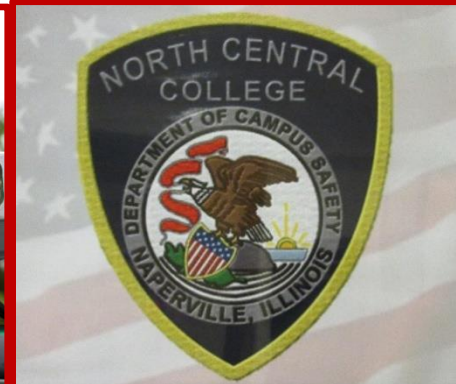


2024



NORTH CENTRAL
COLLEGE 1861

Annual Security and Fire Safety Report



About this Report

North Central College Department of Campus Safety prepares this annual report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This report is prepared in cooperation with the Naperville Police Department and with local law enforcement agencies surrounding our non-Naperville owned, leased or rented properties. Campus Safety also seeks collaboration with the Office of the Registrar, Office of Residence Life, Center for Global Education, the Office of Student Affairs, Dyson Wellness Center and the Title IX Coordinator when compiling data for this report. This report includes information for the calendar years 2023, 2022 and 2021.

Campus crime, arrest, and referral statistics include those reported to Campus Safety, to designated campus officials (including deans, directors, coaches, human resources and advisors to student organizations), and local law enforcement agencies. Campus crime statistics also include aggregate data provided by the Director of the Dyson Wellness Center. The person in this role serves as a confidential resource and campus advocate for victims of sexual misconduct, including sexual assault, sexual harassment, dating/domestic violence, and stalking. As such, the Director of the Dyson Wellness Center reports aggregate data to the College's Title IX Coordinator who shares this data with Campus Safety to ensure it is included in annual crime statistics.

Each year, email notification is made to all North Central College faculty, staff, and enrolled students providing a web based link to this report. Physical copies of this report may be obtained by request at the Department of Campus Safety.

Campus Safety Procedures

About the Department of Campus Safety

The Department of Campus Safety is the primary department responsible for safety, security and emergency response at North Central College. The Department of Campus Safety is located on the lower level of New Hall at 451 S. Brainard Street. Campus Safety Officers are available 24 hours a day, 7 days a week, year-round.

The Department of Campus Safety includes Officers who are trained professional security personnel and student Officers. Campus Safety Officers have the authority to ask any person on College property for identification, determine whether individuals have lawful business at the College, to enforce College policy and to issue parking citations. Campus Safety officers do not have arrest authority and are not armed.

The Department of Campus Safety has a collaborative working relationship with both the Naperville Police and Fire Departments where assistance and support can be obtained immediately. Campus Safety Officers may assist the Naperville Police Department in the enforcement of applicable state and local laws. For all reported crimes, the reporting party is encouraged and assisted by the Department of Campus Safety to also report the crime to the Naperville Police Department. North Central College and the Naperville Police Department have an established memorandum of understanding to formalize the commitment to work together to provide the effort and support required to aid the overall response to sexual misconduct at North Central College. In addition, North Central College and the Naperville Police Department have a memorandum of understanding to provide immediate access to the College's video surveillance in the event of an emergency on campus.

Contacting Campus Safety

Campus Safety Officers can be reached by dialing extension 5911 from any campus phone or by dialing 630-637-5911 from an off-campus telephone or cellular phone. Campus phones are located in the lobbies or public areas of many buildings across campus. In addition, 16 emergency call boxes/phones are located throughout the campus. These emergency call boxes can be used to report a crime, a fire, or any other type of emergency.

Confidential Reporting

If you are the victim of a crime and do not want to pursue action with the College's disciplinary system, you may still want to consider making a confidential report. The best way to make a confidential report is through the Dyson Wellness Center (630-637-5550) or through the Campus Conduct Hotline service (866-943-5787).

Reports made confidentially may be difficult for the College to follow up on, however information provided in confidential reports will be included in the College's annual crime statistics where applicable, including aggregate data provided by the Director of the Dyson Wellness Center. The tracking of confidential reports may assist Campus Safety in taking the proper steps to ensure the safety of others. Individuals reporting a crime to the Dyson Wellness Center will also be made aware of the option to file a non-confidential report with the Naperville Police, North Central College Department of Campus Safety, and/or the Title IX Coordinator (where applicable).

While the Department of Campus Safety will always work diligently to protect a reporting party's privacy, not all information reported to the Department of Campus Safety can remain confidential. For example, in situations where there is an ongoing threat to the campus community, Campus Safety may need to take immediate action. Additionally, voluntary statements submitted during the North Central College student disciplinary and investigative processes are not confidential and may be used by the College during the student conduct process or to address on-going concerns.

Anonymous Reporting

The Campus Conduct Hotline can be used for any type of reporting and the caller may remain completely anonymous. This hotline can be used for reporting Title IX violations, sexual harassment, student/staff behavior, financial irregularities, complaints, etc. Any member of the North Central community may report a serious complaint or concern to the Campus Conduct Hotline at **866-943-5787**. Online reporting options are available at <https://www.northcentralcollege.edu/transparency/reporting-tools>

When a report is made anonymously it may be difficult for the College to follow up. However, information provided in anonymous reports will be included in the College's annual crime statistics where applicable.

Crime Reporting

North Central College community members are strongly encouraged to immediately report criminal activity, suspicious circumstances and suspicious person(s) in an accurate and timely manner to the North Central College Department of Campus Safety at 630-637-5911 and the Naperville Police at 630-420-6666 (non-emergency) or 9-1-1 (emergency). Online reporting options are available at <https://www.northcentralcollege.edu/transparency/reporting-tools>

In addition to reporting a crime to Campus Safety, the following individuals may also be contacted to report a crime:

Vice President for Student Affairs and Athletics, 630-637-5151

Dean of Students, 630-637-5993

Director, Campus Safety 630-637-5912

Director, Dyson Wellness Center 630-637-5161

Director, Residence Life, 630-637-5861

Area Hall Director On Call, 630-816-5298

The Office of Student Affairs in collaboration with the Department of Campus Safety reviews incident reports submitted to the College. The College has also established the Behavioral Intervention Team (BIT) which consists of representatives from multiple areas on of campus that are committed to identifying, intervening and responding to someone who may be a danger to self or others and establishing a response that will have the most likelihood of ensuring a positive and safe collegiate environment for all.

Campus Security Authorities

To further encourage the timely reporting of crimes on campus, the Jeanne Clery Disclosure of Campus Security and Campus Crime Act identifies and defines Campus Security Authorities (CSAs) as College faculty and staff members with “significant responsibility for student or campus activities.” Some examples of CSAs include staff members of the Department of Campus Safety, academic deans, athletic coaches, student organization advisors, area hall directors, Student Affairs staff and the Title IX coordinator. All crimes reported to CSAs must be reported to Campus Safety in a timely manner. Staff at the Dyson Wellness Center will report aggregate data to the Title IX Coordinator multiple times throughout the year. Reports made to Campus Security Authorities may be used as the basis for the issuance of Timely Warning safety alerts or other emergency notifications.

Emergency Response and Evacuations

North Central College practices emergency response procedures on a regular basis. Fire drills are performed semi-annually in residence halls and annually in academic buildings. Tornado drills are performed annually. The College’s Emergency Response Group also periodically conducts table top exercises. Fire evacuation and severe weather shelter information is posted in all buildings. You can view the College’s emergency procedures at <https://hub.northcentralcollege.edu/sites/crisis-management>.

Security of and Access to Campus Facilities and Residence Halls

Most campus buildings and facilities are accessible to members of the campus community and invited guests during business hours, 8 AM – 4:30 PM Monday–Friday. Select buildings may be open during limited hours on Saturday and Sunday. Building hours are posted online and updated each academic year. The doors leading to student residence halls or residence areas remain locked 24 hours a day. Unlimited access is available to students residing in a particular building via a card access system. Guests must be escorted by their host at all times when visiting a residence hall. All student rooms are equipped with locking doors and windows. Students are advised to keep their doors locked at all times. Campus Safety conducts regular perimeter security checks of buildings. Any

issues or reported concerns are immediately documented and addressed by Campus Safety and/or Business Operations Department to ensure the security of the facility and the safety of campus community members. The College has staff who are responsible for the maintenance of keys, locks and access controls. Additionally, the Department of Campus Safety employs a full-time Assistant Director for Access and Transportation, who maintains and reviews card access and assigns card privileges to students, faculty, staff, and select visitors.

Maintenance and Security of Campus Facilities

The College views campus safety and security as a key priority. Exterior lighting is an important part of this commitment. Surveys of exterior lighting on campus are conducted by Campus Safety in collaboration with campus facilities on an on-going basis. Members of the campus community are encouraged to report any exterior lighting deficiencies to the Department of Campus Safety at 630-637-5826 or by email at campussafety@noctrl.edu. Maintenance regularly inspects campus facilities, promptly makes repairs affecting safety and security, and responds to reports of potential safety and security hazards, such as broken windows and defective locks. Exterior doors on campus buildings are locked and secured each evening. Maintenance concerns related to safety and security should be reported to Campus Safety or Residence Life staff immediately.

The College continues its efforts to improve safety and has installed cameras covering the entrances of all residence halls. Additional cameras have been placed in strategic locations on campus to detect and deter crime, to safeguard against potential threats to the community, to manage emergency response situations during natural and man-made disasters and to assist College personnel in providing services to the community.

Residence Hall Staff

Each residence hall has committed staff members who live within the community and provide resident students with assistance and service. The Office of Residence Life Staff include:

- A. **Area Hall Directors:** The general administration of student services within each residence hall is the responsibility of the Area Hall Director (AHD), a professional staff member who lives on campus. All professional live-in staff members have an office within their assigned area, and can be reached by contacting the Office of Residence Life or their individual offices. Staff members serve as a resource for each resident student and can assist in managing/addressing a wide range of questions, issues, and concerns related to a student's continued success at the College. Staff members coordinate and implement educational and social programs, and organize large scale programs with the intent of promoting an environment that encourages a student's academic and personal growth. AHDs also meet individually with students to encourage healthy behaviors and assist in identifying and resolving personal academic and interpersonal concerns. Professional staff members may have additional advising responsibilities for student organizations. AHDs work to create an engaging living community for all residents.
- B. **Resident Assistants:** A Resident Assistant (RA) is a current student serving as a paraprofessional assigned to a residence hall community. These student leaders have taken on the responsibility of acting as a resource for residential students. RAs serve as positive role models for students, and strive to aid residents in achieving individual and community goals. RAs also help students familiarize themselves with policies and guidelines, as well as help to maintain an environment conducive to learning. In addition, RAs organize educational and social programs with the intent of promoting an environment that

encourages each student's academic and personal growth. RAs work to create an engaging living community for all residents.

- C. **On-Call Residence Life Staff:** In emergency situations, residents should not hesitate to call either 911 for police, fire, ambulance, or 630-637-5911 for Campus Safety assistance. In non-emergency situations during the daytime hours, residents should first attempt to contact their Resident Assistant (RA), then any other RA in the hall or area, and then their Area Hall Director. In the evenings, on-call RAs are available from 4:30 p.m. to 8:00 a.m. to assist students. On-call RAs can be contacted by call the duty cell phone number posted throughout the respective residence halls. For questions or assistance when an RA is not available, residents can contact their Area Hall Director or the Area Hall Director on duty. The Area Hall Director on duty can be reached at 630-816-5298.

Please note: North Central College does not have any off-campus student organizations with non-campus housing facilities (i.e. fraternities, sororities).

Law Enforcement Authority and Interagency Relationships

All Campus Safety Officers are required to complete a criminal background check and to complete a 40+ hour comprehensive training course that covers topics ranging from report writing and defensive tactics to managing mental health emergencies. Campus Safety Officers are not sworn law enforcement officers, nor do they have arrest powers. When appropriate, Officers detain individuals for the Naperville Police Department. North Central College Campus Safety frequently collaborates with the Naperville Police Department in sharing information related to safety and security and in training efforts when possible/appropriate. When the Naperville Police Department responds to an incident on campus, the police department may take any of a series of actions, which may or may not include documenting the incident in a report, conducting preliminary and additional investigations, issuing criminal summonses or citations, making arrests, and conducting criminal investigations related to the incident.

Information on Registered Sex Offenders

The Victims of Trafficking and Violence Protection Act of 2000 requires colleges and universities to inform students and employees how to learn the identity of registered sex offenders living on or near campus. This law contains the Campus Sex Crimes Prevention Act of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974.

All sex offenders are required to register in the State of Illinois and to provide notice of each institution of higher education at which the person is employed, carries a vocation or is a student. The State of Illinois will notify the appropriate law enforcement jurisdiction of the information. This information is also logged into the state's Sex Offender Registry. To learn the identity of registered sex offenders on or near campus, or anywhere in Illinois, visit the state's Sex Offender Registry at <http://www.isp.state.il.us/sor/> and search by city, county, or zip code. North Central College is in DuPage County, and the zip code is 60540.

The DuPage Sheriff Office's also maintains a searchable sex offender registry which can be located at: <http://www.icrimewatch.net/index.php?AgencyID=54038>.

Campus Crime Prevention Program

Safety Escort Program — Safety escorts are provided by the Department of Campus Safety, 24/7/365 to students, staff, and faculty for security purposes. Escorts are available for on campus locations and nearby train station. Campus Safety also provides medical escorts for non-emergency situations on campus to and from Endeavor Health Edward Hospital and urgent care facilities within three miles of campus.

Printed Crime Prevention Materials — Printed crime prevention materials, including the *Campus Safety Services* brochure, and posters related to motor vehicle security, bicycle security, residence hall security, and the safety escort program are distributed at crime prevention presentations and at the Department of Campus Safety.

Daily Crime Log — The Department of Campus Safety maintains a Daily Crime Log to record all criminal incidents and alleged criminal incidents that are reported to the Department of Campus Safety that occur within the College's jurisdiction. The Department of Campus Safety does not disclose information when it is prohibited by law, if the disclosure would jeopardize the confidentiality of a victim, would cause a suspect to flee or evade detection, or if it would result in the destruction of evidence. The Daily Crime Log is designed to provide crime statistics/information on a timelier basis than the statistical disclosures in the College's Annual Security and Fire Safety Report. This Daily Crime Log is maintained and updated within two business days of the date the crime is reported to the Department of Campus Safety. Dispositions on the Daily Crime Log are maintained for 60 days after a crime is included in the log. A copy of the College's Daily Crime Log may be requested from the Department of Campus Safety for review. The crime log for the most recent 60-day period is immediately available for public inspection, upon request, during normal business hours. Any portion of the log that is older than 60 days is open to public inspection, upon request, and made available within two business days of the request.

Weekly Safety Reports — The Department of Campus Safety publishes a Weekly Campus Safety Report, which is available on the College website at <https://www.northcentralcollege.edu/campus-safety/campus-safety-reports>. This weekly report is compiled using the Daily Crime Log information for a seven-day period.

Campus Safety Facebook Page — Safety tips, programming, and other select information pertaining to the campus and surrounding Naperville community can be found on Department of Campus Safety social media. The North Central College Department of Campus Safety's Facebook page is available at www.facebook.com/ncccampussafety.

Safety Awareness Programs

We encourage students and employees to be responsible for their own safety and the security of others.

Violent Intruder Education — In the event of an active shooter incident or other act of violence on campus, individuals must decide what action can be taken based on real-time information. The College follows recommendations of the Department of Homeland Security's Run, Hide and Fight model. Sessions are offered to the campus community (faculty/staff/students) multiple times a year and by request.

Question, Persuade, Refer (QPR) – The QPR mission is to reduce suicidal behaviors and save lives by providing innovative, practical and proven suicide prevention training. Sessions are offered to the campus community (faculty/staff/students) multiple times a year and by request.

Dyson Wellness Center Grant – The Dyson Wellness Center, using grant funding, provides Mental Health First Aid to the campus community multiple times a year. During the Fall 2024 semester, mental health screenings and empower workshops are offered for students.

Orientation - Incoming students receive written information about campus safety in materials they receive during summer orientation and can access information through their Orientation Canvas shell. Students receive a presentation hosted by Student Involvement on substance abuse and alcohol consumption prior to the start of the academic year.

Drug Free Schools and Communities Act - As required by the Drug Free Schools and Communities Act, North Central College publishes an in-depth biennial review of drug and alcohol programming from the previous two years. The most recent published report from December 2022 is available to the campus community (faculty/staff/students) at the following web link: <https://www.northcentralcollege.edu/transparency/health-safety-reports-policies>

Primary Prevention Programs

Bystander Intervention – Bystander intervention training is offered on an annual basis to all incoming students online and during welcome week. Athletes receive an additional bystander intervention training on an annual basis as part of their required training on sexual violence prevention.

Sexual Violence Prevention – The Title IX Coordinator provides sexual violence prevention and evidence-based bystander intervention training for all athletes in person on an annual basis. The Dyson Wellness Center provides sexual assault, dating and domestic violence and stalking prevention programs multiple times a semester that are open to the campus community.

Online Education - Under the requirements of the federal Drug-Free Schools and Campuses Act, incoming students complete an online prevention program designed for sexual assault, dating and domestic violence, stalking, alcohol and marijuana awareness and prevention.

Online Education – All incoming students are required to complete the “Personal Skills for a Diverse Campus” Interactive online program available through their Orientation Canvas shell. This online program is designed to assist students with developing their personal skills for engaging with diversity and creating an inclusive culture.

Academics - The College’s Office of Academic Affairs and the Coordinator of First-Year Experience Learning coordinate a course for first year students that has an emphasis on the college transition as well as connecting to the campus and local communities through elements of mental health, wellness, safety, and diversity.

Online Education – The Human Resources department oversees the faculty, staff and student workers’ annual requirements to complete online training modules on awareness, prevention, and reporting requirements related to sexual misconduct and a drug-free workplace. Training topics include, “Illinois Sexual Prevention for Employees” with multiple sections, “Title IX for Higher Education Requires and Responsibilities,” “Mandated Reporter “and “Drug-Free Workplace.”

Electronic Security and Telephone Systems

Emergency Call Boxes — Six exterior emergency call towers are linked to the Department of Campus Safety and are located throughout the campus.

Campus Telephones Boxes — Ten campus telephone boxes are available to quickly contact the Department of Campus Safety and are located at various locations in the parking garages.

Electronic Alarm Systems — An electronic monitoring system is located in various buildings throughout campus. This includes a network of intrusion detection, fire alarms, and duress alarm systems. The Naperville Fire Department monitors the system and communicates directly with Campus Safety in the event of a concern.

North Central College Photo Identification Card — Every North Central College faculty, staff, and student is issued a North Central College photo identification card, commonly referred to as a “Cardinal Card.” This card is needed to gain access to the residence halls and certain academic buildings, to purchase food on campus, to attend College functions, and for identification purposes when requested by College officials. Identification cards can be obtained from the Department of Campus Safety during regular business hours, located in New Hall at 451 S. Brainard Street.

Emergency Response Plan

North Central College is committed to the safety of all students, faculty and staff and all who visit our campus. The Emergency Response Team has put together the Emergency Response Plan with the sole purpose of preparing the College community in the event of an emergency or a disaster.

Our priorities are to protect human life, to meet community needs, to ensure the academic viability of the institution, to protect College property, to recover as quickly as possible from the emergency, and to protect the reputation of the College.

This information is a summary of the institutional Emergency Response Plan and was developed to provide guidelines so students, faculty, and staff know how to react during emergency situations. Please review this information carefully and be prepared for situations that can arise at any time. For more information about the Emergency Response Plan, please visit its website at: <https://hub.northcentralcollege.edu/sites/crisis-management/SitePageModern/8543/emergency-response-plan>

Emergency Notification

North Central College will, without delay and taking into account the safety of the community, determine the content of an emergency notification and initiate the notification system. North Central College will issue

emergency notifications unless in the professional judgement of responsible authorities, issuing said notification may compromise efforts to contain, appropriately respond to, or otherwise mitigate the emergency.

The individuals below have the primary responsibility during any campus emergency to provide oversight, management of immediate responses and notifications to the campus community. This includes the confirmation of a significant emergency or dangerous situation, determining the appropriate segments of the population to notify, and initiate the notification system.

- Vice President for Business Operations
- Vice President for Student Affairs and Athletics
- Vice President for Communication and External Affairs
- Director of Campus Safety
- Provost and Vice President for Academic Affairs
- Assistant Vice President of Human Resources
- Vice President for Information and Technology, CIO Director of Technology
- Vice President for Finance

The first report of an emergency may occur between anyone who observes or learns of an active emergency and reports it to Campus Safety personnel on duty. Additional assistance for fire, police and ambulance requests may also be made by anyone via direct 911 reports to the City of Naperville. A first responder should immediately report to the Director of Campus Safety or another member when they determine that an emergency incident or threat will significantly impact normal operations of the College's campus.

During a disaster or emergency, designated building leaders are trained to provide direction to occupants of a particular facility. The following instructions are included for evacuations:

- Evacuate when the building's alarm system sounds or when instructed to do so by Campus Safety or other designated College personnel.
- Aid those needing assistance in your immediate evacuation path (individuals with disabilities should be directed to a specific area of refuge).
- In case of fire, do not use elevators.
- Use the nearest exit. Once outside, proceed to the preliminary designated assembly area. Stay in the designated area until names are collected by your building drill leader, supervisor, faculty member, residence hall area coordinator or other designee.
- If staff, faculty, students and visitors must be evacuated to an area other than the preliminary designated area, appropriate personnel will announce the move to a new area. Stay in the new designated area until all personnel, students and visitors are accounted for.
- Do not return to an evacuated building unless told to do so by Campus Safety or a designee.

The Department of Campus Safety will provide emergency notices to the campus community. North Central College uses the following channels to communicate information in an emergency or dangerous situation. Please note some or all of these methods of communication may be activated in an emergency or dangerous situation:

1. [*RAVE Alert System*](#) – The RAVE Alert System is the primary means for communicating information and instructions in the event of an emergency. Students, faculty and staff are highly encouraged to stay informed of the emergency information, as it relates to campus occurrences, by signing up for text alerts through RAVE online at <https://www.getrave.com/login/northcentralcollege>. Students can enter up to 3 separate phone numbers to receive emergency notification alerts directly to their phone. All registered North Central College students and all faculty and staff automatically have their school email address added to the system, to receive e-mail notifications. RAVE alerts facilitate immediate notice of incidents, including school closings, severe weather, or other campus-related emergencies. The RAVE system may be utilized to send information through any one of the several communication channels, including email, text message, social media or website updates.

2. *The College's website* is a communication method for information and instructions in the event of an emergency. During severe incidents, the website home page will display information about the situation. In the event of a prolonged incident, updated information will be posted on the website as warranted. In the event the College's website is incapacitated, the secondary backup Internet communications channel will be the College's Facebook page, located by visiting www.facebook.com/NorthCentralCollege. For internal communications, the College's HUB page may be accessible at hub.northcentralcollege.edu.

3. *A broadcast e-mail* may be sent to College administrative staff, faculty, support staff, and students with information about the situation.

4. *The Outdoor Alert System*, an outdoor communication/mass notification system, may be activated to issue warnings or to communicate information and instructions. North Central College's Outdoor Alert System includes two loudspeakers located on the roofs of Carnegie Hall and Benedetti-Wehrli Stadium. The system is intended to notify people outdoors at the time of an emergency. It is not intended to notify people inside of buildings.

5. *Fire alarms* in campus buildings may be activated and operated by the on-duty Campus Safety Officer or designee to evacuate a building.

6. *A broadcast voicemail* may be delivered to users who have a voicemail account, including faculty, staff, students and main office phones.

7. *A recorded voicemail* message may be prepared for those who call the main campus number, 630-637-5100, and include information about the situation.

8. *Residence Life staff* may work to personally contact students through a variety of means including in-person verbal communication, postings and social media.

9. *Campus Safety Officers* may communicate notifications from their vehicles via bullhorns.

10. The faculty general manager of the *College's radio station*, 89.1 FM WONC, may be notified of information to broadcast to the community.

11. *Bulletins* may be posted by Campus Safety Officers at the entrances to each building on campus.

12. Warnings and information may be posted to the official North Central College Facebook (<https://www.facebook.com/NorthCentralCollege>) or X (formerly known as Twitter) (<https://twitter.com/northcentralcol>) pages.

Timely Warnings-Safety Alerts

The Department of Campus Safety will provide timely warning notices to inform members of the College community about serious crimes that occur on or adjacent to our campus, where prior knowledge of that serious crime would aid others in not becoming the victim of a similar case or where an on-going threat to safety may exist. These warnings will be posted if the incident is reported to the Department of Campus Safety. Campus Safety may issue/post crime alerts for incidents of sexual assault, murder, aggravated assault, robbery involving force or violence, major incidents of arson, and other crimes as determined by the Director of Campus Safety, or their designee. Alerts may be posted at the entrances of buildings on campus and/or emailed to North Central College email accounts. Safety alerts are not generally posted for the above listed crimes if:

1. The offender is apprehended and the threat of imminent danger for members of the community has been mitigated by the apprehension.
2. If a report was not filed with the Department of Campus Safety, or if the office was not notified in a manner that would allow for the office to post a “timely” warning for the community.

The content of the timely warning will include a general description of the safety concern or incident, description of suspect(s) if applicable, known and pertinent, and who to contact with additional information and safety tips. When possible and without causing delay, members of the College’s leadership team, Office of Institutional Communications, Office of Student Affairs and Campus Safety may be used to gather information, determine the content of the timely warning and disseminate the information to the College community via any or all of the emergency notification systems listed above.

The Director of Campus Safety is responsible for ensuring that a timely warning is issued to the College community. In the absence of the Director, an Assistant Director is responsible for ensuring the warning is issued. A copy of the warning is kept on file in Campus Safety.

Annual Assessments

The Director of Campus Safety in coordination with the Operations Manager conduct annual drills and exercises that may be announced or unannounced for the campus community.

1. Fire drills are conducted in the residence halls twice per year. The fire alarms are activated by the Naperville Fire Department and evacuation procedures are implemented.
2. An annual shelter in place drill is conducted once per year. The RAVE Alert system is activated by a member of the Office of Institutional Communications.

3. Tabletop exercises are conducted annually. A table top exercise is a facilitated analysis of an emergency situation in an informal, stress-free environment involving the coordination of efforts from the College and local first responders.
4. The Outdoor Alert System is tested on a monthly basis in conjunction with the City of Naperville tornado siren testing.

Additional Campus Policies

Note: All policies are subject to change at any time. For up-to-date College policies for students please visit: www.noctrl.edu/handbook. For up-to-date College policies for faculty and staff please visit: <https://hub.northcentralcollege.edu/sites/human-resources/>

Emergency Contact and Missing Person Policy

All resident students are required to provide the Office of Residence Life with the name of an emergency contact person prior to moving into an assigned residence hall room.

1. All official missing student reports are immediately referred to Campus Safety.
2. Emergency contact information can be completed on Merlin through the Medical Insurance and Emergency Contact Information link.
3. If a student is under the age of 18 and not emancipated, the emergency contact person must be a parent or legal guardian. The emergency contact person may be called during medical emergencies, depending on the severity of the situation and the wishes of the student involved.
4. The emergency contact person also will be contacted if the student is reported missing for at least 24 hours by roommates, friends, or instructors. The emergency contact person may be called sooner than 24 hours if the College has reason to believe this will assist in quickly locating the student or if foul play may be involved in the disappearance of the student. If a student has been missing for more than 24 hours, or if foul play is suspected to be involved, a report will also be made to the Naperville Police Department.
5. The missing person contact information is registered and confidential, accessible only to authorized campus officials, and may not be disclosed except to law enforcement personnel in furtherance of a missing person investigation.
6. The following is list of contact information that may be utilized to report a student missing.
 - i. Campus Safety 630-637-5911
 - ii. Office of Residence Life 630-637-5858
 - iii. Office of Student Affairs 630-637-5151
 - iv. Naperville Police Department 630-420-6666

Policy Statement Regarding Alcohol Use

North Central College recognizes that personal choices involving the use of alcohol have an impact on both the individual and the community. The College's alcohol policy, written in accordance with Illinois State law, supports the mission of the institution and its academic and student development goals.

North Central College students are subject to all Federal, State, and Local laws pertaining to alcohol. In the event prosecution occurs outside the College, violators also may be subject to the College's Student Conduct Process. Additionally, North Central College, as an educational institution, sets supplementary community standards for its members that are over and above prescribed Federal, State, and Local laws. North Central College alcohol policies include:

- A. **Public Consumption:** Consumption of alcohol on College property is prohibited – regardless of age – unless it is being offered as part of an official College program or event in a specially designated location. While alcohol may be safely consumed in residence hall rooms by students and guests who are 21 years of age or over, specific rules apply (see additional policies below).

- B. **Of-Age Alcohol Policy:** Students who are 21 years of age or over may possess or consume alcohol in residence hall rooms provided that all other individuals in a room, suite, or apartment are of legal drinking age (see note below), and the door to the room is closed. Alcohol may not be consumed in residence hall balconies, lounges or public areas within the residence hall or apartment building. Please note, any alcohol present when College policies are being violated is subject to confiscation and disposal, even if one or more of the students involved in the incident is 21 years of age or older.
 - 1. Students of the legal age of 21 are prohibited from being present where alcohol is being consumed by individuals under the age of 21. Presence is defined as being in the room, suite, vehicle or other location proximal to the possession or use of alcohol.
 - 2. Students who are 21 years of age or older who wish to transport alcohol on campus may do so only if the alcohol is in an unopened, sealed container(s), and covered from open view.
 - 3. The atmosphere of a room in which there is possession and/or consumption of alcohol must not create significant noise or disturbances, and the door of this room must be closed.
 - 4. Students who live off-campus at a local residence are expected to abide by all local laws and ordinances related to alcohol. Of-age students who host underage students at an off-campus gathering where alcohol is present may be found in violation of this policy.

- C. **Underage Alcohol Policy:**
 - 1. Students under the age of 21 are prohibited from possessing, distributing, or consuming alcohol.
 - 2. Students under the age of 21 are also prohibited from being present where alcohol is being consumed, even if the individual(s) possessing or consuming the alcohol are of the legal age of 21, and are following all other guidelines. Presence is defined as being in the room, suite, vehicle, or other location proximal to the possession or use of alcohol.
 - 3. It is expected that underage students abide by local laws and ordinances related to alcohol, whether on or off campus. If it is determined that an underage student consumed alcohol at an off-campus location, the student may be found in violation of this policy.

Note: Presence of Underage Roommates. Underage students whose roommates, apartment mates or suitemates are 21 years of age or older may be present when alcohol is possessed or consumed in the student's residence hall room, suite, or apartment. However, underage roommates are not

permitted to consume alcoholic beverages themselves. If guests who are under the age of 21 are found anywhere in a room, suite, or apartment where alcohol is being consumed, all of the individuals will be subject to disciplinary action regardless of age.

Note: College Sponsored Events. Alcohol is occasionally served as part of an official College program or event in a specifically designated location. In situations like this, underage students may be present where alcohol is being consumed by of-age students or guests, but may not consume alcohol themselves. If alcohol is being served at an event where guests include individuals above and below the legal drinking age, individuals who are 21 years and older should be clearly identified (e.g., with name tags, bracelets, etc.)

D. Intoxication and Behavioral Responsibility: Students who choose to consume alcohol are expected to do so responsibly. Intoxication itself is a violation of the North Central College alcohol policy. In addition, students who are highly intoxicated, in the opinion of the College staff member present at the time, may be transported to a local hospital via ambulance, at the discretion of the College if a College personnel (including a staff member or public safety officer) determines there is a risk which requires the transportation. In such an event, the student shall be solely responsible for any associated costs.

E. Substance Free Halls: A substance-free designation is given to any living environment where alcohol and alcohol paraphernalia are prohibited. Any room in which all residents are under the age of 21, in addition to all rooms in Seager Hall and Rall Hall are substance-free. Additionally, rooms or floors in other residence halls may be designated as substance-free by the Office of Residence Life.

F. Drinking Games

1. Games that are centered around alcohol, focused on drinking large quantities of alcohol, or promote unsafe consumption are prohibited.
2. Drinking games played with non-alcoholic beverages are also prohibited.
3. Being in the presence of, or being in possession of any device or paraphernalia commonly used to play drinking games is prohibited. These devices, including beer pong supplies and “Beirut” tables, are also subject to confiscation and/or disposal.

G. Alcohol Containers and Paraphernalia:

1. Alcohol containers, regardless of the content, are prohibited in substance-free residence halls and in rooms or suites where all roommates are underage.
2. Kegs and any other containers over two gallons in capacity – whether empty or full – are prohibited anywhere on campus, and are subject to confiscation and disposal, regardless of the age of the person(s) possessing them.
3. Alcohol paraphernalia including beer bongs, funnels and beer boots are not permitted on campus and are subject to confiscation and disposal.

H. Powdered Alcohol:

The consumption, possession or distribution of any powder or crystalline substance containing alcohol, as defined by state/local law, is prohibited by College policy and Illinois state law.

Policy Statement Regarding Drug Use

North Central College recognizes that personal choices involving the use of drugs have an impact on both the individual and the community. The College's drug policy, written in accordance with Federal law, is more restrictive than State law while supporting the mission of the institution and its academic and student development goals.

Federal Law prohibit the possession and/or distribution of illegal drugs. Criminal controlled substances penalties include fines, imprisonment, and, in certain cases, the seizure and forfeiture of the violator's property. Penalties are increased for second time offenses. In addition, financial aid (particularly Federal aid) may be forfeited. North Central College students are subject to all Federal, State, and Local laws pertaining to the use, possession, and presence of illegal drugs and controlled substances. The College cooperates fully with law enforcement officials in the prosecution of cases involving illegal drugs and controlled substances.

Additionally, North Central College sets additional and more restrictive rules regarding the use and possession of legal and illegal drugs and/or controlled substances on campus than prescribed by Federal, State, and/or Local laws. Violations of these policies may also subject the involved party to disciplinary action through the College's Student Conduct Process.

North Central College Drug Policy:

Students are prohibited from the unlawful use, possession, or distribution of any illegal drug or illegal drug paraphernalia, whether on or off campus. Students are also prohibited from being in the presence of illegal drugs or illegal drug paraphernalia. Presence is defined as being in the room, suite, vehicle, or other location proximal to the possession or use of illegal substances, activities or paraphernalia. Illegal drug and/or illegal drug paraphernalia may be subject to disposal.

The North Central College drug policy covers illegal and illicit use of controlled substances, including marijuana, stimulants, depressants, hallucinogens, opiates/narcotics, inhalants, synthetic drugs, or any other intoxicating compound. The unauthorized possession or use of prescription drugs is also prohibited. If a significant quantity of drugs, or items suggesting drug distribution are found (for example: scale, small self-sealing baggies, etc.), the College may refer the case directly to the hearing panel process to consider suspension or dismissal.

Recreational and Medical Marijuana

North Central College prohibits the possession, use, or distribution of all cannabis, cannabis products, or any substances containing THC (tetrahydrocannabinol) on campus, or at any College sponsored event or activity off campus regardless of whether such use is allowed by State law. The Cannabis Regulation and Tax Act and The Compassionate Care Act, are Illinois laws that permits the recreational and medical use of marijuana, respectively, and states: "Nothing in this Act shall prevent a university, college, or other institution of post-secondary education from restricting or prohibiting the use of medical cannabis on its property." The Cannabis Regulation and Tax Act

states, “Nothing in this Act shall require an individual or business entity to violate the provisions of federal law, including colleges or universities that must abide by the Drug-Free Schools and Communities Act Amendments of 1989, that require campuses to be drug free.” North Central College is required to certify that it complies with the Drug-Free Schools and Communities Act (20 U.S.C. 1145g part 86 of the Drug and Alcohol Abuse Prevention Regulations). The federal government regulates drugs through the Controlled Substances Act (21 U.S.C. A 811) which classifies marijuana as a Schedule I controlled substance. Thus to comply with the Federal Drug-Free School and Communities Act, North Central College prohibits all cannabis use, possession, manufacture or distribution.

Consequences of Alcohol and Drug Violations

All incidents involving drugs and alcohol will be processed through the College’s Student Conduct Process. Students found in violation of alcohol and/or drug policies may be subject to sanctions deemed appropriate by the College, such as counseling assessments, educational projects, fines, parental notification, community service, campus engagement, reprimand, restitution, residence hall removal, suspension, probation, or dismissal. Law enforcement may be contacted for alcohol and drug violations. If a drug or alcohol offense occurs on campus and results in a legal proceeding, the College has the right to also process the matter through the Student Conduct procedure, separately from the legal proceeding.

Medical Amnesty

The safety and wellbeing of students is of primary importance to North Central College. Each student plays an important role in creating a safe, healthy and responsible community. The College understands that the potential for disciplinary action may be a deterrent to students who might seek emergency medical assistance for themselves or others. Because the College wants students to seek assistance promptly in the event of a health or safety emergency involving alcohol or drug use, a policy of medical amnesty has been adopted as part of a comprehensive approach to reduce the harmful effects of substance use.

- A. If a student seeks help in a medical emergency (by calling 911 or Campus Safety at 630-637-5911), the College will not take disciplinary action for possession, consumption, or being in the presence of alcohol or drugs against:
 - A student who initiates a request for medical assistance for oneself;
 - A student who initiates a request for medical assistance for another student; and/or
 - The student for whom medical assistance is sought.

- B. Any student(s) afforded amnesty under this policy will be required to meet with staff from the Office of Student Affairs or the Office of Residence Life for a formal review of the incident. Failure to attend this required meeting will result in the revocation of the amnesty. The outcome of this meeting may be a counseling or health assessment, or other educationally appropriate interventions.

- C. While no formal disciplinary action will be taken in cases that meet the conditions of this policy, College staff will document the incident and follow up accordingly. Repeated incidents or intentional abuse of this policy may result in parental notification and/or disciplinary action.

- D. This policy does not preclude disciplinary action regarding all other behaviors prohibited in the Student Handbook and/or deemed to have considerable negative community impact, including but not limited to sexual misconduct, hazing, conduct that endangers, damage, vandalism, and the unlawful provision or distribution of alcohol or drugs.

Drug and Alcohol Use Education and Prevention

Through the Office of Student Affairs, the Dyson Wellness Center and Office of Human Resources as well as other campus departments and offices, North Central College provides a variety of alcohol and drug abuse prevention and intervention programs administered and designed to educate about, prevent and reduce alcohol and other drug use/abuse at North Central College. A campus-community alcohol and other drug coalition meets regularly to discuss current substance abuse related issues and trends. North Central College’s policy is distributed to all students, staff and faculty on an annual basis. A comprehensive review of the alcohol and drug programs is made biennially during even years. For more information concerning current programs, interventions and policies, contact Tatiana Sifri, the Executive Director of the Dyson Wellness Center, at tsifri@noctrl.edu, 630-637-5550, Steve Weaver, Dean of Students at sgweaver@noctrl.edu, 630-637-5993, or Sharon Merrill, Assistant Vice President for Human Resources at semerrill@noctrl.edu, 630-637-5718.

ON-CAMPUS RESOURCES/INFORMATION

Dyson Wellness Center (confidential medical, counseling and advocacy services)	630-637-5550, http://www.northcentralcollege.edu/dyson
Employee Assistance Program, MHN, A Health Net Company	1-800-511-3920, http://www.members.mhn.com
Jessica Brown, Vice President for Student Affairs and Athletics	630-637-5151
Steve Weaver, Dean of Students	630-637-5151
Department of Campus Safety	630-637-5911

OFF-CAMPUS RESOURCES/INFORMATION

Naperville Police Department	911/ 630-420-6666
DuPage County Sheriff Department 501 N. County Farm Road, Wheaton, IL 60187	911/ 630-682-7256
DuPage County Health Department 111 North County Farm Rd. Wheaton, IL 60187	630-627-1700 (24 hours), Crisis Line

DuPage Mental Health Services 1776 South Naperville Road, Building B, Suite 203 Wheaton, IL 60189	630-690-2222
Linden Oaks Hospital at Edward 852 West Street, Naperville, IL 60540	630-305-5129 or 630-305-5500
Rosecrance 608 South Washington Street Naperville, IL 60540	630-849-4295 Financial Expectations: http://www.rosecrance.org/substanceabuse/financialexpectations/
Resurrection Behavioral Health, Addiction Services 2001 Butterfield Road, Suite 320 Downers Grove, IL 60515	847-493-3600
Central DuPage Hospital Behavioral Health 27W350 Highlake Road Winfield, IL 60190	630-933-4000
Serenity House 89155 Rohlwing Road Addison, IL 60101	630-620-6616
Banyan Treatment Center Naperville, IL 60540	630-528-1692
Gateway Foundation Alcohol & Drug Treatment 8 locations	877-321-7326 www.RecoverGateway.org
Timberline Knolls (Residential treatment for young women) 40 Timberline Drive, Lemont, IL 60439	630-343-2326
Alexian Brothers (Behavior Health Hospital) 1650 Moon Lake Blvd. Hoffman Estates, IL 60194	847-882-1600
FAIR: Family & Adolescents in Recovery 2010 East Algonquin Rd. Schaumburg, IL 60173	847-359-5192 http://faircounseling.com/contact/
DuPage County State's Attorney's Office Judicial Office Facility - Annex 503 N. County Farm Road Wheaton, IL 60187	630-407-8000

Student Rights

North Central College is committed to the safety and well-being of all its community members. The College strives to create an environment that is free of acts of violence, bullying, intimidation, threats, and infringement of rights of privacy and property. The Student Affairs staff is committed to assisting students, whether victim of an alleged

incident (reporting party) or an accused student (responding party), in identifying resources that will provide support before, during, and after the student conduct process takes place.

Preponderance of the Evidence

The student conduct process at North Central College requires a preponderance of the evidence in order for a student to be found in violation of College policy. Preponderance of the evidence means that a student will be found in violation of a College policy if the evidence demonstrates that it is “more likely than not” that the alleged violation occurred.

Rights of Accused Students (Responding Party)

The Student Conduct Process does not replace or prevent any civil or criminal law action or proceeding. Students who are charged with violating College policies (i.e. Responding Party) are entitled to the rights listed below:

1. To be treated with dignity and respect and in a non-judgmental manner.
2. To receive a written statement of any and all charges.
3. To receive a written and timely notice of the date, time and place of any hearing.
4. To have an Advisor, as outlined above, accompany them throughout any student conduct hearing, meeting, or interview.
5. To have the opportunity to meet with a staff member prior to a hearing to discuss the adjudication process, if requested.
6. To hear and respond to the information that supports the charges against them.
7. To provide a written statement and/or verbal information on their own behalf.
8. To receive nondiscriminatory treatment with regard to race, national origin, color, creed, religion, sex, age, disability, veteran status, sexual orientation, gender identity, or any other category protected by applicable State or Federal law.
9. To have case information be held in confidence by student conduct personnel as well as Hearing Panel members (with the exception of College personnel or other parties who have a legitimate need to know).
10. To receive a written and timely notice of the outcome of any hearing.
11. If found “in violation”, to receive written and timely notice detailing any assigned sanctions and any relevant appeal process.
12. To be informed of all College resources as available and applicable, including counseling services.

Rights of Victims (Reporting Party)

The Student Conduct Process does not replace or prohibit any civil or criminal law action or proceeding. This means that any victim (i.e. Reporting Party) who brings a complaint to the College may also file criminal or civil complaints. All faculty, staff, or students who may be a victim of a crime are encouraged to report violations of law to the proper authorities on- or off-campus.

A victim and/or Reporting Party is afforded the following procedural rights during the investigation of the alleged incident and in any subsequent official student conduct hearing or meeting:

1. To be treated with dignity and respect and in a non-judgmental manner.

2. To assume the role of Reporting Party, and all that is entailed therein, if an alleged incident is referred for adjudication.
3. To be notified of the progress of the case, including initial contact with the Responding Party and outcomes related to any student conduct proceedings.
4. To have an Advisor, as outlined above, accompany them throughout any student conduct hearing, meeting, or interview.
5. To receive a written and timely notice of the date, time and place of any hearing.
6. To have the opportunity to meet with a staff member prior to a hearing to discuss the adjudication process, if requested.
7. To provide, hear and respond to the information that supports the charges against the Responding Party.
8. To provide a written statement and/or verbal information on their own behalf.
9. To receive nondiscriminatory treatment with regard to race, national origin, color, creed, religion, sex, age, disability, veteran status, sexual orientation, gender identity, or any other category protected by applicable State or federal law.
10. To have case information be held in confidence by student conduct personnel as well as Hearing Panel members (with the exception of College personnel or other parties who have a legitimate need to know).
11. To receive a written and timely notice of the outcome of any hearing, including any assigned sanctions and/or relevant appeal process.
12. To be informed of all College resources as available and applicable, including counseling and medical services.
13. To request campus housing relocation, a College No-Contact Order, or other steps to prevent unnecessary or unwanted contact or proximity to a Responding Party. These types of requests will be honored whenever feasible.

Note: Reports or allegations that fall under the College's Title IX Policy have specific processes and procedures that may differ from the other procedural standards described in the Student Handbook. To obtain information unique to those cases, please refer to the Prohibited Sex Discrimination, Sex-Based Harassment and Retaliation Policy.

The institution will disclose the results of a disciplinary proceeding for a violent crime or non-forcible sex offense (incest or statutory rape) to the victim of such crime or offense or the next of kin, if the victim is deceased.

Sanctions

Consideration of a student's entire disciplinary record at North Central College will be taken into account when designing sanctions. The Administrative Hearing Officer (AHO) or Hearing Panel will reach a decision, and determine sanctions (if appropriate) within two (2) business days of the completion of a hearing. If a Panel conducts the hearing, the decision must be made by agreement of no less than three members, and must be submitted in writing to the Office of Student Affairs. If the case is heard by a Sanction Hearing Panel or Officer, sanctions will be determined within two (2) business days of the completion of a Sanction Hearing.

Upon reaching a decision, the AHO or Panel may assign one or more of the following sanctions, or any other sanction deemed an appropriate response to the violation(s):

- A. **Counseling:** The student may be required to take part in a mandatory counseling consultation or assessment either on campus at the Dyson Wellness Center, or off campus. Off-campus counseling or assessments will be at the student's expense.
- B. **Substance Use Consultation/Assessment:** The student must meet with a staff member in the Dyson Wellness Center, or off campus, to discuss alcohol and/or drug use and must comply with all related recommendations. Off-campus consultations/assessments will be at the student's expense.
- C. **Dismissal:** The student is separated involuntarily and permanently from the College.
- D. **Educational Project:** The student may, for example, be required to attend an alcohol, drug or conflict resolution education program, write an essay, reflection paper or apology letter, complete a floor program/bulletin board or any other appropriate project.
- E. **Campus/Community Service:** The student may be required complete a number of service hours potentially assigned to a specific office on Campus and in which the student works to benefit the College or Campus community.
- F. **Campus Engagement:** The student may be assigned a specific number of "campus involvement" hours in order to help the student get better connected to positive campus activities and people. Campus Engagement can include attending any number of College sponsored activities, including speakers, student organization meetings, workshops, concerts, etc. (with the exception of athletic events). Typically, a student is able to choose what Campus Engagement activities they will attend.
- G. **Fine:** A student found in violation of the College's alcohol or drug policies will be assessed a \$100.00 fine, in addition to other possible sanctions, for their first violation of the policy. All subsequent violations of the policies will carry with them a \$200.00 fine, per person found in violation, in addition to other possible sanctions. Authorized medical marijuana users will not have a fine imposed for violation of the College's drug policy but are subject to other forms of sanctioning. Fines must be paid within one month (31 days) of the date of the decision of the Administrative Hearing Officer, Hearing Panel, or Sanction Hearing. Fines must be paid in cash or by personal check in the Office of Student Affairs located on the 5th floor of Old Main. Any fine outstanding after one month will be doubled and placed on the student's account. All money collected through fines for alcohol and drug violations will be used for alcohol and drug abuse programming or interventions.
- H. **Parental Notification:** Parents will be notified when students who are under the age of 21 violate the alcohol policy for a second time at North Central College. Parents may be notified of a student's first violation of the alcohol policy, if, in the College's sole opinion, the offence is severe. The College informs parents, of students under the age of 21, in all cases where a student violates the College's drug policies.

For additional information on parental notification, please contact the Assistant Vice President for Student Affairs and Dean of Students.

- I. **Alcohol Education:** The student is required to complete an online alcohol assessment and education program. Once the student has completed the program, they are required to submit a Certificate of Completion (as an electronic printout, screen shot, electronic document, or scanned copy) to an assigned College official.
- J. **College No Contact Order:** The student is required to have no contact with another student, faculty, or staff member.
- K. **College No Trespass Order:** The student is not allowed in any North Central building nor are they allowed on any property owned or leased by North Central College. Should a student need to be on campus to conduct official College business, they must receive approval from the Office of Student Affairs in advance. If a student violates this order the College may contact the Naperville Police Department in order to pursue a charge of criminal trespassing.
- L. **Residence Hall No Trespass Order:** The student is not allowed in any North Central College owned or leased residence halls or apartment. Should a student need to enter a residence hall to conduct official College business, they must receive approval from the Office of Student Affairs in advance. If a student violates this order the College may contact the Naperville Police Department in order to pursue a charge of criminal trespassing.
- M. **Residence Hall Removal:** A student's Room and Board Agreement is terminated permanently or for a designated period of time. Until such a time as a student is again eligible to live in a residence hall, they are typically prohibited from entering any residence hall for any reason. Should a student need to enter a residence hall to conduct official College business, they must receive approval from the Office of Student Affairs in advance. If a student violates this order the College may contact the Naperville Police Department in order to pursue a charge of criminal trespassing.
- N. **Residence Hall Relocation:** A student is involuntarily relocated to a different residence hall room assignment, as deemed appropriate by the College. Any cost associated with Residence Hall Relocation will be at the student's expense.
- O. **Campus Access Limitation:** A student may be on campus for classes only. While on campus a student may enter only the buildings where they have assigned classes. A student may not enter residence halls or any other campus buildings. Should a student need to be on campus to conduct official College business, they must receive approval from the Office of Student Affairs in advance.

- P. **Disciplinary Probation:** The student may continue enrollment and/or residence on campus only under conditions established by the AHO or Panel. One condition that may be applied under probation is that the student be partially or completely restricted from representing the College in any capacity. While a student is under probation, any further infraction of College policies typically results in stricter sanctioning. This may include suspension or dismissal.
- Q. **Reprimand:** The student will receive a formal notice of reprimand for violation of the Statement of Student Conduct or a College Policy. A copy of this notice will be placed in the student's permanent disciplinary record. The notice of reprimand is intended to communicate to a student that further violation of the Statement of Student Conduct or College policies will not be tolerated.
- R. **Restitution:** The student may be required to make financial or other types of restitution when found in violation of a College policy or the Statement of Student Conduct.
- S. **Suspension:** The student is separated involuntarily from the College for a specified time or until conditions are met. While a student is under Suspension, any further infraction of regulations may result in dismissal from the College.
- T. **Mentoring:** The student must meet weekly with an assigned mentor, often for a specific number of weeks. A student is required to complete any mentoring-related homework that is assigned by the mentor.
- U. **Future Behavior Clause:** An AHO or Panel outlines next disciplinary steps in the event the student is found in violation of a future College policy or the Statement of Student Conduct.

Interim Sanctions

The Student Conduct processes and sanctions described above are ones that require time to implement and complete. When, in the judgment of the Vice President for Student Affairs and Athletics, or their designee, there is reason to believe that a student poses a threat to harm himself/herself or others, to unreasonably interfere with another's right to learn, study, sleep or work, to cause damage to College property, or to disrupt the stability and continuance of normal College operations, a student may be issued a College "no contact" restriction with another student or faculty/staff member, a College "no trespass" directive for all or a portion of College property, or may be removed immediately from the residence halls and/or the College (interim suspension). The Vice President for Student Affairs and Athletics, or their designee, may reassign a student to alternate housing and/or limit student access to residence halls or campus facilities on an interim basis. These interim sanctions will be imposed pending formal and final resolution of the alleged violation(s) of College policy through the Student Conduct Hearing Process. An interim sanction begins immediately upon notification by the Vice President for Student Affairs and Athletics or their designee. Every attempt will be made to resolve the matter as soon as possible. Interim sanctions are not subject to appeal prior to the required formal hearing.

Disciplinary Action for Off-Campus Behavior

As part of the North Central College community, students represent the College at all times, whether on or off campus. It is the hope of the College that each member of the student community will serve as an ambassador of the College when away from the College campus, showing a regard for others that goes beyond the minimum requirements of the law. As such, the College may choose to address student misconduct that occurs off-campus. A student may be charged with violating the “Conduct Unbecoming” policy, and/or other college policies in situations that include, but are not limited to:

- A. When the alleged off-campus misconduct occurs while a student is officially representing the College.
- B. When the alleged off-campus misconduct is criminal in nature.
- C. When the alleged off-campus misconduct causes a significant neighbor or community concern.

Cooperation with Local Law Enforcement

North Central College’s top priority is to protect the health and safety of the College community. Additionally, the College has an obligation to abide by the laws of the Naperville community of which it is a part, as well as the laws of the State and Federal governments. While activities covered by the laws of the community and those covered by the College’s policies may overlap, the community’s laws and the College’s policies operate independently, and do not substitute for each other.

- A. Membership in the College community does not exempt anyone from Local, State or Federal laws, but rather imposes the additional obligation to abide by all of the College’s regulations.
- B. The College may pursue enforcement of its own rules whether or not legal proceedings are underway or are prospect, and may use information from third party sources, such as law enforcement agencies and the courts, to determine whether College policies have been broken.
- C. The College will make no attempt to shield members in the College community from the law, nor would it intervene in legal proceedings on behalf of a member of the community.

Legal Proceedings Outside of the College

Students should be aware that while student conduct hearings, both administrative and panel, are protected under certain regulations, the records are subject to subpoena in the course of investigation and prosecution of a criminal or civil matter. If a student believes they may be liable for criminal prosecution and is asked to appear before an on-campus panel or participate in an administrative hearing, legal counsel is strongly advised before participating. Pending civil or criminal charges will not typically disrupt the schedule of College Hearing Panels or administrative hearings.

Withdrawing from the College during Disciplinary Proceedings

Students cannot withdraw from school in the hopes of avoiding disciplinary proceedings. Violations of the Statement of Student Conduct and College Policies that take place while a student is enrolled may be adjudicated and sanctions applied regardless of the enrollment status of the individual. If in the unlikely event a case is not adjudicated after a student withdraws from the College, the student may not enroll again at North Central College until the case has been adjudicated, and the student may be issued a “College No Trespass” order that would prohibit the student from being present on any College owned or leased property.

Statement on Title IX and Prohibited Sex Discrimination, Sex-Based Harassment and Retaliation Policy (for the full policy and updates, please visit: <https://www.northcentralcollege.edu/transparency/title-ix-sexual-misconduct>)

North Central College (hereinafter, “the College”) is committed to providing an educational and employment environment that is free from sex discrimination, sex-based harassment, and retaliation for engaging in protected activity.

North Central College values and upholds the equal dignity of all members of its community and strives to balance the rights of the Parties in the resolution process during what is often a difficult time for all involved.

To ensure compliance with federal, state, and local sex discrimination laws and regulations, and to affirm its commitment to promoting the goals of fairness and equity in all aspects of the education program or activity, the College has developed policies and procedures that provide for prompt, fair, and impartial resolution of allegations of sex discrimination, sex-based harassment, or retaliation.

Notice of Nondiscrimination

North Central College seeks to comply with all federal, state, and local laws, regulations, and ordinances prohibiting sex discrimination in private post-secondary education institutions.

The College does not discriminate against any employee, applicant for employment, student, or applicant for admission on the basis of actual or perceived sex.

This Policy covers sex discrimination in both employment and access to educational opportunities. Therefore, any member of the College community whose acts deny, deprive, unreasonably interfere with or limit the education or employment, residential and/or social access, benefits, and/or opportunities of any member of the College community, guest, or visitor on the basis of that person’s actual or perceived sex, is in violation of this Policy. The applicable procedures used to resolve allegations will be determined by each individual’s status.

North Central College will promptly and effectively address any such discrimination of which it has Knowledge/Notice using the resolution process in the Sex Discrimination, Sex-Based Harassment, and Retaliation Procedures.

Prohibited Conduct

Students, employees, and participants in the College’s education programs and activities are entitled to an educational and employment environment that is free of sex discrimination, sex-based harassment, and retaliation. This Policy is not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom that include germane, but controversial or sensitive, subject matters protected by academic freedom.

The sections below describe the specific forms of legally prohibited sex discrimination, sex-based harassment, and retaliation that are also prohibited under College Policy. When speech or conduct is protected by academic

freedom, it will not be considered a violation of College Policy, though supportive measures will be offered to those impacted.

All offense definitions below encompass actual and/or attempted offenses.

Any of the following offenses can be charged as or combined as pattern offenses, in which case the Notice of Investigation and Allegation (NOIA) will clearly indicate that both individual incidents and a pattern of conduct are being investigated. A pattern may exist and be charged when there is a potential substantial similarity to incidents where the proof of one could make it more likely that the other(s) occurred, and vice versa. Patterns may exist based on target selection, similarity of offense, or other factors. Where a pattern is found, it can be the basis to enhance sanctions, accordingly.

Sex Discrimination

Sex discrimination is different treatment with respect to a person's employment or participation in an education program or activity based, in whole or in part, upon the person's actual or perceived sex.

Discrimination can take two primary forms:

1) Disparate Treatment Discrimination:

- Any intentional differential treatment of a person or persons that is based on a person's actual or perceived sex and that:
 - Excludes a person from participation in;
 - Denies a person benefits of; or
 - Otherwise adversely affects a term or condition of a person's participation in a College program or activity.

2) Disparate Impact Discrimination:

- Disparate impact occurs when policies or practices that appear to be neutral unintentionally result in a disproportionate impact on the basis of sex that:
 - Excludes a person from participation in;
 - Denies a person benefits of; or
 - Otherwise adversely affects a term or condition of a person's participation in a College program or activity.

Sex-based Harassment (Applicable under Title IX, Title VII, and the Fair Housing Act)

Sex-based Harassment is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex,¹ including sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity; sexual assault, dating violence, domestic violence, and stalking.

1) Quid Pro Quo:

- an employee agent, or other person authorized by the College,

¹ Throughout this Policy, "on the basis of sex" means conduct that is sexual in nature, or that is directed to the Complainant because of his/her/their actual or perceived sex or gender identity.

to provide an aid, benefit, or service under the College's education program or activity,

- explicitly or impliedly conditioning the provision of such aid, benefit, or service,
- on a person's participation in unwelcome sexual conduct.

2) **Hostile Environment Harassment:**

- unwelcome sex-based conduct, that
- based on the totality of the circumstances,
- is subjectively and objectively offensive, and
- is so severe or pervasive,
- that it limits or denies a person's ability to participate in or benefit from the College's education program or activity

The College reserves the right to address offensive conduct and/or harassment that (1) does not rise to the level of creating a hostile environment, or (2) that is of a generic nature and not prohibited by law. Addressing such conduct will not result in the imposition of discipline under College Policy, but may be addressed through respectful conversation, remedial actions, education, effective Alternative Resolution, and/or other Informal Resolution mechanisms.

For assistance with Alternative Resolution and other Informal Resolution techniques and approaches, contact the Title IX Office.

3) **Sexual Assault:**²

Sexual assault is defined as any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving affirmative consent.

For the purpose of these definitions, a Sexual Act is defined as conduct between persons consisting of:

- Contact between the penis and the vulva, or between penises and vulvas.
- Contact between the penis and the anus.
- Contact between the mouth and the penis.
- Contact between the mouth and the vulva.
- Contact between the mouth and anus.
- Contact between anuses.
- Contact involving any of the above or the buttocks or breasts.

Private body parts include all of the body parts specified above, including genitals, groin area, breasts and buttocks. Sexual Assault includes Rape, Fondling, Incest, and Statutory Rape.

a. **Rape:**

- i. Penetration, no matter how slight,
- ii. of the vagina or anus,
- iii. with any body part or object, or
- iv. oral penetration by a sex organ of another person,

² This would include having another person touch you sexually, forcibly, and/or without their consent.

v. without the consent of the Complainant.

b. **Fondling:**

- i. The touching of the private body parts of the Complainant (buttocks, groin, breasts),
- ii. for the purpose of sexual gratification,
- iii. without the consent of the Complainant,
- iv. including instances where the Complainant is incapable of giving consent because of their age or because of a temporary or permanent mental incapacity.

c. **Incest:**

- o Sexual intercourse,
- o between persons who are related to each other,
- o within the degrees wherein marriage is prohibited by Illinois law.

d. **Statutory Rape:**

- o Sexual intercourse,
- o with a person who is under the statutory age of consent of 17.

3) **Dating Violence**, defined as:

- a. violence,
- b. on the basis of sex,
- c. committed by a person,
- d. who is in or has been in a social relationship of a romantic or intimate nature with the Complainant.
 - i. The existence of such a relationship shall be determined based on the Complainant's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition—
 - a) Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
 - b) Dating violence does not include acts covered under the definition of domestic violence.

4) **Domestic Violence**,³ defined as:

- a. violence,
- b. on the basis of sex,
- c. committed by a current or former spouse or intimate partner of the Complainant,
- d. by a person with whom the Complainant shares a child in common, or

³ To categorize an incident as Domestic Violence under this Policy, the relationship between the Respondent and the Complainant must be more than just two people living together as roommates. The people cohabitating must be current or former spouses or have an intimate relationship.

- e. by a person who is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner, or
- f. by a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of Illinois, or
- g. by any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of Illinois.

5) **Stalking**, defined as:

- a. engaging in a course of conduct,
- b. on the basis of sex,
- c. directed at the Complainant, that
 - i. would cause a reasonable person to fear for the person's safety, or
 - ii. the safety of others; or
 - iii. Suffer substantial emotional distress.

For the purposes of this definition—

- Course of conduct means two or more acts, including, but not limited to, acts in which the Respondent 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 Complainant.
- Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

6) **Sexual Misconduct**

- a. **Sexual Exploitation:**⁴
 - i. a person taking non-consensual or abusive sexual advantage of another, that does not constitute Sex-based Harassment as defined above,
 - ii. for their own benefit or for the benefit of anyone other than the person being exploited.

Examples of Sexual Exploitation include, but are not limited to:

- Sexual voyeurism (such as observing or allowing others to observe a person undressing or using the bathroom or engaging in sexual acts, without the consent of the person being observed)
- Invasion of sexual privacy (e.g., doxxing)
- Knowingly making an unwelcome disclosure of (or threatening to disclose) a person's sexual orientation, gender identity, or gender expression
- Taking pictures, video, or audio recording of another person in a sexual act, or in any other sexually related activity when there is a reasonable expectation of privacy during the activity, without the consent of all involved in the activity; or exceeding the

⁴ This offense is not classified under Title IX as "Sex-based Harassment," but it is included here in this Policy as a tool to address a wider range of behaviors.

boundaries of consent (such as allowing another person to hide in a closet and observe sexual activity, or disseminating sexual pictures without the photographed person's consent), including the making or posting of non-consensual pornography

- Prostituting another person
- Engaging in sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or a sexually transmitted disease (STD) or infection (STI), without informing the other person of the virus, disease, or infection
- Causing or attempting to cause the incapacitation of another person (through alcohol, drugs, or any other means) for the purpose of compromising that person's ability to give consent to sexual activity, or for the purpose of making that person vulnerable to non-consensual sexual activity
- Misappropriation of another person's identity on apps, websites, or other venues designed for dating or sexual connections (e.g., spoofing)
- Forcing a person to take an action against that person's will by threatening to show, post, or share information, video, audio, or an image that depicts the person's nudity or sexual activity
- Knowingly soliciting a minor for sexual activity
- Engaging in sex trafficking
- Knowingly creating, possessing, or disseminating child sexual abuse images or recordings
- Creating or disseminating synthetic media, including images, videos, or audio representations of individuals doing or saying sexually related things that never happened, or placing identifiable real people in fictitious pornographic or nude situations without their consent (i.e., Deepfakes)

Consent

As used in this Policy, the following definitions and understandings apply:

1) Consent

Consent is defined as:

- knowing, and
- voluntary, and
- clear permission
- by word or action
- to engage in sexual activity.⁵

⁵ In the Illinois law addressing criminal sexual assault, "consent" is defined as, "a freely given agreement to the act of sexual penetration or sexual conduct in question. Lack of verbal or physical resistance or submission by the victim resulting from the use of force or threat of force by the accused shall not constitute consent. The manner of dress of the victim at the time of the offense shall not constitute consent." 720 ILCS 5/11-1.70 (a) Further, "A person who initially consents to sexual penetration or sexual conduct is not deemed to have consented to any sexual penetration or sexual conduct that occurs after they withdraw consent during the course of that sexual penetration or sexual conduct." 720 ILCS 5/11-1.70(c). Finally, consent cannot be given by a person who is under the age of 17, except that it shall be a defense to a charge of criminal sexual assault if the accused reasonably believed the person to be 17 years of age or over. 720 ILCS 5/11-1.70(b). This is applicable to criminal prosecutions for sex offenses in Illinois but may differ from the definition used by the College to address Policy violations.

Individuals may perceive and 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.

For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct. Consent is evaluated from the perspective of what a reasonable person would conclude are mutually understandable words or actions. Reasonable reciprocation can establish consent. For example, if someone kisses you, you can kiss them back (if you want to) without the need to explicitly obtain *their* consent to be kissed back.

Consent can also be withdrawn once given, as long as the withdrawal is reasonably and clearly communicated. If consent is withdrawn, sexual activity should cease within a reasonably immediate time.

Silence or the absence of resistance alone should not be interpreted as consent. Consent is not demonstrated by the absence of resistance. While resistance is not required or necessary, it is a clear demonstration of non-consent.

Consent to some sexual contact (such as kissing or fondling) cannot be assumed to be consent for other sexual activity (such as intercourse). A current or previous intimate relationship is not sufficient to constitute consent. If an individual expresses conditions on their willingness to consent (e.g., use of a condom) or limitations on the scope of their consent, those conditions and limitations must be respected. If a sexual partner shares the clear expectation for the use of a condom, or to avoid internal ejaculation, and those expectations are not honored, the failure to use a condom, removing a condom, or internal ejaculation can be considered acts of sexual assault.

Proof of consent or non-consent is not a burden placed on either party involved in a Complaint. Instead, the burden remains on the College to determine whether its Policy has been violated. 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 misconduct occurred and any similar and previous patterns that may be evidenced.

Going beyond the boundaries of consent is prohibited. Thus, unless a sexual partner has consented to slapping, hitting, hair pulling, strangulation, or other physical roughness during otherwise consensual sex, those acts may constitute dating violence or sexual assault.⁶

Reports/Complaints of Sex Discrimination, Sex-Based Harassment, and/or Retaliation

A Report provides notice to the College of an allegation or concern about sex discrimination, sex-based harassment, or retaliation and provides an opportunity for the Title IX Office to provide information, resources, and supportive measures. A Complaint provides notice to the College that the Complainant would like to initiate an investigation or other appropriate resolution procedures. A Complainant or individual may initially make a report and may decide at a later time to make a Complaint. Reports or Complaints of sex discrimination, sex-based harassment, and/or retaliation may be made using any of the following options:

- 1) File a Complaint with, or give verbal Notice directly to, the Title IX Coordinator or to any member of the Title IX Office. Such a Complaint may be made at any time (including during non-business hours) by using the telephone number, email address, or by mail to the office of the Title IX Coordinator.
- 2) Submit online Notice at www.titleixreport.northcentralcollege.edu. Anonymous Notice is accepted, but the Notice may give rise to a need to try to determine the Parties' identities. Anonymous Notice typically limits the College's ability to investigate, respond, and provide remedies, depending on what information is shared. Measures intended to protect the community or redress or mitigate harm may be enacted. It also may not be possible to provide supportive measures to Complainants who are the subject of anonymous Notice.

Reporting carries no obligation to initiate a Complaint, and in most situations, the College is able to respect a Complainant's request to not initiate a resolution process. However, there may be circumstances, such as pattern behavior, allegations of severe misconduct, or a compelling threat to health and/or safety, where the College may need to initiate a resolution process. If a Complainant does not wish to file a Complaint, the College will maintain the privacy of information to the extent possible. The Complainant should not fear a loss of confidentiality by giving Notice that allows the College to discuss and/or provide supportive measures, in most circumstances.

Report using the Campus Conduct Hotline at (866) 943-5787.

Reporting, Mandated Reporting, and Confidential Employees

All North Central College faculty and employees (including student-employees), other than those deemed Confidential Employees, are Mandated Reporters and are expected to promptly report all known details of actual or suspected sex discrimination, sex-based harassment, retaliation, and/or Other Prohibited Conduct to

⁶ Consent in relationships must also be considered in context. When Parties consent to BDSM (bondage, discipline, sadism, masochism) or other forms of kink, non-consent may be shown by the use of a safe word. Resistance, force, violence, or even saying "no" may be part of the kink and thus consensual.

appropriate officials immediately, although there are some limited exceptions. Supportive measures may be offered as the result of such disclosures without formal College action.

Complainants may want to carefully consider whether they share personally identifiable details with Mandated Reporters, as those details must be shared with the Title IX Coordinator.

If a Complainant expects formal action in response to their allegations, reporting to any Mandated Reporter can connect them with resources to report alleged crimes and/or Policy violations, and these employees will immediately pass Notice to the Title IX Coordinator, who will act when an incident is reported to them.

In some instances of sexual harassment, Complainants may wish to seek medical attention from a qualified healthcare provider, regardless of whether the Complainant chooses to report to the College. Endeavor Health (previously Edward Hospital) has team of Sexual Assault Nurse Examiners (SANEs) available and on call 24/7 to provide free forensic examinations and comprehensive care to sexual assault patients. An evidence collection kit can be collected for a minimum of seven days after an assault, and the patient does not need to complete a kit to receive an exam and treatment at no cost to the patient. The kit also does not need to be immediately (or ever) released to the police for testing and will be stored for at least ten years. Endeavor Health is located at 801 S. Washington Street, Naperville, IL 60540 and their phone number is (630) 527-3000.

Complainants may also wish to contact the local police to initiate the criminal reporting process, which is separate from the campus reporting process. North Central College Campus Safety will support Complainants who wish for assistance working through the criminal reporting process. Conversely, campus members may seek an investigation through the College and choose not to involve local police. The Naperville Police Department is located at 1350 Aurora Ave., Naperville, IL 60540 and their phone number is (630) 420-6666. If an emergency, please contact the police utilizing 911.

Preservation of Evidence

The preservation of evidence is critical to potential criminal prosecution and to obtaining restraining/protective orders, and it is particularly time sensitive. The College will inform the Complainant of the importance of preserving evidence by taking actions such as the following:

Sexual Assault

- Seek forensic medical assistance at the nearest hospital, ideally within 120 hours of the incident (sooner is better). Illinois law provides that hospitals offering evidence collection must offer such services for a minimum of 7 days following the incident.
- Avoid urinating, showering, bathing, washing hands or face, or douching, if possible, but evidence may still be collected even if you do.
- If oral sexual contact took place, refrain from smoking, eating, drinking, or brushing teeth, if possible, but evidence may still be collected even if you do.
- If clothes are changed, place soiled clothes in a paper bag (plastic destroys evidence) or a secure evidence container (if provided one by law enforcement)
- Seeking medical treatment can be essential, even if it is not for the purpose of collecting forensic evidence.

Stalking/Dating Violence/Domestic Violence/Sex-Based Harassment

- Evidence in the form of text and voice messages will be lost in most cases if the Complainant changes their phone number.
 - Make a secondary recording of any voice messages and/or save the audio files to a cloud server.
 - Take screenshots and/or a video recording of any text messages or other electronic messages (e.g., Instagram, Snapchat, Facebook).
- Save copies of email and social media correspondence, including notifications related to account access alerts.
- Take time-stamped photographs of any physical evidence, including notes, gifts, etc., in place when possible.
- Save copies of any messages, including those showing any request for no further contact.
- Obtain copies of call logs showing the specific phone number being used rather than a saved contact name if possible.

During the initial meeting between the Complainant and Title IX Office, the importance of taking these actions will be discussed, if timely.

Supportive Measures

North Central College will offer and implement appropriate and reasonable supportive measures to the Parties upon Notice of alleged sex discrimination, sex-based harassment, and/or retaliation. Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate and reasonably available. They are offered, without fee or charge to the Parties, to restore or preserve access to the College's education program or activity, including measures designed to protect the safety of all Parties and/or the College's educational environment and/or to deter sex discrimination, sex-based harassment, and/or retaliation.

The Title IX Office promptly makes supportive measures available to the Parties upon receiving Notice/Knowledge or a Complaint. At the time that supportive measures are offered, if a Complaint has not been filed, the College will inform the Complainant, in writing, that they may file a Complaint with the College either at that time or in the future. The Title IX Office shall offer Supportive Measures to a Respondent upon notification to the Respondent that there has been a report or Complaint made against them, or earlier as appropriate if a Respondent is aware of a potential Complaint against them. The Title IX Office will work with a party to ensure that their wishes are considered with respect to any planned and implemented supportive measures.

The College will maintain the confidentiality of the supportive measures, provided that confidentiality does not impair the College's ability to provide those supportive measures. The College will act to ensure as minimal an academic/occupational impact on the Parties as possible. The College will implement measures in a way that does not unreasonably burden any party.

These actions may include, but are not limited to:

- Referral to counseling, medical, and/or other healthcare services

- Referral to the Employee Assistance Program
- Referral to community-based service providers
- Visa and immigration assistance
- Student financial aid counseling
- Education to the institutional community or community subgroup(s)
- Altering campus housing assignment(s)
- Altering work arrangements for employees or student-employees
- Safety planning
- Providing campus safety escorts
- Providing transportation assistance
- Implementing contact restrictions (no contact orders) between the Parties
- Academic support, extensions of deadlines, or other course/program-related adjustments
- Trespass, Persona Non Grata (PNG), or Be-On-the-Lookout (BOLO) orders
- Timely warnings
- Class schedule modifications, withdrawals, or leaves of absence
- Increased security and monitoring of certain areas of the campus
- Any other actions deemed appropriate by the Title IX Coordinator

Violations of no contact orders or other restrictions may be referred to appropriate student or employee conduct processes for enforcement or added as collateral misconduct allegations to an ongoing Complaint under this Policy.

The Parties are provided with a timely opportunity to seek modification or reversal of the College's decision to provide, deny, modify, or terminate supportive measures applicable to them. A request to do so should be made in writing to the Title IX Coordinator. An impartial employee other than the employee who implemented the supportive measures, who has authority to modify or reverse the decision, will determine whether to provide, deny, modify, or terminate the supportive measures if they are inconsistent with the Title IX regulatory definition of supportive measures. The College will also provide the Parties with the opportunity to seek additional modification or termination of supportive measures applicable to them if circumstances materially change. The College typically renders decisions on supportive measures within seven (7) business days of receiving a request and provides a written determination to the impacted party(ies) and the Title IX Coordinator.

Confidentiality/Privacy

North Central College makes every effort to preserve the Parties' privacy. The College will not share the identity of any individual who has made a Complaint of sex discrimination, sex-based harassment, or retaliation; any Complainant; any individual who has been reported to be the perpetrator of sex discrimination, sex-based harassment, or retaliation; any Respondent; or any witness, except as permitted by, or to fulfill the purposes, of applicable laws and regulations (e.g.,

Title IX), Family Educational Rights and Privacy Act (FERPA) and its implementing regulations, or as required by law; including any investigation, or resolution proceeding arising under these policies and procedures.^{7,8}

Federal Timely Warning Obligations

The College must issue timely warnings for reported incidents that pose a serious or continuing threat of bodily harm or danger to members of the College community.

The College will ensure that a Complainant's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the potential danger.

Federal Statistical Reporting Obligations

Certain institutional officials (those deemed Campus Security Authorities) have a duty to report the following for federal statistical reporting purposes (Clery Act):

- 1) All "primary crimes," which include criminal homicide, sexual assault, robbery, aggravated assault, burglary, motor vehicle theft, and arson
- 2) Hate crimes, which include any bias-motivated primary crime as well as any bias-motivated larceny or theft, simple assault, intimidation, or destruction/damage/vandalism of property
- 3) Violence Against Women Act (VAWA-based crimes), which include sexual assault, domestic violence, dating violence, and stalking⁹
- 4) Arrests and referrals for disciplinary action for weapons law violations, liquor law violations, and drug law violations

All personally identifiable information is kept private, but statistical information regarding the type of incident and its general location (on- or off-campus or in the surrounding area, but no addresses are given) must be shared with Clery Coordinator for publication in the Annual Security Report and daily campus crime log. Campus Security Authorities include student affairs/student conduct staff, campus law enforcement/public safety/security, local police, coaches, athletic directors, residence life staff, student activities staff, human resources staff, advisors to student organizations, and any other official with significant responsibility for student and campus activities.

RESOLUTION PROCESS FOR ALLEGED VIOLATIONS OF THE PROHIBITED SEX DISCRIMINATION, SEX-BASED HARASSMENT, AND RETALIATION POLICY (Hereinafter the "Resolution Process")

Overview

North Central College will act on any Notice, Complaint, or Knowledge of a potential violation of the Prohibited Sex Discrimination, Sex-Based Harassment, and Retaliation Policy ("the Policy") that the Title IX Office¹⁰ or any other Mandated Reporter receives by applying the Resolution Process below.

⁷ 20 U.S.C. 1232g

⁸ 34 C.F.R. § 99

⁹ 42 U.S.C. Sections 13701 through 14040.

The procedures below apply to all allegations of discrimination on the basis of sex, sex-based harassment, retaliation, or Other Prohibited Conduct involving students, employees, or third parties participating or attempting to participate in the College's education program or activity at the time of the alleged sex discrimination, sex-based harassment, retaliation, or Other Prohibited Conduct.

Notice/Complaint

Upon receipt of Notice, a Complaint, or Knowledge of an alleged Policy violation, the Title IX Coordinator will initiate a prompt initial evaluation to determine the College's next steps. The Title IX Office will contact the Complainant/source of the Notice to offer supportive measures, provide information regarding resolution options, and determine how they wish to proceed.

Collateral Misconduct

Collateral misconduct is defined to include potential violations of other College policies not incorporated into the Prohibited Sex Discrimination, Sex-Based Harassment, and Retaliation Policy that occur in conjunction with alleged violations of the Policy, or that arise through the course of the investigation, for which it makes sense to provide one resolution for all allegations. Thus, the collateral allegations may be charged along with potential violations of the Policy, to be resolved jointly under these Procedures. In such circumstances, the Title IX Coordinator may consult with College officials who typically oversee such conduct (e.g., human resources, student conduct, academic affairs) to solicit their input as needed on what charges should be filed, but the exercise of collateral charges under these procedures is within the discretion of the Title IX Coordinator. All other allegations of misconduct unrelated to incidents covered by the Policy will typically be addressed separately through procedures described in the student, faculty, and staff handbooks.

Initial Evaluation

The Title IX Office conducts an initial evaluation, typically within seven (7) business days of receiving Notice/Complaint/Knowledge of alleged misconduct.¹¹ The initial evaluation typically includes:

- Assessing whether the reported conduct as reported, meets the definition of Prohibited Conduct as defined by this Policy.
 - If the conduct as reported does not constitute a violation of the Policy, the matter is typically dismissed from this process, consistent with the dismissal provision in these procedures. It may then be referred to another process, if applicable.
- Determining whether the College has jurisdiction over the reported conduct, as defined in the Policy.
 - If the conduct is not within the College's jurisdiction, the matter is typically dismissed from this process, consistent with the dismissal provision in these procedures. If applicable, the conduct will be referred to the appropriate College office for resolution.
- Offering and coordinating supportive measures for the Complainant.
- Offering and coordinating supportive measures for the Respondent, as applicable, once notified of the allegations or where the Respondent has awareness of the allegations.
- Notifying the Complainant, or the person who reported the allegation(s), of the available resolution options, including a supportive and remedial response, an Informal Resolution option, or the Resolution Process described below.
- Determining whether the Complainant wishes to initiate a Complaint.

¹¹ If circumstances require, the Vice President for Student Affairs and Athletics or the Title IX Coordinator will designate another person to oversee the Resolution Process should an allegation be made about the Title IX Coordinator or the Title IX Coordinator be otherwise unavailable, unable to fulfill their duties, or have a conflict of interest.

- Notifying the Respondent of the available resolution options, including a supportive and remedial response, an Informal Resolution option, or the Resolution Process described below, if a Complaint is made.

Helping a Complainant to Understand Resolution Options

If the Complainant indicates they wish to initiate a Complaint (in a manner that can reasonably be construed as reflecting intent to make a Complaint), the Title IX Office will help to facilitate the Complaint, which will include working with the Complainant to determine whether the Complainant wishes to pursue one of three resolution options:

- a supportive and remedial response, and/or
- Informal Resolution, or
- the Resolution Process described below.

The Title IX Office will seek to abide by the wishes of the Complainant but may have to take an alternative approach depending on their analysis of the situation.

If the Complainant elects for the Resolution Process below, and the Title IX Coordinator has determined the Policy applies and that the College has jurisdiction, they will route the matter to the appropriate Title IX Committee member(s), will provide the Parties with a Notice of Investigation and Allegation(s), and will initiate an investigation consistent with these Procedures.

If any Party indicates (either verbally or in writing) that they want to pursue an Informal Resolution option, the Title IX Office will assess whether the matter is suitable for Informal Resolution and refer the matter accordingly.

If the Complainant indicates (either verbally or in writing) that they do not want any action taken, no Resolution Process will be initiated (unless deemed necessary by the Title IX Coordinator), though the Complainant can elect to initiate one later, if desired.

Title IX Coordinator Authority to Initiate a Complaint

If the Complainant does not wish to file a Complaint, the Title IX Coordinator, who has ultimate discretion as to whether a Complaint is initiated, will offer supportive measures and determine whether to initiate a Complaint themselves. To make this determination, the Title IX Coordinator will evaluate that request to determine if there is a serious and imminent threat to someone's safety or if the College cannot ensure equal access without initiating a Complaint. The Title IX Coordinator will consider the following non-exhaustive factors to determine whether to file a Complaint:

- The Complainant's request not to initiate a Complaint.
- The Complainant's reasonable safety concerns regarding initiating a Complaint.
- The risk that additional acts of Prohibited Conduct would occur if a Complaint is not initiated.
- The severity of the alleged sex discrimination, including whether the discrimination, if established, would require the removal of a Respondent from campus or imposition of another disciplinary sanction to end the discrimination and prevent its recurrence.
- The age and relationship of the Parties, including whether the Respondent is a College employee.
- The scope of the alleged sex discrimination, including information suggesting a pattern, ongoing discrimination, or discrimination alleged to have impacted multiple individuals.
- The availability of evidence to assist a Decision-maker in determining whether sex discrimination occurred.
- Whether the College could end the alleged sex discrimination and prevent its recurrence without initiating its resolution process.

If deemed necessary, the Title IX Coordinator may consult with appropriate College employees, and/or conduct a violence risk assessment to aid their determination whether to initiate a Complaint.

When the Title IX Coordinator initiates a Complaint, they do not become the Complainant. The Complainant is the person who experienced the alleged conduct that could constitute a violation of this Policy.

Standard of Proof

North Central College uses the preponderance of the evidence standard of proof when determining whether a Policy violation occurred. This means that the College will decide whether it is more likely than not, based upon the available information at the time of the decision, that the Respondent is in violation of the alleged Policy violation(s).

Resolution Options Overview

This Resolution Process, consisting of Informal Resolution or Administrative Resolution, is the College's chosen approach to addressing sex discrimination, sex-based harassment, retaliation, and Other Prohibited Conduct under the Policy. The process considers the Parties' preferences but is ultimately determined at the Title IX Office's discretion.

Resolution proceedings are confidential. All individuals present at any time during the Resolution Process are expected to maintain the confidentiality of the proceedings in accordance with College Policy.

Resolution Timeline

The College will make a good faith effort to complete the Resolution Process within sixty to ninety (60-90) business days, including any appeals, which the Title IX Office can extend as necessary for appropriate cause. The Parties will receive regular updates on the progress of the Resolution Process, as well as notification and a rationale for any extensions or delays, and an estimate of how much additional time will be needed to complete the process.

Notice of Investigation and Allegations (NOIA)

Prior to an investigation, the Title IX Office will provide the Parties with a detailed written NOIA. Amendments and updates to the NOIA may be made as the investigation progresses and more information becomes available regarding the addition or dismissal of various allegations. For climate/culture investigations that do not have an identifiable Respondent, the NOIA will be sent to the department/office/program head for the area/program being investigated.

The NOIA typically includes:

- A meaningful summary of all allegations
- The identity of the involved Parties (if known)
- The precise misconduct being alleged
- The date and location of the alleged incident(s) (if known)
- The specific policies/offenses implicated
- A description of, link to, or copy of the applicable procedures
- A statement that the Parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence
- The name(s) of the Investigator(s), along with a process to notify the Title IX Office of any conflict of interest the Investigator(s) may have in advance of the interview process
- A statement that the College presumes the Respondent is not responsible for the reported misconduct unless and until the evidence supports a different determination
- A statement that determinations of responsibility are made at the conclusion of the process and that the Parties will be given an opportunity during the review and comment period to inspect and review all relevant evidence
- A statement that retaliation is prohibited

- Information about the confidentiality of the process, including that the Parties and their Advisors (if applicable) may not share College work product obtained through the Resolution Process
- A statement that the Parties may have an Advisor of their choice who may accompany them through all steps of the Resolution Process
- A statement informing the Parties that the College's Policy prohibits knowingly making false statements, including knowingly submitting false information during the Resolution Process
- Detail on how a party may request disability accommodations or other support assistance during the Resolution Process
- A link to the College's VAWA Brochure
- An instruction to preserve any evidence that is directly related to the allegations

Notification will be made in writing and may be delivered by one or more of the following methods: in person, mailed to the Parties' local or permanent address(es) as indicated in official College records, or emailed to the Parties' College-issued email or designated accounts. Once mailed, emailed, and/or received in person, the notification will be presumptively delivered.

Investigator Appointment

Once an investigation is initiated, the Title IX Office appoints Investigators to conduct it. These Investigators may be members of the Resolution Process Pool, or any other properly trained Investigator, whether internal or external to the College's community.

Notice of Outcome

Within ten (10) business days of the conclusion of the Resolution Process, the Title IX Coordinator provides the Parties with a written outcome notification. The outcome notification will specify the finding for each alleged Policy violation, all applicable sanctions that the College is permitted to share pursuant to state or federal law, and a detailed rationale, written by the Decision-maker, supporting the findings to the extent the College is permitted to share under federal or state law.

The notification will also detail the Parties' equal rights to appeal, the grounds for appeal, the steps to request an appeal, and when the determination is considered final if no party appeals.

The Title IX Office will provide the Parties with the outcome notification simultaneously, or without significant time delay between notifications. The written outcome notification may be delivered by one or more of the following methods: in person, mailed to the Parties' local or permanent address as indicated in official College records, or emailed to the Parties' College-issued or designated email account. Once mailed, emailed, and/or received in person, the outcome notification is presumptively delivered.

Sanctions

Factors the Decision-maker may consider when determining sanctions and responsive actions include, but are not limited to:

- The nature, severity of, and circumstances surrounding the violation(s)
- The Respondent's disciplinary history
- The need for sanctions/responsive actions to bring an end to the sex discrimination, sex-based harassment, and/or retaliation
- The need for sanctions/responsive actions to prevent the future recurrence of sex discrimination, sex-based harassment, and/or retaliation

- The need to remedy the effects of the sex discrimination, sex-based harassment, and/or retaliation on the Complainant and the community
- The impact on the Parties
- The Respondent's acceptance of responsibility
- Any other information deemed relevant by the Decision-maker(s)

The sanctions will be implemented as soon as it is feasible once a determination is final, either upon the outcome of any appeal or the expiration of the window to appeal, without an appeal being requested.

The sanctions described in this Policy are not exclusive of, and may be in addition to, other actions taken, or sanctions imposed, by external authorities.

Sanction Ranges

The following sanction ranges apply for Prohibited Conduct under this Policy. Sanctions can be assigned outside of the specified ranges based on aggravating or mitigating circumstances, or the Respondent's cumulative conduct record.

- **Rape:** suspension through expulsion or termination.
- **Stalking:** probation through expulsion or termination.
- **Dating/Domestic Violence:** probation through expulsion or termination.

Student Sanctions

The following are the common sanctions that may be imposed upon students singly or in combination:

- *Reprimand:* A formal statement that the conduct was unacceptable and a warning that further violation of any College policy, procedure, or directive will result in more severe sanctions/responsive actions.
- *Required Counseling:* A mandate to meet with and engage in either College-sponsored or external counseling to better comprehend the misconduct and its effects.
- *Restrictions:* A student may be restricted in their activities, including, but not limited to, being restricted from locations, programs, participation in certain activities or extracurriculars, study abroad, or holding leadership roles in student organizations.
- *Probation:* An official sanction for violation of institutional policy, providing for more severe disciplinary sanctions in the event that the student is found in violation of any institutional policy, procedure, or directive within a specified period of time. Terms of the probation will be articulated and may include denial of specified social privileges, exclusion from extra-curricular activities, exclusion from designated areas of campus, no-contact orders, and/or other measures deemed appropriate.
- *Suspension:* Separation from the institution, or one or more of its facilities, for a defined period of time, typically not to exceed two (2) years, after which the student is eligible to return. Eligibility may be contingent upon satisfaction of specific conditions noted at the time of suspension, on successfully applying for readmission, or upon a general condition that the student is eligible to return if the institution determines it is appropriate to re-enroll/readmit the student. The student is typically required to vacate institutional property within 24 hours of notification of the action, though this deadline may be extended at the discretion of the Title IX Office or other appropriate official. During an institution-wide suspension, the student is banned from institutional property, functions, events, and activities unless they receive prior written approval from an appropriate institutional official. This sanction may be enforced with a trespass action, as necessary. This sanction may be noted as a Disciplinary Suspension on the student's official academic transcript, per institutional policy and/or state law.

Crime Statistics

Campus crime, arrest, and referral statistics include those reported to North Central College Campus Safety, designated campus officials, and local law enforcement agencies. The College believes that an informed public is a safety-conscious public. The following reported statistics, provided in compliance with the *Crime Awareness and Campus Security Act of 1990*, and covering the period January 1–December 31 for each year, are for your information. Please note that reported crimes may involve individuals not associated with the College.

Each year, the link to this report is e-mailed to all faculty, staff, and students and posted on the College’s website. Copies of the report may also be obtained in person at the Department of Campus Safety.

**Please note the following information regarding Clery statistical data:*

- *Data reported in the category of “On Campus Student Housing Facility” must also be reported under the “On Campus Property” classification since a Clery reportable crime within a campus residence hall is also considered to be “On Campus Property”.*
- *Data reported in the classification of disciplinary referrals reflects persons being referred for disciplinary action due to a violation of law and does not include disciplinary action due to a violation of our institution’s policies. Illinois Compiled Statutes 301/55-15 states: No county, municipality or political subdivision shall adopt or enforce any law that includes being intoxicated as the sole basis of the offense.*
- *The Cannabis Regulation and Tax Act (410/705) was effective January 1, 2020 for the state of Illinois.*

Clery Act Crimes	2021					2022					2023				
	On Campus Property	On Campus Student Housing Facilities	Non-Campus Property	Public Property	Reports Designated Unfounded by Police*	On Campus Property	On Campus Student Housing Facilities	Non-Campus Property	Public Property	Reports Designated Unfounded by Police*	On Campus Property	On Campus Student Housing Facilities	Non-Campus Property	Public Property	Reports Designated Unfounded by Police*
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offense Rape	8	8	0	0	0	7	7	0	0	0	5	4	1	0	0
Sex Offense Fondling	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0
Sex Offense Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offense Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault/Battery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	1	0	0	0	0	1	1	0	0	0	8	5	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arrests															
Illegal Weapons Possession	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	2	2	0	0	0	4	1	0	0	0
Liquor Law Violations	0	0	0	0	0	1	1	0	1	0	1	0	0	2	0
Disciplinary Action															
Illegal Weapons Possession	0	0	0	0	0	2	2	0	0	0	3	3	0	0	0
Drug Abuse Violations	5	5	0	0	0	12	12	0	0	0	38	24	0	0	0
Liquor Law Violations	59	59	0	0	0	50	48	0	0	0	85	80	0	0	0

Violence Against Women Re-Authorization Act Amendments to Clery	2021					2022					2023				
	On Campus Property	On Campus Student Housing Facilities	Public Property	Non-Campus Property	Reports Designated Unfounded by Police*	On Campus Property	On Campus Student Housing Facilities	Public Property	Non-Campus Property	Reports Designated Unfounded by Police*	On Campus Property	On Campus Student Housing Facilities	Public Property	Non-Campus Property	Reports Designated Unfounded by Police*
Domestic Violence	1	1	0	0	0	0	0	1	0	0	0	0	0	0	0
Dating Violence	1	1	0	0	0	2	1	0	0	0	1	1	0	0	0
Stalking	5	3	0	0	0	2	0	0	0	0	3	2	0	0	0

Hate Crimes	2021					2022					2023				
	On Campus Property	On Campus Student Housing Facilities	Public Property	Non-Campus Property	Reports Designated Unfounded by Police*	On Campus Property	On Campus Student Housing Facilities	Public Property	Non-Campus Property	Reports Designated Unfounded by Police*	On Campus Property	On Campus Student Housing Facilities	Public Property	Non-Campus Property	Reports Designated Unfounded by Police*
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault / Battery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offense Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offense Non-Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	1	1	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

*In 2023, one incident of intimidation occurred based on race.

Behind the Statistics

Definition of Crimes

Each of the crimes for which we report statistics are defined below. The definitions are taken from the Federal Bureau of Investigation's (FBI's) Uniform Crime Reporting handbook as required by Clery Act regulations.

Aggravated Assault — An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

Arson — Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling, house, public building, motor vehicle or aircraft, personal property of another, etc.

Burglary — The unlawful entry of a structure to commit a felony or a theft.

Criminal Homicide-Murder and Non-Negligent Manslaughter — The willful (non-negligent) killing of one human being by another.

Criminal Homicide-Negligent Manslaughter — The killing of another person through gross negligence.

Dating Violence — Any violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

Domestic Violence — Any felony or misdemeanor crime of violence committed by:

- 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 the jurisdiction in which the crime of violence occurred;
- By any other person against an adult or youth who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Motor Vehicle Theft — The theft or attempted theft of a motor vehicle.

Robbery — Taking or attempting to take anything of value from the care, custody or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Stalking — Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others; or suffer substantial emotional distress.

Weapon Law Violations — The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons.

Drug Abuse Violations — The violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.

Liquor Law Violations — The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.

Sex Offenses

For sex offenses only, definitions from the FBI's National Incident-Based Reporting System (NIBRS) Edition of the Uniform Crime Reporting (UCR) are used.

Sexual Assault

Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

Sex Offenses-Forcible

A. Rape — The 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, without the consent of the victim.

B. 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 incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

Sex Offenses-Non-forcible

A. Incest — Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

B. Statutory Rape — Sexual intercourse with a person who is under the statutory age of consent.

Note: The age of consent in Illinois is 17 years of age.

Hate Crimes

For hate crimes, definitions from the FBI's UCR Hate Crime Data Collection Guidelines and Training Guide for Hate Crime Data Collection are used. A hate crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. A bias is a preformed negative opinion or attitude toward a group of persons based on their race, religion, disability, sexual orientation, ethnicity, national origin, gender, or gender identity.

Larceny-Theft — The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

Simple Assault – An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.

Intimidation – To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Destruction/Damage/Vandalism of Property – To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Note: Even if the offender was mistaken in their perception that the victim was a member of the group they were acting against, the offense is still a bias crime because the offender was motivated by bias against the group. It is the perception of the offender, not the perception of the victim that determines whether a crime is classified as a Hate Crime. There must be evidence that the offended was motivated by that prejudice to commit the crime.

Required Reporting Locations

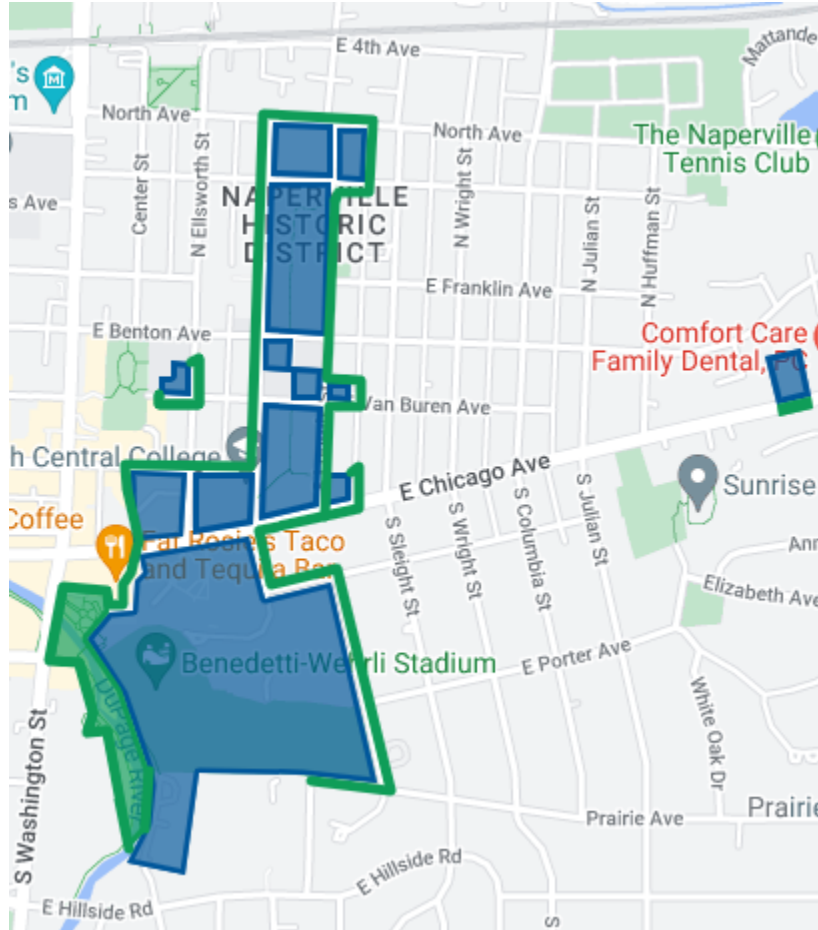
North Central College's required crime statistics reporting areas are defined as the following:

- **On Campus Property** includes violations of law that occurred on campus property both within and outside of the residence halls.
- **On Campus Student Housing Facilities** includes violations of law that occurred in the residence halls within the same reasonably contiguous geographic area of the main campus.
Note: Statistical data reported in this category is a subset to "On Campus Property" classification (i.e. – a Clery reportable crime that occurs within a campus residence hall, will be counted once in "On Campus Property" and again in "On Campus Student Housing Facility").
- **Public Property** includes violations of law that occurred on public property that is within the campus, or immediately adjacent to and accessible from College property (i.e. sidewalks and streets)
- **Non-Campus Property** includes violations of law that occurred at college owned, leased or controlled locations that are not within the same reasonably contiguous geographic area of main campus.

Please note: Statistics for otherwise reportable crimes that do not occur within Clery Act-specified geography are not included in these statistics even if North Central College students or employees are involved.

Reference Map

This map provides a basic overview of North Central College's main campus. All items highlighted in blue are considered "On Campus Property." Items in green are considered "Campus Public Property." In most cases these locations consist of public parking facilities and the sidewalk/street/sidewalk adjacent to and accessible from "On Campus Property."



Fire Safety Report

Definitions that apply to this section:

- **Cause of fire:** The factor or factors that give rise to a fire. The causal factor may be, but is not limited to, the result of an intentional or unintentional action, mechanical failure, or act of nature.
- **E-Cigarette Use or Vaping:** The use of electronic smoking devices and/or electronic nicotine delivery systems.
- **Fire:** Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.
- **Fire drill:** A supervised practice of a mandatory evacuation of a building for a fire.
- **Fire-related injury:** Any instance in which a person is injured as a result of a fire (including an injury sustained from a natural or accidental cause), while involved in fire control, attempting rescue, or escaping from the dangers of the fire. The term “person” may include students, employees, visitors, firefighters, or any other individuals.
- **Fire-related death:** Any instance in which a person
 - Is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire; or
 - Dies within one year of injuries sustained as a result of the fire.
- **Fire safety system:** Any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire. This may include sprinkler systems or other fire extinguishing systems, fire detection devices, stand-alone smoke alarms, devices that alert one to the presence of a fire, such as horns, bells, or strobe lights; smoke-control and reduction mechanisms; and fire doors and walls that reduce the spread of a fire.
- **Smoking:** The use of smoke-producing tobacco products, including but not limited to cigarettes, cigars, cigarillos, mini-cigars, e-cigarettes, tobacco alternative vapor or vaping products and hookahs. All forms of smoking are prohibited.
- **Tobacco Use:** The use of any tobacco product including, but not limited to cigarettes, cigars, cigarillos, mini-cigars, hookah, chewing tobacco, snuff, and other smokeless tobacco products. All forms of tobacco are prohibited.
- **Value of property damage:** The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity. This estimate should include contents damaged by fire, and related damages caused by smoke, water, and overhaul; however, it does not include indirect loss, such as business interruption.

In Case of a Fire on Campus

Should you discover a fire, remember RACE:

Remove anyone from immediate danger.

Activate the fire alarm system by pulling the nearest fire alarm pull station, then call 911.

Contain fire by closing doors.

Evacuate the building.

All buildings are equipped with fire alarm systems which activate at certain temperature levels or smoke conditions.

Should you be in a building when an alarm is activated:

- Evacuate immediately in a calm, orderly manner; close all office and classroom doors.
- Assist people with disabilities in exiting the building or going to an area of refuge; ensure, to the extent possible, that other occupants know to evacuate.
- After evacuation, proceed to the preliminary designated assembly area for that particular building.
- Supervisors and faculty in classes and residence hall area coordinators will gather the names of people in the evacuation area and notify Campus Safety of anyone who may be missing.
- Be prepared to move to another location if the area is deemed to be too close to the building.
- Help keep roads, fire lanes, hydrants and walkways clear for emergency vehicles and crews.

If you become trapped in a building during a fire, stay near the floor where the air will be less toxic. Shout for help at regular intervals to alert emergency rescue crews of your location. Remain calm and do not panic.

Whenever a fire alarm is sounded, all persons must evacuate the building in a safe and orderly manner through the nearest fire exit to an open area away from the building. The Residence Life staff in conjunction, with Campus Safety, will oversee the evacuation of the residence hall areas. Please do not panic. Never disregard a fire alarm. Obstruction and/or disregarding the instructions of firefighting personnel, Campus Safety, police or Residence Life staff may result in disciplinary action and possibly arrest. Campus Safety along with the Naperville Fire Department, will determine when it is safe to re-enter the building. If a false alarm is witnessed, this should be reported to Campus Safety.

In Case of a Fire Inside of Your Residence Hall Room:

If you cannot easily extinguish the fire, GET OUT, take your room key, close the door and safely evacuate the area.

- Activate fire alarms and alert others.
- Walk - do not run to the nearest stairwell exit.
- Do not use an elevator. If you are caught in the elevator push the emergency phone button. The emergency phones in elevators on campus typically ring to Campus Safety personnel.
- If the room or hallway is smoky, get on your hands and knees (or stomach) and crawl to the nearest exit.
- Go to a designated assembly area and CALL 911. Be prepared to tell the dispatcher your exact location and what is on fire.

In Case of a Fire Outside of Your Room

- Feel the door and doorknob. If it is hot, DO NOT open the door.
 - CALL 911. Be prepared to tell the dispatcher your exact location, and what is on fire, if known.
 - If possible, wedge WET cloth materials along the bottom of the door to help keep out smoke.
 - Check to see if there is smoke outside the window. If there is no smoke, open the window and hang light colored material outside and SCREAM, "FIRE!"
 - If the room becomes smoky, tie a folded cloth (wet if possible) over your nose and mouth and stay low.
 - Try to make yourself visible to rescue personnel through the window or balcony.
 - Do not jump from upper story windows.
- If the door is not hot, stay behind the door and open it cautiously. Be ready to close the door quickly if fire is close by.

- If it is safe to proceed into the hallway, walk; do not run, to the nearest stairwell. Take your room key with you. Activate the fire alarms and alert others.
- Do not use an elevator. If you are caught in the elevator push the emergency phone button. The emergency phones in elevators on campus typically ring to Campus Safety personnel.
- If smoke is present in the hallway, keep low.

Fire Reporting

North Central College community members are strongly encouraged to immediately report any fire, evidence of a fire that has been extinguished, or suspicious circumstances in an accurate and timely manner to the North Central College Department of Campus Safety at 630-637-5911 and the Naperville Police at 630-420-6666 (non-emergency) or 9-1-1 (emergency). In addition to reporting a fire to Campus Safety, the following individuals may also be contacted:

Vice President for Operations, 630-637-5657

Vice President for Student Affairs and Athletics, 630-637-5151

Dean of Students, 630-637-5993

Director, Campus Safety 630-637-5912

Director, Residence Life, 630-637-5861

Area Hall Director On Call, 630-816-5298

Emergency Drills, Testing & Evacuation Procedures

The College's Operations Manager, in conjunction with the Department of Campus Safety, organizes, plans and executes announced and unannounced emergency drills, alarm testing, and evacuation plans several times throughout the year. Among the types of emergency exercises on campus are fire and tornado drills. Fire drills will be conducted regularly during the academic year. Residence halls have an unannounced fire drill twice per year, and academic buildings are done annually. Emergency response charts and cards are published and posted in office suites and available online. All emergency response and evacuation procedures are publicized through the College's email system, and monitored during testing by the Operations Manager, Campus Safety and numerous building captains who oversee the documentation, monitor the effectiveness of the drills, and provide feedback for improvement through organized meetings on each drill. When applicable, the Naperville Fire Department is involved with the testing of alarms and fire drills to ensure the equipment is functioning properly and the evacuations proceed in an effective and safe manner. The Operations Manager monitors emergency drills, maintains institutional records, oversees compliance and evaluation efforts as they relate to emergency management, and coordinates the maintenance of emergency equipment. Please note: Persons who tamper with firefighting equipment, sound false alarms, fail to evacuate during a fire alarm, remove batteries from smoke detectors, damage emergency exit signs and/or inhibit the work of firefighters in any way are subject to disciplinary action and may result in criminal prosecution and costly fines.

Fires, Fire Alarms and Fire Equipment

A person's first action should be to evacuate the building. If a fire is small and appears controllable, use a nearby fire extinguisher to combat the fire. Remember **PASS**:

Pull the pin from the fire extinguisher.

Aim the fire extinguisher at the base of the fire.

Squeeze the handles together.

Sweep the spray from side to side across the base of the flames.

If the fire is not put out by the first fire extinguisher used, evacuate the building. Do not attempt to use a second fire extinguisher.

Fire Safety Systems

The College reviews campus buildings annually for any potential improvements to fire safety systems. At the time of this report's publication, there are no planned fire safety system improvements. To comply with fire codes, no interior hallway doors may be propped open. Sprinkler heads need to be kept free from obstruction, so that they can operate properly. Items may not be stored within 18 inches of any sprinkler head. Hanging anything from a sprinkler head is prohibited.

Fire Safety Education

Residence Life and Campus Safety personnel receive annual training on the proper use of a fire extinguisher in a controlled environment and in coordination with the Naperville Fire Department.

Residence Life and Housing Policies

Smoking and Tobacco

To protect the health and safety of students, faculty, staff, and visitors on campus, and to create a cleaner and more sustainable campus environment, all areas of the North Central College campus, including owned and leased buildings and grounds (collectively "College Areas") are smoke and tobacco-free areas.

The use of tobacco e-cigarettes and smokeless tobacco products (including cigarettes, e-cigarettes, cigars, pipes, vaping and vapor devices, smokeless tobacco and all other tobacco products of any type) by students, faculty, staff, guests, visitors, and contractors is prohibited on all properties owned or leased by North Central College, including (but not limited to):

- all interior space on campus and/or property leased by the College, including remote sites;
- all outside property or grounds owned or leased by the College, including areas such as walkways (for example, the Sesquicentennial Walkway), breezeways, parking lots, and patios;
- all vehicles leased or owned by the College;
- all personal vehicles while on college property;
- all indoor and outdoor athletic facilities

Electrical Appliances and Wires

1. Residents must only use Underwriter's Laboratory approved electrical appliances. These appliances will have an UL sticker, stamp, or logo on them. In an effort to conserve energy and further support sustainability initiatives, the College requests that students bring Energy Star certified appliances.
2. Open coil items including toasters, toaster ovens, warmers, hot plates, hot pots, popcorn poppers, and electric blankets are prohibited in the residence hall.
3. A power strip or extension cord may be used, but connecting or "piggy-backing" multiple extension cords or power strips, in any combination, is prohibited.
4. Residents may be asked to limit the wattage or use of certain appliances, especially at peak hours, due to overloading. To reduce the risk of overloading the circuits, surge protectors must have a built-in circuit breaker or fuse. The College accepts no responsibility for damages incurred to electrical appliances as a result of power surges or outages.

- Stereo, TV, and other electrical wires/antenna may not be extended from your room underneath doors, windows, or through walls in order to prevent injury to you and others who live or work in your building.

Grills

Only small personal grills may be used by students. Grills must be at least 15 feet away from residence halls and attended at all times. Grilling is not permitted on the balconies of any apartments owned or operated by the College. Appropriate clean up and safe disposal of charcoal and other materials must be done as soon as possible after cooking. Disposing of charcoal on College lawns is strictly prohibited. For appropriate means to dispose of charcoal and store grills and other cooking equipment, see the Office of Residence Life. Flammable liquids, such as lighter fluid, may not be stored in residence halls.

Annual Fire Statistics

Data reported in the annual fire statistics reflects unintentional fires, undetermined fires and intentional fires for all residence halls on campus.

2023									
Location	Date Reported	Date of Incident	Time of Incident	Incident Number	Type of Incident	Reason for Activation	Fire Report Number	Number of Injuries or Deaths	Property Loss Value
*No unintentional fires, no undetermined fires or intentional fires reported									
2022									
Location	Date Reported	Date of Incident	Time of Incident	Incident Number	Type of Incident	Reason for Activation	Fire Report Number	Number of Injuries or Deaths	Property Loss Value
*No unintentional fires, no undetermined fires or intentional fires reported									
2021									
Location	Date Reported	Date of Incident	Time of Incident	Incident Number	Type of Incident	Reason for Activation	Fire Report Number	Number of Injuries or Deaths	Property Loss Value
Kaufman Dining Hall	8/6/2021	8/6/2021	4:00PM	2020495201	Unintentional	Ice Machine Failure	No Response	0	\$2,500.00

Fire Safety Systems

Facility	Fire Alarm Monitoring Done Off-Site	Partial Sprinkler System	Full Sprinkler System	Smoke Detection	Heat Sensors	Fire Extinguisher Devices	Fire Doors	Evacuation Plans & Placards	# of Evacuation Drills Per Year
Geiger Hall 221 E. Chicago Ave.	YES	NO	YES	YES	YES	YES	YES	YES	2
Kaufman Dining Hall 221 S. Brainard St.	YES	NO	YES	YES	YES	YES	YES	YES	1
Kimmel Hall 224 N. Loomis St.	YES	NO	YES	YES	YES	YES	YES	YES	2
New Hall 451 S. Brainard St.	YES	NO	YES	YES	YES	YES	YES	YES	2
Patterson Hall 180 E. Chicago Ave.	YES	NO	YES	YES	YES	YES	YES	YES	2
Rall Hall 211 S. Brainard St.	YES	NO	YES	YES	YES	YES	NO	YES	2
Res/Rec Center 440 S. Brainard St.	YES	NO	YES	YES	YES	YES	YES	YES	2
Seager Hall 311 E. Chicago Ave.	YES	NO	YES	YES	YES	YES	YES	YES	2
Schneller Hall 147 S. Loomis St.	YES	NO	YES	YES	YES	YES	YES	YES	2
Ward Hall 192 E. Chicago Ave.	YES	NO	YES	YES	YES	YES	YES	YES	2