

# STUDENT HANDBOOK



Office of  
Student Affairs  
2025-26

**SCHOOL  
OF THE ART  
INSTITUTE OF  
CHICAGO** SAIC

## Notice of Nondiscrimination

The Art Institute of Chicago, including both the school and the museum, is committed to providing an inclusive and welcoming environment for its students, visitors, faculty, and staff, and to ensuring that educational and employment decisions are based on an individual's abilities and qualifications. The Art Institute of Chicago does not tolerate unlawful discrimination based on race, color, sex, marital status, religion, national origin, disability, age, sexual orientation, gender identity, military or former military status, or any other status protected by federal, state or local law, in its programs and activities, public accommodations or employment practices. The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

### **Title IX Coordinator**

Denise Banks, SPHR  
116 S. Michigan Ave.  
Chicago, IL 60603  
312.499.4165 | title9@saic.edu

The Title IX Coordinator also serves as the designated Section 504 Coordinator for student disability claims.

The Office of Civil Rights can be contacted at the US Department of Education, Office of Civil Rights, Lyndon Baines Johnson Department of Education Bldg., 400 Maryland Avenue, SW, Washington D.C., 20202-1100; the phone number is 1.800.421.3481 and the email address is OCR@ed.gov.

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This Student Handbook sets forth expectations and procedures with respect to student conduct; it is not to be regarded as a contract between any student and the School of the Art Institute of Chicago (SAIC). 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/studenthandbook](http://saic.edu/studenthandbook) for the most up-to-date version of this Student Handbook.

**Updated September 4, 2025**



# WELCOME TO SAIC!

Welcome to the School of the Art Institute of Chicago (SAIC)! SAIC is a world-class art school, and that's largely because of our creative, bright, committed, and passionate students. I hope you find this Student Handbook filled with useful and informative information about the School, available campus resources, and community expectations.

I am eager to be serving at an institution where I support the development and well-being of our exceptionally smart, artistic, diverse, and forward-looking students who will influence our society, our lifestyles, and our very understanding of art, media, creativity, and culture—now and in the future. The Student Handbook serves as a guide of sorts as you navigate through your time at SAIC.

Creating a community which is caring, compassionate, and inclusive is the work of all of us. Please know that the Office of Student Affairs (OSA), which I lead, is dedicated to being an available and supportive resource for all students from the day you arrive on campus until the day you graduate. OSA staff strive to create a sense of belonging for our students, and we encourage a community in which people care for and respect each other. If you have questions or need information that you cannot find in the Student Handbook, please feel free to contact OSA at 312.629.6800 or [studenthelp@saic.edu](mailto:studenthelp@saic.edu).

Take good care!

A handwritten signature in black ink, appearing to be 'Rob Flot', written in a cursive style.

**Rob Flot**

## **Vice President and Dean of Student Affairs**

The **Office of Student Affairs' (OSA)** mission is supported by a developmentally based philosophy responding to the needs and concerns of the student as a whole person, attending to the individual differences and challenges of each student, and working with each student at their individual level of development.

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# STUDENT RIGHTS & RESPONSIBILITIES

## STATEMENT ON SHARED RESPONSIBILITY

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

## STUDENT RIGHTS IN THE CLASSROOM AND THE COMMUNITY

### In the Classroom

#### Freedom of Expression

Individual expression is critical to our work at SAIC. We prize academic freedom, and instructors should encourage free discussion, inquiry, and expression. Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study in which they are enrolled.

#### Protection Against Improper Academic Evaluation

Students are responsible for maintaining the standards of academic performance established for each class in which they are enrolled. They are encouraged to clarify expectations and requirements with instructors. See Grade Appeals in this Student Handbook for more information.

### In the Community

#### Student Participation in Groups and Organizations

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

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

Each student organization/group is required to submit a written statement of purpose, the name of the group's advisor, the name of any outside organizations or groups with which it is affiliated or from which it receives funds, all sources of funds, a proposed budget, and a current list of officers (a minimum of two

students) to Campus Life. For further information, please refer to the section titled Campus Life in Student Services and Resources. Additional guidelines are set forth in the Use of the School Name policy found in the Specific Policies Section of this Student Handbook.

### **Freedom of Inquiry and Expression**

We support and encourage inquiry and expression. Students are free to examine and discuss all questions of interest to them and to express opinions individually or as part of an organized group, both publicly and privately. Opinions are to be expressed in a manner that is peaceful and respects the rights of others, without impeding SAIC's efforts to promote the safety of the community, the protection of property, and the operation of its campus or programming. Additionally, in their public expressions and demonstrations, students need to make clear that they speak only for themselves. SAIC reserves the right to make final determinations as to the time and location of demonstrations, events, and other group displays of free expression on its property to ensure that there is no disruption of SAIC operations or interference with other activities or the rights of others who may have opposing viewpoints.

Student groups and organizations are allowed to invite speakers to campus, provided such speakers are not brought on campus for the purpose of solicitation. Before a guest speaker is invited to appear, a request must be completed through [25live.collegenet.com/pro/saic](https://live.collegenet.com/pro/saic) with the appropriate sponsorship from a staff or faculty advisor. Campus Life and other SAIC departments must be notified to ensure that there is orderly scheduling of facilities, adequate preparation for the event, and that the event is conducted in a manner appropriate for SAIC and the larger community. Requests are to be made promptly and advance notification is required; approval is subject to resource and staff availability. Sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed, either by the sponsoring group or SAIC.

### **Student Participation in Institutional Government**

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

## **STUDENT RESPONSIBILITIES**

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

### **Authority of SAIC over Student Conduct**

SAIC has the authority to pursue reports of any student conduct that adversely affects the SAIC community and the pursuit of its objectives including conduct that occurs on SAIC's campus or during SAIC programs or activities. In addition, SAIC, in its discretion, may pursue reports of off-campus and/or online conduct, including conduct on social media, that adversely affects the SAIC community and the pursuit of its objectives.

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

The Rules of Conduct encompass all Rules of Conduct, Residence Hall Rules of Conduct, Additional

Policies and Guidelines, and Resources and Procedures set forth in this handbook, as well as any other SAIC policies, rules, and/or regulations (e.g. posted policies).

In addition, SAIC may, in its discretion, apply the Rules of Conduct to reports of misconduct that occurred prior to a student's admission to SAIC, or while the student is on leave of absence from SAIC.

Non-degree seeking students taking classes at SAIC are subject to the policies and procedures outlined by their respective program.

## **Revocation of Admissions**

The School of the Art Institute of Chicago expects academic performance and standards of behavior to remain consistent with the record presented upon admission. A student's admission is contingent upon maintaining the same level of academic achievement as demonstrated in the student's application, graduation from secondary school or completion of credits at a post-secondary institution. Admission is also contingent upon the student's continued adherence to the standards of behavior consistent with the SAIC Rules of Conduct.

Students are subject to revocation of admission if the coursework completed before the intended term of enrollment at SAIC fails to meet the academic standards required for admission. This includes any significant declines in academic performance, such as failing senior/final year of high school or final semester of college. Incoming students are responsible for advising SAIC of, and explaining, any serious decline in grades or course changes that were not presented in the student's application. In addition, if SAIC has reason to suspect an applicant's high school diploma, transcript, assessment test scores or other information is fraudulent or not valid, the Office of Admissions reserves the right to revoke admission in such cases.

High standards of behavior and conduct are also expected of all incoming students. Misconduct that occurs or comes to light after admission, such as behavior in high school or college that leads to suspension, expulsion, criminal charges, convictions, or other forms of disciplinary action may be cause for SAIC rescinding its admission decision.

## **Off-Campus Experiences/Independent Experiences**

Students who participate in SAIC-sponsored off-campus experiences (including Career and Professional Experience (CAPX) internship program, study trips, classroom field trips, and SAIC-sponsored events taking place off campus) are considered to be ambassadors of the School and remain subject to the Rules of Conduct and other SAIC policies, rules, and regulations. In addition, while participating in these off-campus experiences, students are responsible for following the laws of their host country as well as the rules and regulations of their host institution.

If allowed by both the laws of the host country and the policies of the host institution, a student who is otherwise underage by US standards, may consume alcohol during an off-campus experience. The student nonetheless remains subject to SAIC's Alcohol Policy which prohibits the manufacture or distribution of alcohol to underage individuals. With respect to cannabis, medical cannabis, illegal drugs, drug paraphernalia, and prescription drugs, SAIC's Rules of Conduct will be strictly enforced during all off-campus experiences, including in those host countries or states where the laws may be less prohibitive.

Students participating in Study Abroad programs sponsored by SAIC's Office of International Affairs (which includes both international and domestic trips) may be held to a higher standard related to the consumption of alcohol; specifically, such students may not engage in alcohol abuse, which includes but is not limited to missing scheduled events or engaging in destructive behavior toward persons or property as a result of alcohol use. Additional guidelines for alcohol use during a Study Abroad program are set forth in the Study Abroad Alcohol Use Guidelines found at [saic.edu/life-at-saic/study-abroad/summer-trips/](http://saic.edu/life-at-saic/study-abroad/summer-trips/)

registration.

Students who violate SAIC policies during an off-campus experience, including this policy, may be immediately dismissed from the program and may be denied course credit or a tuition refund.

Students who undertake work or activities that fall outside of specifically assigned coursework, official institutional duties, or SAIC-sponsored events are engaging in independent experiences. Independent experiences may occur on or off campus. Students are responsible for their actions and assume full financial and legal liability when engaging in independent experiences.

Students participating in off-campus or independent experiences should also be aware that SAIC is not obligated to provide assistance to a student who is charged with engaging in illegal activity by law enforcement officials in the United States or internationally.

## **Multiple Allegations of Misconduct**

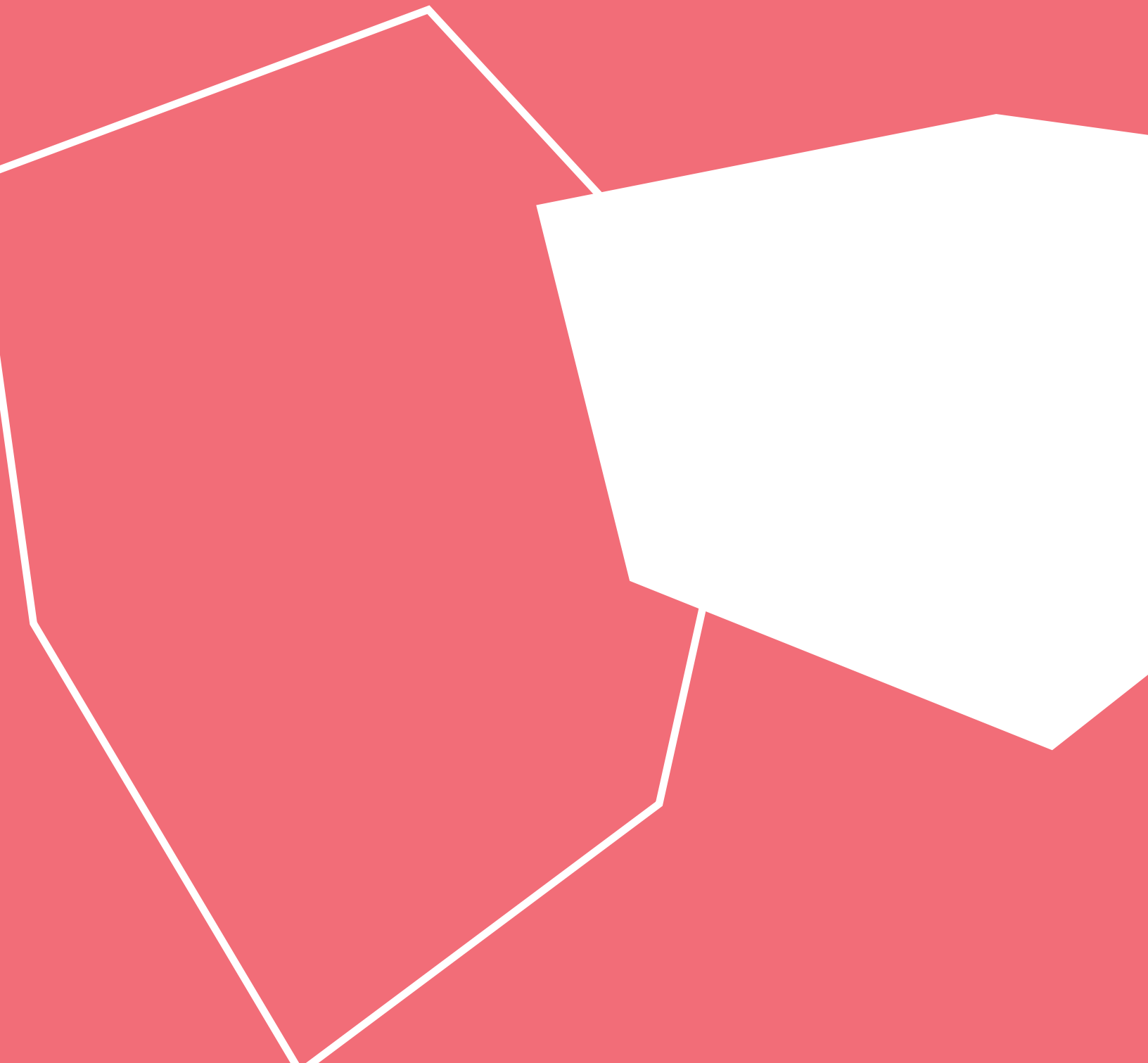
This Student Handbook describes several different procedures that SAIC may use to adjudicate an allegation of misconduct. The specific procedure that SAIC will follow depends on the nature of the allegation and the policy at issue. If a student is charged with multiple allegations of misconduct that implicate more than one policy, SAIC reserves the right to determine which procedure will be followed to adjudicate such allegations in a single process.

## **Meetings and Attendance**

The term “meetings,” as used in the Student Handbook, may refer to in-person, phone, or video meetings. Meetings may also be conducted in other formats as appropriate. Further, attendance at a meeting refers to participation in a meeting in any format.



# Rules of Conduct



## 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 may subject the student to SAIC's Student Conduct Procedures.

More information about some of the Rules of Conduct can be found in the Specific Policies section 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 Student Handbook.
- C. **Self-Destructive Behavior.** Behavior that is self-destructive, threatening the safety of the individual.
- D. **Discrimination, Harassment, and Retaliation.** Additional guidelines are set forth in the Discrimination, Harassment, and Retaliation Policy found in the Specific Policies section of the Student Handbook.
- E. **Title IX Policy Prohibiting Sex Discrimination.** Additional guidelines are set forth in the Sexual Misconduct Under Title IX Policy found in the Specific Policies section of the Student Handbook.
- F. **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 found in the Specific Policies section of the Student Handbook.
- G. **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 students 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 Specific Policies section of the Student Handbook.
- H. **Misuse of Prescription Drugs.** Abuse, misuse, sale, or distribution of over-the-counter or prescription medications.
- I. **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 Student Handbook.
- J. **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.
- K. **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.
- L. **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 as well as damage in a residence hall room, common kitchen, or any other common space (excluding the studio) as a result of making artwork. At its discretion, SAIC may also pursue reports of property damage that occur off-campus or to property of non-community members.
- M. **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. Additional guidelines regarding academic misconduct are set forth in the Academic Misconduct policy found in the Specific Policies section of the Student Handbook.

- N. **Forgery.** Forgery, unauthorized alteration, or misuse of SAIC documents, records, or identification.
- O. **Obstruction or Disruption.** Obstruction or disruption of teaching, research, administration, security, student conduct procedures, or other SAIC activities, and fire, police or emergency services.
- P. **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. Failure to follow SAIC's health and safety guidelines (including but not limited to COVID-19 guidelines).
- Q. **Selling or Soliciting.** Selling or soliciting on SAIC property except through an officially sponsored and approved event or activity.
- R. **Guests and Visitors.** Hosting an individual in violation of SAIC's Guests and Visitors Policy found in the Specific Policies section of the Student Handbook
- S. **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.
- T. **Animals on Campus.** 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 Animals Policy found in the Specific Policies section of the Student Handbook.
- U. **Bicycles, Skates, and Boards Indoors.** Using bicycles, skateboards, scooters, hoverboards, rollerblades, or similar devices in any SAIC building. Bringing a hoverboard, an unauthorized bicycle, or a gas-powered 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. Additional guidelines regarding bicycles are set forth in the Bicycles Policy found in the Additional Policies and Guidelines section of the Student Handbook.
- V. **Sleeping in Unauthorized Locations.** Sleeping in lounges, studios (including private studios), or other spaces on campus.
- W. **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 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.
- X. **Demonstration.** Additional guidelines are set forth in the Student Demonstration Policy found in the Specific Policies section of the Student Handbook.
- Y. **Publishing/Posting Policy.** Additional guidelines are set forth in the Publishing/Posting Policy found in the Specific Policies section of the Student Handbook.
- Z. **Windows.** Tampering with windows, window blocks, window screens, or placing items in or around windows in a manner that obstructs them is not permitted. Students are not permitted to hang items on or attach items to windows or window frames. Throwing items out of windows is strictly prohibited. Additional guidelines are set forth in the Windows Policy found in the Specific Policies section of the Student Handbook.
- AA. **Acceptable Use of Network and Computing Resources.** Violations of the principles and guidelines for using campus networks, software and computing resources. Details can be found in the acceptable use policy found in the Additional Policies and Guidelines section of the Student Handbook.
- AB. **Violating Sanction Terms.** Not completing or violating the terms of any student conduct sanction.
- AC. **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.

AD. **Violations of Law.** Violating any federal, state, or local law.

# SPECIFIC POLICIES

## ACADEMIC MISCONDUCT

Academic misconduct includes both plagiarism and cheating, and may consist of the submission of the work of another as one's own; unauthorized assistance (as defined by individual instructors and laid out in the course syllabus) on a test or assignment; submission of the same work for more than one class without the knowledge and consent of all instructors; or the failure to properly cite texts or ideas from other sources. Academic misconduct also includes the falsification of academic or student-related records, such as transcripts, evaluations, and letters of recommendation. Academic misconduct extends to all spaces on campus, including satellite locations and online education.

Students are strongly encouraged to consult with their instructor if they are interested in utilizing AI tools (apps, etc.) to develop content they plan to submit for a course assignment. If students are not sure if a tool they plan to use is considered AI-facilitated, they are encouraged to ask their instructor. Submitting content that was developed with the assistance of AI without receiving permission from the instructor to do so may constitute a violation of the School's Academic Misconduct Policy.

Academic integrity is expected in all coursework, including online learning. It is assumed that the person receiving the credit for the course is the person completing the work. SAIC has processes in place, including LDAP authentication, to verify student identity.

The following procedure is to be followed in cases in which a student is suspected of committing a single act of academic misconduct that does not involve the falsification of records. If multiple students are involved, each student should be independently afforded the following:

1. The faculty member giving the assignment or test will review the allegation. The faculty member will offer to meet with the student to discuss the situation. The faculty member will use their professional judgment to determine whether an act of academic misconduct has occurred.
2. If the faculty determines that academic misconduct has occurred, the faculty member will inform the student of the finding of academic misconduct and consequences as soon as possible after the review is complete. This may occur through an in-person or virtual meeting, but should also occur through some written form (e.g., email, letter) to serve as documentation of the faculty member's determination and any outcomes. In the exercise of their professional judgment, the faculty member may issue the student a written warning; require the student to resubmit the assignment; issue a failing grade for the assignment in question; or fail the student in the course.

The faculty member should then submit written notice of the finding of academic misconduct to their department chair and the associate dean of student affairs for academic advising. The notice will include the name of the student(s) involved, a brief description of the incident (including any relevant dates), and any consequences imposed upon the student. The associate dean of student affairs for academic advising (or designee) may schedule a mandatory appointment with the student(s) to discuss the finding and any academic or other implications. The associate dean (or designee) will also document the finding for review by the vice president and dean of student affairs (or designee). The vice president and dean of student affairs (or designee) will review the information to determine if

there are potential violations of other areas of the rules of conduct (e.g., unauthorized entry, misuse of campus computer system). If information suggests that other violations have occurred, the vice president and dean of student affairs (or designee) will request that Campus Security conduct a separate investigation into those allegations.

3. If a student disagrees with the faculty finding and/or the consequences, they should meet with the applicable department chair or a chair review of the situation within ten days of receiving written notice of the finding from the faculty member. In the event the student is unable to resolve the issue after meeting with the department chair, they may submit a written appeal to the appropriate academic dean (or designee) within ten business days after meeting with the department chair. The appeal must be made in writing and must state the basis for appeal. The appeal must be submitted to the appropriate academic dean (or designee), who will review the complaint and will issue a final decision. Students should submit their appeals to the Dean's Office.

In instances involving (i) the alleged falsification of records, (ii) more than one finding of academic misconduct, and/or (iii) an allegation of academic misconduct coupled with an allegation of the violation of at least one other rule of conduct, the Student Conduct Procedures may also be implemented. See the Student Conduct Procedures section in the SAIC Student Handbook for more information on these processes as well as possible sanctions.

## **ALCOHOL POLICY**

SAIC respects students' autonomy and assumes that, as adults, they will behave responsibly and follow all applicable laws. However, when violations of state and local laws and/or the SAIC Alcohol Policy come to the attention of SAIC officials, sanctions may be imposed, up to and including expulsion from SAIC. The following actions are considered a violation of the School's Rules of Conduct:

- 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 student's well-being or disruptive behaviors regardless of age.

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

In addition to the policies outlined above, residents, students, and guests/visitors 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.
- Students 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 student 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.
- Students 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.
- Multi-quart 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.

## **Alcohol at Functions Approved by SAIC**

For reasons that relate to regulations governing SAIC's license to sell alcohol, its liability insurance coverage, and the fact that its academic program involves students, the majority of whom are under the legal drinking age, it is SAIC's general policy that alcohol is not served at student events. From time to time, however, SAIC may authorize an exception to this general policy. See the Exhibitions, Events, and Campus Installations under Additional Policies and Guidelines in this Student Handbook for more information.

The following are the rules and procedures governing the possession, use, and/or consumption of alcohol at functions approved by SAIC:

- Signs must be posted stating the prohibition against serving alcohol to anyone under 21 years of age.
- Contracted bartenders, Campus Security or other officials may examine the student's ID card and other applicable identification to determine the age of any person in attendance at the event.
- Wine and beer are the only alcoholic beverages that may be served, and only if an approved amount of food and other nonalcoholic beverages are being served simultaneously. Students should consult with Campus Life for guidance regarding food and beverage orders.
- Students, faculty, and staff may not bring their own alcoholic beverages. At no time may donations be accepted in lieu of payment for alcoholic beverages. Wine and beer must be supplied by a caterer approved by the School or the organizers must use a licensed, insured bartender approved by the School.
- Members of the SAIC community may not sell alcoholic beverages on SAIC property or at SAIC-sponsored events.

Students who violate this policy will be subject to SAIC's Student Conduct Procedures.

Should a student group wish to request an exception to SAIC's general policy that alcohol not be served at student events and host an event with alcohol, they must first contact Campus Life to discuss the event. If event sponsors wish to serve alcohol, they must register their request through [25live.collegenet.com/pro/saic](https://25live.collegenet.com/pro/saic). In order to meet catering requirements of 10 business days for an order including alcohol, at least 20 business days are required to submit the event to 25Live. Event Sponsors will be designated as the official organizers of the event on behalf of the sponsoring organization. If the event is approved, student organizers are prohibited from consuming alcohol immediately prior to or during the event. The student group's advisor or another designated faculty or staff member must also approve the use of alcohol and be in attendance at all times.

## **Alcohol and Drug Amnesty Policy**

Our primary concern is the health and safety of our community members. If a student or someone they are with experiences a medical or safety emergency, they should:

- immediately contact an SAIC Campus Security officer (24-hour emergency number is 312.899.1230);
- remain with the individual(s) needing emergency treatment and cooperate with emergency personnel, so long as it is safe to do so; and
- meet with appropriate SAIC staff after the situation and provide appropriate information as needed.

SAIC seeks to facilitate access and remove barriers for students who require medical assistance in alcohol-and drug-related emergencies, and to provide the opportunity for caring, nonpunitive interventions in response to such incidents. Students who notify SAIC of a medical emergency will not be subject to a formal conduct process or disciplinary action related to alcohol and/or illegal drug use. This applies to students who contact SAIC on behalf of another student as well as the student having the medical emergency.

While the student(s) will be exempt from disciplinary action related to alcohol and/or illegal drug use, the student(s) can expect the following:

- Student(s) will be required to meet with an Office of Student Affairs staff member, typically a dean on call.
- Student(s) may be required to participate in appropriate educational programs.
- Students' parents and/or emergency contact(s) may be called.
- If an alcohol- or drug-related emergency involves the student encouraging or voluntarily participating in a different violation of SAIC policies, such as physical or sexual assault, violence, harassment, or the sale of alcohol or drugs, or if a student is involved in repeated conduct in violation of SAIC's drug and alcohol policies, such students may need to participate in formal conduct procedures.

SAIC's amnesty policy is limited to the School's conduct procedures; it does not extend to the police or the civil or criminal legal systems, and students may face criminal charges depending on their interaction with law enforcement officials.

## **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 student 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 student's disability, and can include a wide variety of services, such as assisting those with low vision, alerting students who are deaf or hard of hearing, recognizing an impending seizure, and retrieving items such as medicine or the telephone.

Students who use a service animal are not required to register the animal with SAIC. However, students that intend to bring a service animal to campus (including the residence halls) are highly encouraged to notify the Disability and Learning Resource Center (DLRC) at 312.499.4278. The DLRC 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 student 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 student 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 student. An emotional support animal is only permitted in the student'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 student'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 student's assigned housing space, as determined by SAIC.

A student 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 student must then register the animal with Residence Life. The Residence Life registration procedures can be found at [saic.edu/sites/default/files/legacy/Emotional\\_Support\\_Animal\\_Policy\\_0.pdf](http://saic.edu/sites/default/files/legacy/Emotional_Support_Animal_Policy_0.pdf). 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. Students 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 student 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 student to immediately remove an emotional support animal from the residence hall if the requirements of the guidelines are not met.

## Pets

Students residing in a residence hall 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. No other pets of any kind, including frogs, lizards, and turtles, are allowed in the residence halls at any time. This includes pets belonging to residents' guests. Pet sitting is not permitted.

## DEMONSTRATION POLICY

We support and encourage the expression of one's beliefs, including viewpoints that may be considered unorthodox or unpopular. While students are free to express opinions individually or as part of an organized group, those opinions must only be expressed in a manner that is peaceful and that respects the rights of others without endangering the safety of the community or disrupting campus operations or programming.



SAIC reserves the right to determine the time, place, and manner of demonstrations, events, and other displays of free expression on its property to ensure that there are no safety concerns and that there is no disruption of SAIC operations, interference with other campus activities, or obstruction of the rights of others who may have opposing viewpoints. This policy establishes the parameters that students must adhere to when engaging in free expression and peaceful demonstration on campus.

## General Guidelines

To allow for free expression and peaceful demonstration on campus while also respecting the rights of others and SAIC's operations, the following guidelines apply:

- A. Rights of Others.** Students may not prevent or obstruct (or attempt to prevent or obstruct) the speech or other expression of another community member. While expressing views or engaging in a demonstration, no student may use or threaten use of force against any community member.
- B. Campus Operations.** Students may not prevent or obstruct (or attempt to prevent or obstruct) campus events or operations, including classes, meetings, interviews, ceremonies, on-campus activities, or other SAIC business. Similarly, students may not use or occupy campus facilities so as to impede events or operations.
- C. Campus Officials.** Campus Security and SAIC administrators are responsible for protecting the rights and safety of community members and for ensuring the timely and efficient operation of campus events and activities. To carry out these responsibilities, Campus Security, Museum Security, or SAIC administrators may issue directives to students engaging in any form of protest or demonstration on campus or at the Art Institute of Chicago museum. Students must comply with these directives.
- D. Facilities and Approval Process.** The 280 Pit is the only space on campus where students are permitted to stage a group demonstration or protest. To facilitate the planning of an event, students must reserve the space in advance by completing [this form](#). This form must be submitted at least three business days before the start of the event. Whenever possible, students and/or student groups should give additional advance notice, ideally two weeks or more, to best facilitate planning. The space is not considered reserved until an official notification is sent to the student organizer. Once notified of an approved demonstration, the student organizer will be assigned a point of contact to assist with managing the event. A group demonstration or protest may not block the movement of others to or from the 280 Building and it must comply with all safety requirements, including building codes and occupancy limits. No person may enter or remain in an SAIC-owned or operated facility beyond that facility's normal operating hours. Protests or demonstrations may not take place within any campus facility. All campus events, regardless of location, must comply with SAIC's [visitor policy](#).
- E. Solicitation and Distribution of Materials.** Both the museum and School prohibit the solicitation and distribution of non-museum or School sanctioned materials on its premises by any student, employee or non-employee, except as may be permitted by the Solicitation and Distribution of Materials Policy.
- F. Art Institute of Chicago.** The administration of the Art Institute of Chicago's museum is responsible for governing the museum facility and its surrounding property. Students on museum property are subject to the museum's policies ([here](#)), which prohibit behaviors and actions that endanger the artwork, property, employees, or visitors. Items such as flags, banners, and signs and behaviors such as soliciting, demonstrating, and picketing are not allowed on museum property.
- G. Other Laws and Policies.** In addition to this Policy, participants in demonstrations or protests are subject to all other School policies, city ordinances, and state and federal law.

## Consequences of Violating this Policy

If students or student groups/organizations are suspected of violating this Policy or the Art Institute of Chicago museum visitor policy, the matter will be adjudicated under SAIC's Student Conduct Procedures. There is no typical sanction associated with violations of this Policy. Each case is context specific. In determining whether a sanction is warranted, considerations include the severity of the violation of this and any other relevant policy as well as any prior misconduct.

## DISCRIMINATION, HARASSMENT, AND RETALIATION POLICY

### A. Policy

The Art Institute of Chicago (AIC), including the School (SAIC), the Museum, and Central Administration, 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.

#### Relationship with Other Policies

*Consensual Romantic or Sexual Relationship Policy.* The Policy Prohibiting Discrimination, Harassment, and Retaliation 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 [saic.edu/sites/default/files/SAIC\\_CRSR\\_Policy.pdf](http://saic.edu/sites/default/files/SAIC_CRSR_Policy.pdf).

*Title IX Policy Prohibiting Sex Discrimination.* The Title IX Policy Prohibiting Sex Discrimination uses the definitions of discrimination on the basis of sex and sex based harassment, including sexual harassment, that are required under the Title IX regulations. These definitions differ from the definition of discrimination, harassment and sexual harassment provided in this Policy. Allegations of discrimination on the basis of sex, sex based harassment and sexual harassment that (i) arise in the context of an SAIC educational program or activity occurring within the United States and (ii) meet the definitions provided in the Title IX Policy Prohibiting Sex Discrimination will be governed exclusively by the Title IX Policy Prohibiting Sex Discrimination. All other allegations of sex-based discrimination will be governed by this Policy.

Except as noted above, where an allegation of misconduct implicates more than one policy, AIC reserves the right to determine the specific resolution process that will be followed.

See Title IX Policy Prohibiting Sex Discrimination found at [saic.edu/sites/default/files/2024-08/Title%20IX%20Policy%20Prohibiting%20Sex%20Discrimination\\_8.12.24.docx.pdf](http://saic.edu/sites/default/files/2024-08/Title%20IX%20Policy%20Prohibiting%20Sex%20Discrimination_8.12.24.docx.pdf).

### 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 employee's ability to work or a student's ability to participate in or benefit from an educational program or activity, or it creates an intimidating, threatening, 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 SAIC manages this information with discretion, it is not possible to maintain confidentiality for any information other than information provided to the Confidential Resource.

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

Different employees on campus have different abilities to maintain confidentiality. Most SAIC employees, including faculty members, cannot maintain confidentiality because of legally-imposed reporting

obligations. In these circumstances, SAIC 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:

- The Confidential Advisor, Julia Daniel, may be reached at 312.499.4271 or [jdaniel@saic.edu](mailto:jdaniel@saic.edu).
- 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).
- Ombudsperson, Patrick Spence may be reached at 312.499.4917 or [ombuds@saic.edu](mailto:ombuds@saic.edu).

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 SAIC unless the person providing the information requests disclosure and signs a consent form. More information for on- and off- campus resources can be found at [saic.edu/title-ix/get-help#accordion=anchor-3283-8](http://saic.edu/title-ix/get-help#accordion=anchor-3283-8).

### **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 Coordinator. 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 Coordinator. The Title IX Coordinator is available to receive reports, and both will provide information and resources to anyone who submits a report. The Title IX Coordinator 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 Coordinator, Denise Banks, SPHR, at 312.499.4165 or [title9@saic.edu](mailto:title9@saic.edu);
- File an online report using the following link: [saic.edu/lifeatsaic/stopsexualviolence/makeareport/](http://saic.edu/lifeatsaic/stopsexualviolence/makeareport/).

After receiving a report, the Title IX Coordinator 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.

The Title IX Coordinator 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 Coordinator how they wish to proceed.

Please note that in some cases, the Title IX Coordinator 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 Coordinator 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 Coordinator 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 Coordinator 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 Coordinator 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 Coordinator will oversee the process. 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 Title IX Coordinator will oversee the process as appropriate. 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.**
- If there is a cross-complaint, where the Respondent alleges the Complainant also violated an AIC Policy, policies and processes may be combined as appropriate. Both parties will be notified of the policy and process 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, the Title IX Coordinator 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. The Complainant, Respondent, and Title IX Coordinator all have to agree to the use of the informal resolution process and any party may end the process at any time.

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 Coordinator will promptly initiate an investigation. The Title IX Coordinator 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.

Witnesses are limited to individuals who have direct knowledge of the event(s) in question. However, if a party can provide information concerning a pattern of behavior, that information (including witness statements) may be included as part of the investigation at the discretion of the Title IX Coordinator.

After an investigation has begun, the Title IX Coordinator 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 within ninety (90) calendar days (excluding appeals). However, this period of time may be longer as a result of factors such as the complexity of the investigation, the severity and extent of the alleged conduct, and the timing of school breaks. 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 Coordinator is responsible for coordinating SAIC's efforts to comply with its obligations under Title IX and the Title IX regulations. The Title IX Coordinator'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 Coordinator is available to meet with any party to discuss the School's policy or any Title IX related concerns.

### **SAIC's Title IX Coordinator is:**

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

## 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 Coordinator in any instances that they believe constitute discrimination, harassment, or retaliation.

## FIRE SAFETY

Students 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:** Students 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, and 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. To request permission to use these items for art making, students must contact Art School Considerations at asc\_saic@saic.edu.
- **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 residence halls including but not limited to wax warmers, melting wax on stovetops, or using appliances such as crockpots to melt wax.
- Appliances: Students 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. Students may not hang clothing, towels, curtains, scarves, or any fabrics over a halogen/tungsten lamp. Students must turn them off when not in use and keep them away from combustible materials and fabrics such as bedding, drapes, bookcases, and furniture. Students may not leave halogen/tungsten lights unattended while in use.
- 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”). Students must inspect any of their electrical decorations, extension cords, and surge protectors for cracked sockets, bare wires, and loose connections before use. Students 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. Students 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, students 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.

## GUESTS AND VISITORS

A visitor is any individual who is not a currently enrolled student in good standing or active employee for SAIC.

- **Visitors to Academic Buildings**

Students may sign in up to three visitors at one time. Visitors must present a valid government issued photo ID at the time they are signed in. Visitors must be escorted by an SAIC employee or student host at all times. Hosts are responsible for the conduct of their visitors. Visitors are prohibited when the building is closed or between 10 pm and 7 am unless approved by the Security Manager. SAIC employees may sign in up to three visitors at any one time for any academic buildings.

- **Residence Hall Visitors**

Any current SAIC on-campus resident may use their ARTICard to scan in at Jones Hall or the 162 North State Street Residences. As always, only Buckingham residents may access that building. Residents may have other non-resident SAIC students and/or non-SAIC affiliated guests as visitors or overnight guests. Residents must have verbal permission from their roommate(s) before a fellow resident, visitor, or overnight guest is allowed to be in the room. If the presence of a guest might deny roommate(s) the right to a reasonable amount of privacy, the resident is encouraged to discuss this first with their



roommate(s). Residents may sign in up to three guests/visitors at any one time at the residence hall where they live. Residents are allowed overnight guests five nights per month. Visitors must be checked out of the residence halls when they leave. Residents should escort their visitors to the security desk and notify the security officer of their departure. All visitors must follow SAIC policies.

## **Access to Campus for Visitors**

While visitors are on campus, they must be escorted by a student, faculty, or staff member. Visitors to faculty or staff may only be granted access if a faculty or staff member is present at the security desk to sign them in; thereafter, the faculty or staff member must escort the visitor at all times. Visitors who are unaccompanied, or do not otherwise follow this visitor procedure, will be asked to immediately leave the building. Students, faculty, or staff who bring visitors into any SAIC building in violation of this policy may lose after hours access to campus facilities and be subject to disciplinary action. Visitors over the age of 18 must verify their identity by showing government-issued photo identification, such as a state-issued ID or passport, have their photograph taken, and be issued a visitor ID label prior to entering the building. The visitor's ID must be presented upon request. Visitors under the age of 18 will not be allowed on campus, unless they are part of a tour group led by the Office of Admissions.

## **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.

The Illinois Cannabis Regulation and Tax Act (state 410 ILCS 705) is state legislation legalizing small amounts of cannabis for recreational use for those over the age of 21. Additionally, Illinois has legislation regarding medical cannabis that allows people with certain conditions to use cannabis and other cannabis derivatives for treatment. While the possession and use of cannabis may be legal at the state level, federal law continues to prohibit such possession and use. In accordance with the federal rules, SAIC continues to prohibit such possession and use; it does so in order to maintain its eligibility to receive federal funding and administer federal financial aid programs. Any items found on campus in violation of this policy, including drug paraphernalia, may be confiscated.

For the purposes of SAIC policies, cannabis is defined as any part of the cannabis plant, including the seeds, flowers, and leaves. Cannabis also includes any derivative, extract, cannabinoid, or compound of the cannabis plant including tetrahydrocannabinol (THC). Cannabis does not include industrial hemp as defined and authorized under the Industrial Hemp Act.

## **PUBLISHING/POSTING POLICY**

Any current SAIC faculty, staff, or student with a valid ARTICard may post at designated locations on campus for a departmental or student group approved event or program. Flyers, posters, and other material may only be posted after receiving the Campus Life approval stamp. (See approval process and visual requirements below.) Information posted on campus should have relevance to the SAIC community. Content may not include threatening or harassing language, information that violates the law, defames a specific person and/or organization, violates the privacy rights of others, or promotes activity that is in violation of SAIC policy.

Material may only be posted on designated public bulletin board spaces and may not be posted anywhere else, including but not limited to walls, floors, ceilings, glass, doors, elevators, bathrooms, or any surface, unless specific permission for the installation has been granted by Campus Life. Public bulletin boards are all bulletin boards not labeled by a specific SAIC department or group. If a bulletin board is labeled by a

department or group, only that department or group may post on it. Special requests for use of table tents in cafe spaces can be directed to Campus Life.

Flyers and posters must be affixed by staples, painter's tape, or pins on designated public bulletin boards and must be 11" x 17" or smaller. Only one poster per event can be placed on each bulletin board and the poster should avoid covering other posted material.

The student group/organization or department is responsible for posting and removing promotional materials by the stamped deadline. If material has not been removed by the time indicated on the original stamp, Campus Life staff reserves the right to remove posted signs.

Material without an original approval stamp or in violation of the aforementioned policy is subject to removal. IRFM and Campus Life staff reserves the ability to discard any material that is posted but not approved, is posted in a location other than a public posting bulletin board, or has an expired date.

### **Visual Requirements**

- Display the name of the sponsoring department or student group/organization
- If a student group/organization event is being funded or co-sponsored by a department or group (e.g. SAIC Student Government provides funding), material should include the name of the department or student group
- Include the event location, date, and time
- Display contact information for the sponsoring student group/organization
- Include the Accessibility Statement: "Persons with disabilities requesting accommodations should visit [saic.edu/access](http://saic.edu/access)"
- Include the statement: "All SAIC community members are welcome"
- No individual, group, or organization may use the name of the School of the Art Institute of Chicago or the Art Institute of Chicago without prior written authorization. Please see Use of the School Name Policy on page 83 in the Student Handbook.

### **Approval Process**

Bring printed promotional materials to Campus Life (LeRoy Neiman Center, 37 S. Wabash Ave., second floor) to get a stamp of approval prior to posting your material in permitted areas. All material will be reviewed to make sure they meet the requirements stated. Approval may take up to 24 hours. The stamp will indicate that your material has been approved for posting and will include the date through which it can be posted. Material promoting events must have been submitted and received approval on 25Live in order to receive a stamp.

Original stamps of approval from Campus Life will indicate the date by which your material must be removed. If your material is promoting an event, the flyer will be approved until the day after the event. If the material is informational and does not involve a specific event date, the flyer will be approved for two weeks. Public bulletin boards are filled quickly, so to ensure that your material is viewed, we recommend posting material up to two weeks before your event.

### **Physical and Digital Publicity Options**

#### *Flyers/Posters*

Paper flyers need a Campus Life approval stamp. Bring a copy of the flyer to the Campus Life desk at the LeRoy Neiman Center (37 S. Wabash Ave., second floor desk) to get stamped. Flyers promoting an event will need to be approved on 25Live to be stamped.

### *Lobby Signs*

On the day of your event, for large-scale events, lobby signs in the buildings can be helpful. Submit the request with Campus Life at least one week prior to your event to reserve the proper space and equipment. All materials must be taken down within two days of the event.

### *Tabling in Lobbies*

If you wish to have a table in a building lobby to promote an event, this is considered a separate event. Student organizations/groups and departments must submit a separate 25Live request as an event submission. Please note that tabling is not to be used for selling goods, items, or services.

### *Chalking*

Chalking is not permitted on SAIC property or sidewalks.

### *Digital Flyers*

On the digital flat screens, Marketing and Communications can post a digital version of your event flyer. All files can be sent to [communications@saic.edu](mailto:communications@saic.edu) for digital posting and must meet digital posting criteria.

### **Solicitation and Distribution of Materials**

The Art Institute of Chicago museum and School prohibit solicitation and distribution of non-AIC sanctioned materials on or at its premises by any student, employee, or non-employee, except as may be permitted by the Solicitation and Distribution of Materials Policy. Students may not solicit or distribute materials for any purpose at any time on AIC/SAIC property.

## **TITLE IX POLICY PROHIBITING SEX DISCRIMINATION**

Title IX Policy Prohibiting Sex Discrimination Effective: February 4, 2025

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### **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 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 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<sup>1</sup>

### 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 consists of one or more of the following:

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<sup>1</sup> While this policy is titled Title IX Policy Prohibiting Sex Discrimination, this is for continuity in how the policy is referenced. Allegations of discrimination on the basis of sex and certain forms of sex-based harassment may be addressed under the relevant Discrimination, Harassment and Retaliation Policy.

- Rape: Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, or by a sex-related object. This definition also includes instances in which the victim is incapable of giving consent because of temporary or permanent mental or physical incapacity (including due to the influence of drugs or alcohol) or because of age. Physical resistance is not required on the part of the victim to demonstrate a lack of consent.
- Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is unable to give consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
- Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by Illinois law.
- Sexual intercourse with a person who is under the statutory age of Consent as defined by Illinois law.

### **iii. Affirmative Consent**

Consent is a knowing, voluntary and mutual decision among all participants to engage in sexual activity, expressed in words or actions. For consent to be valid, there must be a clear expression in words or actions that the other individual consent to that specific conduct with that particular person or people.

Individuals may experience the same interaction in different ways. Therefore, it is the responsibility of each party to determine that the other has consented before engaging in the activity. If consent is not clearly provided prior to engaging in the activity, consent may be ratified by word or action at some point during the interaction or thereafter, but clear communication from the outset is strongly encouraged.

Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse) Past consent does not imply future consent. Consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another person. A person's manner of dress does not constitute consent.

The existence of consent is based on the totality of the circumstances, evaluated from the perspective of a reasonable person in the same or similar circumstances, including the context in which the alleged incident occurred. Silence or the absence or resistance alone is not consent. In Illinois, a minor (meaning a person under the age of 17 years) cannot consent to sexual activity except in limited circumstances dictated by law.

Consent can be withdrawn at any time during sexual activity through reasonable and clear communications through words or actions. When consent is withdrawn, sexual activity must stop.

### **iv. Incapacitation**

Incapacitation occurs when someone cannot make rational, reasonable decisions because they lack the capacity to give knowing and informed consent (e.g. to understand the "who, what, when, where, why and how" of their sexual interaction). Incapacitation is determined through consideration of all relevant indicators of a person's state and is not synonymous with intoxication, impairment, or being under the influence of drugs or alcohol. This policy also covers a person whose incapacity results from temporary or permanent physical or mental health condition, involuntary physical restraint, and/or the consumption of incapacitating drugs, or who are sleeping.

Under this policy, SAIC will consider whether a respondent knew or should have known the complainant to be incapacitated, based on an objective, reasonable person standard that assumes the reasonable person is both sober and exercising sound judgement. The fact that the respondent was unaware of the complainant's incapacity due to the respondent's own drug or alcohol use shall not be considered an excuse.

**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 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.

## **A. 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 Coordinator 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 document filed by the Complainant or signed by the Title IX Coordinator 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 Coordinator 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 Coordinator. 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 maintaining 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/legacy/Annual\\_Security\\_and\\_Fire\\_Safety\\_Report.pdf](https://www.saic.edu/sites/default/files/legacy/Annual_Security_and_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 Coordinator. The Confidential Resources will not report to the Title IX Coordinator any personally identifiable information about a student; however, they will provide aggregate data about incidents of Sexual Misconduct to the Title IX Coordinator

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/>.

	Making a Report
<b>For All Community Members</b>	<b>SAIC Campus Security</b> 312.899.1230 Available 24 hours a day, seven days a week



<p><b>For Students</b></p>	<p><b>Denise Banks, SPHR</b>  Title IX Coordinator  116. S. Michigan Ave., 12th Floor Chicago, IL 60603  312.499.4165  title9@saic.edu</p> <p><b>Verron Fisher</b>  Deputy Director, Title IX  116 S. Michigan Ave., 12th Floor Chicago, IL 60603  312.499-3904  title9@saic.edu</p> <p><b>Denise Banks</b>  Title IX Coordinator  116. S. Michigan Ave., 12th Floor Chicago, IL 60603  title9@saic.edu  312.499.4165</p> <p><b>Office of Student Affairs (Intake Person)</b>  Student Support and Conflict Resolution 36 S. Wash  Ave., Suite 1204  Chicago, IL 60603  312.629.6725</p> <p>*When the Office of Student Affairs is not available,  Dean on Call will serve as the intake for student  reports. Deans on Call are staff members in the Of-  fice of Student Affairs who have received training  in responding to reports of Sexual Misconduct. A  Dean on Call is available 24 hours a day.</p>
<p><b>For Faculty</b></p>	<p><b>Denise Banks, SPHR</b>  Title IX Coordinator  116. S. Michigan Ave., 12th Floor Chicago, IL 60603  312.499.4165  title9@saic.edu</p>
<p><b>For Staff &amp; Visitors</b></p>	<p><b>Denise Banks, SPHR</b>  Title IX Coordinator  116. S. Michigan Ave., 12th Floor Chicago, IL 60603  312.499.4165  title9@saic.edu</p>

**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 themselves) and provide that individual information about rights, options, and resources, which include supportive measures and the process for filing a Formal Complaint. If the Title IX Coordinator receives a report that lacks sufficient detail to determine if it falls within this Policy, the Title IX Coordinator may collect additional information

about the report to assess what procedures will be utilized.

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 Coordinator 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 Coordinator may file a Formal Complaint.

A Complainant may file a Formal Complaint with the Title IX Coordinator 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 Coordinator has discretion to initiate a Formal Complaint when the Title IX Coordinator believes that, with or without a Complainant's participation, an investigation is required. The Title IX Coordinator, 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 Coordinator'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 Coordinator will seek to contact that person to discuss the availability of supportive measures, the consider that person's wishes with respect to supportive measures, and explain the process for filing a Formal Complaint. Where the Title IX Coordinator signs a Formal Complaint, the Title IX Coordinator is not a Complainant or otherwise a party.

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

3. *Assessment of Formal Complaint.* The Title IX Coordinator, 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 Coordinator determines that these requirements are not met, the Title IX Coordinator will proceed with a Dismissal of Formal Complaint, as set forth below.

In addition, if the Title IX Coordinator determines that the conduct alleged, even if substantiated, would not constitute Sexual Misconduct under Title IX (see "III. Policy Definitions"), then the Title IX Coordinator 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 Coordinator 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 Coordinator 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 Coordinator, 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 Coordinator 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 Coordinator 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*

(a.) **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 Coordinator outlining the basis for contesting the temporary removal within five (5) business days of receiving written notice of temporary removal.

(b.) **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.

(c.) **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.

(d.) **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 Coordinator, 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 Coordinator 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 Coordinator or designee shall review the alleged conflict, and determine whether the alleged conflict disqualifies that individual. If an individual is disqualified, the Title IX Coordinator 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 Coordinator, 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 Coordinator 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 Coordinator 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 Coordinator 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 (VPSA), 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 VPSA 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 VPSA. The VPSA 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.

*Convening of Hearing.* The Title IX Coordinator, 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

*C.* introductory matters that the decision maker deems appropriate.

*D. Recording of Hearing.* The Title IX Coordinator, 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.

17. *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 res Sanctions.

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, 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 Coordinator, 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 Coordinator'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 Coordinator'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 Coordinator, in consultation together. Prior to commencing the informal resolution process agreed upon, the Title IX Coordinator 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 Coordinator, 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 Coordinator 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 Coordinator agrees that the resolution is not clearly unreasonable, the Title IX Coordinator will document the agreed resolution and present the resolution to the parties for their written signature. Once both parties and the Title IX Coordinator 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 Coordinator, 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 Coordinator, 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 Coordinator 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**

<b><u>On-Campus Resources</u></b>	
<i>SAIC Campus Security</i> 312.899.1230 Available 24/7 Ask to speak to supervisor on duty	
<b><u>Off-Campus Resources</u></b>	

<p><i>Northwestern Memorial Hospital Emergency Department</i> 250 E. Erie St. 312.926.5188</p> <p>*Hospitals are required to provide a no-cost medical examination for a person who has experienced sexual assault.</p>	<p><i>Chicago Police</i> Emergency Call 911</p> <p><i>Chicago Police Department</i> 1718 S. State St. 312.745.4290</p>
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## **Confidential Resources (Medical/Counseling/Advocacy)**

### **On-Campus Resources**

<p><i>Confidential Advisor (Students)</i> Julia Daniel; 312.499.4271 jdanie4t@saic.edu</p>	<p><i>Counseling Services (Students)</i> 312.499.4271 counselingservices@saic.edu</p>
<p><i>Health Services (Students)</i> 312.499.4288 healthservices@saic.edu</p>	<p><i>Employee Assistance Program (Faculty/Staff)</i> 800.311.4327</p>

### **Off-Campus Resources**

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

### **Additional Resources**

<b>On-Campus Resources</b>
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*SAIC Student Financial Services (financial assistance)*  
312.629.6660 (extension 9 for Receptionist)  
36 S. Wabash Ave., Suite 1200  
Chicago, IL 60603

<b>Off-Campus Resources</b>
<i>Life Span Center for Legal Services &amp; Advocacy</i> 70 E. Lake Street, Suite 600 312.408.1210 life-span@life-span.org
<i>Legal Assistance Foundation of Chicago</i> lafchicago.org
<i>National Immigrant Justice Center</i> 208 S. LaSalle St., Suite 1300 312.660.1370 immigrantjustice.org

## **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/tasers, swords (including decorative or ceremonial), martial arts devices, switchblade knives, clubs, axes/hatchets, 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 that uses such an object in a threatening manner. Prop weapons, facsimiles, or any object that appears to be a weapon must be approved by the Art School Considerations Committee prior to its presence or manufacture 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.”

### **Chicago Ordinances Regarding Replica Firearms, Pellet Guns, and Military Style Weapons**

This policy complies with Chicago Municipal Code sections 4-144-190 and 4-144-195 which prohibit the purchase, possession, concealment, use, sale or other transfer of ownership of a replica firearm, paint pellet, paint pellet gun, or replica military style weapons. Under the ordinance, “replica firearm” means

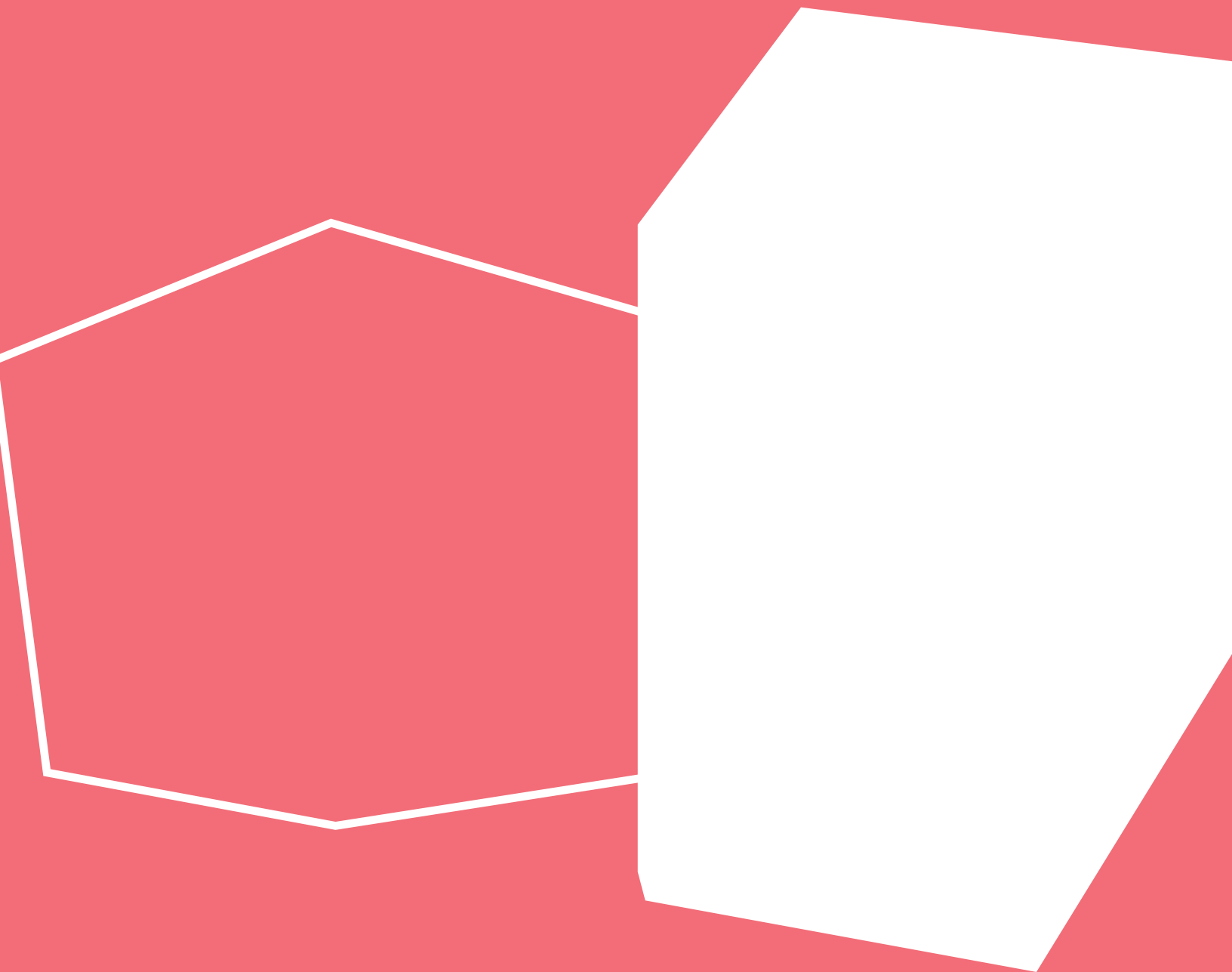
any device, object, or facsimile made of plastic, wood, metal, or any other material, that a person could reasonably perceive as an actual firearm but that is incapable of being fired or discharged. A “replica military style weapon” includes any replica rocket propelled grenade launcher, bazooka, artillery piece, grenade, mine, bomb, or items similar to weapons designed and manufactured for military purposes.

## **WINDOWS**

Students must not tamper with the windows and/or window safety equipment (including but not limited to window screens and window blocks) in campus buildings. Any issues concerning the proper operation of window safety equipment and/or damage to screens or window safety equipment must be immediately reported to the School. 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, window blocks, and screens throughout each term. Contact a Campus Security staff member immediately if the window or screen is not secured.

# Residence Hall Rules of Conduct



## RESIDENCE HALL RULES OF CONDUCT

Many SAIC students take advantage of the community living environment provided by SAIC's residence halls. As a resident, students can immerse themselves in a community of fellow artists, live right in the heart of Chicago's Loop, and enjoy conveniences not found in most student apartments.

In addition to adhering to the Rules of Conduct described above, all residents and their guests/visitors are expected to adhere to the Residence Hall Rules of Conduct. Committing one or more of the following acts of misconduct may subject the student to SAIC's Student Conduct Procedures.

Additional guidelines for some Residence Hall Rules of Conduct can be found in the Residence Hall Specific Policies section that follows.

- I. **Body Modification.** Providing body modification services of any kind (including but not limited to tattooing and piercing) to another person is not permitted in the Residence Halls.
- II. **Cohabitation.** Cohabiting with a person (either a resident or nonresident) in a residence hall room to which the student is not assigned; moving or changing rooms without the permission of the Residence Life office.
- III. **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 Specific Policies section of the Student Handbook.
- IV. **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 Student Handbook and in the 2025-26 Housing Contract.
- V. **In the Presence of a Policy Violation.** Failing to leave a situation where a rule/policy violation is occurring.
- VI. **Indoor Sports.** Using frisbees, footballs, or any other type of activity in the residence hall that may injure others or damage property.
- VII. **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 found in the Residence Hall Specific Policies section of the Student Handbook.
- VIII. **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. If you are in a Buckingham apartment with four residents, maximum occupancy is seven).
- IX. **Noise and Quiet Hours.** Failing to abide by quiet and courtesy hours. Additional guidelines are set forth in the Noise and Quiet Hours Policy found in the Residence Hall Specific Policies section of the Student Handbook.
- X. **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 and/or the 15th floor studio in Jones Hall.
- XI. **Room Condition, Alteration, and Decoration.** Maintaining unhealthy or unsafe conditions in their residence hall room as a result of cleanliness issues or excessive clutter. Installing equipment to enhance or alter the provided amenities in residence hall rooms (e.g., installing or removing shower doors or curtains, building bed or other loft furniture). Decorating the room in a manner that causes damage and/or is unsafe. Additional guidelines are set forth in the Room Condition, Alteration, and Decoration Policy found in the Residence Hall Specific Policies section of the Student Handbook.



- XII. **Room Key.** 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.
- XIII. **Wireless Connection.** Setting up an unapproved wireless Internet connection (e.g. a router or wireless access point) in a residence hall room.

# RESIDENCE HALL SPECIFIC POLICIES

## 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. A student's ability to reside in a Residence Hall is expressly conditioned upon SAIC's review and acceptance, in its sole judgment, of the student's criminal conviction disclosure.

## 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.

## ROOM CONDITION, ALTERATION, AND DECORATION

Part of community living is the importance of maintaining a clean and healthy living environment. Upon move-in, all rooms are expected to be in reasonable condition which we define as the room or space being able to use for its intended purpose. If exceptions are found, residents should report it to their RA immediately via the Room Condition Report found in their room upon arrival. 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 resident agrees to return the assigned space to SAIC in the same condition as when received. Residents are encouraged to personalize their rooms within established guidelines. The following items are prohibited in the decorating of student rooms:

- Items that hang from or are attached to 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 items 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.

The following options may help to enhance room appearance and minimize damage:

- Hanging/mounting putty, painter’s tape, and command hooks may be used to hang items on the wall
- Mattress pads
- Carpeting or area rugs
- Regular cleaning and trash removal
- Desk lamp and/or table lamp
- Sheets, blankets, pillows

## **STUDIO USE**

The residence hall studios support the intellectual, creative, and personal growth of aspiring artists and designers at all stages of development. Individual students 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. Studio space may not be used for personal storage.

## **Hazardous Materials and Personal Protection**

Before using a product on campus, check the MSDS online. If the product has been approved and is in the school database, follow all Safety Data Sheets (MSDS) precautions, safe storage, and first aid emergency procedures for all artmaking 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, students 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
- Helium tanks of any size

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 Safety Data Sheets (SDS) 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 wear appropriate personal protective equipment (PPE) such as goggles, respiratory, and/or hearing protection.

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. Students must comply with both manufacturer guidelines and any guidance distributed by SAIC regarding instructional fabrication equipment certifications, training manuals/videos, individual consultations, etc. 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, staple guns, 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.

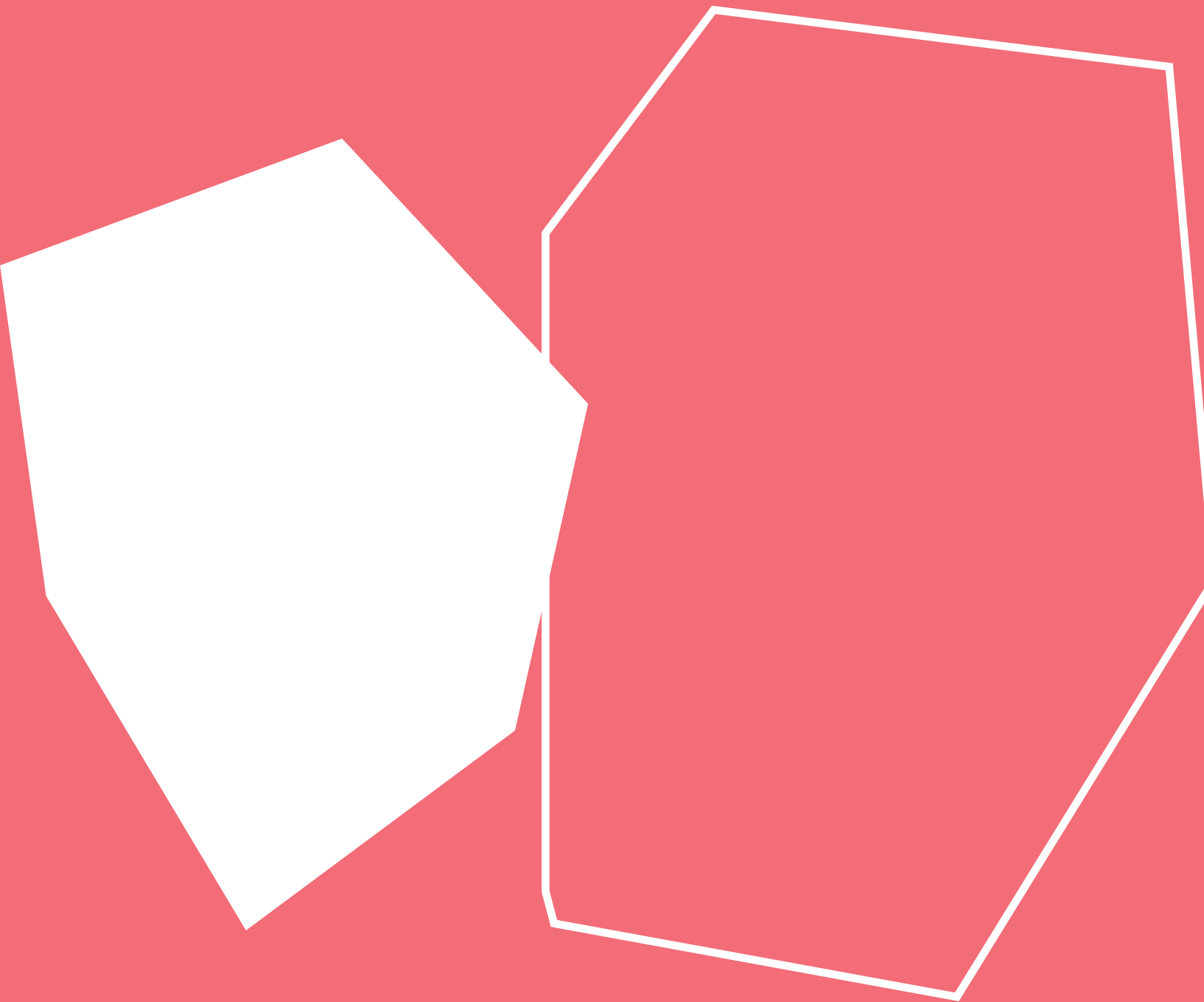
### Prohibited Tools

- 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.

# Additional Policies and Guidelines



# 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.

## ATTENDANCE AND PARTICIPATION POLICY

Students are expected to attend all classes regularly and arrive on time. Full participation is required in all aspects of a course—including in-person sessions, synchronous online classes, and independent study.

Students may be permitted up to two absences per semester—inclusive of absences due to illness and/or family/personal emergencies—subject to the instructor's discretion. If a student registers late during the add/drop period, they are responsible for catching up on all missed content and assignments; instructors may count those missed classes as absences.

Instructors have the discretion to define expectations around student tardiness, including policies related to late arrivals, mid-class breaks, and early departures. These expectations should be clearly outlined in the course syllabus and communicated to students during the first class to ensure transparency and consistency.

Instructors grant credit only to students who meet the standards and expectations of the course.

Students who are ill and unable to attend class should notify their instructor(s) by email or leave a message with the department office on the day they are absent. For extended absences due to illness, the student should contact Health Services, who will notify instructors. For other extenuating circumstances,

students should reach out to the Academic Advising office.

**Federal Financial Aid Attendance Requirement:** Recipients of federal aid must have begun attendance in classes for which their eligibility is based upon at the time of disbursement and, in the case of Federal Direct Loans (Stafford, Unsubsidized and PLUS), be enrolled at least half-time.

**Religious Holiday Observance:** SAIC recognizes the diverse religious and cultural practices of our community. Students are expected to notify their instructors early in the semester to discuss reasonable accommodations for holidays they observe.

## BICYCLES

SAIC's robust biking culture reflects our commitment to healthy lifestyles and carbon neutrality. Many students, faculty, and staff ride their bikes to school every day, and we do our best to support their ability to ride confidently and safely.

Students should remember to protect their property and always secure their bike to a rack with a lock. Bike racks are located outside of the entrance of most SAIC buildings. Students living in the residence halls may only store their bicycles in designated residence hall bike rooms. Bicycles in the Residence Hall bike rooms not removed at the end of the academic year will be removed or donated. Bicycles are not allowed in SAIC academic buildings, except for folding bikes. SAIC is not responsible for lost or stolen bicycles. For more information about biking at SAIC, please visit [saic.edu/life-at-saic/sustainability/bike](https://saic.edu/life-at-saic/sustainability/bike).

## CIRCULATING RESOURCE USAGE POLICY

Please be aware that student responsibilities apply when borrowing materials and resources from the John M. Flaxman Library and SAIC facilities. Students should familiarize themselves with the individual policies of each facility they visit however the following rules apply in any facility across campus:

When checking out resources, ensure you receive the correct items before leaving the checkout center. Report any errors immediately.

- Each student is financially responsible for the appropriate use and safe return of all borrowed resources. Students should not loan resources that are checked out to them to anyone else.
- If anything is missing or damaged, students will be charged for the cost of repair or replacement.
- Students are liable for replacement of lost resources, even if lost on SAIC property, and even if they are stolen. Please contact SAIC Campus Security to report a stolen item.
- Students must return borrowed resources to the correct department by the due date/time to avoid late fines and/or other penalties.
- Upon graduation, students must promptly return all borrowed SAIC resources, otherwise a hold may be placed on their account. Continued access to circulating resources for alumni is covered by SAIC's Alumni Benefits policy, which includes access to some, but not all, SAIC resources.

SAIC maintains resources for the benefit of the entire campus community, for now and for the future. When a borrower returns resources late or damaged, or fails to return them, other students and faculty are deprived of opportunities. Some resources are not easily replaced. Students accept responsibility for borrowed resources immediately upon receipt from the circulating facility and will be accountable to this and all SAIC circulation and access policies. Individual departments may have more information on their specific lending guidelines.

## Safety

Consider personal safety when using SAIC equipment off campus. Be alert of your surroundings and avoid dangerous situations. While every step should be taken to safeguard SAIC borrowed equipment, materials,



and resources, students should never prioritize these items over their own personal safety.

## Theft of SAIC Resources

### On Campus:

1. Notify Campus Security. A security officer will help file a report with SAIC and the Chicago Police Department.
2. Notify the manager of the facility from which you borrowed the resources. They will request a copy of the police report.

### Off Campus:

1. Notify the Chicago Police Department and obtain a copy of the police report.
2. File a report with SAIC Campus Security.
3. Notify the manager of the facility from which you borrowed the resources. Provide a copy of the police report.

You may still be charged for replacement of lost or damaged resources. The police report will be taken into account in determining liability.

### Loss and Damage Appeals

A student who is fined for loss or damage to SAIC resources may appeal a fine that they feel was unjustly applied. The student should notify the manager of the circulating facility from which they received the fine.

Intent to appeal should be given in writing (preferably by email). The student should be prepared to present information demonstrating the reason why the individual should not be accountable for the loss or damage. A committee consisting of representatives of SAIC's administration, Dean's Office, Campus Security, and the Office of Student Affairs will make a final determination of financial responsibility. Exceptionally large fines may be transferred to Student Accounts.

## CONSENSUAL ROMANTIC OR SEXUAL RELATIONSHIP POLICY

### I. Summary

When individuals involved in consensual romantic or sexual relationships are in positions of unequal power, there is the potential for conflict of interest, favoritism, exploitation, and bias. In order to protect the integrity of the SAIC's learning and work environment, this policy outlines limitations on the consensual romantic or sexual relationships that faculty, teaching assistants, graduate assistants, staff, and administrators may have with students.

### II. Definitions

For the purpose of this policy, *consensual romantic or sexual relationships* are defined as relationships, dates, or encounters of a romantic or sexual nature.

*Supervisory or evaluative authority* is defined as the power to control or influence another person's employment, academic advancement, experience, or extracurricular participation, including but not limited to, hiring, work conditions, compensation, promotion, discipline, admission, instruction, grades, assignments, critique, supervision of theses, recommendations, grant and prize review, financial support, or participation in extracurricular programs.

### III. Background

Consensual romantic or sexual relationships between individuals in inherently unequal positions of power entail unique risks. Because of the potential for conflict of interest, favoritism, exploitation, and bias, such relationships can undermine the real or perceived integrity of the supervision and evaluation provided. Where the relationship involves an SAIC staff member, access to institutional resources or services may also be called into question. Further, these relationships are often less consensual than the individual whose position confers greater power or authority believes. In addition, circumstances may change, and conduct that was previously welcome may become unwelcome.

Such relationships may also have unintended, adverse effects on the climate of an academic program or work unit, thereby impairing the learning or working environment for others. Relationships in which one party is in a position to evaluate the work or influence the career and/or experience of the other, or where one party controls access to institutional resources or services, may provide grounds for complaint by third parties when that relationship gives undue access or advantage, restricts opportunities, or simply creates a perception of these problems. Even when a relationship ends, there may be bias for or against the former partner, or there could be an ongoing impression of such bias; in other words, the effects of a romantic or sexual relationship can extend beyond the relationship itself.

For all of these reasons, romantic or sexual relationships between individuals in inherently unequal positions should be avoided and in some circumstances are prohibited by this policy.

While this policy concerns consensual relationships, it is important to note that in the absence of consent, sexual advances, requests for sexual favors, or other conduct of a sexual nature may violate the School's policies on harassment, discrimination, and retaliation and may also constitute sexual harassment or sexual assault.

#### **IV. Prohibition on All Faculty-Undergraduate Student Consensual Romantic or Sexual Relationships**

Given the ethical and pedagogical stakes outlined above, romantic or sexual relationships between faculty of any status, including but not limited to full-time, adjunct, lecturer, and visiting, with undergraduate students are prohibited.

The only exception to this prohibition is for relationships that predate either the student's enrollment or the faculty member's hiring at SAIC.

#### **V. Prohibition on Certain Faculty-Graduate Student Consensual Romantic or Sexual Relationships and Caution**

Faculty members of any status, including but not limited to full-time, adjunct, lecturer, and visiting, are prohibited from having supervisory or evaluative authority over graduate students with whom they have, or have had, a romantic or sexual relationship.

While faculty are not expressly prohibited from having romantic or sexual relationships with graduate students other than as set forth above, they are strongly cautioned against doing so. Given the School's clear and unambiguous caution to avoid such romantic or sexual relationships because of the serious risks to those who enter into them, as well as to the School, SAIC assumes no obligation to indemnify any faculty member for legal or other costs or expenses arising out of such a romantic or sexual relationship.

#### **VI. Prohibition on All Staff-Student Consensual Romantic or Sexual Relationships**

Given that the vast majority of staff across the School are in a position to withhold or extend access to resources and services, including but not limited to funding, coeducational opportunities, advising,

and other sundry support, and in order to avoid unequal access to SAIC resources and services, either actual or perceived, romantic or sexual relationships between SAIC staff and students (graduates and undergraduates) are prohibited.

The only exception to this prohibition is for relationships that predate either the student's enrollment or the staff member's hiring at SAIC.

## **VII. Prohibition on Certain Romantic or Sexual Relationships**

I. Graduate and undergraduate students (including Postbacs) are prohibited from having supervisory or evaluative authority over any other student with whom they have, or have had, a romantic or sexual relationship.

II. Prohibition on Administrator-Student Consensual Romantic or Sexual Relationships

Senior administrators in the School, such as Deans, Vice Presidents, Provosts, and the President, have broad influence and authority over undergraduate and graduate students and their experience at SAIC. For this reason, romantic or sexual relationships between such administrators and all students are prohibited.

## **VIII. Retaliation**

In addition to prohibiting certain conduct, this policy prohibits retaliation. Retaliation is defined as adverse or negative action (or threats of adverse or negative action) against an individual because that individual (1) in good faith, made a report of a policy violation; (2) participated as a party to or witness in an investigation or a proceeding relating to such allegations; or (3) is thought to have participated in a good-faith report of a policy violation, or is thought to have participated as a party to or witness in an investigation or proceeding relating to such allegations.

## **IX. Timeline for Reporting**

While there is no time limit for reporting, reports of prohibited conduct should be brought forward as soon as possible, since prompt reporting will better enable the School to respond, investigate, and, if appropriate, provide an apt remedy to the student and impose discipline on the respondent.

## **X. Reporting Process**

Alleged violations of this policy should be reported to the Title IX Coordinator. The Title IX Coordinator will make a determination as to whether or not a policy violation occurred, refer violations to the appropriate authority for consideration of discipline, and develop any needed remedies for students.

If the Title IX Coordinator finds a policy violation, the matter will be referred for discipline and remedy to the following administrators: faculty violations are referred to the Dean of Faculty; graduate student violations are referred to the Dean of Students who will, in turn, consult with the Dean of Faculty; senior administrator violations are referred to the President; presidential violations are referred to the General Counsel for presentation to and decision by the Board of Governors.

If the Title IX Coordinator finds a policy violation, the Coordinator will develop any needed remedies in consultation with relevant parties.

## **XI. Disciplinary Consequences**

Violations of this policy will result in disciplinary actions, which can include, but are not limited to, written warnings, loss of privileges, mandatory training or counseling, probation, suspension, demotion, exclusion, expulsion, and termination of employment, including revocation of tenure.

The imposition of any sanction imposed on a faculty member under this policy may be subject to review under grievance procedures or, if applicable, the appeal process applicable to termination set forth in the Faculty Handbook and Supplement.

## **XII. Effective Date**

This policy is effective 08/24/2022. It supersedes all prior policies on consensual romantic or sexual relationship issued by the School.

## **DRONES**

A drone is an aircraft without a human pilot on board. The drone is controlled by an operator on the ground. Weather balloons and similar remotely controlled aerial equipment are also included in this category. A Remote Pilot in Command is a person holding an Federal Aviation Administration (FAA) -issued (1) remote pilot certificate with a small rating or (2) Remote Pilot Certificate as specified in FAA Part 107 regulations.

All SAIC-related educational and institutional use of any drone must comply with FAA regulations and any applicable local, city, state, and federal laws, rules, and regulations. It is the responsibility of any individual operating a drone to be familiar with such laws, rules, and regulations.

Any drone purchased, constructed, and/or operated by SAIC shall have a small rating, weighing less than 55 pounds total with all attachments. If flown outdoors, the drone must also be registered with the FAA.

### **Outdoor Drone Use**

All outdoor SAIC-related educational and institutional drone operations must be directly supervised by an SAIC employee who has completed all required coursework and testing to be a certified Remote Pilot in Command.

Only an SAIC-owned drone which has been registered with the FAA may be used for outdoor SAIC classroom and education purposes. Students are not authorized to use personal drones during outdoor class time. Any class assignments requiring the outdoor use of drones must be completed during class time, under the supervision of the certified Remote Pilot in Command.

Outdoor usage of drones on or above SAIC properties is not permitted. The certified Remote Pilot in Command is responsible for determining a suitable location for drone operation, in compliance with all federal, state and local laws, rules, regulations, and procedures. The Remote Pilot in Command is also responsible for determining the need for permits and acquiring them. This could include written permission from property owners, or other special permits.

The Remote Pilot in Command is responsible for conducting all required and otherwise appropriate airworthiness and safety checks, and assessing weather conditions, prior to each flight.

### **Indoor Drone Use**

Indoor usage of a small drone in SAIC buildings may be permitted only when space stakeholders have determined that the proposed space is suitable for such experimentation. The Art School Considerations committee must be consulted before any indoor drone usage can be approved. Students, faculty, and staff may always contact the Art School Considerations Advisory Group by emailing [asc\\_saic@saic.edu](mailto:asc_saic@saic.edu).

### **Hobbyist Use**

SAIC recognizes members of the community may choose to purchase or build personal use drones

for artmaking and projects outside the scope of the classroom learning environment or institutional operations. In most cases, this work may fall under the small drone category of hobbyist use, which is somewhat less strictly regulated by the FAA. Hobbyist use of drones is permitted under certain circumstances without a remote pilot license, however specific FAA regulations and local ordinances, including permitting, will still apply in most cases. The operator of a drone for hobby or recreational use shall be responsible for compliance with all applicable federal, state and local laws, rules, regulations, and procedures. Any such use on or in the SAIC campus must be authorized by the Art School Considerations committee.

## Unauthorized Use

Unauthorized drone usage includes all uses not approved by the processes described above, or in violation of local, city, state, and federal laws. SAIC Campus Security will act on any reports of unauthorized drone flights occurring on or in SAIC properties and seek to end them. Violators will be subject to SAIC disciplinary processes. Violations of this policy and/or negligent use of a drone may result in revoked flight privileges.

## EMAIL COMMUNICATION

At SAIC, each student is assigned an saic.edu Google email account that gives them access to many tools and services in the Google Workspace including Gmail, Calendar, Meet, and Drive. Each student should regularly monitor that account for communications from the School, faculty, and staff. A student's failure to read communications sent to their SAIC email account will not absolve the student from knowing and complying with the content of the email communication. When an individual's relationship with the School ends or changes (e.g. graduation, leave of absence), SAIC Google accounts will be deactivated and all data will be deleted in accordance with the account policies and guidelines in effect at that time.

## EXHIBITIONS, EVENTS, AND CAMPUS INSTALLATIONS

The Exhibitions, Events, and Campus Installations Policy applies to all exhibitions of artwork, including shows, film screenings, temporary installations, and live events that take place on property owned or operated by SAIC and at off-campus events sponsored by SAIC or an SAIC student group.

SAIC retains the right to determine when, if, how long, and where artwork will be displayed for any SAIC exhibition, temporary installation, or public program. SAIC retains the right to relocate or to remove any work from an exhibition that may be in violation of the law, hazardous to the health and/or safety of viewers or participants, or disruptive to the educational process.

All exhibitions, film screenings, performances, video presentations, lectures, or symposia, whether on or off campus, must be approved by the Department of Exhibitions if the name of SAIC is used to promote the event and if the public will be viewing the event. Events hosted by the Gene Siskel Film Center and the Visiting Artists Program are not subject to approval by the Department of Exhibitions. All temporary installations of art on property owned or operated by SAIC must be approved by the Department of Exhibitions prior to the beginning of installation.

For more information regarding the approval process for any exhibitions, shows, and temporary campus installations, visit [saic.edu/exhibitions/student-faculty-information/show-your-work-campus](http://saic.edu/exhibitions/student-faculty-information/show-your-work-campus) or email [exhibitions-saic@saic.edu](mailto:exhibitions-saic@saic.edu).

When proposed projects contain aspects (e.g. materials, execution, etc.) that may have the potential to impact the safety and well-being of SAIC community members and/or visitors, students must first submit proposals for such projects to Art School Considerations, which is a committee of representatives from

across the School that reviews presentations and artworks that may pose health, safety, legal, or other challenges to the artist and/or members of the SAIC community. See the Art School Considerations Policy in this Student Handbook for more information.

SAIC supports the exhibition of student work as an integral component of a fine arts education and does not discriminate on the basis of age, disability, color, creed, national origin, race, sex, or sexual orientation in its exhibition practices.

## HEALTH INSURANCE

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

The annual cost of health insurance coverage through SAIC for the 2025–26 academic year is \$3,700. It is billed separately by term at the rate of \$1,850 for each of the fall and spring semesters.

Domestic students enrolled full-time and all international students are automatically charged for and covered under SAIC's student health insurance plan. If a student has comparable coverage and wishes to waive SAIC's insurance for the entire academic year, a waiver must be completed online through [saic.myahpcare.com/waiver](https://saic.myahpcare.com/waiver) by the end of the first day of classes for the fall semester. Spring semester only waivers must be completed online through [saic.myahpcare.com/waiver](https://saic.myahpcare.com/waiver) by the end of the first day of classes for the spring semester.

Each submitted online waiver must be accompanied by a scanned copy of the front and back of the student's health insurance ID card. Additionally, international students must submit a scanned copy of their complete insurance policy in English, with coverage amounts reflected in US dollars, as well as a scanned copy of their medical evacuation and repatriation coverage. Health insurance waivers must be submitted every year.

**The deadline to waive insurance for the entire 2025–26 academic year is August 25, 2025, and the deadline for the spring 2026 semester only is January 26, 2026.**

Information provided on the waiver will be reviewed by Academic HealthPlans (AHP) to ensure that coverage meets minimum standards. AHP will contact the student and/or policyholder (if the student is not the policyholder) as needed during the verification process. If the information is incomplete, incorrect, cannot be verified, and/or does not satisfy criteria, the waiver will not be accepted and health insurance coverage through SAIC will be required.

Note: If a domestic student is enrolled full-time and then drops to part-time or if any student completely drops their classes before the end of the add/drop period, the health insurance charge will automatically be removed from the student's account and health insurance coverage will not be provided. For part-time degree seeking students, the health insurance charge will be added back to the account if the student requests health insurance online through [saic.myahpcare.com/enrollment](https://saic.myahpcare.com/enrollment).

Any student who completely withdraws from their classes or withdraws to part-time after the add/drop period and has questions about possible continuation of their SAIC insurance coverage should contact [saic\\_studentinsurance@saic.edu](mailto:saic_studentinsurance@saic.edu).

Health insurance coverage is also available, upon request through [saic.myahpcare.com/enrollment](https://saic.myahpcare.com/enrollment), to all domestic part-time degree-seeking students. The fee for health insurance is added to the student's account each semester for which coverage is requested. Health insurance coverage for the fall semester only must be requested online through [saic.myahpcare.com/enrollment](https://saic.myahpcare.com/enrollment) by the end of the first day of

classes for the fall semester.

Spring semester only requests must be made online through [saic.myahpcare.com/enrollment](https://saic.myahpcare.com/enrollment) by the end of the first day of classes for the spring semester.

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

Note: International students and students with dual citizenship who are studying remotely outside of the US will be charged for health insurance, but they do not have to submit a health insurance waiver. International students studying outside of the US can contact International Affairs to request links to two online forms associated with study outside of the US. Once a student completes these documents, a health insurance waiver will automatically be applied to their account. If an international student received an automatic insurance waiver and if they decide that they wish to re-enroll in SAIC's health insurance plan, they can submit an online request for health insurance coverage at [saic.myahpcare.com/enrollment](https://saic.myahpcare.com/enrollment) by the first day of classes.

Dual citizenship students studying outside of the US can request a health insurance waiver at [saic\\_studentinsurance@saic.edu](mailto:saic_studentinsurance@saic.edu).

Questions can be directed to [saic\\_studentinsurance@saic.edu](mailto:saic_studentinsurance@saic.edu).

### Optional Practical Training

Health insurance coverage through SAIC is available for international students who have graduated and who have been approved to participate in Optional Practical Training (OPT). Health insurance coverage for the fall semester only or entire academic year must be requested at [saic\\_studentinsurance@saic.edu](mailto:saic_studentinsurance@saic.edu) by the end of the first day of classes for the fall semester. Spring health insurance coverage must be requested by the first day of spring classes. The fee for health insurance will be added to the student's account each semester for which coverage is requested. The deadline for fall 2025 or the entire 2025-26 academic year is August 25, 2025. The deadline for spring 2026 is January 26, 2026.

Details associated with SAIC's student health insurance plan can be viewed online at [saic.myahpcare.com/benefits](https://saic.myahpcare.com/benefits).

## IMMUNIZATION POLICY

In accordance with the Illinois College Student Immunization Act ([www.ilga.gov/commission/jcar/admincode/077/077006940B01000R.html](http://www.ilga.gov/commission/jcar/admincode/077/077006940B01000R.html)), all students who enroll in six or more credit hours per semester must have proof of immunization on file with health services by the beginning of preregistration. Students who are not in compliance with the immunization requirements will have a registration hold placed on their academic record, and will not be permitted to register for the following semester. Students must prove that they have been immunized against the following communicable diseases:

- 1. Measles (Rubeola):** Students must provide documentation of receipt of two doses of live measles virus vaccine on or after the first birthday. The minimum time interval between each dose must have been at least 28 days. If either dose was given before 1968, proof must be provided that a live virus was administered. Students who cannot obtain records may provide laboratory (serologic) evidence of measles immunity\*.
- 2. Mumps:** Students must provide documentation of receipt of two doses of live mumps virus vaccine on or after the first birthday. The minimum time interval between each dose must have been at least 28 days. If either dose was given before 1968, proof must be provided that a live virus was administered. Students who cannot obtain records may provide laboratory (serologic) evidence of mumps

immunity\*.

- 3. Rubella (German Measles):** Students must provide documentation of receipt of two doses of live rubella virus vaccine on or after their first birthday. The minimum time interval between each dose must have been at least 28 days. If either dose was given before 1968, proof must be provided that a live virus was administered. Students who cannot obtain records may provide laboratory (serologic) evidence of rubella immunity\*.
- 4. Diphtheria/Tetanus/Pertussis:** Students must provide dates of any combination of three or more doses of Diphtheria, Tetanus, and Pertussis containing vaccine. One dose must be the Tdap vaccine. The last dose of vaccine (DTP, DtaP, DT, Td, or Tdap) must have been received within the last 10 years. The minimum time interval between the first and second dose must have been at least 28 days, with the third dose having been received at least six months after the second or last dose of the basic series.
- 5. Meningitis:** All new admissions under the age of 22 must show proof of having at least one dose of meningococcal conjugate (Menactra®, Menveo®, MenQuadfi®, and Nimenrix®) vaccine on or after 16 years of age.

*\*A serology report is a blood test done by a healthcare provider to test for positive antibodies which prove immunity. Lab results must be attached*

### Exemptions That Will Be Accepted:

- 1. Medical Exemption:** Students who have a medical reason that contraindicates vaccination should ask their healthcare provider to complete the Medical Immunization Exemption Form [PDF] at [saic.edu/wellness/health-services](http://saic.edu/wellness/health-services) under Immunization Requirements
- 2. Religious Exemption:** Students who have a religious objection to immunization should complete the Religious Immunization Exemption Form [PDF] at [saic.edu/wellness/health-services](http://saic.edu/wellness/health-services) under Immunizations & Records.

Anyone with a vaccine exemption may be excluded from the college in the event of a disease outbreak in accordance with public health law.

**Please note:** If a student was born on or before January 1, 1957, they are exempt from the measles, mumps and rubella requirements, as exposure to disease and natural immunity is assumed. These students will, however, need to show proof of immunity to diphtheria, tetanus, and pertussis.

To access forms and submit records, see instructions at [saic.edu/health](http://saic.edu/health) under Immunization Requirements.

### Recommended (But Not Required) Vaccines for College Students:

1. COVID-19
2. Hepatitis B
3. Varicella (Chickenpox)
4. HPV (Human Papillomavirus)
5. Meningitis B
6. Influenza

Students can find more information about the diseases on the following sites:

[cdc.gov/vaccines/vpd/vaccines-diseases.html](http://cdc.gov/vaccines/vpd/vaccines-diseases.html)

[acha.org/documents/resources/guidelines/ACHA\\_Immunization\\_Recommendations\\_April2023.pdf](http://acha.org/documents/resources/guidelines/ACHA_Immunization_Recommendations_April2023.pdf)



# INVOLUNTARY WITHDRAWAL POLICY

## Overview

SAIC is committed to fostering an environment conducive to the artistic and academic development of its students. The School seeks to proactively and holistically provide assistance to students who may be facing challenges which may impact their academic success and personal well-being. In addition to the help provided to students by distinct offices across campus, robust and collaborative support is also offered through the School's Student Support Team. The Student Support Team, which is led by the director of Student Support, includes representatives from the Wellness Center (such as director of Counseling Services, care manager, other members of Counseling Services and representatives of the Disability and Learning Resource Center) and others in the Office of Student Affairs, such as representatives of Residence Life, Academic Advising, and Campus Life.

While the School endeavors first and foremost to connect students with support so that they are able to function effectively as students, separation of a student from SAIC may be necessary if the student's behavior renders them unable to effectively function in the SAIC community; for example, without harming others, or disrupting the SAIC community. Whenever appropriate, a student will first be encouraged to take a Voluntary Leave of Absence (see the SAIC Bulletin for more information) before the Involuntary Withdrawal Policy is implemented.

This policy does not take the place of the Student Conduct Procedures that are initiated in response to any violation(s) of SAIC's Rules of Conduct.

## Criteria for Involuntary Withdrawal

This policy may be initiated if a student is unable or unwilling to request a Voluntary Leave of Absence and such a leave may be necessary because the student's behavior renders them unable to effectively function in the SAIC community; for example, without harming others, or disrupting the SAIC community. The process will include an individualized assessment of the student's present ability to effectively function at SAIC that relies upon the most current medical knowledge and/or the best available information. Among the factors considered in this assessment are the nature, duration, and severity of the risk.

## Procedures

The dean of student life, or designee (referred to as "the dean" for the remainder of this policy) may be alerted if a student's behavior renders them unable to effectively function in the SAIC community; for example, without harming others or disrupting the SAIC community. The source of this information may be varied (e.g., through observed behavior or by reports) from faculty, staff, or students. If the dean deems it appropriate, the following procedures will be initiated:

- 7. Notification:** The dean will notify the student that the Involuntary Withdrawal procedures are being initiated. The dean will discuss with the student the procedures related to the Involuntary Withdrawal process. Whenever appropriate, the student will be encouraged to voluntarily withdraw from SAIC.
- 8. Interim Suspension:** In extraordinary circumstances, the dean may suspend a student and/or restrict the student's access to campus for an interim period pending a final decision on the Involuntary Withdrawal. Under such circumstances, the dean will notify the student of the reasons for the interim suspension and the student will be given an opportunity to appeal. After considering the student's appeal, the dean may confirm or cancel the interim suspension.
- 9. Review of Information:** When considering an Involuntary Withdrawal, the dean will conduct an individualized assessment, reviewing the most current medical knowledge and/or the best available information. This may include, but is not limited to, consultation with qualified personnel in the SAIC

Wellness Center and/or requesting the student's consent to their health care providers or others releasing information related to the Involuntary Withdrawal process.

10. **Independent Evaluation:** The dean may also require the student to participate in a mental and/or physical health evaluation by an independent health care provider chosen by SAIC if the dean believes it will facilitate a more informed decision regarding whether the student's behavior renders them able to effectively function in the SAIC community; for example, without harming others or disrupting the SAIC community.
11. **Student's Opportunity to Provide Relevant Information:** The student will be given the opportunity to provide relevant information and/or make suggestions for reasonable modifications short of an Involuntary Withdrawal from SAIC.
12. **Decision:** The dean will make a decision and inform the student in writing. The decision may include, but is not limited to, the following outcomes:
  - The student remains enrolled with no conditions;
  - The student remains enrolled subject to conditions that are designed to eliminate or mitigate the student's behavior that renders them unable to effectively function in the SAIC community; for example without harming others or disrupting the SAIC community
  - The student is placed on an Involuntary Withdrawal (including the conditions, if any, under which the student may seek to return to SAIC).
13. **Appeal:** The student may appeal this decision within five (5) days of their receipt of the decision. An appeal must be made in writing, must be submitted to the dean, and must state the basis for the appeal. If a designee of the dean made the initial decision, then the dean will review the available information and render a final decision. If the dean made the initial decision, then the appeal will be decided by the Vice President and Dean of Student Affairs.

## Returning to Campus—Conditions for Re-enrollment

1. **Involuntary Withdrawal:** A student who has been involuntarily withdrawn from SAIC may not be on campus, attend SAIC events, and/or register for classes. A student seeking to return from an Involuntary Withdrawal must demonstrate that they have satisfied the specified conditions under which the student may seek to return to SAIC. To do so, they must schedule a meeting with the dean to review those conditions no later than six weeks prior to the start of the semester in which the student seeks to enroll. If, at that time, the dean believes that SAIC must assess whether the student's behavior continues to render them unable to effectively function in the SAIC community; for example, without harming others or disrupting the SAIC community, the dean will proceed with the Involuntary Withdrawal procedures set forth above.
2. **Voluntary Leave of Absence:** Students who go on Voluntary Leave from SAIC and have engaged in behavior that renders them unable to effectively function in the SAIC community; for example, without harming others or disrupting the SAIC community are required to meet with the dean prior to re-enrolling at SAIC. The purpose of the meeting is to determine if SAIC must conduct an individualized assessment of whether the student's behavior continues to render them unable to effectively function in the SAIC community; for example, without harming others or disrupting the SAIC community. If such an assessment is deemed necessary, the dean may initiate the Involuntary Withdrawal procedures set forth above.

## UNATTENDED ITEMS

Any personal property or other items left unattended or in SAIC space after the end of a contract (e.g., studio agreements, residence hall housing contracts, and locker agreements), will be considered

abandoned property. SAIC has no obligation to store such abandoned property and instead reserves the right to dispose of such abandoned property in any manner it deems appropriate.

## **LOCKER POLICY**

Degree-seeking students and students-at-large who are registered for classes can register through SAIC Self-Service for one campus locker. Only one locker may be registered per person. To obtain a locker, log in to SAIC Self-Service from the SAIC website. To view the list of available lockers, click on the link for Other Services and then click on Student Locker.

Non-degree students seeking a locker and those with special requests may make such requests to the Office of Student Affairs at [studenthelp@saic.edu](mailto:studenthelp@saic.edu). The email should include the student's name, ID number, and the building, floor, and locker number desired for registration. The locker will not be considered registered until the student receives a confirmation email. Approval of these requests are based on availability with priority given to degree-seeking students and students-at-large.

Once the locker registration is confirmed, a lock must be placed on the locker and remain in place while the student is using the locker. At any point if an unregistered locker is found locked, the lock will be cut and the contents disposed of.

Locker checks occur at the end of add/drop for the fall and spring semesters. During locker checks, lockers are checked for valid registration. If an unregistered locker is found locked, the lock will be cut and the contents disposed of. If a registered locker does not have a lock, it will be released and made available to others. Locker clean outs occur twice a year at the end of the spring term and the end of the summer terms. Dates of locker checks and locker clean outs are sent via SAIC email and/or text and posted throughout campus to all students with locker registrations.

SAIC is not responsible for any articles damaged, destroyed, lost, or missing from lockers, including contents removed and disposed of after locks are cut during locker clean outs. Lockers are made available on a first come, first served basis at no charge, on the condition that students using them do not hold SAIC responsible for any claims (based on negligence or otherwise) for loss or damage to the contents. No hazardous materials may be stored in student lockers. It is recommended that nothing irreplaceable be stored in these lockers.

If a student with a disability would like to request additional lockers, please contact the Disability and Learning Resource Center at [dlrc@saic.edu](mailto:dlrc@saic.edu) or 312.499.4278. For all other questions, contact the Office of Student Affairs at [studenthelp@saic.edu](mailto:studenthelp@saic.edu) or 312.629.6800.

## **MISSING STUDENT POLICY**

In compliance with the Missing Student Notification Policy and Procedures in the Higher Education Opportunity Act of 2008, SAIC has developed this policy to respond to reports of missing students. SAIC takes reports of missing students seriously. If a student suspects another student is missing, they should immediately notify Campus Security at 312.899.1230. Campus Security, working with the Office of Student Affairs staff, will investigate any report of a missing student. We encourage all students to identify an emergency contact and update their information online in Self-Service.

### **For Students Who Reside in SAIC Residence Halls:**

Residents have the option to identify a confidential contact that will be notified within 24 hours if the student is determined to be missing by Campus Security. They may do so by contacting the Residence Life office at [reslife@saic.edu](mailto:reslife@saic.edu).

If Campus Security determines a student who resides in an SAIC residence hall is missing, SAIC staff will notify the following persons within 24 hours of that determination:

- student’s emergency contact, confidential contact, and/or parents;
- parents of any student under 18 years of age (who is not emancipated);
- Chicago Police Department;
- appropriate individuals on campus.

## PARENT AND FAMILY NOTIFICATION AND RECORDS POLICY

A student’s family often serves as a valuable partner in helping the student be successful at SAIC. Students often find it helpful for SAIC staff to communicate with their family members directly. For purposes of this policy, the term family includes a student’s parents, guardians, emergency contacts, and other family members.

The Federal Family Educational Rights and Privacy Act of 1974 (FERPA) is a Federal privacy law that gives students certain rights with regard to their own education records, such as the right to inspect and review their own records. To protect a student’s privacy, the law generally requires schools to ask for written consent from the student before disclosing personally identifiable information from that student’s records to others. To facilitate contact with a student’s family and supports, students are strongly encouraged to sign the FERPA Student Authorization to Release Information Form (found at [saic.edu/academics/registration-records/records/ferpa](http://saic.edu/academics/registration-records/records/ferpa)) to identify specific family members or other external supports with whom SAIC may share student-specific information. By completing and returning this form, a student consents to SAIC’s disclosure of information from their student records to the person designated on the form.

FERPA does permit schools to disclose student information without consent under the following circumstances (referred to as exceptions).

**Directory Information:** SAIC may disclose “directory information” without a student’s written consent. SAIC designates the following as “directory information”:

- Student name(s)
- Student address(es), electronic address(es) (email) and telephone number(s)
- Dates of admission/attendance
- Academic program
- Degrees and awards received
- Participation in officially recognized activities
- Previous institutions attended
- Date and place of birth
- Expected graduation date
- Hours enrolled and enrollment status (full-time, part-time, not enrolled, and/or withdrawn and date of withdrawal)

If a student wishes to have their directory information withheld, they must submit a written request to the Office of Registration and Records. Students may give such notice at any time, but it will only be effective prospectively. Students must be currently enrolled to make this request.

**Dependent Status:** If the student is a dependent of a parent or guardian for tax purposes, then SAIC may disclose information from that student's education records to the parent or guardian of the student.

**Health and Safety Emergencies:** SAIC reserves the right to notify a student's family when it reasonably believes that there is a health or safety emergency. This includes, but is not limited to, hospitalizations, hospital transports, serious physical or mental health conditions, situations in which a student is absent from campus for a prolonged period, situations in which a student is believed to be missing, or when, in SAIC's judgment, the health or well-being of the student or others may be at risk.

**Change of Status:** A change in student status may occur voluntarily or as a result of disciplinary action or unsatisfactory academic progress. A change in status may include a student being placed on probation, suspended, required to withdraw, or expelled.

- **Enrollment Status:** SAIC may notify a student's family if they are placed on academic probation, academically suspended, dismissed, required to withdraw, or withdraw voluntarily.
- **Student Conduct Status:** SAIC may notify a student's family in certain situations related to student conduct concerns including, but not limited to:
  - when the student is under 21 years old and found to have violated a law, rule, or policy governing the use or possession of alcohol or a controlled substance;
  - when the student is found in a student conduct proceeding to have committed a crime of violence or non-forcible sex offense;
  - when the student is placed on disciplinary probation, suspended, or dismissed from SAIC.

**Arrests:** Arrest information is public information and is not considered part of a student's educational record. The family of the student may be notified if it comes to SAIC's attention that a student has been arrested.

**Legitimate Educational Interests:** A student's education record may be disclosed to school officials with legitimate educational interests. A school official is a person employed by SAIC in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of governors or trustees; or a student serving on an official SAIC committee, such as a student conduct board meeting. A school official also may include a volunteer or contractor outside of SAIC who performs an institutional service or function for which SAIC would otherwise use its own employees and who is under the direct control of SAIC with respect to the use and maintenance of personally identifiable information from education records, such as staff in Campus Security, facilities, or campus dining. It also includes attorneys, auditors, and collection agents and students volunteering to assist another school official in performing their tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill professional responsibilities for SAIC.

SAIC may also disclose education records without consent to officials of another school at which a student is enrolled or seeks to enroll.

## Notification of Rights Under FERPA

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

1. The right to inspect and review education records within 45 days after the day SAIC receives a request for access. Students should submit a written request that specifically identifies the record(s) they wish to inspect to the Director of Registration and Records. The Director of Registration and Records will make arrangements for access and notify the student of the time and place where the records may be inspected. To make this request, students may use the FERPA Student Request for Records Form, available from the Director of Registration and Records.

2. The right to request the amendment of their education records if they believe them to be inaccurate. Students should submit any such request in writing to the Director of Registration and Records. They must clearly identify the part of the record they want changed and specify why it should be changed. SAIC will review the request and notify the student of its decision. If SAIC decides not to amend the record as requested, SAIC will notify the student of their right to a hearing regarding their request for amendment. Additional information regarding the hearing procedures will be provided to the student at that time.
3. The right to file a complaint with the US Department of Education concerning alleged failures by SAIC to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, US Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202.
4. The right to provide written consent before SAIC discloses personally identifiable information from their education records, except to the extent that FERPA authorizes disclosure without consent.

To provide written consent to a disclosure, students may use the FERPA Student Authorization to Release Information Form as described above.

More information on the requirements of FERPA and other exceptions to FERPA is available on the Family Policy Compliance Office's FERPA webpage: [ed.gov/policy/gen/guid/fpco/ferpa/index.html](https://ed.gov/policy/gen/guid/fpco/ferpa/index.html). Questions regarding FERPA should be directed to the Director of Registration and Records.

## RESTROOM INCLUSION

SAIC recognizes the human dignity of all its students, faculty, staff, and visitors. SAIC is committed to providing equitable access to campus restrooms. SAIC values gender as being broader than a female/male binary and is inclusive of multiple gender identities. Individuals are allowed to access restrooms in alignment with their gender identity. In addition, gender-neutral restrooms are open for people of all identities and expressions, as well as people who have ability, sensory, and privacy needs.

For more information and resources for transgender and gender nonconforming students, including locations of gender-neutral restrooms and options for specifying pronouns and chosen name, visit the Multicultural Affairs website at [saic.edu/life-at-saic/multicultural-affairs/student-resources/lgbtqia](https://saic.edu/life-at-saic/multicultural-affairs/student-resources/lgbtqia).

## ON AND OFF CAMPUS EVENT POLICY

Events are an important part of campus life. They give community members an opportunity to get involved, create, benefit from learning opportunities, and meet other community members who share their interests. To best facilitate requests to conduct events, SAIC requires that such requests be submitted for review and approval. This review process is intended to ensure that the proposed events are consistent with SAIC's mission, to limit overlapping events, and to allocate proper resources across events. Any event taking place on campus must have the sponsorship of a registered SAIC student group or academic/administrative department.

### Who is covered by this policy?

This policy outlines the proposal process that applies to student groups/organizations or individual students working with academic/administrative departments who wish to conduct events or meetings on or off campus. For the purposes of this policy, the Events Sponsor is either the student group/organization or the academic/administrative department who organizes the event and they are responsible for overseeing the proposal, planning, and implementation of the event. Prior to submitting an event request, the Event Sponsor must have the support of its advisor or academic/administrative department.

## What is considered an event?

For the purposes of this policy, any gathering, including a meeting, in-person event, or virtual event that is planned, sponsored, or advertised by students is considered an event.

## Proposing an Event

To begin the event approval process, an event proposal must be submitted in 25Live ([25live.collegenet.com/pro/saic](https://25live.collegenet.com/pro/saic)) with the appropriate Event Sponsor selected. Event Sponsors are encouraged to submit the proposal as soon as possible. The proposal process is intended to help the Event Sponsors ensure that the event meets the expectations outlined in this policy, and to advertise approved events in a central location on MySAIC.

Once an event proposal is submitted, SAIC staff will review the proposal to ensure the event meets all guidelines. If not, they will work with the Event Sponsor to recommend adjustments that will comply with SAIC policies and guidelines. SAIC's expectations for proposals and the events themselves include:

- The information included is accurate and complete;
- The event proposal has been submitted on or before the required deadline (see below);
- The event will not cause disruption of SAIC operations or interference with other SAIC activities.

For more information or tips about planning, marketing, and implementing events at SAIC, students may refer to the Student Group Handbook. The following sections provide more information about events, including who can sponsor events, the different types of events, how to reserve space on campus, and the event approval process.

## Event Types

There are many types of events, and they are described in detail below. A proposed event may meet the criteria of multiple event types. Depending on the applicable event type or types, the approval process may entail additional steps to ensure there is no disruption of SAIC operations or interference with other SAIC activities. More detail about the event approval process is described in the Event Approval Process section of this policy below. Any event that is a hybrid event (both in person and virtual) should follow the timeline for an in-person event. Campus Security reviews all events to ensure the safety of the community and there is no disruption of SAIC operations or interference with other SAIC activities.

**Weekly Meeting.** A Weekly Meeting is a meeting of a student group that involves inter-group discussion and planning. Typically, a Weekly Meeting is only attended by members of the group or students that are interested in joining the group.

**Tabling Event.** A Tabling Event is a request to distribute information or have a table to distribute information or raise awareness about an issue or event.

**Internal Event.** An Internal Event is exclusively attended by members of the SAIC community (faculty, staff, students, and alums with a valid SAIC alumni ID) and is open to 100 people or less.

**Semi-Private Event.** A Semi-Private Event is attended by members of the SAIC community (faculty, staff, students, and alums with a valid SAIC alumni ID) and a small number of external guests (15 or less).

**Public Event.** A Public Event is an event that is open to more than a small number of individuals from outside of the SAIC community. If external attendance at an event is expected to be more than 15 people from outside the SAIC community, the event will be considered a Public Event.

**Large-Scale Event.** A Large-Scale Event is an event where more than 100 people are expected to attend.

**External Speaker Event.** An External Speaker Event is an event where someone who is not currently an

SAIC student, faculty, or staff member facilitates or presents at the event.

**Off-Campus Event.** An Off-Campus Event is an event that takes place in a space not owned or leased by SAIC or AIC.

## Event Approval Process

The Event Sponsor should submit the event proposal to 25Live with complete event information prior to the event review.

Students may contact the Assistant Director of Campus Life if they would like to speak to a staff member regarding the event prior to finalizing the above information.

Event Sponsors are expected to monitor the progress of their proposals via 25Live and respond to any clarifying questions asked by the reviewer through 25Live. Reviewers may also contact the Event Sponsors by email or phone. Event Sponsors are encouraged to set up email notifications via 25Live so they are notified should a staff member comment on the event.

There are three possible outcomes to the review process:

1. **Approved.** If the event is approved, the Event Sponsor may start advertising and implementing their event on campus. SAIC staff may contact the Event Sponsor to make final logistical arrangements as the event approaches. After an event is approved, if the details of the event change, Event Sponsors are required to update the 25Live event proposal and email Campus Life at [stulife@saic.edu](mailto:stulife@saic.edu). Changes to an event may result in the event no longer being approved.
2. **In Review.** For some events, the details provided may not provide enough information for the event to be immediately approved. In these situations, staff reviewing the event will contact the Event Sponsor via 25Live, or by phone or email to ask clarifying questions.
3. **Denied.** If the event is denied, the Event Sponsor will be notified of the reason and may have the opportunity to work with SAIC staff to develop solutions to address the concerns. These solutions may include providing more information about the event or changing aspects of the event, e.g. date, location.

## Event Review Board and Approval Timeline

The Event Review Board will review the event submissions for final approval.

Event Sponsors are encouraged to submit their events via 25Live as soon as possible. Later event submissions will generally allow for less time to resolve any concerns with the event proposal. The timeline below describes the latest an event can be submitted and still have the potential to be approved. If an event meets the criteria for multiple event types, the Event Sponsor should follow the timeline for the type with the longest approval timeline. Should an Event Sponsor miss the deadline, the event will need to be rescheduled. However, at times, events may be approved on a shorter timeline when there are extenuating circumstances or in the beginning of the term. If an Event Sponsor would like to discuss submitting a program on a shorter timeline, they should contact Campus Life at [stulife@saic.edu](mailto:stulife@saic.edu).

Business days are Monday–Friday, excluding holidays when SAIC is closed.

- **Weekly Meeting/Tabling Event:** 5 business days
- **Internal Event/Semi-Public Event:** 10 business days
- **Large-Scale Event/External Speaker/Public Event/Off-Campus Events:** 20 business days

## Events with External Speakers/Presenters



If an Event Sponsor wishes to bring in an external speaker, they must submit a short bio of the speaker and a general description of the topic or topics to be covered during the presentation through the 25Live form. SAIC reserves the right to relocate or reschedule an external speaker should it determine that, based on the best information available, the event will likely cause disruption to normal SAIC operations, interfere with SAIC activities, or pose safety concerns to the SAIC community. Students or student groups/ organizations are not allowed to enter into a contract on behalf of SAIC and should consult their faculty/ staff advisor should a contract be necessary.

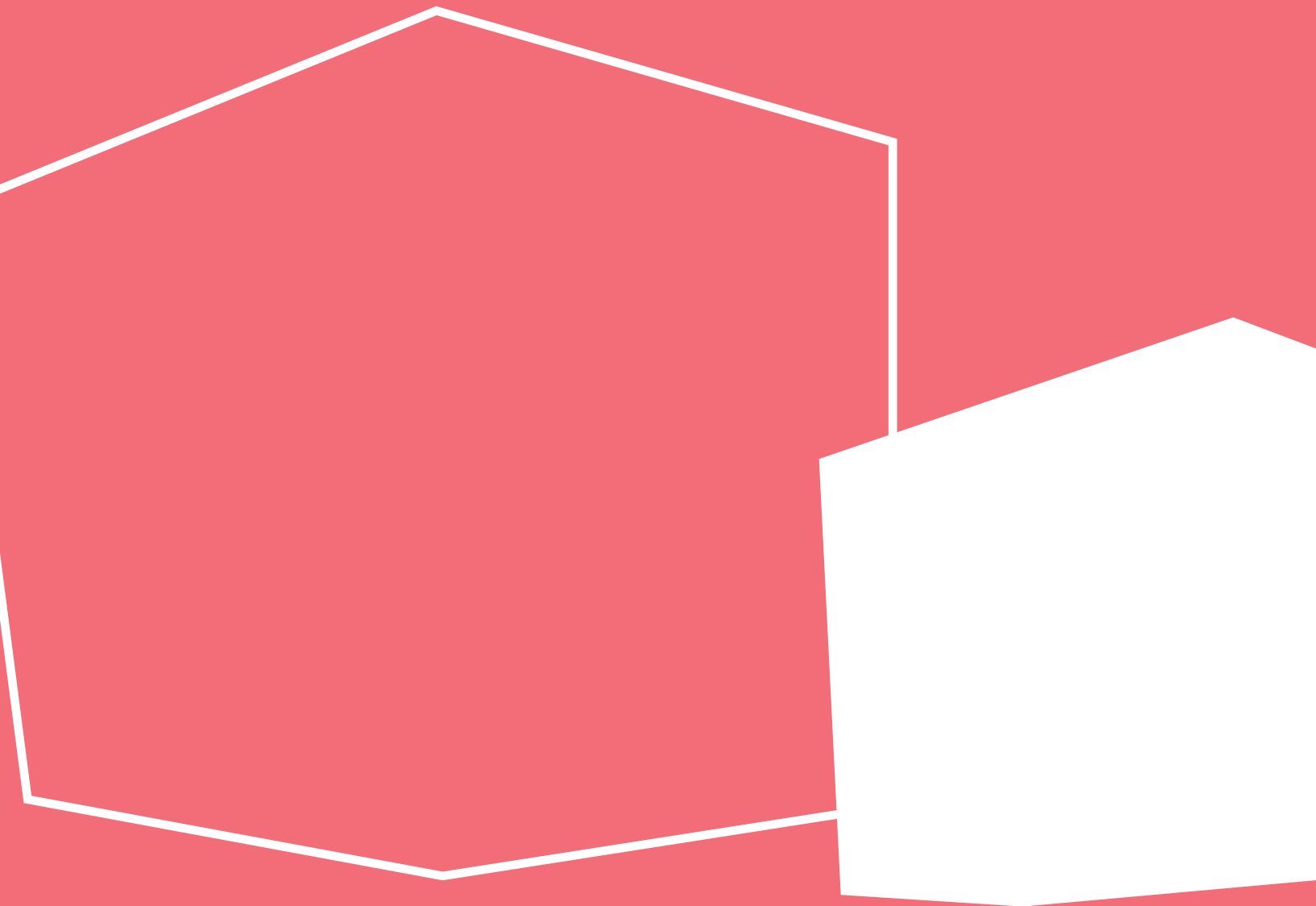
## **Event Conflicts**

In serving the academic mission of SAIC, there are certain dates where additional programming is prohibited in order to avoid conflicts with important programs that complement the classroom experience.

## **USE OF THE SCHOOL OF THE ART INSTITUTE OF CHICAGO'S NAME AND LOGO**

No individual student, group, or organization may use the name or logo of the School of the Art Institute of Chicago (SAIC) or the Art Institute of Chicago (AIC) or otherwise suggest official sponsorship by or affiliation with the SAIC or the AIC without prior written authorization. Individual students, groups, and organizations should contact Campus Life to begin the approval process for using SAIC's name and logo. This applies to the use of either the name or logo on applications for credit or funding proposals, in addressing legal situations, on social media, or in making policy or position statements to the media, among other situations. Use of an altered SAIC logo for visual identity is prohibited. SAIC approval or disapproval on any policy or position may not be stated or implied by the individual or group. Additional resources including downloadable artwork files, templates, and editorial guidelines, can be found on SAIC's branding website at [saic.edu/brand](http://saic.edu/brand).

# Resources and Procedures



## ART SCHOOL CONSIDERATIONS

Art School Considerations (ASC) is designed to help students realize projects that may present health, safety, legal, or other challenges to the artist and/or members of the SAIC community. ASC provides an avenue for students to make and present potentially challenging work on campus and at SAIC-sponsored events.

SAIC is committed to fostering interdisciplinary art practices and pushing creative and intellectual boundaries. Understanding that risks to students and the greater SAIC community can arise, ASC establishes a process to review student projects that may present potential health, safety, legal, or other concerns to the student or the SAIC community. The primary objectives of ASC are to:

- Provide timely guidance regarding the realization of proposed student art in a variety of settings, including the classroom, SAIC gallery spaces, and other SAIC public spaces, as well as off-campus;
- Engage students in a professional dialogue about aspects of their project and how the work can be realized for student success;
- Identify alternatives that will allow the student to proceed with projects in a way that preserves their vision for the work while mitigating risk to the artist and/or the SAIC community.

### Process Overview

Students should consult the ASC checklist, found below, to identify examples of projects that may present a health, safety, legal or other type of concern. The ASC list should be consulted during the conceptualization phase of a project, and at any point thereafter when details are adjusted. If a project involves any of the items on the checklist, or other potential risks, discuss the project with a faculty member, gallery staff member, or shop staff member most closely associated with the project. Faculty and staff members may make recommendations to the student or refer the proposed project to ASC. Students, faculty, and staff may always contact ASC by emailing [asc\\_saic@saic.edu](mailto:asc_saic@saic.edu).

### Art School Considerations List

**Anything You Are Unsure about:** ASC is first and foremost a consultation resource of professionals with decades of combined experience in helping students realize ambitious and complex creative projects in a safe and educational manner. Even if a project does not neatly meet any of the criteria mentioned below, consultation requests from students, faculty, and staff on any work which may have safety or other community-related implications are welcome. A representative from ASC will review all inquiries and ensure the right support staff are engaged in responding.

**Food, Liquids, and Controlled Substances:** food, water, alcohol, other liquids, prescriptions and over the counter medications.

**Chemicals and Hazardous Materials:** potentially hazardous materials requiring special handling, ventilation, large amounts of materials/supplies not typically used, or that are generally prohibited.

**Biomatter, Bloodborne Pathogens (BBP), and Organic Materials:** live animals, untreated hides, taxidermy, biomatter (living or recently living organisms), bloodborne pathogens (BBP): blood, urine, or other bodily fluids, decomposing materials, plants, soil, sand, rocks.

**Performative:** audience interaction/audience participation, actions that may place duress on the body.

**Weapons:** weapons or objects that resemble weapons.

**Potentially-Sensitive Content:** work which may reasonably be foreseen to result in a strong level of emotional distress or perception of threat in the viewing audience generally or in individual member(s) of an audience.

**Structures and Kinetics:** unprotected sharp edges, points, moving components, pedestals, heavy or unstable objects, installations outside the gallery or classroom, objects hanging from above, building a wall or altering a wall, overhead enclosures (tents, roofs, etc.), window coverings.

**Electrical and Sound Levels:** bare wiring, spliced wires, invented or altered electrical items, sound levels and frequency.

**Alternative Spaces:** SAIC public spaces, stairways, hallways, elevators, sidewalks, exterior facing windows, ceilings, pipes, sprinkler systems, any area of the museum.

**Fire and Safety:** candles, open flames, fire extinguishers, exit signs, alarm systems as artwork, potential tripping hazards, projects that block egress.

**Community and Courtesy:** confidentiality, privacy & anonymity, permissions, copyrights, public interaction.

## SECURITY

[saic.edu/life-at-saic/campus-security](http://saic.edu/life-at-saic/campus-security)

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, monitors building access and emergency preparedness and response, and issues campus security alerts in an effort to promote a safe and positive atmosphere at SAIC.

**Security 24-Hour Emergency Number: 312.899.1230**

### 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 phone in an SAIC building that has a red sticker next to the button with the word “emergency”, or by 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.

## Security Desk Non-Emergency Numbers

162 N. State St. Residences Desk	312.846.2100
7 W. Madison St. Desk (Jones Hall)	312.516.5300
59 E. Van Buren St. (The Buckingham)	312.516.5300
280 S. Columbus Dr. Desk (Columbus Drive Building)	312.443.3760
112 S. Michigan Ave. Desk (MacLean Center)	312.345.3528
37 S. Wabash Ave. Desk (Sharp Building)	312.899.1210
33 S. State St. Desk, 12th floor (Sullivan Center)	312.629.6199
36 S. Wabash Ave. Desk, 12th floor (Sullivan Center)	312.629.6197
33 E. Washington Desk, 7th floor (Sullivan Galleries)	312.845.5900
116 S. Michigan Ave. Desk (Lakeview Building)	312.499.9422

## Lost and Found

37 S. Wabash Ave., room 704 (Sharp Building)	312.629.9180
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## Campus Security Alerts

Campus Security alerts provide notice to the campus community of serious incidents of crime or situations that pose an immediate threat to our community. Campus Security alerts are distributed through text messages, voice messages, and/or email. Campus Security alerts may also be distributed through the internal public address systems in each building or via postings within the buildings. The alerts are intended to inform students, faculty, and staff of potential dangers. When issued, a Campus Security alert will provide a brief summary of the incident, when and where it occurred, and a description of the offender or suspect, if applicable.

### **SAIC Emergency Communications**

SAIC has contracted with Rave Campus Messenger to provide emergency notification services to the School community. The SAIC Emergency Messaging System is available to all students, faculty, and staff of SAIC. All students and employees are registered for this service. You may choose to opt out of receiving text or phone messages when prompted by the opt-out text message sent at the beginning of the fall semester or by logging in to Self-Service.

## Incident Assessment Team

The Incident Assessment Team (IAT) is comprised of professionals from departments across campus who review conduct that could precede or follow a violent event. IAT conducts threat assessments, addresses concerning, dangerous, or threatening behavior on campus, and provides guidance and best practices for preventing violence. IAT has access to a range of support services for students, faculty, and staff members that includes mental health services, crisis management, and comprehensive services for those affected, whether provided on campus or by accessing available community resources. SAIC faculty, staff, and students are strongly encouraged to report concerning, violent, potentially violent, or threatening behavior,

in a timely manner to Campus Security at the numbers listed directly above. In an emergency, contact the Campus Security 24-hour emergency number at 312.899.1230.

## **Annual Security and Fire Safety Report**

The School of the Art Institute of Chicago's Annual Security and Fire Safety Report includes statistics for the previous three calendar years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by SAIC and on public property within, or immediately adjacent to and accessible from, the campus. This report also includes fire-related statistics for the previous three calendar years and a description of the fire systems for each on campus student housing facility.

In addition, the report includes institutional policies concerning campus security, such as policies on drug use, crime prevention, the reporting of crimes, sexual assault, fire safety, procedures for evacuation, fire safety education and training programs, and other matters. Because the School and museum are both part of the same legal entity, the report is made available to all students and employees of the Art Institute of Chicago. Students can obtain a copy of this report by contacting the Campus Security office or by accessing [saic.edu/clery](http://saic.edu/clery).

Current and prospective students and employees may request a paper copy of this report by contacting the Campus Security Office at 37 South Wabash Avenue, room 707, Monday through Friday, between 9:00 a.m. and 3:00 p.m., at 312.899.7446 or by emailing John Pack, Executive Director of Campus Security, at [jpack@saic.edu](mailto:jpack@saic.edu).

## **Drug-Free Schools and Communities Act**

In accordance with the Drug-Free Schools and Communities Act Amendments of 1989 (PL 101-226), SAIC distributes a notice detailing the laws, risks, and treatments associated with drug and alcohol abuse. The notice is distributed every September to all students and employees. Because this notice is only one means of communicating this information, we encourage students to contact any member of the Office of Student Affairs staff for further information or counseling. We encourage employees to contact a representative of the Human Resources department for further information or counseling. You may obtain a copy of this notice by contacting the Campus Security office, or by accessing the following link: [saic.edu/about/consumer-information](http://saic.edu/about/consumer-information).

## **Building Access Policy**

All students, faculty, and staff are required to scan their ARTICard identification card at the security or reception desk before entering a campus building. Visitors must check in at the desk and show a valid government issued photo ID. The hours of access are from 7:00 a.m. until midnight during the fall and spring semesters, and from 7:00 a.m. until 10:00 p.m. during the summer and winter terms.

During the fall and spring semesters, students with a current ARTICard ID must have overnight access for a specific room that is approved by their department in order to remain beyond midnight. During summer and winter terms, everyone must leave the building by 10:00 p.m.

An ARTICard does not permit a student to bring visitors into the museum without charge. Students can receive up to three free museum tickets per semester for their guests and family members. Tickets can be picked up at the Campus Life office on the 12th floor of the Sullivan Building (36 South Wabash Avenue) with a valid ARTICard.

## **Overnight Access**

All students and employees may access the academic buildings after 11:00 p.m. during the fall and spring

semesters by scanning their ID at the front door AND the security desk. We ask that everyone who will be in the building after 11:00 p.m. complete the Overnight Building Access Form (<http://bit.ly/saicovernight>). In this way we can know where they are in the building in the event of an emergency. Overnight access may not be used for sleeping in the buildings. Access to individual departmental spaces inside of each building is arranged through each academic department's Administrative Director with the ARTICard Office. Students are advised that it may be dangerous to leave the building late at night.

## **SAFERIDE**

SafeRide is an on-demand, ride-sharing service provided by SAIC in partnership with TransLōc. SafeRide is available from 9:00 p.m. to 5:00 a.m. during the fall and spring semesters. Riders can watch their vehicle live, receive notifications as it approaches, and change or cancel their request. Use the TransLoc app to request a ride. Visit the SafeRide site ([sites.saic.edu/saferide/](http://sites.saic.edu/saferide/)) for complete details.

## **SAFEWALK**

As an alternative to walking alone, SAIC provides a walking escort between campus buildings and nearby bus and train stops. This service is available throughout the year, 24-hours per day, 7-days per week. Students and employees may request an escort at any SAIC security desk. A security officer will be dispatched to your location on campus to walk with you between campus buildings. Escorts should be requested at the Security Desk approximately 10 to 15 minutes before you would like to leave.

## **Access Keys and Cards**

Students who have been authorized to use nonpublic spaces on campus can get access to checkout key cards on a daily basis. Checkout key cards are signed out from the security desk in the building where the space is located (with valid ID) and must be returned to the security desk before leaving the building each day. To reduce the possibility of theft, students should never loan a key card to anyone.

## **Security Reminders**

### **Lost and Found**

Students can bring found items to the security desk, and check with them if they have lost something at school that day. All items are moved to the Campus Security Lost and Found office, Sharp Building, 37 South Wabash Avenue, 7th floor for safekeeping after the first day. The phone number for Lost and Found is 312.629.9180.

### **Large Packages and Parcels**

Get an equipment pass from the authorizing department before taking school property out of the building. SAIC reserves the right to examine all packages and parcels leaving the building.

### **Visiting the Museum**

Visit the Art Institute of Chicago museum as often as possible. Admission is free with a valid ARTICard. However, backpacks and any large items in excess of 13x17 inches are not allowed in the galleries to protect the collection. The following items are also not allowed in the galleries:

- Art materials other than pencil (including ink pens)
- Backpacks and backpack baby carriers
- Bags, camera bags, or purses larger than 13 x17 inches

- Shopping bags
- Flowers or balloons
- Food or drink
- Toys
- Tripods, flash attachments, video cameras, or selfie sticks
- Umbrellas (small umbrellas can be stowed in bags)
- Wrapped packages (gifts)

For pencil sketching in the museum, please consult with the security officer in the appropriate gallery. Paper and pads must be no larger than 13 x 17 inches. Easels, stools, or anything that interferes with movement in the gallery are not permitted. Flash, tripods, monopods, handheld microphones, selfie sticks, and other extraneous equipment are not allowed in the galleries.

### **In Case of Severe Weather**

Listen to area radio reports for school closings in the event of severe weather conditions. Alerts may also be issued via text message as part of SAIC's Emergency Messaging System.

### **Parking**

Be aware of parking options before deciding to drive to SAIC. Some metered street parking is available nearby, but may become costly. The Monroe Street Parking Garage, one block north of the Columbus Drive building, has relatively inexpensive rates.

### **Theft**

Report any theft to the security desk immediately. The cooperation of the entire community is needed to prevent thefts. SAIC will at no time be responsible for theft or damage to personal property. Theft of property is a policy violation as defined in the Rules of Conduct.

### **Security Cameras**

Security cameras are located throughout campus, including in public spaces in the residence halls. Campus Security maintains the video from these security cameras for a limited amount of time.

### **Children**

Children can be exposed to numerous potential safety and health hazards within the art school. These hazards can involve paints, solvents, chemicals, falling or sharp objects, power tools, welding, dust, fumes, and exposure from the art medium being used, etc. Given these risks, it is the policy of SAIC to not allow minor children in the graduate studios, shops, and other departments such as foundry, ceramics, power saw shops, welding and cutting, etc. where they could be exposed to increased risk of injury (this list is not meant to be all-inclusive).

## **Loading Docks**

Students may use the loading docks at each building if they need to move extraordinarily large or heavy packages in and out of the buildings. Idling is not permitted. It is recommended that trucks have a lift gate. When parked all cars/trucks should have their hazard lights on. All drivers must provide their own carts. No trucks with a height of greater than 13 feet will be permitted. Straight trucks are preferred.

**Contact the dock coordinator at 312.446.1441 at least 48 hours in advance of the anticipated delivery to make delivery arrangements. After the dock coordinator is called, please allow 10-15 minutes for a response.**



SAIC reserves the right to tow any vehicle parked on a loading dock for more than 15 minutes, unless prior arrangements have been made with the dock coordinator. SAIC reserves the right to revoke loading dock access for students and employees who abuse loading dock privileges.

### **MacLean Center**

112 S. Michigan Ave.

Monday–Friday, 7:00 a.m.–3:00 p.m.

Security Desk: 312.345.3528

All deliveries must be received through dock in rear alley.

### **Sullivan Center**

36 S. Wabash Ave.

SAIC hours: Monday–Friday, 7:00 a.m.–3:30 p.m.

Sullivan Center hours: Monday–Saturday, 6:30 a.m.–10:30 p.m.

All deliveries must be coordinated with SAIC staff/Sullivan Center facilities.

State Street Dock

All elevators travel to SAIC floors 7, 12, and 14

Wabash Avenue Dock

One (small) elevator travels to SAIC floors 3, 7 (lower level), 12, and 14

Two (large) freight elevators travel to SAIC floors 7, 12, and 14

### **Sharp Building**

37 S. Wabash Ave.

Monday–Friday, 7:00 a.m.–3:00 p.m.

Security Desk: 312.899.1210

No parking in alley. All deliveries must be received through Legacy Dock just north of our door.

### **Columbus Drive Building**

280 S. Columbus Dr.

Monday–Friday, 7:00 a.m.–3:00 p.m.

Security Desk: 312.443.3760

When making a delivery, buzz the intercom on the Jackson Street gate and check in at the Security Desk upon entering the building.

### **Residence Halls**

To arrange large-scale deliveries/pick-ups that require the use of a loading dock/loading space in the residence halls, please contact the Residence Life office at 312.629.6870. Students must contact the Residence Life office at least two business days in advance of the delivery in order to arrange the delivery or use of a loading dock/loading space.

## **STUDENT APPEALS TO NON-DISCIPLINARY ISSUES**

In this section, the processes for students to appeal four distinct types of issues are outlined: (1) Grievance Procedures for Accommodations; (2) Grade Appeals; (3) Academic and Refund Review Board to request exceptions to SAIC’s academic, refund, and administrative policies; and (4) Student Employment Appeals.

### **Section 504/ADAAA Grievance Procedure for Accommodations**

Once a student submits documentation of a disability to the Disability and Learning Resource Center (DLRC) reasonable accommodations specific to the student’s individual needs will be provided upon request. However, in some instances a request for an accommodation may be denied. If a student disagrees with DLRC’s decision regarding the denial of an accommodation request, the student has the right to file a grievance.

These procedures apply only to grievances concerning accommodations. These procedures do not apply to students who feel they have experienced discrimination due to a disability. Procedures for addressing discrimination complaints are set forth in the Discrimination, Harassment, and Retaliation Policy.

**Informal Grievance Procedure:**

A student who disagrees with a decision made about an accommodation is encouraged to first discuss their concern(s) with the director of the DLRC. The DLRC staff believes in the importance of an interactive process with students with disabilities to determine reasonable accommodations. Discussions about accommodations are always welcomed. If the student with a disability is still not satisfied with the accommodation decision after discussion, they may file a formal grievance as set forth below.

**Formal Grievance Procedure:**

- A. A student who wishes to file a formal grievance about an accommodation decision should submit concern(s) in writing to the dean of the Wellness Center. Upon receipt of this notice of disagreement from the student, the dean of the Wellness Center will undertake a reconsideration of the initial decision regarding the accommodation. As part of this reconsideration, they may request additional documentation of the student's disability. After review of the available information, the dean of the Wellness Center will advise the student of their decision in writing.
- B. If the student remains dissatisfied with the determination of the dean of the Wellness Center, the student may submit a formal written appeal to the Title IX Coordinator, or designee. This written appeal should include a brief description of the disputed decision, the reasons why the student believes the decision was in error and a short description of a proposed resolution to the disputed decision.

The Title IX Coordinator, or designee, may contact other individuals (such as faculty members or administrators) to discuss the requested accommodations, and may also request additional medical documentation or an independent medical opinion (if such information has not already been obtained by the dean of the Wellness Center).

After review of the available information, the Title IX Coordinator, or designee, will advise the student of the decision in writing, stating the final determination regarding the requested accommodation and the specific reasons supporting the decision. Every effort will be made to reach this final determination in a prompt manner.

## Grade Appeals

If a student disputes a final grade of No Credit (NCR) received in a class, they must follow the procedures outlined below. Any such appeal must be submitted before the end of the add/drop period of the following major (fall or spring) semester (e.g., if a final grade was received in the fall semester, the student has until the end of the add/drop period of the spring semester to file an appeal; for spring and summer semesters the appeal must be received by the end of add/drop in fall).

Through their appeal, the student must demonstrate that despite their instructor's evaluation of their performance as below the objective standard to earn Credit (CR), they did in fact meet the standard for Credit, as set forth in the documented course requirements (e.g. syllabus).

Grounds for an NCR grade appeal may include one or more of the following issues:

- Grading based on requirements other than or different from those documented in course materials (e.g., syllabus);
- Miscalculation of the final grade or miscalculation of grade(s) for underlying course components that has the result of an overall NCR;

- The absence of documented course requirements (e.g. syllabus);
- An NCR grade which cannot be attributed to a student's failure to satisfy the documented course requirements (i.e. absence of justification)

### **Student Procedures**

1. The student should first attempt to resolve the issue through dialogue with the faculty member responsible for their grade.
2. If the student is unable to resolve the issue with the faculty member, they should fill out the 'No Credit' Grade Appeal Request form. This web-based form can be found at [saic.edu/nocreditappeal](http://saic.edu/nocreditappeal).

The completed appeal form will be routed to the appropriate department chair for review. Department chairs may, depending on the nature of the appeal, respond via an email or request a meeting with the student to further discuss their concerns. When they have completed their review, the chair will inform the student regarding their decision.

3. In the event the student is unable to resolve the issue with the department chair, and requests an additional, final round of appeal, the student should email [saicnocreditappeal@saic.edu](mailto:saicnocreditappeal@saic.edu) to request a meeting with the appropriate academic dean (or designee). In their request for a meeting with the academic dean, students should confirm they have completed a review with the appropriate chair, as this is required before an appeal to the academic dean can begin. Students may also share any additional information not contained in their original Grade Appeal Request that they feel is relevant for the academic dean to consider in the final round of appeal.
4. On receiving the email request for a Dean's Office appeal, the student's appeal materials will be routed to the appropriate academic dean (or designee) for review. The academic dean will review the materials, and invite the student for a meeting to further discuss their concerns. After reviewing all available and relevant information, the academic dean will notify the student and the faculty member of their decision in writing. This response will state the final determination of the No Credit grade appeal.

In rare and extraordinary circumstances, the academic dean (or designee), at their discretion, may permit the consideration of an appeal after the deadline indicated above. If a student is requesting an appeal after the deadline, they should complete the 'No Credit' Grade Appeal Request form and while completing their appeal also address why they did not appeal the grade by the appropriate deadline (see above) and what the rare and extraordinary circumstances are that would warrant the untimely appeal to be heard.

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

## **Academic and Refund Review Board**

In situations where a student is requesting an exception to SAIC's academic or administrative policies or procedures (other than NCR grade appeals addressed immediately above), the student should first seek a remedy directly with the individual, office, or department that is involved.

If the student cannot achieve a mutually-acceptable resolution with the individual, office, or department involved, they may appeal certain administrative and academic decisions affecting them by going to the Academic Review Board or the Refund Review Board as a final step in requesting an exception. A student may not pursue an appeal through more than one internal procedure, with the exception of appeals to the Academic Review Board and the Refund Review Board. All appeals should be filed with SAIC within one year from the date of the concern for review by the board. The appropriate appeal board/committee may, at its discretion, permit the consideration of an appeal after this time period.

### **Academic Review Board**

The Academic Review Board is authorized to consider student appeals for exceptions to SAIC's academic and administrative policies (e.g., late withdrawal with a "W" grade; academic suspension or dismissal; and exceptions to degree and certificate requirements). Exceptions will only be granted if the student can demonstrate extenuating and/or compelling circumstances. The Academic Review Board is composed of representatives from various SAIC administrative offices. The student must submit a written appeal to the Registrar's Office for consideration by the board. The form can be obtained at the Registrar's Office. The student should also submit written copies of any relevant supporting documentation. After reviewing a student's written appeal, the board may put it to a vote or, at its discretion, may designate a board member to follow up with relevant individuals, offices, or departments to gather additional information for consideration. On the basis of the student's written and any other relevant information, the board will vote on whether or not to approve the request for exception (in whole or in part) and/or whether to grant the student an alternative remedy that the board may find more appropriate. The outcome of the appeal request will be emailed to the student.

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

The student may submit a Request for Reconsideration of the Academic Review Board's decision only if the request indicates that there is new information that was not available at the time the student submitted their original appeal. A Request for Reconsideration should be in writing, state the basis for the request and be submitted to the Registrar's Office within 10 business days after receiving written notice of the initial decision. The Academic Review Board will consider any new information that was not available at the time of the original appeal and give notice of its decision to the student in writing.

### **Refund Review Board**

The Refund Review Board considers student appeals for exceptions to SAIC's refund and administrative policies. Exceptions may only be granted if the student can demonstrate extenuating and/or compelling circumstances. The Refund Review Board is composed of representatives from various SAIC administrative offices. The student must submit a written appeal to the Registrar's Office for consideration by the board. The form can be obtained at the Registrar's Office. The student should also submit written copies of any supporting documentation. After reviewing a student's written appeal, the board may put it to a vote or, at its discretion, may designate a board member to follow up with relevant individuals, offices, or departments to gather additional information for consideration.

On the basis of the student's written and any other relevant information, the board will vote on whether or not to approve the request for exception (in whole or in part) and/or whether to grant the student an alternative remedy that the board may find more appropriate. The outcome of the appeal request will be emailed to the student. A waiver of tuition approved by the Refund Review Board will require an adjustment to financial aid.

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

The student may submit a Request for Reconsideration of the Refund Review Board's decision only if the request indicates that there is new information that was not available at the time the student submitted their original appeal. A Request for Reconsideration should be in writing, state the basis for the request and be submitted to the Registrar's Office within 10 business days after receiving written notice of the initial decision. The Refund Review Board will consider any new information that was not available at the time of the original appeal and give notice of its decision to the student in writing.

## **STUDENT COMPLAINTS**

SAIC is committed to resolving student complaints in a timely and effective manner. Most concerns can be resolved by speaking directly with a specific department and/or individual. Students seeking to resolve a complaint should attempt to do this before filing a formal complaint.

If a student has a significant concern or grievance that cannot be addressed by working with a specific department or that cannot be resolved within another established SAIC policy (see Appeals and Complaint Processes below prior to submitting a complaint), they may choose to file a formal complaint with the Dean of Student Life at [studentcomplaint@saic.edu](mailto:studentcomplaint@saic.edu).

This complaint process is not an appeal to reexamine a decision made through an institutional or academic policy, nor does it serve as a replacement for another defined grievance process such as the ones described below. Please review those processes prior to submitting a complaint. Decisions made through another defined grievance process and/or policy will not be reversed or reexamined.

## Complaint Process Overview

1. Students should confirm that there is not an existing process, such as those outlined below, for resolving their issue.
2. If no such process exists, to resolve an issue, when possible, students should first speak directly with the SAIC employee responsible for the service or area of concern. They should provide that staff member time to resolve that issue.
3. If the student is not satisfied with the outcome of the initial interaction, students may submit a formal complaint by sending an email to the Dean of Student Life at [studentcomplaint@saic.edu](mailto:studentcomplaint@saic.edu). This formal complaint should include specific information about the concern, measures the student has already taken to address the concern, and what resolution the student is seeking.
4. The Dean of Student Life (or their designee) will then undertake efforts to try to resolve the student's concern. In so doing, the student may or may not receive the resolution they are seeking.

## Appeals and Complaint Processes

If a concern falls into one of the following categories, students should use the process outlined below to resolve it. If they have already utilized one of the below processes, please know that the complaint process is not an appeal to re-examine a decision made through one of these processes and will not overturn a prior decision.

### Complaint Processes

- **Title IX Reporting:** Any student who believes they have been subjected to sex discrimination, sexual harassment, sexual violence, relationship violence, or stalking should visit SAIC's Stop Sexual Violence page at [saic.edu/lifeatsaic/stopsexualviolence](http://saic.edu/lifeatsaic/stopsexualviolence) for more information regarding resources and options. SAIC's online sexual misconduct reporting form can be found at [saic.edu/reportsexualviolence](http://saic.edu/reportsexualviolence).
- **Other Forms of Discrimination and Harassment:** Any student who believes they have been subjected to discrimination or harassment based on a protected legal status other than sex, which includes sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity, should review SAIC's Discrimination, Harassment, and Retaliation Policy.
- **Grievance Procedure for Accommodations:** If a student disagrees with DLRC's decision regarding the denial of an accommodation request, the student has the right to file a grievance. More information about the process and the appeal form can be found at [saic.edu/lifeatsaic/wellnesscenter/disabilityandlearningresourcecenter/grievanceprocedureconcerningaccommodations/](http://saic.edu/lifeatsaic/wellnesscenter/disabilityandlearningresourcecenter/grievanceprocedureconcerningaccommodations/).
- **Appeal Processes**
- **Academic Appeals:** Students may request an exception to SAIC's academic or administrative policies or procedures. More information about the process can be found under the Academic and Refund

Review Section.

- **Financial Aid Appeals:** Students may appeal details about their financial aid award including grants, loans and Federal Work-Study (FWS) eligibility. To do so, students should visit or set up an appointment with a Student Financial Services (SFS) advisor by scheduling a telephone or virtual appointment online at [saic.edu/sfs](http://saic.edu/sfs) in the “Contact Us” section or contacting Student Financial Services at 312.629.6600. Additional details can be found at [saic.edu/sfsappeals](http://saic.edu/sfsappeals).
- **Grade Appeals:** Students may dispute a final grade in a class. More information about that process and the appeal form can be found in the Grade Appeals section.
- **Refund Appeals:** Students may request exceptions to SAIC’s refund and administrative policies. More information about the process and the appeal form can be found in the Academic and Refund Review Board section.
- **Student Employment Appeals:** The Student Employment Committee considers appeals of any institutionally established student employment policy. Appeals should be in writing and submitted by email to the director of Student Financial Services at [saic.sfs@saic.edu](mailto:saic.sfs@saic.edu).

For questions or assistance, please contact Debbie Martin, Dean of Student Life at [studentcomplaint@saic.edu](mailto:studentcomplaint@saic.edu).

## STUDENT HELP

We are here to help. Staff across campus are eager to provide support to students facing challenges that may impact their academic success and personal well-being. The Office of Student Affairs (OSA)

works with students managing diverse and complex issues that relate to mental and physical health, food insecurity, homelessness, academics, conflicts with other community members, safety, and much more. If a student needs help, they are encouraged to reach out for assistance. To ensure that staff are best able to support them, students should update their contact and emergency contact information as needed through their Self-Service account at [saic.edu/students](http://saic.edu/students).

Students are encouraged to contact OSA at 312.629.6800 or [studenthelp@saic.edu](mailto:studenthelp@saic.edu), or come to OSA’s office in Sullivan Center, 36 South Wabash Avenue, room 1204. For more information about student support, visit [saic.edu/studentssupport](http://saic.edu/studentssupport).

### 24-Hour Support

It is important that students have the support they need when they need it. SAIC is committed to ensuring staff are always available for student emergencies, including overnight, on the weekend, and when classes aren’t in session.

#### Campus Security

Campus Security is available 24/7 and should be contacted immediately if there is a need to address a medical or safety concern.

24-Hour Emergency Number: 312.899.1230

#### Deans on Call

Deans on Call are a group of staff members who are available 24 hours per day, 365 days of the year for consultation and assistance on urgent matters. To speak to the Dean on Call, call Campus Security at 312.899.1230 and ask to connect with the Dean on Call.

### **Counseling Services**

Counseling Services is available to meet with a student who needs mental health assistance during business hours. After hours phone counseling is also available.

312.499.4271 (after hours, press 1 to speak to a counselor)

### **Health Services**

Health Services is available to meet with a student who needs basic medical care during business hours. After hours phone consultation is also available.

312.499.4288 (after hours contact the 24-Hour Nurse Advice Line at 877.924.7758)

### **In the Residence Halls:**

#### **Resident Advisors/RA on Call**

Numbers for the specific RA on Call for each residence hall are posted on signage throughout the hall. The RA on Call can get in touch with additional support as needed.

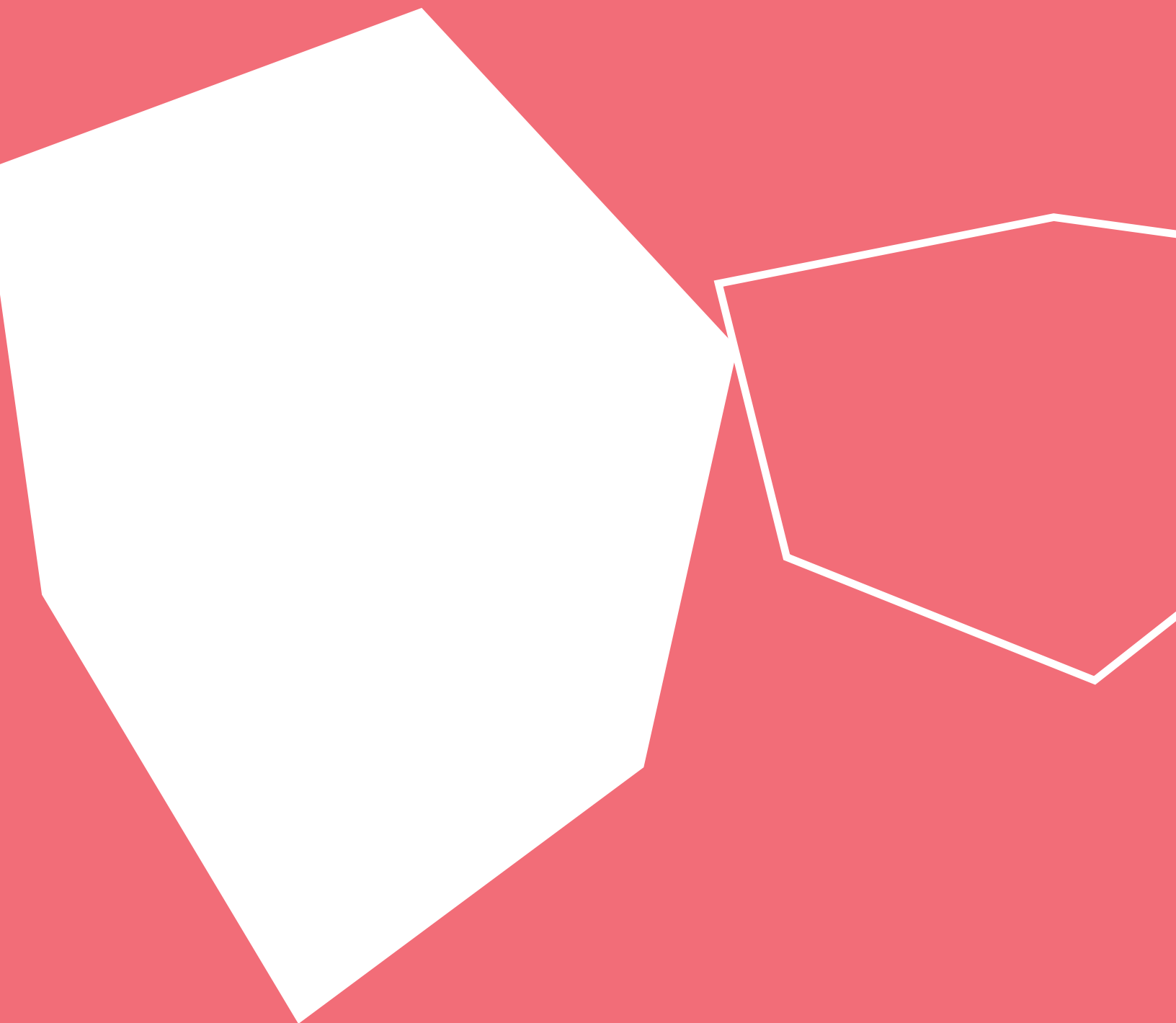
#### **Professional Staff On Call**

Professional staff are available 24-hours per day to provide assistance to students living in the residence halls. In Jones Hall and 162 North State Street, contact building security to connect with professional staff. In the Buckingham, contact the RA on call.

### **Student Support Team**

Office of Student Affairs staff work together as the Student Support Team with the goal of providing comprehensive, compassionate, and ongoing assistance to students in need. The team engages with students through referrals from other students, staff, faculty, and family members including parents and partners.

# Approaches To Resolving Conflict





## Approaches to Resolving Conflict

SAIC offers a spectrum of approaches for addressing student conflict and policy violations.

This section of the Student Handbook describes the different approaches that students can consider when navigating conflict or policy violations. The following sections describe these approaches in detail. More information can also be found at [saic.edu/studentsupport](http://saic.edu/studentsupport).

Students with questions regarding a conflict or policy violation may contact the Dean on Call, who can be reached by contacting Student Affairs at [studenthelp@saic.edu](mailto:studenthelp@saic.edu) or 312.629.6800. In the case of an emergency, students should contact Campus Security at 312.899.1230.

## CONFLICT RESOLUTION AT SAIC

Differences of opinion can occur in a diverse academic and artistic community. SAIC offers a variety of tools for conflict resolution to help students take responsibility for managing their conflicts early and respectfully. Should students want support, SAIC has staff ready to assist.

A conflict resolution approach may be used in a variety of situations. In particular, conflict resolution may be most appropriate in either of the following circumstances:

- A student is dealing with a situation that would not constitute a policy violation under SAIC's Rules of Conduct;
- A student is dealing with a situation that may constitute a policy violation, but is interested in an Informal Resolution process.

The following section describes three different conflict resolution approaches:

- **Resolving Conflict Independently**—students resolve conflict without staff assistance;
- **Conflict Coaching**—staff member helps students develop strategies for how to resolve the conflict on their own;
- **Guided conversation**—staff member facilitates communication or a conversation between students.

Conflict resolution approaches are successful when all involved individuals are open to resolving the situation. Conflict resolution is not a means to force a student to do something or to sanction them for their actions. As a result, there will be situations where SAIC will determine that conflict resolution is not an appropriate approach. This could include when the situation presents a concern for the safety of members of the SAIC community or the operation of its campus and programming.

## Resolving Conflict on Your Own

The first step in managing many conflicts is for students to attempt to resolve their issues directly. This can help students resolve a situation without escalating it. This works best when students feel comfortable navigating the conflict on their own and the conflict isn't about a more serious issue like a potential policy violation or safety concern.

### Strategies for Resolving Conflict on Your Own

Students are encouraged to keep the following strategies in mind when addressing a conflict on their own:

- **Speak in person.** Talk it out; don't just send a text or email.
- **Listen.** Everyone in a conflict wants to be heard. Do your best to listen to the concerns and also understand the underlying issues. Listening will also make the other student more likely to genuinely listen to your concerns.
- **Talk about the behavior, not the person.** Talk about your specific concerns with the issue; try not to

generalize, and don't just criticize the other person.

- **Perspective taking.** Do your best to try and actively listen to the other student and understand the issue from their perspective.
- **Ask for change.** Once you feel like you understand each other, discuss specific changes that would help alleviate the concern. Try to phrase the changes as a sincere request rather than a demand.

## Conflict Coaching

Students often want to resolve conflicts on their own, but want advice and feedback from someone who isn't involved in the conflict. Students may meet with a staff member to help them talk through the conflict and navigate it independently. Staff can work with students to identify strategies for having difficult conversations. This approach works best when students feel comfortable navigating the conflict on their own, but want assistance identifying or prioritizing goals regarding the conflict.

### Who Can Help Me with Conflict Coaching?

The SAIC Ombudsperson is a resource for students, faculty, and staff, and can discuss your conflict in a confidential setting. To learn more about the Ombudsperson or to schedule a time to meet, visit [saic.edu/ombuds](http://saic.edu/ombuds).

Residence Hall Staff such as resident advisors (RAs) and hall directors can help students who live on campus navigate roommate conflicts.

Outside of the residence halls, students may email the Dean on Call at [doncall@saic.edu](mailto:doncall@saic.edu), who will work with the student or connect them with resources on campus to assist. In case of an emergency, contact Campus Security at 312.899.1230.

## Guided Conversation

Students may want more direct assistance in navigating a conflict. Staff members may facilitate a communication process between students. This approach works best when students want to have a dialogue about the conflict, but may not feel comfortable doing so on their own.

### Who Can Help Me with Guided Conversation?

The Ombudsperson can assist you in facilitating a guided conversation if all of the parties agree to participate. To discuss this option, please reach out to the ombuds at [ombuds@saic.edu](mailto:ombuds@saic.edu).

In the residence halls, students should contact their RA or hall director. Outside of the residence halls, students should Email the Dean on Call at [doncall@saic.edu](mailto:doncall@saic.edu). In case of an emergency contact Campus Security at 312.899.1230.

## STUDENT CONDUCT PROCEDURES

As members of the SAIC community, all students and recognized student groups and organizations are expected to follow SAIC's Rules of Conduct. Student behavior that is alleged to have violated the Rules of Conduct is referred to in these procedures as "alleged misconduct." SAIC provides a range of resolution approaches for resolving alleged misconduct. The sections below describe these resolution options in detail. Procedures for resolving alleged misconduct by a faculty or staff member can be found in the Faculty Handbook and the SAIC Employee Guidelines.

SAIC is committed to providing a timely, equitable, and impartial process for addressing reports of alleged misconduct. The Student Conduct Procedures are educational, rather than legal, procedures. The procedures do not require application of legal rules or formal/technical rules of evidence applicable to civil and criminal cases. Because these procedures are designed to further the goals of the SAIC community, they can take place before, during, or after criminal and/or civil proceedings related to the same incident.

Students may not make an audio or video recording of meetings related to the Student Conduct Procedures.

## **Reporting**

SAIC faculty, staff, students, and others may report alleged misconduct. Prompt reporting is strongly encouraged as it is often difficult to trace the facts of the incident(s) long after it has occurred. Any report should be made to the following offices:

- Office of Student Affairs
- Campus Security
- Title IX Office

## **Accommodations**

Students with disabilities may request a reasonable accommodation to facilitate their participation in any of the resolution processes outlined below. To request an accommodation, the student should submit a request to the Disability and Learning Resource Center (DLRC), which can be reached at 312.499.4278 as soon in the process as possible.

Before, or simultaneously with, initiating the process of requesting an accommodation from the DLRC, the student should notify their point of contact in the Office of Student Affairs that they intend to pursue an accommodation; this will allow their point of contact to consider this when implementing the resolution process, including, for example, scheduling meetings. To support the request for accommodation, the student will need to provide appropriate documentation of the disability to the DLRC.

## **1. Definitions**

The following terms are used throughout the Student Conduct Procedures.

### **Vice President and Dean of Student Affairs (VPSA)**

The Vice President and Dean of Student Affairs (or designee) is responsible for the Student Conduct Procedures. The Vice President and Dean of Student Affairs often designates individuals within the Office of Student Affairs, such as a Dean on Call or Residence Life Staff member, to review and resolve reports of alleged misconduct. The Vice President and Dean of Student Affairs or designee is referred to as VPSA for the remainder of this section.

### **Rules of Conduct**

For the purposes of these procedures, the Rules of Conduct refers to all Rules of Conduct, Residence Hall Rules of Conduct, Additional Policies and Guidelines, and Resources and Procedures as found in this handbook.

### **Report**

A report refers to information provided to SAIC regarding alleged misconduct by a student. For more information about how to report alleged misconduct, refer to the Reporting section above.

### **Respondent**

The Respondent refers to the student reported to have engaged in alleged misconduct.

### **Complainant**

The Complainant refers to an SAIC community member who was the subject of the alleged misconduct and who seeks to pursue a formal or voluntary resolution through the Student Conduct Procedures. The Complainant is typically a student, but may also be a faculty or staff member. The VPSA has the discretion

to determine if the School will proceed without an individual Complainant. Circumstances when this may occur include, but are not limited to, when the alleged misconduct was not specific to an individual. When the School proceeds without an individual Complainant, references to a Complainant in the sections below will not apply to a particular individual.

### **Advisor**

The Complainant and the Respondent may each have one advisor with them in any meetings related to the Student Conduct Procedures. The advisor may be a student, a member of the faculty or staff, or an individual from outside SAIC. The advisor should not be someone who has relevant information regarding the factual allegations of the report (e.g. somebody who could be interviewed as part of an investigation).

Complainants and Respondents may consult with their advisor throughout the resolution process, including before, during, and after any meeting. The Complainant and Respondent are always responsible for presenting information themselves in the resolution process. Therefore, the advisor may not present information or question staff members during any meeting.

The advisor may only be present during meetings when the person that they are advising is permitted to be present. If the advisor is unavailable for a meeting, SAIC may make reasonable attempts to reschedule a meeting. However, given the limited role of an advisor and the compelling interest of SAIC in concluding the matter expeditiously, meetings may proceed despite the unavailability of an advisor.

If the individual intends to bring an advisor, they must provide advance written notification to the staff member with whom they are meeting. This notification must include the advisor's occupation, contact information, their relationship to the individual requesting the advisor, and any relationship to the School. An advisor may not be permitted to attend a meeting if this notification is not provided at least two business days before the meeting.

### **Privacy/Confidentiality**

Most SAIC employees, including faculty members, have legally-imposed reporting obligations and, as a result, cannot maintain confidentiality. In these circumstances, SAIC is committed to maintaining the privacy of the information shared.

*Privacy* means that information related to a report will be shared with those school 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 will be discreet and will respect the privacy of all individuals involved in the process. If an investigation is required, the information may also be shared with the Respondent, Complainant, or others who have information regarding the report as required to conduct a complete and fair investigation. Although SAIC manages this information with discretion, it is not possible to maintain confidentiality for any information other than information provided to confidential resources.

*Confidentiality*, as used in this section, 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, the counselors in Counseling Services, and the nurses in Health Services have a legal obligation to maintain confidentiality.

### **Student Groups and Organizations**

A student group/organization is a recognized community of students that has completed a registration process. Members and leaders of student groups/organizations are responsible for following SAIC's Rules of Conduct and all other SAIC policies, and applicable federal, state, and local laws. The VPSA has discretion to hold a student group/organization collectively responsible for a policy violation. Factors in making this determination include, but are not limited to:

- If a student acted in their capacity as a member of the group/organization;
- If a member received the consent or encouragement of the leaders;
- If the violation occurred at or in connection with an event sponsored or promoted by the group.

The VPSA may direct leaders to take appropriate action designed to prevent or end violations of SAIC policy. The student group/organization may also receive additional sanctions including revocation or denial of registration, as well as other appropriate sanctions. If a student group is being held collectively responsible for a policy violation, the process will follow the procedures described below and leaders of the group will be considered the Respondent.

## 2. Overview of Student Conduct Procedures

The following sections describe the resolution processes for alleged misconduct. However, the Title IX Policy Prohibiting Sex Discrimination has certain procedures that are different from those described below. **Refer to those specific policies in this handbook for more information.**

### A. Initial Evaluation of a Report that a Student Engaged in Alleged Misconduct

Upon receiving a report of alleged misconduct, the VPSA will review the report to determine how to proceed. The extent of the review of the report is left to the discretion of the VPSA. The VPSA may determine, at any time in the process, that the information presented is insufficient to state a violation of the Rules of Conduct and the matter will be closed. Actions after reviewing the report include, but are not limited to;

- implementing an Interim Action (See Section 2.B.);
- initiating an investigation (See Section 2.C.) and/or;
- pursuing a resolution process (See Section 3).

### B. Interim Action

At any time in the process, the VPSA (or designee) may take action to protect the safety of member(s) of the SAIC community and/or preserve SAIC property. Such actions include, but are not limited to:

- No Contact Instruction—A restriction between members of the SAIC community that they may not contact each other.
- Campus Restrictions—This can take various forms, such as interim suspension or otherwise limiting a student’s access to campus, to certain areas of campus, or to attend class(es).

When given a Campus Restriction, the VPSA will notify the student of the reasons for the Campus Restriction and the student will be given an opportunity to appeal. The student may appeal within five (5) days of their receipt of the decision by submitting a written statement to the VPSA stating the basis for the appeal. The VPSA has the discretion to leave the Campus Restriction in place during this five (5) day period and also while an appeal is being considered and decided. After considering the student’s appeal, the VPSA may confirm, modify, or cancel the Campus Restriction.

### C. Investigation.

SAIC may conduct an investigation to gather more information regarding the report. SAIC has discretion regarding the scope of the investigation. The scope will vary depending on the particular facts and information available in each case, as well as the resolution process being pursued. This may include speaking with the Respondent, Complainant, or individuals who have information relevant to the report. It also may include, but is not limited to, reviewing documentation, materials available electronically, or requesting written statements from any individual with information regarding the incident. The Complainant and Respondent may provide information and/or suggest individuals to be

interviewed with information directly relevant to the report. In general, investigations will not include character or expert witness statements.

Students who provide information as part of an investigation must provide truthful information. Providing information that is not truthful constitutes a violation of the Rules of Conduct.

The Complainant and/or Respondent may, if they wish, present letters of support from members of the community or others. These letters will not be part of the investigation, but the VPSA may, if appropriate, allow these materials to be presented to decision makers during a Student Conduct Meeting with an explanation of who provided the materials and that they are not part of the investigation.

### 3. Resolution Processes

SAIC offers different resolution options to address reports of alleged misconduct. The VPSA has discretion regarding which resolution option will be used to address the allegation. If appropriate, the VPSA may seek input from the Respondent and/or Complainant regarding which resolution option to pursue. The Respondent and/or Complainant may also make a request to the VPSA to pursue a certain resolution process. The VPSA may decide to end one resolution process and begin another at any point in the process. Generally, two resolution processes may not be pursued simultaneously and once a resolution process is complete, a different resolution option will not be pursued for the same report.

There are four different resolution options for reports of alleged misconduct. The appropriateness of each resolution option depends on the circumstances of the case including the severity, complexity, and location of the alleged violation.

**Informal Resolution**—an informal approach can be useful in resolving conflicts between students or reports that may not be sufficient to state a violation of policy. Informal Resolutions can take a variety of forms including facilitated discussions between students, agreements about contact, or some other approach suitable to the circumstances. For more information regarding Informal Resolution options, see Section 3.A. Informal Resolution below.

**Voluntary Resolution**—when SAIC receives a report, a Respondent may accept a finding of responsibility and an appropriate sanction for the behavior. In these cases, the VPSA may offer a Voluntary Resolution to the Complainant and Respondent as an option to provide them with an expedited resolution. For more information regarding Voluntary Resolutions, see Section 3.B. Voluntary Resolution below.

**Formal Resolution**—for most other reports of alleged misconduct, SAIC staff members will review the information available to them to make a determination regarding if the Respondent violated SAIC policy and, if so, what the sanctions will be. For more information regarding Formal Resolutions, See Section 3.C. Formal Resolution below.

**Pre-Attendance Resolution**—to address a report of alleged misconduct that occurred prior to a student first beginning classes at SAIC, the VPSA will have the discretion to follow either the Student Conduct Meeting Resolution procedures or the Pre-Attendance Resolution procedures. If a report of alleged misconduct comes to the attention of SAIC prior to the student's first day of class, then the process will be managed by the Vice President of Enrollment Management. For more information regarding Pre-Attendance Resolutions, see Section 3.D. Pre-Attendance Resolution below.

- **Informal Resolution**

An Informal Resolution is a flexible approach to resolving conflicts between community members and may be used to address alleged misconduct when the involved parties do not wish to pursue a Formal Resolution process.

Informal Resolutions can involve either Conflict Coaching or Guided Conversation as described in the Conflict Resolution at SAIC section in this Student Handbook. SAIC also may implement other measures such as:

- An instruction for community members not to contact each other;
- Changes in academic, work, or living arrangements.

The VPSA will facilitate the informal process. In order for an informal process to be utilized, the Respondent and Complainant must agree in writing or by other means to participate. If either party does not agree to or abide by the terms of an information resolution, the VPSA may pursue a different resolution option instead. An informal resolution does not result in findings related to responsibility or in sanctions.

- **Voluntary Resolution**

In some situations, after being notified of a report of alleged misconduct, a Respondent may choose to accept a finding of responsibility for the alleged misconduct. Under those circumstances, the VPSA may offer the possibility of a “Voluntary Resolution” to the Complainant and Respondent. If the Complainant and Respondent accept the use of a Voluntary Resolution, the VPSA will proceed by notifying the Complainant and the Respondent of the VPSA’s potential finding and proposed sanction(s). The Complainant and Respondent will then have the opportunity to accept the finding and the sanction(s).

If both the Complainant and Respondent accept the finding and the sanction(s), the VPSA will send a notification to the Complainant and Respondent of the decision and sanctions, and the process will end.

If either the Complainant or Respondent reject both the finding and the sanction(s), the VPSA will end its consideration of a Voluntary Resolution and determine next steps. Possible next steps include, but are not limited to, pursuing further investigation and/or pursuing a Formal Resolution process (See Section C below).

If both the Complainant and Respondent accept the finding, but either reject the sanction(s), a Student Conduct Meeting will be convened for the sole purpose of considering and recommending appropriate sanction(s), if any, to the VPSA. The VPSA will have final discretion with respect to the sanction(s). The Complainant and Respondent will be notified of the sanction(s) as well as of the process for appeal of the sanctions. See Section C below for more information about the Formal Resolution process and the Student Conduct Meeting.

- **Formal Resolution**

The Formal Resolution process involves convening a Student Conduct Meeting where trained staff members make a determination of whether the Respondent violated SAIC policy. The Student Conduct Meeting is intended to be educational in nature and allows the Complainant and Respondent an opportunity to address the alleged misconduct. Student Conduct Meetings include Administrative Conduct Meetings and Conduct Board Meetings as explained below.

Student Conduct Meetings can be facilitated in several ways. Students may meet with one or two staff members designated by the VPSA (such as a Residence Life professional staff member, a Dean on Call, or the Dean of Student Life) referred to as an Administrative Conduct Meeting. Students may also meet with a board consisting of representatives from SAIC’s administration, faculty, and student body referred to as a Conduct Board Meeting. As the Chair of the Student Conduct Board, the VPSA 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 Complainant and Respondent will be notified of the format of the meeting in the Notice of Alleged Misconduct.

- **Notice of Alleged Misconduct**

In advance of the Student Conduct Meeting, the VPSA will send a written Notice of Alleged Misconduct (Notice) to the Complainant and the Respondent. The Notice shall identify the Rules of

Conduct or other policies under review, and state the date, time, place, and format of the meeting to resolve the report. As a general matter, the VPSA will provide this Notice at least five business days before the scheduled date of the meeting. In extreme circumstances when the VPSA is unable to provide the Notice five days before the scheduled date of the meeting, the VPSA will provide as much notice as is reasonable under the circumstances.

- **Student Response to Notice of Alleged Misconduct**

The Complainant and Respondent have the opportunity to respond in writing to the Notice if either wishes to oppose the allegation and/or provide additional information. If the Complainant and/or Respondent choose to provide a response, they must provide that response to the VPSA on the date indicated in the Notice, typically at least forty-eight (48) hours in advance of the Student Conduct Meeting. No determination of responsibility or sanctions will be based solely on the absence of a response to the Notice.

- **Attendance at the Student Conduct Meeting**

A Student Conduct Meeting may be conducted in the absence of the Complainant and/or the Respondent, if either or both do not attend. No determination of responsibility or sanctions will be based solely upon their absence from the Student Conduct Meeting.

Admission of any person to the Student Conduct Meeting shall be at the discretion of the VPSA. In all matters, both the Complainant and Respondent are entitled to the same opportunities to have others present during the meeting and the VPSA shall exercise their discretion accordingly.

No individual other than that individual's advisor, if any, shall be present while any other individual is making a statement, or otherwise appearing in the Student Conduct Meeting.

- **Information Reviewed**

The alleged misconduct will be reviewed during the Student Conduct Meeting. Information at the Student Conduct Meeting shall be presented at the discretion of the VPSA. In all matters, both the Complainant and the Respondent are entitled to the same opportunities to present information during the meeting.

- **Determination of Responsibility**

The determination of whether the Respondent is found responsible for any violation shall be made on the basis of whether it is more likely than not that the Respondent violated the policy in question. This standard is called the "preponderance of the evidence" standard.

- **Deliberations and Decision Making**

The Complainant, Respondent, and any advisors shall not be present during deliberations. In the case of an Administrative Conduct Meeting, the VPSA shall make the decision. In the case of a Student Conduct Board, the Student Conduct Board shall make a recommendation, including any proposed sanctions, and the reasons therefore, to the VPSA. The VPSA shall have final discretion as to the determination of responsibility and any sanctions.

At any time during the proceedings, including during the deliberations, the VPSA has the discretion to ask for additional information from any person, including persons who have previously appeared before the Student Conduct Board/staff member(s) and those who have not.

- **Outcome**

- The Respondent will be notified of the decision and sanctions (if any) resulting from the Student Conduct Meeting.
- The Complainant will be notified of the decision and, where permitted by law, any sanctions resulting from the Student Conduct Meeting that apply directly to them (for example, in a complaint of discrimination based on sex, including sexual harassment).



- In a matter regarding an alleged violation of sexual assault, domestic violence, dating violence and/or stalking, the VPSA will simultaneously notify the Complainant and the Respondent, in writing, of the decision; the sanction, if any; the rationale for the result and the sanction; and the appeal process. This notice will be provided within seven business (7) days of the decision.
- Upon written request, SAIC will disclose to the alleged victim of any crime of violence (including sexual violence), the decision and any sanction that is imposed on the Respondent (not just those that directly relate to the Complainant) or, if the alleged victim is deceased as a result of the crime, the next of kin of such victim may request such disclosure.

- **Appeal**

Either the Complainant or the Respondent may appeal the decision made by the VPSA within five business (5) days after receiving notice of the decision. The VPSA has the discretion to decide whether any sanction that has 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, submitted to the VPSA, and must state the basis for the appeal. Appeals are only permitted to proceed if the written notice of the appeal indicates that there is new information that was not available at the time of the Student Conduct Meeting that would substantially change the outcome. If the notice indicates that there is such new information, the VPSA may undertake any inquiries that they deem appropriate. Following their examination of the matter, the VPSA shall have final discretion to determine the disposition of the appeal, including granting or denying the appeal or taking any action that they deem appropriate. The VPSA will provide written notification of their final decision to the Complainant and the Respondent.

- **Pre-Attendance Resolution**

To resolve matters involving a report of alleged misconduct that occurred prior to a student first beginning classes at SAIC, the VPSA or the Vice President of Enrollment Management, as applicable, will have the discretion to apply the Formal Resolution procedures or the procedures outlined below.

The VPSA, the Vice President of Enrollment Management or the appointed designee will first notify the Respondent of the report and then seek to gather information relevant to the report, including but not limited to information from the Respondent. Once the investigation is complete, the VPSA, the Vice President of Enrollment Management or the appointed designee will review the allegation of misconduct and render a determination as to whether it is more likely than not that the Respondent violated the Rules of Conduct. If the Respondent is found responsible, the VPSA or the Vice President of Enrollment Management will determine the sanction, if any, to be imposed upon the student. The Respondent will be notified of the decision and sanction, if applicable.

## 4. Sanctions

SAIC may impose sanctions against a student who violates School standards, which include the Rules of Conduct, Residence Hall Policies, and other SAIC policies, rules, and regulations. Sanctions are intended to be educational in nature and prevent any further behavior that violates these standards. When considering the sanctions to be imposed, a range of factors may be considered, including the nature, context, and severity of an incident, level of accountability and responsibility taken by the student, and the disciplinary history of the student. These sanctions are defined as follows:

- **Letter of Warning:** A letter of formal warning regarding SAIC's policies. After receipt of a Letter of Warning, any other violations of SAIC policy, rules, or regulations may result in probation from SAIC and/or the residence halls or further sanctions.
- **Residence Hall Probation:** A residential probationary status for a specified period of time, during which the student must demonstrate behavior acceptable to SAIC. Additional restrictions or conditions may be imposed. Violations of the terms of the probation, or any other violations of SAIC policy, rules,

or regulations during the period of probation may result in suspension or expulsion from SAIC and/or the residence halls.

- **Probation (nonacademic):** A probationary status for a specified period of time, during which the student must demonstrate behavior acceptable to SAIC. Additional restrictions or conditions may be imposed. In general, students may not participate in an SAIC Study Abroad or Internship Program while they are on probation; however, exceptions may be granted in extenuating circumstances as determined by the VPSA. Violations of the terms of the probation, or any other violations of SAIC policy, rules, or regulations during the period of probation may result in suspension or expulsion from SAIC and/or the residence halls.
- **Loss of Privileges:** Denial of specified privileges (e.g. guest and visitation privileges in the residence hall or ability to participate in an SAIC study trip) for a designated period of time.
- **Restrictions:** Restrictions that limit a student's access to specific areas of campus or ability to communicate with certain community members.
- **Residence Hall Suspension:** Exclusion for a period of time from the residence halls. Students may be suspended from the residence halls without being suspended from classes. Students suspended from the residence halls may not be signed in as a guest/visitor.
- **Suspension:** Exclusion for a period of time from one or more classes, SAIC premises and/or other privileges or activities as set forth in the notice of suspension. Notice of a suspension may appear on the student's academic transcript for up to two years after the date on which the suspension was concluded.
- **Residence Hall Expulsion:** Permanent removal and loss of privileges associated with living on campus. Students may be expelled from the residence halls without being expelled from classes. Students expelled from the residence halls may not be signed in as a guest/visitor. An expulsion from the residence halls may be recorded on the student's transcript, depending on the circumstances.
- **Expulsion:** Permanent separation of the student from SAIC and termination of student status and exclusion from SAIC premises, privileges, and activities. An expulsion will be recorded on the student's permanent academic transcript.
- **Restitution or Discretionary Sanctions:** Reimbursement for services, loss, damage, or misappropriation of property. Discretionary sanctions may also take the form of appropriate service or repair, work assignments, service to SAIC, educational sanctions, or referral to drug or alcohol educational programs.
- **Revocation of Admission:** Admission to SAIC may be revoked for violations of the School's Rules of Conduct.
- **Revocation of Degree:** A degree awarded from SAIC may be revoked for violations committed by a student prior to graduation.
- **Withholding Degree:** SAIC may withhold awarding a degree otherwise earned until completion of the process set forth in the Student Conduct Procedures, including the completion of all sanctions imposed, if any.

SAIC may impose any one or more of these sanctions, or other sanctions, without prior admonishment or warning, depending on the type of misconduct. In general, if a student has already been subjected to a sanction, any subsequent sanction will be more severe.