

RIGHTS AND RESPONSIBILITIES FOR CONTINUING STUDIES' ADULT CONTINUING EDUCATION STUDENTS

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

<http://www.saic.edu/studenthandbook>

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

- I. The following provisions of the Student Handbook do not apply to ACE students:
 - Academic Misconduct;
 - Attendance;
 - Email Communication;
 - Health Insurance;
 - Missing Student Policy;
 - Policies relating to Grade Appeals and the Student Employment Committee;
 - Student Help; and
 - Student Participation in Institutional Government.

- II. Allegations of misconduct will generally be resolved using the Administrative Procedures described below. However, SAIC reserves the right, in its sole discretion, to use the Student Conduct Procedures or the Involuntary Withdrawal Procedures outlined in the Student Handbook to address certain allegations of misconduct or behavior that renders a student unable to effectively function in the SAIC community.

Administrative Procedures

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

Any student who provides information to the investigator must provide truthful information. Providing information that is not truthful may constitute a violation of the

Rules of Conduct. Students, including those accused of misconduct, are expected to cooperate in any investigation. If a student chooses not to cooperate, the investigation will continue and the matter will be resolved without the input of the student declining to cooperate.

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

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

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

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

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

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

For questions regarding this document or SAIC's policies, contact Continuing Studies at 312.629.6170 or cs@saic.edu. For urgent assistance, contact Campus Security at 312.899.1230.

SAIC expressly reserves the right to make changes to its written policies, rules, and regulations at any time, with or without prior notice. Please visit saic.edu/cs for the most up-to-date version of this document and saic.edu/studenthandbook for the most up-to-date version of the Student Handbook. Updated January 23, 2020.