of harassment prohibited by this Policy and it is illegal in the City of Chicago. Sexual harassment includes the following:

- (i) any unwelcome sexual advances or unwelcome conduct of a sexual nature; or
- (ii) requests for sexual favors or other verbal or physical conduct of a sexual nature when:
  - Submission to such conduct is made either explicitly or implicitly a term or condition of employment or obtaining an education; or
  - Submission to or rejection of such conduct by an individual is used as a factor affecting that individual's employment or education; or
  - Such conduct has the purpose or effect of substantially interfering with an individual's employment or education, e.g., it is so severe, pervasive, or persistent that it creates an intimidating, threatening, offensive, or hostile living, educational, or employment environment under both an objective (a reasonable person's view) and subjective (the complainant's view) standard; or
- (iii) any behavior of a sexual nature that involves coercion, abuse of authority, or misuse of an individual's employment position.

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

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

Retaliation for reporting sexual harassment is illegal in the City of Chicago.

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

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

### **C. Confidential Resources and Reporting Obligations**

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

#### **Confidential Resources**

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

- Counseling Services may be reached at 312.499.4271 or [counselingservices@saic.edu](mailto:counselingservices@saic.edu).
- Health Services may be reached at 312.499.4288 or [healthservices@saic.edu](mailto:healthservices@saic.edu).

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

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

#### **Reporting Obligations**

All AIC and SAIC staff (excluding Confidential Resources), SAIC student Teaching Assistants and Resident Advisors, and volunteers are required to report incidents or allegations of discrimination, harassment, and retaliation to the Title IX Director. This allows SAIC to provide resources and support to those who have experienced discrimination, harassment, and retaliation and to take consistent action to respond to reports of such conduct.

### **D. How to Report Discrimination, Harassment, or Retaliation**

Any student who believes that they have been subjected to discrimination, harassment, or retaliation, as defined above, is urged to report the incident as soon as possible to SAIC's Title IX Director. The Title IX Director is available to receive reports, and both will provide information and resources to anyone who

submits a report. The Title IX Director is also responsible for overseeing the investigation and process, as described further below.

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

- Contact the Title IX Director at [title9@saic.edu](mailto:title9@saic.edu)
- File an online report, only for gender discrimination and sexual harassment, using the following link: [saic.edu/lifeatsaic/stopsexualviolence/makeareport/](http://saic.edu/lifeatsaic/stopsexualviolence/makeareport/).

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

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

After the student has the chance to review the applicable policy or policies and think about their options, the student should inform the Title IX Director how they wish to proceed.

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

### **E. Supportive Measures**

The Title IX Director will provide information about supportive measures. Examples of supportive measures include: mutual no contact instructions, changes to academic or work schedules such as extension of deadlines or other course-related adjustments, leaves of absence, or housing changes, counseling services, campus escort services, and increased security and monitoring of certain areas of the campus. Although supportive measures are not punitive or disciplinary in nature, they may impose a burden, albeit a reasonable one, on a member or members of SAIC's community. SAIC will maintain as private any supportive measures provided to an individual, except as necessary to provide the supportive measure; for example, both individuals would be informed of a mutual no contact instruction. Supportive measures are available to both the individual making a report and the individual who is the subject of a report. The Title IX Office also reassesses the availability and implementation of supportive measures on an ongoing basis.

### **F. Applicable Procedures and Responsible Administrators**

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

- If the Respondent is a student, the Title IX Director will oversee the process. The Vice President and Dean of Student Affairs will decide whether a policy violation occurred and if so, the appropriate sanction. **The investigation and resolution of matters in which the Respondent is a student are governed by the procedures set forth below.**
- If the Respondent is a faculty member, SAIC's Title IX Director will oversee the process in consultation with the Faculty Liaison. The Dean of Faculty and Vice President for Academic Affairs will decide whether a policy violation occurred and if so, the appropriate sanction. **The investigation**

**and resolution of matters in which the Respondent is a faculty member are governed by the Faculty Policy Against Discrimination, Harassment, and Retaliation, and anyone with a report that a faculty member engaged in discrimination, harassment, or retaliation should refer to that Policy. The Faculty Policy is on the Faculty Dashboard on SAIC's website and may also be found here: [saic.edu/facultydhr](http://saic.edu/facultydhr).**

- If the Respondent is a staff member, the Director of Employee Relations will oversee the process as appropriate. In cases where the Complainant is a student, the Title IX Director will oversee the process instead. The Chief Human Resources Officer will decide whether a policy violation occurred and if so, the appropriate sanction. **The investigation and resolution of matters in which the Respondent is a staff member are governed by the Discrimination, Harassment, and Retaliation Policy found in the Employee Guidelines. Anyone with a report that a staff member engaged in discrimination, harassment, or retaliation should refer to that Policy.**
- The Title IX Director will determine the appropriate process to be used, including who will conduct the investigation and who will decide the matter (including appeals), in the following circumstances: (a) if the Respondent is a third party on our premises or in a School program, (b) if the Respondent has dual status in the community (such as a student employee or a staff member who also teaches), and (c) if the Respondent alleges that the Complainant also violated this Policy or another AIC policy so that there are cross-reports from the Complainant against the Respondent and the Respondent against the Complainant. In these cases, the Title IX Director may use one of the processes outlined above or may combine or coordinate processes as appropriate to the circumstances. The Title IX Director will notify both the Complainant and the Respondent of the process to be used.

## **G. Process If Respondent Is a Student**

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

### **1. Informal Resolution**

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

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

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

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

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

simultaneously through more than one procedure.

## **2. Formal Process**

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

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

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

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

If a violation of this policy is found, SAIC will take prompt and appropriate action to stop the discriminatory, harassing, or retaliatory conduct. SAIC will also take action to ensure that the violation will not recur. Even when a violation is not found, it may be appropriate to counsel individuals regarding their behavior.

## **3. Timeframe**

SAIC strives to complete its investigation and resolution of reports of discrimination, harassment, or retaliation reasonably promptly, taking into consideration factors such as the complexity of the investigation, the severity and extent of the alleged conduct, and the timing of school breaks. SAIC strives to complete the investigation and resolution (excluding any appeal) within ninety (90) calendar days, though that timeframe may be extended based on factors such as those just noted. In cases where the investigation may be lengthy, SAIC endeavors to give the Complainant and the Respondent periodic updates on the anticipated timeframe for resolution.

## **H. Title IX Information**

Title IX of the Education Amendments of 1972, as amended, is a comprehensive federal law that prohibits discrimination on the basis of sex as well as retaliation for making a Title IX report in any federally-funded education program or activity. The Title IX Director is responsible for coordinating SAIC's efforts to comply with its obligations under Title IX and the Title IX regulations. The Title IX Director's duties and responsibilities include: monitoring and oversight of overall implementation of Title IX at SAIC, including coordination of training, education, communications, and administration of report procedures for faculty, staff, students, and visitors. The Title IX Director is available to meet with any party to discuss the School's policy or any Title IX related concerns.

SAIC's Title IX Director is:

Denise Banks, SPHR  
Lakeview Building  
116 S. Michigan Ave., 12th floor  
Chicago, IL 60603  
312.499.4165  
title9@saic.edu

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

The procedures below may be used to address collateral misconduct arising from the investigation of or occurring in

conjunction with reported misconduct (e.g., vandalism, physical abuse of another) when alleged violations of the policy are being addressed at the same time. All other allegations of misconduct unrelated to incidents covered by the Policy will be addressed through procedures described in the student, faculty, and staff handbooks

## **I. Local, State, and Federal Options**

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

### **The Chicago Commission on Human Relations**

740 N. Sedgwick St., suite 400, Chicago, IL 60654;

### **The Illinois Department of Human Rights (IDHR), James R. Thompson Center**

100 W. Randolph St., 10th floor, Chicago, IL 60601;

### **The Office for Civil Rights/Chicago—US Department of Education**

Citigroup Center, 500 W. Madison St., suite 1475 Chicago, IL 60661;

### **The United States Equal Employment Opportunity Commission**

230 S. Dearborn St., suite 1866, Chicago, IL 60604; and/or

### **US Department of Education Office for Civil Rights**

400 Maryland Ave. SW, Washington, DC 20202-1100

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

## **Fire Safety**

Residents must not engage in activities that create or maintain a fire or fire hazard. Specific rules pertaining to fire safety include the following:

- **Fire Safety Equipment:** Residents may not tamper with or hang anything from fire safety equipment such as sprinklers, pull stations, fire extinguishers, smoke alarms, fire curtains, or any other equipment for fire prevention, detection, or response. This includes, but is not limited to, installing, decorating, hanging, or otherwise placing an item (including artwork) in a manner that may conceal exits or exit signs, sprinkler heads, fire safety devices, or impede exit in any way.
- **Open Flames and Gas Containers:** In general, with the exception of portable lighters, open flames and devices that produce open flames including, but not limited to, butane torches and grills, are prohibited on campus. Flammable fuels such as kerosene, propane, butane, and gasoline are prohibited on campus.
- **Candles:** Candles may not be lit on campus. Candles are not allowed on campus unless the candle has never been burned. Candle warmers are not permitted on campus.
- **Incense:** Incense or incense paraphernalia (including sticks and powder) may not be lit on campus. Incense and incense paraphernalia are not allowed on campus unless never lit.
- **Wax Melting:** All forms of wax melting are not permitted in the resident halls including but not limited to wax warmers, melting wax on stovetops, or using appliances such as crop pots to melt wax.
- **Appliances:** Residents may not overload the electrical circuits as this can present fire hazards. The following appliances are not allowed on campus:
  - Open element appliances, such as space heaters, broilers, and heat guns
  - Sun lamps
  - Hot plates
  - Instant pots and pressure cookers

- Slow cookers (Crock-Pots) are only permitted if they have an automatic shut off. Slow cookers are only permitted for food preparation and may not be used for art making (e.g. wax melting).
- Halogen lamps/tungsten lights are only permitted on campus if they are checked out from the Media Center and used in a safe manner. Residents may not hang clothing, towels, curtains, scarves or any fabrics over a halogen/tungsten lamp. Residents must turn them off when not in use and keep them away from combustible materials and fabrics such as bedding, drapes, bookcases, and furniture.
- Electrical Decorations and Extension Cords: Electrical decorations and extension cords must have the UL or FM label intact and be identified for indoor use. Extension cords and surge protectors may not be plugged directly into each other in order to extend their length (“daisy-chaining”). Residents must inspect any of their electrical decorations, extension cords, and surge protectors for cracked sockets, bare wires, and loose connections before use. Residents must use an appropriate amount of electrical decorations and extension cords for the size of the space (e.g. no more than three light sets should be used in a residence hall room), and they should not run under carpet, or through doorways, aisles, or corridors. Residents should remember that lights are a heat source and should be placed consciously and decorative lights should be turned off when the space is unattended.
- Evacuation: In accordance with Chicago law, residents are required to evacuate the building during a fire alarm in a timely manner.

Any items found on campus in violation of this policy may be confiscated.

## **Cannabis, Medical Cannabis, and Illinois Law**

In order to comply with federal laws such as the Drug-Free Schools and Communities Act, SAIC prohibits the use, manufacture, sale, distribution, and possession of all cannabis, including medical cannabis, on campus and at any SAIC-sponsored event or activity off campus.

Effective January 1, 2020, the state of Illinois has passed the Illinois Cannabis Regulation and Tax Act (state 410 ILCS 705), legislation legalizing small amounts of cannabis for recreational use for those over the age of 21. Additionally, Illinois had previously passed legislation regarding medical cannabis that allows people with certain conditions to use cannabis and other cannabis derivatives for treatment. However, federal law prohibits the use of drugs including cannabis. If SAIC fails to comply with federal law, it could become ineligible for federal funding and financial aid programs for its students.

## **Noise And Quiet Hours**

Quiet hours are in effect:

Sunday–Thursday, 11:00 p.m.–8:00 a.m.

Friday and Saturday, 11:59 p.m.–10:00 a.m.

Noise in public areas should be kept to a minimum during quiet hours, including lounges and studio spaces. Electronic musical equipment and amplifiers in the residence halls may not be used except when played through headphones. Acoustic musical instruments should not be played during quiet hours. Courtesy hours are in effect 24/7. Students are expected to be considerate of other residents and respect their requests to reduce their volume at all times.

## **Policy Prohibiting Sexual Assault, Domestic Violence, Dating Violence, and Stalking**

### **I. Statement of Policy**

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

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

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

This Statement of Policy applies to all members of the AIC community, which includes all trustees, officers, governors, faculty, staff, and volunteers.

This Policy addresses conduct that is unwelcome and not based on consent. SAIC has an additional, separate policy that applies to consensual romantic or sexual relationships with students. That policy, called the Consensual Romantic or Sexual Relationship Policy is in the Student Handbook and Faculty Dashboard. AIC also has separate policies that apply to discrimination, harassment, and retaliation. Please see the Discrimination, Harassment, and Retaliation policies in the Student Handbook, Faculty Dashboard, and Employee Guidelines.

*Relationship to The Sexual Misconduct Under Title IX Policy.* Other language in this policy notwithstanding, Sexual Assault, Domestic Violence, Dating Violence and Stalking, as defined in the Sexual Misconduct under Title IX Policy, will be governed by the Sexual Misconduct Under Title IX Policy and processes stated therein. As explained in the Sexual Misconduct Under Title IX Policy, to be considered under that Policy, the conduct must occur within the AIC’s education programs and activities and within the United States.

Conduct that falls outside of the scope of the Sexual Misconduct Under Title IX Policy, whether or not initially raised through a formal complaint under the Sexual Misconduct under Title IX Policy, may be addressed under this policy.

## II. Definitions

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

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

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

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

### **Affirmative Consent**

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

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

Consent is not to be inferred from silence, passivity, or a lack of resistance, and relying on non-verbal communication alone may result in a violation of this Policy. For example, a person who does not physically resist or verbally refuse sexual contact may not necessarily be giving consent.

There is no requirement that an individual verbally or physically resist unwelcome sexual contact for there to be a violation of this Policy.

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

Consent to one form of sexual contact does not constitute consent to any other form of sexual contact, nor does consent to sexual contact with one person constitute consent to sexual contact with any other person.

Additionally, consent to sexual contact on one occasion is not consent to engage in sexual contact on another occasion. A person's manner of dress does not constitute consent.

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

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

### **Incapacitation**

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

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

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

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

- Intoxication may impact one's ability to give Affirmative Consent and may lead to Incapacitation (the inability to give Affirmative Consent).
- A person's level of intoxication is not always demonstrated by objective signs; however, some signs of intoxication may include difficulty walking, poor judgment, difficulty communicating, slurred speech, or vomiting.

- An individual's level of intoxication may change over a period of time based on a variety of subjective factors, including the amount of substance intake, speed of intake, body mass, and metabolism.
- No matter the level of an individual's intoxication, if that individual has not affirmatively agreed to engage in sexual contact, there is no Affirmative Consent.

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

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

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

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

- **Course of conduct** means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
- **Reasonable person** means a reasonable person under similar circumstances and with similar identities to the victim.
- **Substantial emotional distress** means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

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

### III. Confidentiality, Privacy, and Reporting Obligations

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

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

## **A. Definitions**

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

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

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

## **B. Reporting Obligations**

All AIC and SAIC staff (excluding Confidential Resources), SAIC student Teaching Assistants and Resident Advisors, and volunteers are required to report incidents of Sexual Assault, Domestic Violence, Dating Violence, and/or Stalking to SAIC's Title IX Director or to Employee Relations. This allows AIC to provide resources and support to those who have experienced Sexual Assault, Domestic Violence, Dating Violence, and/or Stalking and to take consistent action to respond to reports of such conduct. In these circumstances, AIC is committed to maintain privacy. AIC does not publicize the name of crime victims nor does it include identifiable information in Campus Security's Daily Crime Log. Please see Annual Security Report at [www.saic.edu/sites/default/files/security\\_fire\\_safety\\_report.pdf](http://www.saic.edu/sites/default/files/security_fire_safety_report.pdf)

## **IV. Making a Report**

### **A. How to Report**

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

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

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

If the Complainant chooses not to inform AIC of the Respondent's name, the Title IX Office's ability to investigate and take appropriate action may be limited.

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

### **For All Community Members**

SAIC Campus Security

312.899.1230

Available 24 hours a day, seven days a week

Title IX Director

116 S. Michigan Ave., 12th Floor

Chicago, IL 60603

312.499.4165

Deputy Title IX Director

116 S. Michigan Ave., 12th

Chicago, IL 60603

312.629.3381

### **For Students**

Title IX Director

116 S. Michigan Ave., 12th floor

Chicago, IL 60603

312.499.4165

Dean on Call \*

Office of Student Affairs (Intake Person)

36 S. Wabash Ave., suite 1204

Chicago, IL 60603

*\*. Deans on Call are staff members in the Office of Student Affairs who have received training in responding to issues of Sexual Assault, Domestic Violence, Dating Violence, and/or Stalking. A Dean on Call is available 24 hours a day.*

### **For Faculty**

Title IX Director

116 S. Michigan Ave., 12th floor

Chicago, IL 60603

312.499.4165

Raja El Halwani  
Faculty Liaison  
37 S. Wabash Ave., suite 816  
Chicago IL 60603  
312.345.3751 | relhalwani@saic.edu

### **For Staff & Visitors**

Title IX Director  
116 S. Michigan Ave., 12th floor  
Chicago, IL 60603  
312.499.4165

Timeka Young  
Employee Relations and Training Manager  
116 S. Michigan Ave., 12th Floor  
Chicago, IL 60603  
312.629.3378 | tyoung6@artic.edu

Alan Hooker  
Employee Relations and Training Manager  
116 S. Michigan Ave., 12th Floor  
Chicago, IL 60603  
312.629.3385 | [ahooker@artic.edu](mailto:ahooker@artic.edu)

### **B. Notice Provided by AIC**

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

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

### **V. Supportive Measures**

AIC will provide information about interim protective measures to the individual who makes a report and will arrange such measures if the individual requests them and they are reasonably available. AIC will also provide such measures, if reasonably available, upon the request of the individual who is the subject of a report. Examples of supportive measures include: mutual no contact instructions, changes to academic or work schedules such as extension of deadlines or other course-related adjustments, leaves of absence, or housing, counseling services, campus escort services, and increased security and monitoring of certain areas of the campus. Although supportive measures are not punitive or disciplinary in nature, they may impose a burden, albeit a reasonable one, on a member or members of SAIC's community. AIC will maintain as private any supportive measures provided to an individual, except as necessary to provide the supportive measure; for example, both individuals would be informed of a mutual no contact instruction. The Title IX Office also reassesses the availability and implementation of supportive measures on an ongoing basis.

## **VI. Process & Applicable Procedures**

### **A. Informal Resolution**

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

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

If a Complainant wishes to pursue an informal process, the Title IX Director or designee will facilitate it. If the Complainant and the facilitator are satisfied the issue has been resolved, no further action will be taken.

If an informal process ends without a satisfactory resolution, the Complainant may choose to pursue a formal process if they wish. An informal process is voluntary; a Complainant does not have to agree to an informal process and if they do pursue an informal resolution, the Complainant may end it at any time. Note: Face-to-face mediation (even on a voluntary basis) is not appropriate or permitted if there are allegations of Sexual Assault.

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

### **B. Formal Process**

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

If the Respondent is a student, the Title IX Director will oversee the investigation; the Vice President and Dean of Student Affairs (“VPSHA”) will decide whether a policy violation occurred and if so, the appropriate sanction; and any appeals will be decided by the Provost. The investigation and resolution of matters in which the Respondent is a student are governed by Section C of this Policy and the Student Conduct Procedures. Anyone with a report that a student engaged in Sexual Assault, Domestic Violence, Dating Violence, and/or Stalking should refer to that section of this Policy and the Student Conduct Procedures. The Student Conduct Procedures may be found here: [www.saic.edu/sites/default/files/Student%20Handbook.pdf](http://www.saic.edu/sites/default/files/Student%20Handbook.pdf)

If the Respondent is a faculty member, the Title IX Director will oversee the investigation in consultation with the Faculty Liaison; the Dean of Faculty and Vice President for Academic Affairs will decide whether a policy violation occurred and if so, the appropriate sanction; and any appeals will be decided by the Dean of Faculty and Vice President for Academic Affairs. The investigation and resolution of matters in which the Respondent is a faculty member are governed by Section D of this Policy, and anyone with a report that a faculty member engaged in Sexual Assault, Domestic Violence, Dating Violence, and/or Stalking should refer to that section of this Policy.

If the Respondent is a staff member, the Title IX Director and the Director of Employee Relations will oversee the investigation; the Chief Human Resources Officer will decide whether a policy violation occurred and if so, the appropriate sanction; and the Chief Human Resources Officer will also decide any appeals. The investigation and resolution of matters in which the Respondent is a staff member are governed by Section E of this Policy. Anyone with a report that a staff member engaged in Sexual Assault, Domestic Violence, Dating Violence, and/or Stalking should refer to that section of this Policy.

The Title IX Director will determine the appropriate process to be used, including who will conduct the investigation and who will decide the matter (including appeals), in the following circumstances: (a) if the Respondent is a third party on our premises or in an AIC program, (b) if the Respondent has dual status in the community (such as a student employee or a staff member who also teaches), and (c) if the Respondent alleges that the Complainant also violated this Policy or another policy so that there are cross-reports from the

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

AIC administrators involved in the investigation and resolution of reports of Sexual Assault, Domestic Violence, Dating Violence, and/or Stalking receive annual training on these issues. It is the responsibility of AIC, not the involved parties, to gather the relevant information relating to the report of Sexual Assault, Domestic Violence, Dating Violence, and/or Stalking.

### **C. Procedures Applicable to Students**

If the Respondent is a student, the Student Conduct Procedures will be utilized for the investigation, resolution, and any appeal, in conjunction with the terms set forth below. The Student Conduct Procedures can be found in this handbook.

**1. Investigation.** The Title IX Director will designate an investigator (“Investigator”), generally a member of their staff, to investigate the report. The Investigator is responsible for ensuring that the investigation is prompt, thorough, and fair. During the investigation, both the Complainant and the Respondent will be offered the opportunity to explain their understanding of the circumstances and offer any additional information they believe is relevant. AIC may also meet with and/or gather information from other individuals who may have relevant information.

**2. Time Frame for Investigation and Resolution.** AIC endeavors to complete the investigation and resolution of a report of Sexual Assault, Domestic Violence, Dating Violence, and/or Stalking as promptly as possible. As a general matter, AIC strives to complete its investigation and resolution (excluding any appeal) of this type of report within ninety (90) calendar days; however, the timeframe for resolution of any particular report will depend on a variety of factors, such as the complexity of the investigation and the severity and extent of the alleged conduct. In addition, if there is a parallel criminal investigation or if the process occurs partially during school breaks, the time needed for investigation and resolution may exceed ninety (90) days. If the Title IX Director determines that it must extend the time frame for investigation and resolution of a report, it will provide written notice to the Complainant and the Respondent of the revised time frame.

**3. Advisors.** During any investigation into a report of Sexual Assault, Domestic Violence, Dating Violence, and/or Stalking, the Complainant and Respondent have the right to be assisted by an advisor. The advisor’s role can include helping the Complainant/Respondent prepare their statements (whether written or oral) and/or being a nonparticipating supporter at any meeting that may occur. However, the Complainant/Respondent must speak for themselves and present information on their own. While the party may consult with the advisor, the advisor may not present information or make statements or arguments during any meetings that may occur. Furthermore, the advisor may only be present when the person whom they are advising is also present. Any person who serves as an advisor should plan to make themselves available for meetings throughout the process. An individual may not serve as an advisor if they are a witness or otherwise have information relevant to the report. If either the Complainant or the Respondent intends to bring an advisor to a meeting, then, in advance of the meeting, the party must notify the VPSHA in writing of the advisor’s name, occupation, relationship to the party, and relationship to the School, if any. Additional information regarding the role of an advisor in a Student Conduct Meeting is set forth in the Student Conduct Procedures in the Student Handbook, Section 2(D). A party may choose to consult with an attorney of their choice at their own expense. Because attorneys for AIC represent AIC rather than any individual, these attorneys are not available to advise the Complainant or Respondent.

**4. Notice of Meetings.** The Complainant and the Respondent will receive timely notice of meetings at which the Complainant, the Respondent, or both, are invited to be present.

**5. Information Available.** The Complainant and the Respondent will be provided with timely and equal access to any information that will be reviewed during the Student Conduct Meeting. After receipt of this information, both the Complainant and the Respondent have the opportunity to respond in writing to provide additional information and/or to submit questions to the VPSHA that they suggest be posed to the other

during the Student Conduct Meeting. The VPSHA shall determine, in an exercise of their discretion, whether to pose such questions.

**6. Conflict of Interest.** Both the investigation and the Student Conduct Meeting will be conducted by School administrators who do not have a conflict of interest or a potential conflict of interest with the Complainant or the Respondent (e.g., because of familial, intimate, financial, business, or other relationship). An administrator will be considered to have a conflict of interest in the event of a circumstance that would prevent them from being impartial in their review of the report. For example, no administrator should conduct the investigation or serve on a Student Conduct Board if their actions are the subject of the report.

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

**7. Resolution.** Refer to the Student Conduct Procedures in the Student Handbook.

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

**9. Simultaneous Notification of Decision.** The Complainant and the Respondent will be simultaneously notified, in writing, of the decision whether a violation of this Policy was found to have occurred; if so, the sanction; the rationale for the result and any sanction; and the appeal process will be shared. The Complainant will also be notified of any individual remedies offered or provided to the Complainant and steps AIC has taken to eliminate the hostile environment, if AIC finds one to exist, and prevent recurrence.

**10. Appeal.** Either the Complainant or the Respondent may appeal the decision made by the VPSHA within five (5) business days after receiving notice of the decision. An appeal must be made to the Title IX Director. An appeal must be made in writing, and must state the basis for the appeal. Appeals are only permitted to proceed if the written notice of the appeal identifies (a) a procedural error that allegedly occurred; (b) new information that was not available at the time of the Student Conduct Meeting and that would substantially change the outcome, or (c) one (1) or more reasons why the sanction is disproportionate with the violation.

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

After the Appeal Reviewer is determined, they will first evaluate the notice of appeal to determine whether one of the three (3) bases for appeal is alleged. If not, the appeal will be dismissed. If so, the Appeal Reviewer will notify the Complainant and the Respondent that the appeal is under consideration as well as whether any change to the prior decision will be made pending resolution of the appeal. The Appeal Reviewer may undertake any inquiries that they deem appropriate, including but not limited to requesting the Title IX Director’s office to conduct additional investigation. Following their examination of the matter, the Appeal Reviewer may grant or deny the appeal or take any action that they deem appropriate. The Appeal Reviewer will simultaneously notify the Complainant and the Respondent, in writing, of the decision on appeal, any changes to the result, and that the decision is final. This notice must be provided within seven (7) business days of the decision of the appeal. The Appeal Reviewer will also notify the VPSHA of the decision.

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

#### **D. Procedures Applicable to Faculty**

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

**1. Investigation.** The Title IX Director will designate an investigator ("Investigator"), generally a member of their staff, to investigate the report. The Investigator is responsible for ensuring that the investigation is prompt, thorough, and fair. The Investigator will collaborate with the Faculty Liaison on the investigation.

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

**2. Time Frame for Investigation and Resolution.** AIC will endeavor to complete the investigation and resolution of a report of Sexual Assault, Domestic Violence, Dating Violence, and/or Stalking as promptly as possible. As a general matter, AIC strives to complete its investigation and resolution (excluding any appeal) of this type of report within ninety (90) calendar days; however, the time frame for resolution of any particular report will depend on a variety of factors, such as the complexity of the investigation and the severity and extent of the alleged conduct. In addition, if there is a parallel criminal investigation or if the process occurs partially during school breaks, the time needed for investigation and resolution may exceed ninety (90) days. If the Title IX Director determines that it must extend the time frame for investigation and resolution of a report, it will provide written notice to the Complainant and the Respondent of the revised time frame.

**3. Advisors.** During any investigation into a report of Sexual Assault, Domestic Violence, Dating Violence, and/or Stalking, the Complainant and Respondent have the right to be assisted by an advisor. The advisor's role can include helping the Complainant/Respondent prepare their statements (whether written or oral) and/or being a nonparticipating supporter at any meeting that may occur. However, the Complainant/Respondent must speak for themselves and present information on their own. While the party may consult with the advisor, the advisor may not present information or make statements or arguments during any meetings that may occur. Furthermore, the advisor may only be present when the person whom they are advising is also present. Any person who serves as an advisor should plan to make themselves available for meetings throughout the process. An individual may not serve as an advisor if they are a witness or otherwise have information relevant to the report. If either the Complainant or the Respondent intends to bring an advisor to a meeting, then, in advance of the meeting, the party must notify the Title IX Director in writing of the advisor's name, occupation, relationship to the party, and relationship to the School, if any. A party may choose to consult with an attorney of their choice at their own expense. Because attorneys for AIC represent AIC rather than any individual, these attorneys are not available to advise the Complainant or Respondent.

**4. Notice of Meetings.** The Complainant and the Respondent will receive timely notice of meetings at which the Complainant, the Respondent, or both, are invited to be present.

**5. Information Available.** The Complainant and the Respondent will be provided with timely and equal access to investigative materials submitted by the Investigator as well as any other information that the Dean of Faculty will review in reaching a decision.

**6. Conflict of Interest.** Both the investigation and resolution of a report will be conducted by School administrators who do not have a conflict of interest or a potential conflict of interest with the Complainant or

the Respondent (e.g., because of familial, intimate, financial, business, or other relationship). An administrator will be considered to have a conflict of interest in the event of a circumstance that would prevent them from being impartial in their review of the report. For example, no administrator should conduct the investigation or make the determination if their actions are the subject of the report. If a question arises as to whether the Investigator, the Faculty Liaison, or the Dean of Faculty has a conflict of interest, the Title IX Director will review the alleged conflict and determine whether a conflict exists and, if so, will designate another administrator to perform the role of the disqualified administrator.

**7. Resolution.** Upon completion of the investigation, the Dean of Faculty will determine whether the Respondent violated this Policy. The determination shall be made on the basis of whether it is more likely than not that the Respondent violated this Policy. If the Dean of Faculty determines that the Respondent violated this Policy, then they will also determine the appropriate sanction and take prompt and appropriate action to stop the prohibited conduct. The Dean of Faculty will also take action to ensure that the violation will not recur. Even where a violation is not found, it may be appropriate to counsel individuals regarding their behavior.

**8. Sanctions.** Violations of this Policy can lead to corrective action ranging from a notation in the Respondent's file up to and including termination. In cases where the Dean of Faculty determines that termination is the appropriate sanction, they must first advise the President of the School. If the President agrees, the faculty member will be terminated immediately, except that faculty members with tenure or whose term appointment has not expired. For those faculty, the matter will proceed in accordance with Section 9.C., AAUP Statements on Academic Due Process Procedures, in the Faculty Handbook Supplement. If the President disagrees with the Dean of Faculty's determination that the Respondent should be terminated, the Dean will determine an appropriate alternative sanction.

**9. Simultaneous Notification of Decision.** The Complainant and the Respondent will be simultaneously notified, in writing, of the decision whether a violation of this Policy was found to have occurred; if so, the sanction; the rationale for the result and any sanction; and the appeal process. The Complainant will also be notified of any individual remedies offered or provided to the Complainant and steps the Dean of Faculty has taken to eliminate the hostile environment, if the Dean of Faculty finds one to exist, and prevent recurrence.

**10. Appeal.** Either the Complainant or the Respondent may appeal the decision of the Dean of Faculty within five (5) business days after receiving notice of the decision. The Dean of Faculty has the discretion to decide whether any sanction that may have been imposed will be carried out, revised, or held in abeyance during this five (5) day period and also while an appeal is being considered and decided. An appeal must be made in writing, must be submitted to the Dean of Faculty, and must state the basis for appeal. Appeals are only permitted to proceed if the written notice of appeal identifies new information that was not available at the time of the investigation and resolution and the new information would substantially change the outcome. If the notice indicates that there is such new information, the Dean of Faculty will notify the Complainant and the Respondent of the need to follow up on the new information. The Dean of Faculty may undertake any inquiries that they deem appropriate, including but not limited to requesting the Title IX Director's office to conduct additional investigation. Following their examination of the matter, the Dean of Faculty may grant or deny the appeal or take any action that they deem appropriate. The Dean of Faculty will notify the Complainant and the Respondent simultaneously, in writing, of the decision on the appeal, any changes to the result, and that the decision is final.

#### **E. Procedures Applicable to Staff**

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

**1. Investigation.** The Title IX Director will designate an investigator ("Investigator"), generally a member of their staff, to conduct an investigation into the report. The Investigator is responsible for ensuring that the investigation is prompt, thorough, and fair. During the investigation, the Respondent and the Complainant will each be offered the opportunity to explain their understanding of the circumstances and offer any additional information that they believe is relevant. The investigation typically includes interviews with the Complainant, the Respondent, and any witnesses.

**2. Time Frame for Investigation and Resolution.** AIC will endeavor to complete the investigation and resolution of a report of Sexual Assault, Domestic Violence, Dating Violence, and/or Stalking as promptly as possible. As a general matter, AIC strives to complete its investigation and resolution (not including any appeal) of this type of report within ninety (90) calendar days; however, the time frame for resolution of any particular report will depend on a variety of factors, such as the complexity of the investigation and the severity and extent of the alleged conduct. In addition, if there is a parallel criminal investigation or if the process occurs partially during school breaks, the time needed for investigation and resolution may exceed ninety (90) days. If the Title IX Director determines that it must extend the time frame for investigation and resolution of a report, it will provide written notice to the Complainant and the Respondent of the revised time frame.

**3. Advisors.** During any investigation into a report of Sexual Assault, Domestic Violence, Dating Violence, and/or Stalking, the Complainant and Respondent have the right to be assisted by an advisor. The advisor's role can include helping the Complainant/Respondent prepare their statements (whether written or oral) and/or being a nonparticipating supporter at any meeting that may occur. However, the Complainant/Respondent must speak for themselves and present information on their own. While the party may consult with the advisor, the advisor may not present information or make statements or arguments during any meetings that may occur. Furthermore, the advisor may only be present when the person whom they are advising is also present. Any person who serves as an advisor should plan to make themselves available for meetings throughout the process. An individual may not serve as an advisor if they are a witness or otherwise have information relevant to the report. If either the Complainant or the Respondent intends to bring an advisor to a meeting, then, in advance of the meeting, the party must notify the Title IX Director in writing of the advisor's name, occupation, relationship to the party, and relationship to the School, if any. A party may choose to consult with an attorney of their choice at their own expense. Because attorneys for AIC represent the AIC rather than any individual, these attorneys are not available to advise the Complainant or Respondent.

**4. Notice of Meetings.** The Complainant and the Respondent will receive timely notice of meetings at which the Complainant, the Respondent, or both, are invited to be present.

**5. Information Available.** The Complainant and the Respondent will be provided with timely and equal access to information that the Chief Human Resources Officer will review in reaching a decision on the resolution of the report.

**6. Conflict of Interest.** Both the investigation and resolution of a report will be conducted by administrators who do not have a conflict of interest or a potential conflict of interest with the Complainant or the Respondent (e.g., because of familial, intimate, financial, business, or other relationship). An administrator will be considered to have a conflict of interest in the event of a circumstance that would prevent them from being impartial in their review of the report. For example, no administrator should conduct the investigation or make the determination if their actions are the subject of the report. If a question arises as to whether the Investigator or the Chief Human Resources Officer has a conflict of interest, the Title IX Director will review the alleged conflict and determine whether a conflict exists and, if so, will designate another administrator to perform the role of the disqualified administrator.

**7. Resolution.** Upon completion of the investigation, the Chief Human Resources Officer will determine whether the Respondent violated this Policy. The determination shall be made on the basis of whether it is more likely than not that the Respondent violated this Policy. If a violation is found, the Chief Human Resources Officer will then determine the appropriate sanction and take prompt and appropriate action to stop the prohibited conduct. The Chief Human Resources Officer will also take action to ensure that the violation will not recur. Even where a violation is not found, it may be appropriate to counsel individuals regarding their behavior.

**8. Sanction.** Violations of this Policy can lead to corrective action ranging from a notation in the Respondent's file up to and including termination.

**9. Simultaneous Notification of Decision.** The Complainant and the Respondent will be simultaneously notified, in writing, whether a violation of this Policy was found to have occurred; if so, the sanction; the

rationale for the result and any sanction; and the appeal process. The Complainant will also be notified of any individual remedies offered or provided to the Complainant and the steps the Chief Human Resources Officer has taken to eliminate the hostile environment, if the Chief Human Resources Officer finds one to exist, and prevent recurrence.

**10. Appeal.** Either the Complainant or the Respondent may appeal the decision of the Chief Human Resources Officer within five (5) business days after receiving notice of the decision. The Chief Human Resources Officer has the discretion to decide whether any sanction that may have been imposed will be carried out, revised, or held in abeyance during this five (5) day period and also while an appeal is being considered and decided. An appeal must be made in writing, must be submitted to the Chief Human Resources Officer, and must state the basis for appeal. Appeals are only permitted to proceed if the written notice of appeal identifies new information that was not available at the time of the investigation and resolution and the new information would substantially change the outcome of the finding. If the notice indicates that there is such new information, the Chief Human Resources Officer will notify the Complainant and the Respondent of the need to follow up on the new information. The Chief Human Resources Officer may undertake any inquiries that they deem appropriate. Following their examination of the matter, the Chief Human Resources Officer may grant or deny the appeal or take any action that they deem appropriate, including but not limited to requesting the Title IX Director's office to conduct additional investigation. The Chief Human Resources Officer will notify the Complainant and the Respondent simultaneously, in writing, of the decision on the appeal, any changes to the result, and that the decision is final.

## **VII. Resources**

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

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

Emergency Resources

### **On-Campus Resources**

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

### **Off-Campus Resources**

- **Northwestern Memorial Hospital Emergency Department**  
250 E. Erie St.  
312.926.5188

*Hospitals are required to provide a no-cost medical examination for a person who has experienced sexual assault.*

- **Chicago Police Emergency**  
Call 911
- **Chicago Police Department**  
1718 S. State St.  
312.745.4290

Confidential Resources (Medical/Counseling/Advocacy)

### **On-Campus Resources**

- **Confidential Advisor (Students)**  
Teresa J. Sit  
312.499.4271 | tsit@saic.edu
- **Health Services (Students)**  
312.499.4288 | healthservices@saic.edu
- **Counseling Services (Students)**  
312.499.4271 | counselingservices@saic.edu
- **Employee Assistance Program (Faculty/Staff)**  
800.311.4327

### **Off-Campus Resources**

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

## Additional Resources

### On-Campus Resources

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

### Off-Campus Resources

- **Life Span Center for Legal Services & Advocacy**  
70 E. Lake St., suite 600  
312.408.1210 | [life-span@life-span.org](mailto:life-span@life-span.org)
- **Legal Assistance Foundation of Chicago**  
[lafchicago.org](http://lafchicago.org)
- **National Immigrant Justice Center**  
208 S. LaSalle St., suite 1300  
312.660.1370  
[immigrantjustice.org](http://immigrantjustice.org)

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

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

### What to Do if You Are the Victim of Sexual Assault

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

- Get away from the person who assaulted you and to a safe place as fast as you can. Then call 911.
- Call a friend or family member you trust. You may also want to call a crisis center or a hotline to talk with a counselor. Hotline resources include the National Sexual Assault Hotline at 800.656.HOPE (4673) or the Chicago Rape Crisis Hotline (888.293.2080). Feelings of shame, guilt, fear, and shock are normal. It is important to get counseling from a trusted professional.
- Do not wash, comb, or clean any part of your body. Do not change clothes if possible, so that hospital staff can collect evidence. Do not touch or change anything at the scene of the assault. The police or other investigators may be able to collect more evidence if the scene has not been cleaned or disturbed.
- Go to your nearest hospital emergency room as soon as possible. You need to be examined, treated for any injuries, and screened for possible sexually transmitted infections (STIs) or pregnancy. The doctor will collect evidence using a rape kit for fibers, hairs, saliva, semen, or clothing that the person who assaulted you may have left behind. This evidence may help the police and prosecutors find and charge the perpetrator or may help you if you seek an order of protection. Illinois law requires hospitals to provide free treatment to sexual assault survivors. You may want to contact the Rape Victim Advocates to assist you.

While at the hospital:

- If you decide you want to file a police report, you or the hospital staff can call the police from the emergency room.

- Ask the hospital staff to connect you with the local rape crisis center. The center staff can help you make choices about reporting the attack and getting help through counseling and support groups.

*Adapted from [womenshealth.gov](http://womenshealth.gov)*

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

Domestic Violence or Dating Violence can happen to anyone of any race, age, sexual orientation, religion, or gender. It can happen to couples who are married, living together, or dating. Domestic Violence or Dating Violence affects people of all socioeconomic backgrounds and education levels.

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

- Monitors what you're doing all the time
- Unfairly accuses you of being unfaithful all the time
- Prevents or discourages you from seeing friends or family
- Prevents or discourages you from going to work or school
- Gets very angry during and after drinking alcohol or using drugs
- Controls your use of needed medicines
- Decides things for you that you should be allowed to decide (like what to wear or eat)
- Humiliates you in front of others
- Destroys your property or things that you care about
- Threatens to hurt you, children, or pets
- Hurts you (by hitting, beating, pushing, shoving, punching, slapping, kicking, or biting)
- Uses (or threatens to use) a weapon against you
- Forces you to have sex against your will
- Controls your birth control or insists that you get pregnant
- Blames you for their violent outbursts
- Threatens to self-harm when upset with you
- Says things like, "If I can't have you then no one can."

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

*Adapted from [womenshealth.gov](http://womenshealth.gov)*

### **How to Get Help**

- Contact the Chicago Police Department (911), Campus Security (312.899.1230), or the Domestic Violence Hotlines (national: 800.799.7233; Chicago/local: 877.863.6338) to get information on campus and local resources as well as your legal options. Please see Section III, Difference between Confidentiality and Privacy, which explains the duties of various AIC employees with respect to confidentiality.
- Identify your partner's use and level of force so that you can assess the risk of physical danger to you and others before it occurs.
- If possible, have a phone accessible at all times and know what numbers to call for help. Know where the nearest public phone is located. Know the phone number to your local battered women's shelter. If your safety is at risk, call the Chicago Police Department (911).

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

*Adapted from the National Domestic Violence Hotline: [thehotline.org](http://thehotline.org)*

### **Stalking—Warning Signs and How to Get Help**

Stalking is a crime. A stalker can be someone you know well or not at all. Most stalkers have dated or been involved with the people they stalk. The following are not necessarily Policy violations; whether there is a Policy violation depends on the specific circumstances. However, these are some warning signs that you may be experiencing stalking. Stalkers may:

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

*Adapted from the National Center for Victims of Crime: [victimsofcrime.org](http://victimsofcrime.org)*

### **How to Get Help If You Are Being Stalked**

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

- If your safety is at risk, call 911.
- Trust your instincts. Don't downplay the danger. If you feel you are unsafe, you probably are.
- Take threats seriously.
- Contact Campus Security, a crisis hotline, a victim services agency, or a domestic violence or rape crisis program. They can help you devise a safety plan, give you information about local laws, refer you to other services, and weigh options such as seeking an order of protection. (For more information, see Section IV, Resources.) Please see Section III, Difference between Confidentiality and Privacy, which explains the duties of various AIC employees with respect to confidentiality.
- Develop a safety plan, including things like changing your routine, arranging a place to stay, and having a friend or relative go places with you. Also, decide in advance what to do if the stalker shows up at your home, work, school, or somewhere else. Tell people how they can help you.
- Don't communicate with the stalker or respond to their attempts to contact you.
- Keep evidence of the stalking. When the stalker follows you or contacts you, write down the time, date, and place. Keep emails, phone messages, letters, or notes. Photograph anything of yours the stalker damages and any injuries the stalker causes. Ask witnesses to write down what they saw.
- Contact the police, as Illinois has a stalking law. AIC staff and local resources are available to assist should you choose to contact law enforcement.
- Consider getting a court order that tells the stalker to stay away from you.

- Tell your family, friends, roommates, coworkers, Campus Security, and the Office of Student Affairs about the stalking and seek their support.

### **Keeping Safe When Traveling Around Campus and the City**

- Try to arrive at and leave social gatherings with a group of people you trust.
- Avoid giving out your personal information (phone number, where you live, etc.). If someone asks for your number, take their number instead of giving out yours.
- Keep track of your drinking. Watch your drink as it is made and don't leave it unattended; avoid group drinks.
- If you feel extremely tired or drunk for no apparent reason, find your friends and ask them to leave with you as soon as possible.
- Make sure your cell phone is easily accessible and fully charged.
- Be familiar with where emergency phones are installed in AIC buildings.
- Avoid dimly lit places; take major, public paths rather than less populated shortcuts.
- Pay attention to your surroundings. Avoid putting music headphones in your ears and/or using your smartphone when walking alone.
- If walking feels unsafe, especially after dark, try to walk with a friend or contact Campus Security to request an escort or utilize the Safe Ride service (9:00 p.m.–6:00 a.m. during fall and spring semesters) or request a Safe Walk escort (9:00 p.m.–6:00 a.m. during summer and winter terms).
- Carry a noisemaker (like a whistle) and/or a small flashlight on your keychain.

### **What to Do If Someone You Know Is at Risk of Sexual Assault, Domestic Violence, Dating Violence, or Stalking**

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

- Not leaving an overly intoxicated person in a bar/party alone
- Calling the police when a potentially violent situation is unfolding
- Not leaving an unconscious person alone; instead, alert Campus Security or a staff member
- Intervening when someone is being belittled, degraded, or emotionally abused; instead, walking the victim away from the abuser and/or contact a staff member for help

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

### **IX. Education and Prevention Programs**

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

- Identify Sexual Assault, Domestic Violence, Dating Violence, and Stalking as prohibited conduct;
- Define Sexual Assault, Domestic Violence, Dating Violence, and Stalking under AIC's Policy and under Illinois law;

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

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

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

## **X. Orders of Protection**

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

AIC takes all existing orders of protection seriously.

If you have an order of protection, protecting you from someone else, we ask that you please inform Campus Security so that they have it on record. This will help in case there is an issue with the offender. To do so, please email Art Jackson, Director of Campus Security, [ajackson@saic.edu](mailto:ajackson@saic.edu).

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

For more information on obtaining an order of protection, please visit this website: [womenslaw.org/laws\\_state\\_type.php?id=509&state\\_code=IL&open\\_id=11067](http://womenslaw.org/laws_state_type.php?id=509&state_code=IL&open_id=11067)

## **XI. Applicable Illinois State Law**

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

Definition of “Consent” to Sexual Act: [ilga.gov/legislation/ilcs/documents/072000050K11-1.70.htm](http://ilga.gov/legislation/ilcs/documents/072000050K11-1.70.htm)

Illinois Domestic Violence Act of 1986: [ilga.gov/legislation/ilcs/ilcs3.asp?ActID=2100&ChapterID=59](http://ilga.gov/legislation/ilcs/ilcs3.asp?ActID=2100&ChapterID=59)

### **Illinois Stalking Statutes**

Stalking, 720 ILCS 5/12-7.3: [ilga.gov/legislation/ilcs/fulltext.asp?DocName=072000050K12-7.3](http://ilga.gov/legislation/ilcs/fulltext.asp?DocName=072000050K12-7.3)

Aggravated stalking, 720 ILCS 5/12-7.4: [ilga.gov/legislation/ilcs/documents/072000050K12-7.4.htm](http://ilga.gov/legislation/ilcs/documents/072000050K12-7.4.htm)

Cyberstalking, 720 ILCS 5/12-7.5: [www.ilga.gov/legislation/ilcs/documents/072000050K12-7.5.htm](http://www.ilga.gov/legislation/ilcs/documents/072000050K12-7.5.htm)

## **Room Condition And Decoration**

The student must notify SAIC of any defects in the condition of their assigned space at the time of move in. If no notice of defects is received, the assigned space is deemed to be in good condition. At the end of the

contract period, the student agrees to return the assigned space to SAIC in the same condition as when received. The following items are not allowed when decorating a room:

- Items that hang from the ceiling, overhead pipes, or sprinkler heads (e.g., plants, blankets, cloth)
- Screws, nails, or hooks in walls, ceilings, or door frames
- Decals, bumper stickers, or contact paper affixed to SAIC property
- Materials used to hang posters that leave marks
- Decorations that are not labeled or rated as “fire retardant” or “noncombustible.”
- Live holiday decoration including cut trees, corn stalks, bales of hay, and bark shavings

Items found in violation of this policy may be confiscated.

## **Sexual Misconduct Under Title IX**

### **I. Statement of Policy**

Consistent with its Non-Discrimination and Equal Employment Opportunity Notice and the U.S. Department of Education’s implementing regulations for Title IX of the Education Amendments of 1972 (“Title IX”) (*see* 34 C.F.R. § 106 *et seq.*), the School of the Art Institute of Chicago (“SAIC”) prohibits Sexual Misconduct that occurs within its Education Programs and Activities (as defined herein).

As further defined herein, Sexual Misconduct includes Quid Pro Quo Sexual Harassment, Hostile Environment Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, and Stalking.

SAIC also prohibits Retaliation (as defined herein) against any individual for the purpose of interfering with any right or privilege secured by Title IX, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing.

False accusations, made with knowledge that they are false, are prohibited and will be treated as violations of this Policy. An individual who, in good faith, makes a report or complaint that later is not substantiated is not considered to have made a false accusation and, therefore, is not in violation of this Policy. Further, charging an individual with a violation for making a materially false statement in bad faith during a grievance proceeding under this Policy does not constitute retaliation. A determination regarding responsibility, alone, is insufficient to conclude that any party made a materially false statement in bad faith.

### **II. Scope of Policy**

This Policy applies to Sexual Misconduct that occurs within SAIC’s Education Programs and Activities, as that term is defined below, and that is committed by an administrator, faculty member, staff, student, contractor, guest, or other member of the SAIC community.

This policy does not apply to Sexual Misconduct that occurs off-campus, in a private setting, and outside the scope of the SAIC’s Education Programs and Activities; such Sexual Misconduct may be prohibited by the Rules of Conduct in the Student Handbook, SAIC’s Policies Prohibiting Discrimination, Harassment, and Retaliation, the Policy Prohibiting Sexual Assault, Domestic Violence, Dating Violence and Stalking and other SAIC policies and standards, as applicable.

Consistent with the U.S. Department of Education’s implementing regulations for Title IX, this Policy does not apply to Sexual Misconduct that occurs outside the geographic boundaries of the United States, even if the Sexual Misconduct occurs in SAIC’s Education Programs and Activities, such as a study abroad program. Sexual Misconduct that occurs outside the geographic boundaries of the United States is governed by the Rules of Conduct in the Student Handbook, SAIC’s Policies Prohibiting Discrimination, Harassment, and Retaliation, the Policy Prohibiting Sexual Assault, Domestic Violence, Dating Violence and Stalking and other SAIC policies and standards, as applicable.

This Policy addresses conduct that is unwelcome and/or not based on consent. SAIC has an additional, separate policy that applies to consensual romantic or sexual relationships with students. That policy, called the Consensual Romantic or Sexual Relationship Policy is in the Student Handbook and Faculty Dashboard. SAIC also has separate policies that apply to discrimination, harassment, and retaliation. Please see the Discrimination, Harassment, and Retaliation policies in the Student Handbook, Faculty Dashboard, and Employee Guidelines.

### **III. Policy Definitions**

#### **A. Sexual Misconduct, under this Policy, includes the following definitions:**

##### **i. Sexual Harassment.** Conduct on the basis of sex that satisfies one or more of the following:

- An employee conditioning educational benefits on participation in unwelcome sexual conduct (i.e., quid pro quo); or
- Unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to SAIC's Education Programs and Activities.

##### **ii. Sexual Assault.** Conduct that includes Sexual Intercourse Without Consent, Sexual Contact Without Consent, Incest, and Statutory Rape.

- Sexual Intercourse Without Consent means having or attempting to have sexual intercourse with another individual without Affirmative Consent, as defined below. Sexual intercourse means vaginal or anal penetration, however slight, with any body part or object, or oral penetration involving mouth to genital contact.
- Sexual Contact Without Consent means the touching of the person's breasts, anal, groin or genital areas for the purpose of sexual gratification without Affirmative Consent, as defined below.
- Incest is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory Rape is sexual intercourse with a person who is under the statutory age of consent.

##### **iii. Affirmative Consent**

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

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

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

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

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

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

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

#### **iv. Incapacitation**

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

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

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

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

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

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

**v. Domestic Violence.** Felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly

situated to a spouse of the victim under the domestic or family violence laws of Illinois, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of Illinois.

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

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

- Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
- Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
- Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

## **B. Other Policy Definitions.**

**i. Retaliation.** Intimidation, threats, coercion, or discrimination against any individual for the purpose of interfering with any right or privilege secured by Title IX and its implementing regulations or because an individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy.

**ii. Designated Officials.** Designated Officials are those officials who have the authority to institute corrective action and are required to inform the Title IX Director of reports of Sexual Misconduct. These individuals are the Vice President and Dean of Student of Affairs, Provost and Senior Vice President of Academic Affairs, Dean of Faculty, Chief Human Resources Officer, and President.

**iii. Education Programs and Activities.** All the operations of SAIC, including, but not limited to, in-person and online educational instruction, employment, research activities, extracurricular activities, residence life, dining services, performances, and community engagement and outreach programs. The term applies to all activity that occurs on campus or on other property owned or occupied by SAIC. It also includes off-campus locations, events, or circumstances over which SAIC exercises substantial control over the Respondent and the context in which the Sexual Misconduct occurs. This Policy does not apply to conduct that occurred in a private, off-campus location and is not a part of SAIC's Education Programs and Activities.

**iv. Formal Complaint.** A Formal Complaint is a signed document filed by the Complainant or signed by the Title IX Director alleging Sexual Misconduct as defined under this Policy against Respondent(s) and requesting an investigation of the allegation of Sexual Misconduct under this Policy. Only a Complainant or the Title IX Director may file a Formal Complaint.

**v. Complainant.** The person who is alleged to have experienced the conduct that could constitute Sexual Misconduct will be referred to as the "Complainant."

**vi. Respondent.** The person who is the subject of the Formal Complaint and alleged to have violated the Policy will be referred to as the "Respondent."

**vii. Appeal Reviewer.** An SAIC administrator responsible for reviewing and determining the outcome of appeal(s) filed by the Complainant or Respondent.

#### **IV. Reporting Obligations**

All SAIC staff (excluding Confidential Resources), SAIC student Teaching Assistants and Resident Advisors, and volunteers are required to report incidents or allegations of Sexual Misconduct to the Title IX Director. This allows SAIC to provide resources, options, and rights to those who have reported they have experienced Sexual Misconduct and those who are the subject of the report. This allows for SAIC to take consistent action to respond to reports of such conduct. In these circumstances, SAIC is committed to maintain privacy. SAIC does not publicize the name of crime victims nor does it include identifiable information in Campus Security's Daily Crime Log. Please see Annual Security Report at [https://www.saic.edu/sites/default/files/security\\_fire\\_safety\\_report.pdf](https://www.saic.edu/sites/default/files/security_fire_safety_report.pdf).

#### **V. Confidentiality vs. Privacy**

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

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

**Confidentiality**, as used in this Policy, refers to a legal obligation not to disclose information without the express written permission of the individual who provided the information, with certain exceptions, such as if there is a continuing threat of serious harm to self or others or another legal obligation to reveal such information (e.g., where there is suspected sexual abuse or neglect of a minor). Only the professional counselors in SAIC's Counseling Services, the nurses in Health Services, and the Confidential Advisor ("Confidential Resources") can maintain confidentiality. These Confidential Resources are available only to students. The Confidential Resources provide support to students who have experienced Sexual Misconduct. Confidential Resources (excluding the Confidential Advisor) also provide support to students who are the subject of a report alleging Sexual Misconduct. Confidential Resources are not required to report information to the Title IX Director. The Confidential Resources will not report to the Title IX Director any personally identifiable information about a student; however, they will provide aggregate data about incidents of Sexual Misconduct to the Title IX Director.

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

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

#### **VI. Making a Report**

Reports can be made in person to the individuals listed below under "Making a Report" or electronically. Electronic reports may be submitted anonymously at the reporter's option at <http://www.saic.edu/lifeatsaic/stopsexualviolence/makeareport/>.

## **For All Community Members**

- **SAIC Campus Security**  
312.899.1230  
Available 24 hours a day, seven days a week
- Denise Banks, SPHR  
Lakeview Building  
116 S. Michigan Ave., 12th floor  
Chicago, IL 60603  
312.499.4165  
title9@saic.edu
- Verron Fischer  
Deputy Title IX Director  
116 S. Michigan Ave., 12th Floor  
Chicago, IL 60603  
312.629.3381

## **For Students**

- Denise Banks, SPHR  
Lakeview Building  
116 S. Michigan Ave., 12th floor  
Chicago, IL 60603  
312.499.4165  
title9@saic.edu
- Verron Fischer  
Deputy Title IX Director  
116 S. Michigan Ave., 12th Floor  
Chicago, IL 60603  
312.629.3381
- **Dean on Call** (or designee)\* – Office of Student Affairs (Intake Person)

\* Deans on Call are staff members in the Office of Student Affairs who have received training in responding to reports of Sexual Misconduct. A Dean on Call is available 24 hours a day.

## **For Faculty**

- Denise Banks, SPHR  
Lakeview Building  
116 S. Michigan Ave., 12th floor  
Chicago, IL 60603  
312.499.4165  
title9@saic.edu
- **Adam Mack**  
Faculty Liaison  
37 S. Wabash Ave., suite 816  
Chicago, IL 60603  
amck1@saic.edu  
312.345.3787

## **For Staff & Visitors**

- Denise Banks, SPHR  
Lakeview Building  
116 S. Michigan Ave., 12th floor  
Chicago, IL 60603  
312.499.4165  
title9@saic.edu
- **Timeka Young**  
Employee Relations and Training Manager  
116 S. Michigan Ave., 12th Floor  
Chicago, IL 60603  
tyoung6@artic.edu  
312.629.3378
- **Alan Hooker**  
Employee Relations and Training Manager  
116 S. Michigan Ave., 12th Floor  
Chicago, IL 60603  
ahooker@artic.edu  
312.629.3385

## **VII. Intake & Supportive Measures**

Upon receiving a report of Sexual Misconduct, the Title IX Office will determine the identity of the alleged victim of the reported Sexual Misconduct (who may be the reporting party) and provide that individual information about rights, options, and resources, which include supportive measures and the process for filing a Formal Complaint. Upon receiving a report, the Title IX Office will arrange for supportive measures if the individual requests them and they are reasonably available.

Supportive measures are designed to restore and preserve equal access to SAIC's Education Programs and Activities. Examples of supportive measures include: mutual no contact instructions, changes to academic or work schedules such as extension of deadlines or other course-related adjustments, leaves of absence, or housing, counseling services, campus escort services, and increased security and monitoring of certain areas of the campus. Although supportive measures are not punitive or disciplinary in nature, they may impose a burden, albeit a reasonable one, on a member or members of SAIC's community. SAIC will maintain as private any supportive measures provided to an individual, except as necessary to provide the supportive measure; for example, both individuals would be informed of a mutual no contact instruction. Supportive measures are available to both the individual making a report and the individual who is the subject of a report; and they are available before or after the filing of a Formal Complaint or where no Formal Complaint has been filed. The Title IX Office also reassesses the availability and implementation of supportive measures on an ongoing basis.

## **VIII. Formal Complaint**

*1. Formal Complaint.* A Formal Complaint is a document filed by the Complainant, who experienced the alleged Sexual Misconduct, or signed by the Title IX Director alleging Sexual Misconduct (as defined herein) against Respondent(s), and requesting an investigation of the allegation of Sexual Misconduct under this Policy. Only a Complainant or the Title IX Director may file a Formal Complaint.

A Complainant may file a Formal Complaint with the Title IX Director in person, by mail, or by electronic mail, provided that the document or electronic submission contains the Complainant's physical or digital signature or otherwise indicates that the Complainant is the person filing the Formal Complaint. At the time of filing, a Complainant must be participating in or attempting to participate in SAIC's Education Programs and Activities with which the Formal Complaint is filed.

The Title IX Director has discretion to initiate a Formal Complaint when the Title IX Director believes that, with or without a Complainant's participation, an investigation is required. The Title IX Director, in deciding whether to sign a Formal Complaint, may consider a variety of factors, including a pattern of alleged misconduct by a Respondent, violence involved, use of weapons, minor involved, or similar factors. The Title IX Director's decision to sign a Formal Complaint includes taking into account the wishes of the person who reported experiencing Sexual Misconduct regarding how SAIC should respond to their report; to this end, the Title IX Director will seek to contact that person to discuss the availability of supportive measures, consider that person's wishes with respect to supportive measures, and explain the process for filing a Formal Complaint. Where a Title IX Director signs a Formal Complaint, the Title IX Director is not a Complainant or otherwise a party.

The Title IX Director has discretion to consolidate Formal Complaints in situations that arise out of the same facts or circumstances and involve more than one Complainant, more than one Respondent, or allegations between the Complainant and Respondent.

2. *Notice of Formal Complaint.* Upon receipt of a Formal Complaint, the Title IX Director will provide written notice to the Complainant(s) and the Respondent(s) that includes:

- a. Notice of the allegations of Sexual Misconduct under Title IX, as defined above, including the conduct allegedly constituting Sexual Misconduct under Title IX, the identity of the individuals involved in the incident, if known, and the date and location of the incident, if known.
- b. Notice of SAIC's grievance process, including any informal resolution process.
- c. A statement that the Respondent(s) is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process.
- d. Information regarding the role of advisors in the grievance process.
- e. Information regarding the prohibition on knowingly making false statements.

If, in the course of an investigation, the Title IX Director determines that additional allegations, that were not in the Notice, will be investigated, the Title IX Director will provide a supplemental notice of those allegations to all known Complainant(s) and Respondent(s).

3. *Assessment of Formal Complaint.* The Title IX Director, upon receipt of a Formal Complaint and throughout the investigation, will assess the information presented to determine whether:

- a. the Complainant in a Formal Complaint (i) experienced the conduct reported while in the United States and (ii) is participating or attempting to participate in a program or activity of SAIC at the time the Formal Complaint was made; and
- b. the alleged conduct occurred in SAIC's Education Programs and Activities.

If, at any point, the Title IX Director determines that these requirements are not met, the Title IX Director will proceed with a Dismissal of Formal Complaint, as set forth below.

In addition, if the Title IX Director determines that the conduct alleged, even if substantiated, would not constitute Sexual Misconduct under Title IX (*see* "III. Policy Definitions"), then the Title IX Director will proceed with a Dismissal of Formal Complaint, as set forth below.

#### 4. *Dismissal of Formal Complaint*

(1) **Mandatory Dismissal:** If the conduct alleged in the Formal Complaint, even if substantiated, would not constitute Sexual Misconduct, did not occur in SAIC's education program or activity, or did not occur against a person in the United States, then the Title IX Director will dismiss the Formal Complaint with regard to that conduct for purposes of Sexual Misconduct under Title IX. This dismissal does not preclude action under another SAIC policy.

(2) **Discretionary Dismissal:** The Title IX Director may dismiss a Formal Complaint or any allegations in the Formal Complaint, if at any time during the investigation or hearing, a Complainant notifies the Title IX

Director, in writing, that the Complainant would like to withdraw the Formal Complaint or any allegations in the Formal Complaint; the Respondent is no longer enrolled or employed by SAIC; or specific circumstances prevent gathering information sufficient to reach a determination as to the Formal Complaint or allegations in the Formal Complaint.

Upon a mandatory or discretionary dismissal, the Title IX Director will promptly send written notice of the dismissal and the reason(s) for the dismissal simultaneously to the Complainant and Respondent. In addition, in the written notice of a dismissal or a subsequent written notice, the Title IX Director will inform the Complainant and the Respondent if the conduct will be reviewed under another SAIC policy.

5. *Dismissal Appeal.* Both parties may appeal a dismissal within five (5) business days after receiving notice of the dismissal. An appeal must be made in writing, must be submitted to the Appeal Reviewer, and must state the basis for appeal. The appeal procedures and bases for appeal are outlined in “28. *Appeal*” and “29. *Notice of Appeal*” below.

6. *Notice of Meetings.* The Title IX Office will provide written notice to Complainant(s) and/or Respondent(s) of any meeting where their participation is invited or expected, including the date, time, location, purpose, and participants in the meeting, including investigative interviews, hearings, or other meetings.

7. *Emergency Removal & Administrative Leave.*

Students. Students may be removed on a temporary basis only if: (1) an individualized safety and risk analysis conducted by SAIC administrators determines that an immediate threat to physical health or safety of any student or other individual arising from the alleged Sexual Misconduct justifies removal, and (2) the student is given immediate written notice by the Title IX Office and opportunity to contest the removal. The student may contest the removal by providing written notice to the Title IX Director outlining the basis for contesting the temporary removal within five (5) business days of receiving written notice of temporary removal.

Faculty and staff. Faculty and staff may be placed on administrative leave or suspension pending an investigation and/or resolution of a Formal Complaint or informal resolution.

For all other Respondents. SAIC retains broad discretion to prohibit individuals (including contractors, guests, and visitors) from entering onto its campus and other properties at any time, and for any reason, whether after receiving a report of Sexual Misconduct or otherwise.

Other policies and standards implicated. Where the conduct referenced in a Formal Complaint could constitute a violation of some other applicable institutional policy or standard, irrespective of whether it constitutes Sexual Misconduct under this policy, SAIC retains full discretion to take interim measures under other applicable policies or standards.

8. *Conflict of Interest.*

- a. The Title IX Director, investigator, decision maker(s), or any person designated by SAIC to facilitate a resolution process, must not have a conflict of interest or bias for or against complainants or respondents generally or an individual Complainant or Respondent. The Complainant and Respondent will be given simultaneous, prior notice of the individual(s) who will investigate a Formal Complaint, who will be the decision maker(s), and, if the Complainant and Respondent voluntarily seek to engage in informal resolution, the facilitator of such informal resolution. Within twenty-four (24) hours of receiving notice of such individual(s), the Complainant and/or the Respondent shall notify the Title IX Director or designee if they believe that any of those individuals has a conflict of interest. The notification shall include the basis of the alleged conflict. The Title IX Director or designee shall review the alleged conflict, and determine whether the alleged conflict disqualifies that individual. If an individual is disqualified, the Title IX Director or designee will select a substitute and the process for identifying conflicts set forth above shall be followed for any such additional individuals.
- b. An individual will be considered to have a conflict of interest in the event of a circumstance that would prevent them from being impartial in their review of the Formal Complaint. Factors that may be relevant, include if their actions are the subject of the Formal Complaint or if they have relevant information regarding the factual allegations in the Formal Complaint. In addition, if an individual has a potential conflict of interest with the Complainant(s) or the Respondent(s) (e.g., because of familial,

intimate, financial, business or other relationship), they should not serve as the Title IX Director, investigator, decision maker(s), or any person designated by SAIC to facilitate a resolution process. Whether bias exists requires an examination of the particular facts and circumstances of a situation and does not rest on generalizations.

*9. Presumption of Not Responsible.* A Respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

*10. Time Frame.* SAIC will endeavor to complete an informal resolution or investigation and resolution of a Formal Complaint of Sexual Misconduct as promptly as possible. As a general matter, SAIC strives to complete its investigation, resolution, and appeal within ninety (90) calendar days. However, the time frame for any Formal Complaint may be extended for good cause such as: absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities. The Title IX Director will provide simultaneous written notice to the Complainant and the Respondent of any extensions.

*11. Advisor.* During any investigation of a Formal Complaint, the Complainant and Respondent have a right to be accompanied by an advisor of their choice to any related meeting or grievance process. Any person who serves as an advisor should plan to make themselves available for meetings throughout the process. The advisor's role can include helping the Complainant(s) or Respondent(s) prepare their statements (whether written or oral), advising on the procedural aspects of the matter, and being a nonparticipating supporter at any meeting which may occur. Complainant(s) and Respondent(s) must speak for themselves and present their own cases; while the party may consult with the advisor, the advisor may not present information or make statements or arguments during any meetings which may occur, with the sole exception of conducting cross-examination at the hearing. Only the advisor for a Complainant or a Respondent may conduct cross-examination in the hearing. Finally, the advisor may only be present when the person that they are advising is also present. If either the Complainant or the Respondent intends to bring an advisor to any meeting, then, in advance of the meeting, the party must notify the Title IX Director in writing of the advisor's name, occupation, relationship to the party, and relationship to SAIC, if any.

*12. Investigation of Formal Complaint.* The Title IX Director will designate an investigator ("Investigator"), generally a member of their staff, to investigate the Formal Complaint. The Investigator is responsible for ensuring that the investigation is prompt, thorough, and fair.

- a. *Gathering Information.* SAIC is responsible for performing the investigation and gathering relevant information. During the investigation, the Investigator will offer both the Complainant and the Respondent an equal opportunity to identify individuals who may have relevant information, including fact and expert witnesses, and other information that they believe is relevant to show responsibility or that exculpates the Respondent from responsibility. The Investigator may also meet with and/or gather information from other individuals who may have relevant information. All relevant information gathered during the course of the investigation will be included in an investigative report.
- b. *Right to Review & Inspect Information Gathered in Investigation.* The Investigator will provide both the Complainant(s) and the Respondent(s) with an equal opportunity to inspect and review any information obtained by the Investigator as part of the investigation that is directly related to the allegations raised in the Formal Complaint. This includes both information that SAIC does not intend to rely on in reaching its decision as well as information relevant to show responsibility or that exculpates the Respondent from responsibility. Prior to completion of the investigative report, the Investigator will send to the Complainant(s) and the Respondent(s) and their respective advisors, if any, the information subject to inspection and review in an electronic format or a hard copy. The parties and their respective advisors will maintain the confidentiality of the investigative report. The Complainant(s) and the Respondent(s) will be given ten (10) calendar days to submit a written response, which the Investigator will consider prior to completion of the investigative report.
- c. *Right to Review Investigative Report.* At least ten (10) calendar days prior to a hearing, the Investigator will send the investigative report to the Complainant(s) and the Respondent(s) and their respective advisors, if any, in an electronic format or a hard copy, for their review and written

response. Any written response to the final investigative report must be submitted at least three (3) calendar days prior to the hearing. Written responses to the final investigative report will be shared simultaneously with the parties and their respective advisors.

- d. *Investigation Information Available at Hearing.* The Investigator will make such information available to the Complainant(s) and the Respondent(s) and their respective advisors for inspection and review at any hearing to give each an equal opportunity to refer to such information during the hearing, including for purposes of cross-examination.

*13. Educational Rather Than Judicial Setting.* A Formal Complaint sets in motion a process that will occur in an educational rather than a judicial setting. The hearing shall be private and will not require application of legal rules, such as rules of evidence, that govern a civil or criminal case or other judicial or quasi-judicial proceedings. In addition, as this is an educational process, not a judicial one, neither the Complainant(s) nor the Respondent(s) can depose parties or witnesses or invoke a court system's subpoena powers to compel parties or witnesses to appear at hearings, which are common features of procedural rules governing litigation and criminal proceedings.

*14. Hearing.* Once the investigation is complete, the Title IX Office will convene a hearing with all parties (Complainant, Respondent, witnesses, and other participants such as advisors and decision maker(s)). The hearing will be arranged to have everyone physically present in the same geographic location or present virtually with technology enabling participants simultaneously to see and hear each other in real time.

- a. *Hearing.* The decision maker(s) in, and format of, the hearing may depend on whether the Respondent(s) are student(s), faculty, or staff.
  - i. If the Respondent is a student, the Vice President and Dean of Student Affairs (VPSHA), or designee, will serve as the decision maker. A Student Conduct Board, as described in the Student Conduct Procedures in the Student Handbook, will be convened. The Student Conduct Board consists of representatives from SAIC's administration, faculty, and student body. As the Chair and member of the Student Conduct Board, the VPSHA may determine, in their reasonable discretion, that the Student Conduct Board Meeting shall proceed in the absence of a representative from one of those three groups. The Student Conduct Board shall make a recommendation, including any proposed sanctions, and the reasons therefore, to the VPSHA. The VPSHA shall have final discretion as to the disposition of the case and any sanctions.
  - ii. If the Respondent is a faculty member, Dean of Faculty and Vice President for Academic Affairs, or designee, will serve as the decision maker.
  - iii. If the Respondent is a staff member, the Chief Human Resources Officer, or designee, will serve as the decision maker.
- b. *Pre-Hearing Review of Investigative Report and Information.* Prior to commencement of the hearing, the decision maker(s) will review the investigative report and a copy of all information transmitted to the parties by the Investigator. This review of materials is provisional and intended to provide background and orientation to the decision maker(s) in planning and conducting the hearing. The decision maker(s) must exclude from consideration in deliberation any information developed during the investigation that is deemed inadmissible at the hearing, including specifically, but not limited to, the statements of any party or witness who refuses to submit to questioning by a party advisor.
- c. *Convening of Hearing.* The Title IX Director, designee, will convene the hearing and clearly state for the record the date, time, and location of the hearing; the names of the Complainant and Respondent; the parties present at the hearing; any accommodations that have been provided at the request of a party or in SAIC's discretion; whether all or a portion of the hearing is being conducted virtually; and any other introductory matters that the decision maker deems appropriate.
- d. *Recording of Hearing.* The Title IX Director, or designee, will make an audio or audiovisual recording, or transcript, of the hearing available to the parties for inspection and review after the hearing has concluded.

15. *Statements of the Parties.* After convening the hearing, the decision maker(s) will invite the Complainant to provide a statement to the decision maker(s) regarding the events in question and identify and comment on any non-testimonial information the Complainant believes is relevant. After the Complainant has made a statement, or waived the right to make a statement, the Complainant will be subject to questioning by the decision maker(s), followed by questioning from the advisor for the Respondent. After questioning of the Complainant is complete, the decision maker(s) will invite the Respondent to provide a statement to the decision maker(s) regarding the events in question and to identify and comment on any non-testimonial information the Respondent believes is relevant. After the Respondent has made a statement, or waived the right to make a statement, the Respondent will be subject to questioning by the decision maker(s), followed by questioning from the advisor for the Complainant.

16. *Testimony of Witnesses.* After questioning of the parties is complete, witnesses will be called to testify in the order determined by the decision maker(s). Unlike the parties, witnesses will not be invited to make a statement but, instead, will be subject to questioning from the decision maker(s) followed by questioning from each party's advisor commencing first with questioning from the advisor for the Complainant followed by questioning from the advisor for the Respondent.

17. *Cross Examination.* Cross-examination at the hearing must be conducted directly, orally, and in real time by the party's advisor of choice and never by a party personally. Any cross examination is subject to the following rules of decorum and enforced within the discretion of the decision maker(s): (1) cross examination must be conducted in a respectful manner; and (2) engaging in abusive and intimidating behavior such as yelling or badgering is strictly prohibited and is subject to immediate removal from hearing. Further, all parties, advisors, and other persons present at a hearing are required to act professionally, maintain decorum, and abide by the Policy, these procedures, and any other rules specified by the decision maker(s). Any party, advisor, or other person who materially disrupts the proceeding or violates applicable policies, procedures, and rules, may be barred from further participation and/or have their participation limited, as the case may be, by the decision maker(s).

18. *Relevancy.* Before the Complainant, Respondent, or witness answers a cross-examination or other question, the decision maker(s) must first determine whether the question is relevant and explain any decision to exclude a question as not relevant. In addition to ruling on questions of relevancy, the decision maker(s) may limit cumulative and redundant questioning. The decision maker(s) will make these relevancy determinations by applying logic and common sense and not against a backdrop of legal expertise. Among other things, rules of evidence do not apply to these proceedings.

19. *Advisor During a Hearing.* During a hearing, advisors to the parties must play a passive role in the hearing with the sole exception that advisors are permitted to question parties and witnesses. Advisors are not permitted to speak for their advisee, make objections, present arguments, or engage in any other active role. If the Complainant or Respondent does not have an advisor present at the hearing, SAIC will provide an advisor of their choice, without fee or charge to the Complainant or Respondent, as applicable, to conduct cross-examination on their behalf. As this is an educational process, not a judicial one, there is no requirement that the advisor be an attorney.

20. *Prior Sexual Behavior.* Questions and information about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and information about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and information concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

21. *Privilege.* Questions and information that constitute, or seek disclosure or, information protected under a legally recognized privilege, such as medical records, unless the person holding such privilege has waived the privilege.

22. *Investigation Materials.* After the questioning of witnesses is complete, the decision maker(s) will identify any portion of the information developed during the investigation that the decision maker(s) has determined should be excluded from the hearing record based on rulings made at the pre-hearing conference, during the hearing itself, due to the refusal of a party or witness to submit to questioning by a party advisor, or for any

other reason. The decision maker(s) will then provide the parties a final opportunity to raise any additional objections to inclusion of any other portions of the investigation record into evidence and resolve any such objections. All information from the investigation and hearing not specifically excluded by the decision maker(s) shall be deemed admitted into the hearing record and may be considered by the decision maker(s) as part of the deliberation.

*23. Access to and Use of Investigation Information.* During the hearing, the parties and their advisors shall have access to the investigative report and a copy of all information transmitted to the parties by the Investigator. Such information may be utilized in the questioning of witnesses where relevant. Non-testimonial information utilized during the hearing shall be marked and referred to in such a manner as to make it clearly identifiable by audio (i.e., such as sequential marking of “Records”)

*24. Closing Statement.* After the questioning of the witnesses is complete, the decision maker(s) will invite the Complainant to make a closing statement. After the Complainant has made a closing statement, or waived the right to make a closing statement, the hearing officer will invite the Respondent to make a closing statement.

*25. Deliberation and Determination.* After closing statements are complete, the decision maker(s) will conclude the hearing and deliberate and render a determination. The decision maker(s)’s determination shall be made on the basis of whether it is more likely than not that the Respondent violated the Policy. The decision maker(s) must provide a written determination to both the Complainant(s) and the Respondent(s) simultaneously. The determination becomes final on either the date that SAIC provides the parties with the result of the appeal, if any, or if an appeal is not filed, the date on which an appeal would no longer be considered timely. The determination will include the following:

- a. Identification of the allegation(s) of Sexual Misconduct;
- b. Description of the procedural steps taken from the filing of the Formal Complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, methods used to gather other information, and hearings held;
- c. Findings of fact supporting the determination;
- d. Conclusions regarding the application of the Sexual Misconduct definitions to the facts;
- e. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions imposed on the Respondent, and whether remedies designed to restore or preserve equal access to SAIC’s Programs and Activities will be provided to the Complainant; and
- f. Appeal bases.

*26. Timing and Extensions.* The decision maker(s) will have discretion to set the overall length of the hearing and may set time limits for statements of the parties, questioning of parties and witnesses, and closing statements. A hearing will not exceed three (3) hours in length absent extraordinary circumstances. Once a hearing is commenced, it will be extended only for good cause as determined by the decision maker(s).

*27. Sanctions.* The decision maker(s) will be responsible for assigning any sanctions if a determination of responsibility is made.

- a. If the Respondent is a student, potential sanctions are set forth in the Student Conduct Procedures section of the Student Handbook under Sanctions.
- b. If the Respondent is a faculty member, potential sanctions may include corrective action ranging from a notation in the Respondent’s file, up to and including termination. In cases where the Dean of Faculty and Vice President for Academic Affairs, or designee, determines that termination is the appropriate sanction, they must first advise the President of SAIC. If the President agrees, the faculty member will be terminated immediately, except that faculty members with tenure or whose term appointment has not expired. For those faculty, the matter will proceed in accordance with Section 9.C., AAUP Statements on Academic Due Process Procedures, in the Faculty Handbook Supplement.

If the President disagrees with the Dean of Faculty's determination that the Respondent should be terminated, the Dean of Faculty will determine an appropriate alternative sanction.

- c. If the Respondent is a staff member, potential sanctions may include corrective action ranging from a notation in the Respondent's file, up to and including termination.

28. *Appeal.* Either the Complainant or the Respondent may appeal the determination of the decision maker(s) within five (5) business days after receiving notice of the determination. An appeal must be made in writing, must be submitted to the Appeal Reviewer, and must state the basis for appeal. The following are the bases for an appeal:

- a. Procedural irregularity that affected the outcome of the matter;
- b. New information that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter;
- c. The Title IX Director, investigator(s), or decision maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual Complainant or Respondent that affected the outcome of the matter; and/or
- d. One or more reasons why the sanction is disproportionate with the violation.

29. *Notice of Appeal.* If an appeal is made, the Appeal Reviewer, or designee, will notify, in writing, the non-appealing party of the appeal. Both parties have an equal opportunity to submit a written statement in support of, or challenging, the determination or dismissal within three (3) business days after receiving notice of the appeal. The Appeal Reviewer, or designee, will provide simultaneous written notice of the outcome of the appeal(s), including the rationale, to both parties. The Appeal Reviewer, or designee, may undertake any inquiries that they deem appropriate, including but not limited to requesting the Title IX Director's Office to conduct additional investigation. Following their examination of the matter, the Appeal Reviewer, or designee, may grant or deny the appeal or take any action that they deem appropriate. The Appeal Reviewer, or designee, will notify the Complainant and the Respondent simultaneously, in writing, of the decision on the appeal and rationale, any changes to the result, and that the determination is final.

30. *Discretion in Application.* SAIC retains discretion to interpret and apply these procedures in a manner that is not clearly unreasonable, even if SAIC's interpretation or application differs from the interpretation of the parties. Despite SAIC's reasonable efforts to anticipate all eventualities in these procedures, it is possible unanticipated or extraordinary circumstances may not be specifically or reasonably be addressed by the express language of these procedures, in which case SAIC retains discretion to respond to the unanticipated or extraordinary circumstance in a way that is not clearly unreasonable.

## **IX. Informal Resolution**

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

At any time after the Complainant(s) and Respondent(s) are provided written notice of the Formal Complaint, and before the completion of any appeal specified in "28. *Appeal*" and "29. *Notice of Appeal*," the Complainant(s) and Respondent(s) may voluntarily consent, with the Title IX Director's approval, to participate in an informal resolution process, the goal of which is to enter into a final resolution resolving the allegations raised in the Formal Complaint by agreement of the Complainant(s) and Respondent(s).

An informal resolution is a flexible approach to resolving disagreements. As a result, there is no fixed format. It can involve a meeting between the two parties to facilitate an informal discussion, arranging to channel communications through a third party if the parties do not want to meet, or some other approach suitable to the circumstances. Informal resolutions may include facilitated mediations.

The specific manner of any informal resolution process will be determined by the parties and the Title IX Director, in consultation together. Prior to commencing the informal resolution process agreed upon, the Title

IX Director will transmit a written notice to the parties that: (1) describes the parameters and requirements of the informal resolution process to be utilized, (2) identifies the individual responsible for facilitating the informal resolution (who may be the Title IX Director, another SAIC administrator, or a suitable third-party), (3) explains the effect of participating in informal resolution and/or reaching a final resolution will have on a party's ability to resume the investigation and adjudication of the allegations at issue in the Formal Complaint, and (4) explains any other consequence resulting from participation in the informal resolution process, including a description of records that will be generated, maintained, and/or shared.

After receiving the written notice specified in this paragraph, each party must voluntarily provide written consent to the Title IX Director, before the informal resolution may commence.

During the pendency of the informal resolution process, the investigation and adjudication processes that would otherwise occur are stayed and all related deadlines are suspended.

If the parties reach a resolution through the informal resolution process, and the Title IX Director agrees that the resolution is not clearly unreasonable, the Title IX Director will document the agreed resolution and present the resolution to the parties for their written signature. Once both parties and the Title IX Director sign the resolution, the resolution is final, and the allegations addressed by the resolution are considered resolved and will not be subject to further investigation, adjudication, remediation, or discipline by SAIC, except as otherwise provided in the resolution itself, absent a showing that a party induced the resolution by fraud, misrepresentation, or where required to avoid a manifest injustice to either party or to SAIC. Informal resolution is not subject to appeal.

A party may withdraw their consent to participate in informal resolution at any time before a resolution has been finalized.

Absent extension by the Title IX Director, any informal resolution process must be completed within twenty-one (21) calendar days. If an informal resolution process does not result in a resolution within twenty-one (21) calendar days, and absent an extension, abeyance, or other contrary ruling by the Title IX Director, the informal resolution process will be deemed terminated, and the Formal Complaint will be resolved pursuant to the investigation and adjudication procedures. The Title IX Director may adjust any time periods or deadlines in the investigation and/or adjudication process that were suspended due to the informal resolution.

Other language in this section, notwithstanding, an informal resolution will not be permitted in any form if the Respondent is a non-student employee accused of committing Sexual Misconduct against a student.

## **X. Resources**

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

Anyone who has experienced Sexual Misconduct is urged to immediately seek help. Help includes seeking medical assistance, seeking confidential counseling or crisis response, filing a report with law enforcement, and/or making a report to SAIC. The Title IX Office will help any individual who has experienced Sexual Misconduct, including providing transportation to the hospital, assisting with contacts to law enforcement, and offering information about resources. Although SAIC encourages all members of its community to report any incidents of Sexual Misconduct to the police, the individual who experienced Sexual Misconduct may choose not to make a report to the police.

Emergency Resources

### **On-Campus Resources**

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

## **Off-Campus Resources**

- *Northwestern Memorial Hospital Emergency Department*  
250 E. Erie St. 312.926.5188

*Hospitals are required to provide a no-cost medical examination for a person who has experienced sexual assault.*

- *Chicago Police Emergency*  
Call 911
- *Chicago Police Department*  
1718 S. State St.  
312.745.4290

Confidential Resources (Medical/Counseling/Advocacy)

## **On-Campus Resources**

- *Confidential Advisor (Students)*  
Teresa J. Sit 312.499.4271  
tsit@saic.edu
- *Counseling Services (Students)*  
312.499.4271  
counselingservices@saic.edu
- *Health Services (Students)*  
312.499.4288  
healthservices@saic.edu
- *Employee Assistance Program (Faculty/Staff)*  
800.311.4327

## **Off-Campus Resources**

- *Northwestern Memorial Hospital*  
Emergency Department  
250 E. Erie St.  
312.926.5188
- *City of Chicago Domestic Violence Helpline*  
877.863.6338
- *Center on Halsted*  
773.472.6469  
LGBTQ Violence Resource Line  
773.871.2273
- *Porchlight Counseling Services*  
Evanston, IL  
773.750.7077
- *KAN-WIN (multilingual advocacy)*  
773.583.1392  
kanwin.org
- *Resilience*  
180 N. Michigan Ave., suite 600  
312.443.9603

- *YWCA Metropolitan Chicago*  
1 N. LaSalle St., suite 1150  
312.372.6600

#### Additional Resources

#### **On-Campus Resources**

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

#### **Off-Campus Resources**

- *Life Span Center for Legal Services & Advocacy*  
70 E. Lake Street, suite 600  
312.408.1210  
life-span@life-span.org
- *Legal Assistance Foundation of Chicago*  
lafchicago.org
- *National Immigrant Justice Center*  
208 S. LaSalle St., suite 1300  
312.660.1370  
immigrantjustice.org

### **Studio Use**

The residence hall studios support the intellectual, creative, and personal growth of aspiring artists and designers at all stages of development. Individual residents collectively create a community of practitioners dependent on tolerance and respect for one another within these spaces.

Studios are exclusively for art making activities. Students should not bring furniture or appliances into the studios unless these items are directly related to their work. Residents must follow all posted policies in studio workspaces.

#### **Hazardous Materials and Personal Protection**

Follow all Material Safety Data Sheets (MSDS) precautions, safe storage and first aid emergency procedures for all art making materials.

Do not use toxic substances or processes that may affect others working in the same space. Some pastels and chalks contain highly toxic pigments or heavy metals and, should be used with caution. In some cases, vented areas such as the spray booth on the 17th floor of the 162 North State Street Residences must be used with the ventilation turned on when using materials that created noxious and nuisance odors, or require local ventilation while using. Always use Personal Protective Equipment (PPE) (aprons, gloves, goggles, dust masks, respirators) as necessary. PPE is available in SAIC Resale stores. When possible, substitute less toxic materials.

#### **Approved Chemicals**

- Turpenoid
- Linseed, Stand, Walnut, Poppy Seed, Safflower oil

- Liquin oil medium
- Gamsol paint thinner
- Japan medium
- Copal medium
- Varnish
- Spray paints, fixatives, or adhesives only when used in the spray booth.

Approved chemical/flammable substances may pose a safety hazard when used in large volumes. As such, residents may be asked to limit the volume of these substances when used in the studio. If staff finds permitted chemical/flammable material left unattended, the staff member may confiscate the material, or place the material in the yellow flammable/combustible storage cabinets provided in the studio.

### **Prohibited Chemicals**

- Resin and epoxies
- Mineral spirits
- Paint thinner (other than Gamsol or Turpenoid)
- Turpentine
- Biohazardous waste (defined as all biologically contaminated waste that could potentially cause harm including but not limited to human and animal blood, tissues, body fluids, dead animals, and human or animal pathogens)
- Gasoline

Highly flammable materials such as lint, hay, cornstalk, furniture/batting materials, and/or wood chips should not be used in the studio or in resident rooms.

### **Chemical Storage**

- All approved flammable or combustible liquid containers, including Turpenoid, Linseed oil, and all aerosol cans must be stored in a labeled, yellow, closed flammable storage safety cabinet when not attended.
- Use the yellow flammable storage cabinets to store all approved flammables with a rating <1 as indicated by MSDS or label.
- All chemical containers must have labels and be clearly marked with the student's name. If materials are repackaged, they must be clearly labeled with the contents, the date, and the student's name. Use only tightly resealable containers for mixtures. Mixtures must be stored in flammable storage cabinets. Avoid glass containers.
- Do not use recycled food containers for storage of hazardous materials unless food labels are fully removed and contents are clearly labeled.
- Cabinets will be purged at the end of each semester and all materials will be containerized and disposed of by SAIC as hazardous waste.

### **Waste Disposal**

- All Turpenoid and Linseed oil must be disposed of in standard, wide mouth yellow and black flammable solvent/hazardous waste containers.
- All solvent soaked materials such as rags, paint tubes, brown paper, and dirty towels must be disposed of in the yellow or red solid waste disposal cans. Never leave these materials uncovered, in the open. Never dispose of them in regular trash cans.
- Sinks, toilets or drinking fountains may not be used to dispose of solvents, chemical or paint waste.
- Acrylic waste materials should be allowed to dry, and then discarded in facilities trash.
- Regular trash containers are to be used exclusively for the disposal of regular household trash and

debris.

- Bulk water-based materials, such as acrylic paint, must be disposed of properly and are not to be rinsed down the sink. The hall director is available to arrange for disposal of bulk water-based waste materials.

*Waste materials are collected on a regular basis and properly disposed of. If a can is full, notify the Residence Hall Office or Instructional Resources and Facilities Management (IRFM).*

Environmental, health, and safety violations will be immediately addressed by Residence Life Staff, Security, and/or IRFM and may involve confiscation of work or materials.

## **Tools**

Hand-held electric power tools are only allowed in the designated area of the 17th floor studio of the 162 North State Street Residences and the 15th floor studio of Jones Hall. Use equipment in the appropriate manner and wearing appropriate protective clothing.

Approved tools may only be used if they are in good working order with required guards installed and are used in conjunction with proper PPE (Goggles, respiratory, and/or hearing protection). Students must comply with both manufacturer guidelines and SAIC Instructional Fabrication equipment authorization manuals. Tools should not be used to process toxic or potentially sensitizing materials such as plastic, painted surfaces, or materials containing formaldehyde binders or adhesives.

## **Approved Tools**

- Unpowered hand tools such as screwdrivers, pliers, and hand saws (used with appropriate work surfaces and clamps for safe work).
- Battery-powered and corded drills and drivers used with standard bits.
- Orbital or palm sanders may be used moderately, on nontoxic materials (no plastics or painted surfaces), in areas where the dust is not problematic.
- All tools and cords must be in proper working order, and used in compliance with guidelines provided by the manufacturer and SAIC shop manuals.

## **Prohibited Tools**

- Stationary power tools (including table and miter saws)
- Powered saws, grinders
- Compressors
- Pneumatic and Power Assisted Nail Guns
- Gas power tools
- Welders
- Other power and pneumatic tools
- Corded hand tools, especially those that generate fine particulate, including but are not limited to: routers, circular saws, or sanders.

## **Models**

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

## **Animals On Campus**

Animals are not allowed in any SAIC campus building with the following exceptions:

### **Service Animals**

A service animal is any dog (or in some cases a miniature horse) that is individually trained to do work or perform tasks for the benefit of a resident with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The work or task that the service animal performs must be directly related to the resident's disability, and can include a wide variety of services, such as assisting those with low vision, alerting residents who are deaf or hard of hearing, recognizing an impending seizure, and retrieving items such as medicine or the telephone.

Residents who use a service animal are not required to register the animal with SAIC. However, residents that intend to bring a service animal to the residence halls are highly encouraged to notify Residence Life who can support the student by clarifying resources, policies, and helping the student navigate any logistical issues raised by the animal's presence.

Service animals are permitted in all SAIC buildings. However, SAIC reserves the right to require the resident to immediately remove a service animal from any SAIC building if (i) the animal poses a direct threat to the health or safety of others, (ii) the owner cannot effectively control the animal, or (iii) the animal is not housebroken.

### **Emotional Support Animals**

An emotional support animal is an animal that is necessary to afford a resident with a disability an equal opportunity to use and enjoy on-campus housing. There must be an identifiable relationship between the disability and the assistance that the animal provides the resident. An emotional support animal is only permitted in the resident's assigned residence hall room and outdoor spaces adjacent to the building, if necessary. Emotional support animals are not permitted in other parts of the residence hall or in other campus buildings. SAIC will typically notify a resident's roommates that an animal, including the type of animal, has been approved to be in the living space.

As determined by SAIC, any animal that may present a risk of harm to others, that may be disruptive to the community, or that requires live feed, such as snakes and lizards, are not permitted in the residence halls as an emotional support animal. In addition, an emotional support animal must be an appropriate size and weight for the resident's assigned housing space, as determined by SAIC.

A resident who wishes to have an emotional support animal as an accommodation must first satisfy the Procedures for Requesting an Emotional Support Animal Accommodation. These procedures are administered by the DLRC and can be found at [saic.edu/lifeatsaic/wellnesscenter/disabilityandlearningresourcecenter](http://saic.edu/lifeatsaic/wellnesscenter/disabilityandlearningresourcecenter). Once an emotional support animal has been approved by the DLRC, the resident must then register the animal with Residence Life. The Residence Life Registration Procedures can be found at [saic.edu/lifeatsaic/housingandresidencelife/on-campus/housing/currentresidentresources](http://saic.edu/lifeatsaic/housingandresidencelife/on-campus/housing/currentresidentresources). An emotional support animal that has been approved by the DLRC but does not otherwise meet the Residence Life registration requirements will not be permitted in the residence halls. Residents are encouraged to review all of the DLRC and Residence Life procedures prior to identifying an emotional support animal to ensure that the animal meets all of the emotional support animal requirements.

While the emotional support animal is in the residence hall, the resident must at all times follow the procedures outlined in the Owner's Responsibilities and Guidelines for Having Emotional Support Animals in Residence Halls. SAIC reserves the right to require the resident to immediately remove an emotional support

animal from the residence hall if the requirements of the guidelines are not met.

## **Fish**

Residents are permitted to have fish, provided that the fish tank does not exceed 10 gallons, it is properly maintained, and the fish are not of a type that can cause injury, such as a piranha.

## **Authorized Guests and Visitors**

Any current SAIC on-campus resident may use their ARTICard to scan in at the 162 N State Street Residences.

. Residents may sign in up to three visitors and/or overnight guests at any one time at the residence hall where they live. These visitors or overnight guests must have a government issued photo.

Overnight Guests & Visitors must be checked out of the residence halls when they leave. Residents should escort their visitor to the security desk and notify the security officer of their departure.

All visitors must follow SAIC policies

## **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. Items found in violation of this policy may be confiscated.

## **Illinois Firearm Concealed Carry Act (430 ILCS 66) and SAIC’s Responsibility**

This policy complies with the Illinois Firearm Concealed Carry Act of 2013 (Act) which specifically prohibits licensees under that Act from carrying firearms in museums, libraries, public and private colleges, and public parks as well as other locations. Also, as required by the Act, the Vice President and Dean of Student Affairs (or designee) must report to the Department of State Police any student who is determined to pose a “clear and present danger to himself, herself, or to others” as defined by the Act. Similarly, SAIC counselors in Counseling Services will report to the Department of Human Services any student who is determined to pose a “clear and present danger to himself, herself, or to others.”

## **Windows**

Residents must not tamper with the window safety equipment (including but not limited to window screens and window blocks) in the residence hall, nor allow any guest or visitor to tamper with the window safety equipment. Any issues concerning the proper operation of window safety equipment and/or damage to screens or window safety equipment must be immediately reported to Residence Life. Hanging items on or attaching items to the window or window frame, and/or throwing objects from a window is strictly prohibited. Students may not place signs or items in, around, or on their windows in a manner that obstructs the windows or allows the signs or items to be externally viewable. Failure to comply with these policies may initiate the Student Conduct procedures, which could result in expulsion from the residence hall and/or SAIC. Campus Security may conduct periodic unannounced inspections of windows blocks and screens throughout each

term. Contact a Residence Life or Campus Security staff member immediately if the window or screen is not secured.

## **VIOLATING POLICIES**

### **Interns**

If a resident violates a Rule of Conduct as described in the Summer Handbook, SAIC may pursue any action listed in the Intern Summer Lease or in the Intern Agreement, including but not limited to imposing a sanction ranging from a warning to removal from the Residence Hall.

### **Special Groups**

If a resident violates a Rule of Conduct as described in the Summer Handbook, SAIC may initiate disciplinary actions. SAIC may, in its sole discretion, impose sanctions against the resident, including but not limited to expulsion from the residence hall.