

COMMUNITY STANDARDS AND POLICIES

Academic, Health and Safety Policies

Academic Complaints

If a student feels she or he has been graded unfairly, he or she should:

1. Talk to their professor to see if they can understand why they received the grade they did.
2. If the student still has a question about their grade, they should make an appointment with the chair of the department. The student should bring materials relating to the assignment (the assignment sheet, syllabus, grading rubrics, and the graded work) to the meeting with the department chair. The chair will review these materials and facilitate a discussion between the student and the professor.
3. If the student remains unsatisfied, they should call the Office of Academic Affairs (217.245.3010) to set-up an appointment with the Dean of Faculty. The student should bring the same materials to the Dean's office. The Dean will review the materials, talk to the chair and the professor, and will determine the best course of action to follow.

If a student has any other sort of complaint about the academic program (faculty members' teaching or mentoring, courses and so forth), she or he should:

1. Contact the Dean of Faculty (217.245.3010) to make an appointment. When they come to the office, they should bring as much information about their complaint as possible (dates and times of incidents, emails, texts, etc.) to help document their concerns.
2. The Dean will discuss the situation with the student and together determine the best course of action to follow.
3. If appropriate, the Dean will investigate the complaint, seeking information from the student, faculty and/ or staff members and others, as appropriate.
4. The Dean will attempt to determine the accuracy of the complaint and what actions should be taken in response to it. These actions may vary widely, depending on the type of complaint and the findings of the Dean.

If the student's complaint is about the Dean or someone in the Office of Academic Affairs, the student should contact the President's Office (217.245.3001) to make an appointment. The complaint process would be similar to that described above.

Academic Freedom

Academic freedom is essential to teaching and learning in higher education. Illinois College staunchly defends academic freedom for all members of the College community, including the freedom to study and to report findings that are at the heart of scholarly work. Freedom of expression is a fundamental right in a democratic society, a right that Illinois College strives to ensure. Assurance of academic freedom is central to the by-laws of the College.

Academic Integrity

(See www.ic.edu/code_of_integrity for full Illinois College Code of Integrity.)

The Illinois College community is founded on the principles of excellence, integrity, respect and communication in pursuit of developing students committed to achieving high levels of scholarship, leadership and service in the liberal arts.



Academic integrity is the completion of course tasks with one's own ideas and/or accurately acknowledging sources. Violations of academic integrity include the following acts: plagiarism, cheating, falsification, bribery and collusion.

Code of Integrity Pledge

Professors have been encouraged to require students to write and sign the following Academic Integrity Pledge on appropriate assignments:
As a member of the Illinois College academic community, I hereby confirm that this assignment is entirely my own work, except where I have cited other sources.

Procedure

When a professor finds a student who has violated the Honor Code, she or he will follow this process:

- a. She or he will contact the Office of Academic Affairs to determine whether this is the student's first violation. If so, they will execute a consequence that seems appropriate. They will submit documentation or evidence of cheating and their punishment to the Office of Academic Affairs within five (5) class days.
- b. If the incident is not the student's first offense, the faculty member will submit the evidence of cheating to the Office of Academic Affairs, which will investigate the incident and mete out an appropriate punishment. This may include suspension or dismissal.
- c. If a student accepts the finding of cheating and the punishment, no further action is needed.

Appeals Process

If a student wishes to appeal the finding of cheating and/or the severity of the punishment, they must make an appeal in writing to the Office of Academic Affairs within five (5) class days of receiving notification of the accusation of cheating and punishment.

The Office of Academic Affairs will organize a meeting of the Honor Board to hear the student's appeal within five (5) class days. The Honor Board will consist of two students and two faculty members.

The Office of Academic Affairs will report the Board's decision to the student as quickly as possible and must do so within five (5) class days.

Can a student withdraw from a class after being found guilty of an honor code violation?

If the incident is the student's first Honor Code violation and the punishment is a zero (0) on the test or assignment, the student may withdraw from the class as long as they do so before the withdrawal deadline.

If the incident is the student's first Honor Code violation and the punishment is an F in the class, the student may not withdraw from the class.

If the incident is not the student's first Honor Code violation, they may not withdraw from the class.

If the student began the appeal process before the deadline but the Honor Board had not issued a ruling before the deadline, the deadline for that student to withdraw from the class will be extended to the date of the hearing plus six (6) class days.

Other Information

The Honor Board's decision is final.

All materials related to Academic Integrity Hearings will be retained by the Office of Academic Affairs for one year after the student graduates and then will be destroyed.





Access to Student Records

Federal law generally prohibits release of student academic records without prior written consent of the student. Without prior consent, however, access is permitted to employees in the same institution who have “a legitimate educational interest.” This is interpreted at Illinois College to mean that employees may access personally-identifiable information in student education records in order to fulfill their institutionally-assigned professional responsibilities.

Employees who are granted access are responsible for treating the information with confidentiality. It should be noted that federal law permits the College to share certain information concerning student violations of law and College policies with the immediate families of students found to have committed those violations. See the section on FERPA for additional details.

Access to the Campus by Unenrolled Students

The events and activities of the College exist for the benefit of enrolled students.

Students who are not enrolled in the College but living in Jacksonville during a particular year or term are to be regarded as members of the local community and welcomed to the College as such, but they are not to take part in events, productions, trips, etc. that are ordinarily reserved for Illinois College students. Students on leave or who have withdrawn may stay in the residence halls only under the terms of our guest policy.

Alcohol and Drugs

Policy Statement

Illinois College is concerned for the well-being of all members of its academic community and for the quality of their relationships. One area of concern involves the use of alcohol and other drugs.

Illinois College encourages students to make responsible decisions concerning the possession and consumption of alcoholic beverages. The College does not condone the use of illegal drugs or the illegal use of legal drugs, including alcohol. Students are expected to obey the law and to take full responsibility for their conduct relative to alcohol consumption. All members of the College community are responsible for being fully aware of the requirements of College policy as well as local, state, and federal laws regarding alcohol and other drugs.

The College recognizes that substance abuse is a serious problem that may require professional assistance and treatment. Accordingly, a variety of services are available to students who seek education and/or assistance for substance abuse problems. These resources include information and confidential counseling through the Templeton Counseling Center.

Applicability of the Policy

This policy applies to all students and registered student organizations, and their guests on any College owned or leased property, as well as any off-campus facilities used for a College-related activity. Off campus conduct that violates this policy, or any local, state or federal laws regulating drug or alcohol use, may also subject a student to disciplinary or other appropriate action.

The “activities” to which this policy applies may include any act or event sponsored or organized by the College, including its constituent administrative and academic units as well as any registered student organizations. Without limitation, activities shall include but will not necessarily be limited to: all intercollegiate and intramural athletic events, faculty, staff and student meetings, conferences, Greek-lettered organization events, field trips, retreats and all other activities or events for which the College pays any expenses or provides facilities, services, supplies or transportation.

Enforcement of the Policy

Each member of the campus community is encouraged to support the objectives of this policy. The dean of students shall have the primary responsibility for monitoring this policy for the student body, with primary enforcement provided by public safety and the residential life staff. The dean of students and the chair of the Illinois College Alcohol and Other Drug Coalition shall continue to study, develop and evaluate the program of education for the campus community dealing with the implications of alcohol and drug use. This policy shall be subject to periodic review by the board of trustees working together with students, faculty and administrators for this purpose.

Alcohol or other drugs possessed or consumed in violation of this policy are subject to confiscation and/or disposal and any student in possession of or who has consumed alcohol or other drugs in violation of this policy is subject to the disciplinary process set forth herein, as well as possible criminal prosecution under applicable local, state or federal laws.

As a part of encouraging responsible lifestyles, Illinois College strives to provide education about alcohol and other drug use, encourage responsible choices and intervene in situations where it has knowledge of individual misuse and abuse of chemicals. The College will encourage and provide reasonable help for members of the College community who seek treatment for chemical dependency.

Any violation of the following rules shall be considered an offense subject to disciplinary action by appropriate authorities. The College reserves the right to request assistance from law enforcement officials where local, state or federal laws are being violated.

Alcohol Policy

1. Only those students of legal drinking age (21 years and older) may possess or consume alcohol on campus, and then only in the privacy of a room where all residents are 21 years old or older and all individuals present are 21 years old or older.
2. Alcoholic beverages may be consumed only in individual rooms while the room door is closed and may not be consumed in hallways, stairways, elevators, lounges or any other public area of campus.
3. Providing alcohol to a minor or assisting a minor in any way in obtaining alcohol is a violation of state law and is expressly prohibited.
4. Students under the legal drinking age, whether personally consuming or not, who are present in rooms where alcohol is present will be subject to disciplinary action.
5. Possessing, furnishing, consuming or serving from a common source of alcohol (i.e., kegs, beer balls, punch bowls or other source of 12 or more servings), unless being served and monitored by a licensed vendor after properly registering an event for provision of alcohol at a College activity, is strictly prohibited.
6. Alcohol related displays (i.e. signs, glasses, bottles, etc.) are only permitted in a residence hall room if all students who live in the room are 21 years of age or older. No alcohol displays may be visible to the public. Students should note that the possession of alcoholic beverage containers, either full or empty, may be taken as a presumption of use and possession, and as such, may be considered a violation of this policy.
7. Drinking games, beer funnels, beer pong tables and other practices or materials that encourage unsafe consumption of alcohol are prohibited.
8. Alcohol is prohibited at any student organization membership recruitment functions. "Recruitment functions" include, but are not limited to, events sponsored by Greek lettered organizations, student organizations, department clubs, athletic teams or special interest groups.



Registration and Catering of Activities

Illinois College recognizes that registered student organizations may wish to sponsor an activity at which alcohol is served. In recognition of this fact, any registered student organization may apply to sponsor an activity or event at which alcohol is served. Only those properly registered activities and events will be permitted.

The following regulations and procedures will apply to any such activity or event at which alcohol is served:

1. Sponsors must register all on- and off-campus activities by completing and submitting an alcohol event registration form no less than 14-days in advance of the activity. This form is available through the Center for Student Involvement, located on the first floor of the Caine Student Center.
2. Open parties, meaning those with unrestricted access are prohibited.
3. Sponsors must ensure that at any activity where alcohol is to be served, whether on-campus or off-campus, only Illinois College students and their invited guests are in attendance. Illinois College students must present a valid IC identification card in order to gain admission to the sponsored event. The sponsor must also provide a guest list to the Center for Student Involvement two days prior to the scheduled activity. Sponsors should be aware that a limit on the number of guests may be imposed by the Center for Student Involvement depending on any relevant risk management or safety concerns.
4. Sponsors are responsible for the behavior of those attending the activity. If a sponsor of a registered activity or event fails to maintain appropriate control over the behavior of those in attendance, then the sponsor (including any individual officers or members) may also be subject to disciplinary action.
5. Sponsors must coordinate security for the activity through the Department of Public Safety if event is on campus.
6. Sponsors may not serve or sell alcohol directly. Sponsors must arrange for and cooperate with the event caterer to establish a means by which the caterer will serve alcohol and by which the caterer will ensure that only individuals of legal age are allowed to consume alcohol.
7. Unless otherwise designated, the caterer for any such on-campus event will be the College's licensed caterer, Chartwells.

8. Sponsors must assume all financial costs associated with the event (including but not necessarily limited to: custodial, security, damages, food and beverage). No alcoholic beverages may be purchased through or with College funds.
9. Sponsors must ensure that adequate food and non-alcoholic beverages are provided for all activities at which alcohol is served.
10. Sponsors may not use Illinois College's name, seal, logo or the name of any registered student organization affiliated with Illinois College in any commercial sponsorship relating to alcohol; i.e., beer distributors, bars, taverns, unless the sponsorship is approved in advance by the assistant dean of students and/or the Center for Student Involvement.
11. Likewise, registered student organizations may not co-sponsor an activity with an alcohol distributor, bar or tavern. This includes any event held in, at or on the property of a bar or tavern that is for the purpose of fundraising. A registered student organization may rent or use a room or area of a bar or tavern for a closed event, held within the provisions of this policy, including the use of a third party alcohol vendor and a guest list.
12. Only on-campus activities which are properly registered and at which alcohol is to be served by the licensed caterer may be advertised on campus.

Drug Policy

Possession, use, distribution, or solicitation of illegal drugs drug paraphernalia or illegal prescription drug use is a violation of Illinois law and College policy. Drug paraphernalia includes but is not limited to possession of any items that are designed for the use of drugs (i.e. bowls, bong, pipes, etc.) or any items fashioned for the purpose of facilitating drug use. Students, whether personally consuming or not, present in spaces where drug activity is occurring will be subject to disciplinary action. Over-the-counter and prescription medications shall be stored in original containers and shall not be shared or sold. Students found in violation of the drug policy will be subject to disciplinary action and/or arrest.

Disciplinary Actions

All disciplinary actions will be handled by the director of residential life, the dean of students or their designee. These disciplinary actions may be adjusted by these individuals depending upon the seriousness of the incident and the individual student's circumstances related to alcohol/drug use. Appropriate College officials (examples include coaches, faculty advisors, organization advisors, etc.) will be notified, based on the circumstances, of alcohol/drug violations.

1. A first alcohol/drug offense will result in a fine up to \$100 and the completion of AlcoholEdu for Sanctions or Marijuana 101.
2. A second alcohol/drug offense will result in a fine up to \$200 and a written reprimand being placed in the student's residential life file. The student will also be required to complete the 2nd Chance Program at the Chesley Health and Wellness Center. If two alcohol/drug violations occur in one semester, parental notification will occur.
3. A third alcohol/drug offense will result in a fine up to \$300 and another written reprimand, completion of an alcohol/drug assessment by Templeton Counseling Center, parental notification and participation in a bi-monthly "Responsible Choices" group for one full semester following the incident (e.g. a third violation that occurs in October would require participation in the group for the rest of the fall semester and all of the spring semester; a third violation that occurs in February would require participation in the group for the rest of the spring semester and the following fall semester).
4. A fourth alcohol/drug offense will result in a suspension from the College. The student may be allowed to defer their suspension by agreeing to participate in a multidisciplinary team approach. The student will meet and work with members of a multidisciplinary team



consisting of, but not limited to: dean of students, director of residential life, director of TCC (serving a case-managing role), current student professors, coaches, activity advisors and parents. An individualized plan monitored by the team members will assist the student with making responsible changes and choices. Failure to comply with the program and follow through on the plan may result in suspension and/or dismissal from the College. The dean of students will authorize and coordinate the course of any actions and necessary sanctions.

Students are reminded of Illinois College's judicial policy of required compliance. Failure to comply will result in additional disciplinary actions.

Medical Amnesty

Illinois College is committed to keeping members of its community safe and wants to reduce any barriers to someone getting the assistance they need. If an individual becomes severely intoxicated or experiences a serious injury after consuming alcohol and/or drugs, it is imperative that someone call for medical assistance. To increase the likelihood that someone will call for medical assistance when faced with an alcohol/drug related emergency, the College will forgo all College disciplinary actions toward the person in need of medical assistance and to those who assist the person in obtaining this medical assistance. More specifically:

Person in need of medical attention: The person will be expected to attend an educational consultation at Templeton Counseling Center, but will be granted amnesty from all Alcohol and Drug disciplinary action noted above as long as they complete the educational consultation within the assigned time.

Calling on behalf of someone else: The individual who is in violation of the College Alcohol and Drug Policy, and calls for emergency assistance on behalf of a person experiencing an alcohol/drug related emergency, will be granted amnesty from the disciplinary actions noted in this policy. This individual, however, will be expected to complete an educational consultation at Templeton Counseling Center within an assigned time. A representative of an organization hosting an event is expected to

promptly call for medical assistance in an alcohol/drug related emergency and this responsible action will result in significant mitigation of any sanctions against the organization. If members, however, fail to call for medical assistance in an alcohol/drug related emergency, it will be considered an "aggravating circumstance" and may affect sanctions against the organization if violations have occurred.

Exceptions: It should be understood that medical amnesty does not apply to criminal, civil or legal consequences for violations of federal, state or local law. It also does not apply to sanctions resulting from other College policy violations. For example, if the person is intoxicated and injures themselves by punching a hole in a residence hall wall, they would be given a warning and required to participate in the educational consultation per this medical amnesty provision, but they would still be responsible for cost to repair the wall. Furthermore, if an individual begins to "abuse" this medical amnesty provision, then the individual would be subject to the appropriate disciplinary actions as defined above. At Illinois College "abuse" is defined as two incidents in one academic year. Thus the third incident in an academic year would result in disciplinary action.

Campus Search Policy

The College reserves the right to inspect the contents of student rooms, vehicles, packages, handbags, backpacks or the like, when violations of College policy, state or federal laws are suspected. The purpose of this policy is to establish procedures for a search to which Illinois College students may be subject. The primary consideration is balancing a student's right to privacy with the College's need to enforce College policy and ensure campus safety.

Any area or property located on College premises and under the control or custody of a student is subject to search including, but not limited to:

- :: College-owned buildings and residences;
- :: student-owned, operated and/or controlled motor vehicles located on College premises;
- :: any personal property located or contained in the aforementioned structures or vehicles, including student packages, handbags or backpacks.

A search may occur as part of an investigation when the director of public safety, director of residential life or dean of students has established a reasonable belief that a violation of College policy or federal, state or local law is occurring, or has occurred, and there is evidence to be confiscated relating to that violation.



Additionally, a search may occur under the following circumstances:

- :: in response to a fire, or fire alarm; to ensure the room is vacant during fire drills
- :: when emergency conditions apply such as someone's health or safety is in immediate danger
- :: when contraband is observed in plain view
- :: when consent to search is obtained from at least one student in the assigned area
- :: when authorization to search is granted by the dean of students, director of residential life or director of public safety.

The above policy does not apply to facilities services personnel, as maintenance requests are considered as permission to enter.

Class Attendance

The classroom is at the center of our College community, and so as a community we at Illinois College value class attendance. Within reason, faculty members will allow a student to make up missed assignments when an absence is necessary. Faculty members determine their own attendance policies, which are announced in the course syllabi at the beginning of each semester.

Missing classes often results in a reduction of the student's grade. It is the student's responsibility to check his or her schedule and drop any courses they do not want by the 10th day. After the 10th day, students may withdraw from a course they no longer wish to complete with a W grade. Failure to attend classes without withdrawing will result in the grade of F.

Confiscation Policy

When prohibited items are encountered or discovered by College officials, or their designee(s), these items are subject to confiscation. College personnel, including public safety officers, residential life professional staff members, and the paraprofessional hall staff have the authority to confiscate prohibited items.

Items confiscated for health, fire or safety reasons may be returned to the owner at the end of the term (or earlier by arrangement with the director of residential life or the director of public safety) provided that the item is removed from campus immediately and not returned to the premises. Illegal items (such as controlled substances, drug paraphernalia, and weapons) will not be returned. In addition, any alcohol or alcohol paraphernalia confiscated will be disposed of at the time of the incident.

Any confiscated item not claimed by the owner by the end of the academic year in which the item was seized will be disposed of without notification. When possible and appropriate, unclaimed items will be donated to a local charity.

Conflict of Interest for Committee Participation

Illinois College is committed to ensuring that personnel and other institutional decisions affecting present or prospective faculty, staff, administrators or students be made fairly and impartially. Faculty, staff, administrators and students frequently participate in personnel and other institutional decisions by serving on advisory committees. With respect to employees, the recommendations of such committees affect such matters as hiring, retention, promotion and (with respect to faculty) tenure. In the case of students, such recommendations significantly affect admission to, or continued matriculation at, the College.

All members of the Illinois College community participating in such advisory committees must exercise integrity and objectivity when making decisions. Committee members must be certain that conflicts of interest or other biases do not exist which may interfere with their ability



to make an impartial decision. A conflict of interest or bias occurs when a committee member has a financial or personal relationship or interest that impairs the member's ability to be fair and impartial. For example, a conflict of interest may well exist where a committee member will receive an individual financial benefit from a decision or where a committee member has a familial or similar relationship with an individual who may be affected by a decision.

A person serving on a committee may conclude that he or she has an actual (or perceived) conflict of interest or bias and may remove himself or herself from involvement in a particular decision to be made by the committee. A committee member who is not certain whether a conflict of interest or bias exists may bring his or her concern about the conflict or bias to the attention of the appropriate dean, committee chair or supervisor. In this event, the committee member must disclose enough information to enable the dean, committee chair or supervisor to consider the matter fairly and openly. If the dean, committee chair or supervisor determines either that a conflict of interest or other bias (or the appearance of a conflict of interest or other bias) may exist, the committee member shall be excused from participating in making that decision.

A member of the committee or an individual who is the subject of a decision to be made by the committee may also raise a question as to whether a committee member has a conflict of interest or bias which may interfere with that committee member's impartiality. The concerned individual shall bring the matter to the attention of the appropriate dean, committee chair or supervisor. The dean, committee chair or supervisor shall discuss the matter with the affected committee member. If the dean, committee chair, or supervisor determines that a conflict of interest or other bias (or the appearance of a conflict of interest or other bias) may exist, the member of the committee shall be excused from participating in making the decision at issue.

A member of a committee who is excused from participating in making a decision in accordance with this policy does not forfeit his or her position as a member of the committee. The fact that an individual has been excused from participation pursuant to this policy shall not prejudice any personnel or other institutional decision made with respect to the committee member.

Conflict of Interest for Employees

Policy

Employees of Illinois College, including student employees, should follow the highest ethical standards in all associations and activities with others when representing the College. Illinois College employees are expected to conduct themselves in ways that protect the integrity and good will of the College.

While it is recognized that some modest amounts of outside employment and community activities may enhance the professional development of individual College employees and may benefit both the College and the broader society, such activity should not interfere with the employee's proper performance of his or her duties to Illinois College and its students or place the employee in the position of serving conflicting interests.

Guidelines

1. Outside employment, including working for another employer, being self-employed or serving as a consultant, requires the prior approval of the employee's senior supervisor to ensure that potential conflicts of interest are avoided. Paid employment outside Illinois College which negatively affects job performance at the College, causes work schedule conflicts, involves the misuse of College resources or constitutes a conflict of interest is expressly prohibited.
2. Any outside employment or pursuit of private interests that would or could reasonably be perceived to conflict with the educational mission of Illinois College or with the performance of the employee's assigned duties to the College should be viewed as a potential conflict of interest.
3. The use of College resources to perform outside work or to further private interests (e.g., vehicles, supplies, facilities, equipment, inside information or staff) is also a possible violation of this policy.
4. Personal financial gain in the course of outside employment from fellow employees, students and persons doing business with the College should be especially subject to scrutiny.



5. Employees shall not accept gifts, except those of nominal value (\$25 or less), from any person doing, or seeking to do, business with the College.
6. Breaches of this policy will result in referral to the appropriate disciplinary process.

Distracted Driving Policy

In order to increase employee safety and eliminate unnecessary risks behind the wheel, Illinois College enacted a Distracted Driving Policy effective August 1, 2014. The College is committed to student, faculty, staff and guest safety and has created the following rules, which apply to any member of the campus community or guest operating a vehicle (company, personal or rental) for college-related business.

Illinois College prohibits the use of all hand-held electronic devices (cell phone, ipods/mp3 players, DVD players, GPS systems, etc.) while operating a vehicle whether the vehicle is in motion or stopped at a traffic light. This includes, but is not limited to:

- :: Answering or making phone calls and engaging in phone conversation without a hands-free device.
- :: Reading or responding to emails, instant messages or text messages.
- :: Changing songs, playlists, etc.
- :: Changing DVD's, adjusting volume.
- :: Adjusting a route.
- :: Any additional action required to utilize an electronic device.

If a vehicle operator must engage with electronic devices without the use of a hands-free system, they must pull over safely to the side of the road or another safe location or request the assistance of a passenger.

Should a vehicle be taken out of state, the vehicle operator is expected to learn and adhere to the state's distracted driving laws. Should a state not have a law relating to the topic, the vehicle operator must abide by the College's policy as noted above. Normally, vehicle operators who do not adhere to this policy will have the use of College vehicles revoked and disciplinary action will be made at the discretion of the supervisor and/or the president.

Drug-Free Workplace

In accordance with the "Drug-Free Workplace Act of 1988" (Public Law No. 100-690, 5151-5160), effective March 18, 1989, Illinois College is hereby notifying its employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited at Illinois College and in the course of any activities performed in conjunction with the employee's work-related responsibilities. Although the Drug-Free Workplace Act requires that only those employees "directly engaged in the performance of work pursuant to the provisions of the federal grant or contract" abide by this policy, Illinois College has elected to include all employees under this policy, including student employees.

(Controlled substances are defined in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and are further defined by the regulation at 21 DFR1300.11 through 1300.15). It is important to note that not only is the use of illegal drugs unlawful, but also the illegal dispensing of legal (prescription) drugs. Alcohol and tobacco are not included in this law.





As a condition of employment at Illinois College, all employees will abide by the terms of the College's Drug-Free Workplace Policy and will notify the College of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction. Employees found in violation of the prohibitions set forth in the policy will be subject to disciplinary actions, which may include suspension or dismissal.

Employees are also urged to attend one of the drug-free awareness programs, which will be made available at different times throughout the year. Other parts of the drug-free program may include drug counseling and employee assistance programs.

Family Educational Rights and Privacy Act

What Is FERPA?

The Family Educational Rights and Privacy Act of 1974 is a federal law that protects your privacy by restricting access to your educational records. College employees only have access to a student's records on a need-to-know basis. If you select the FERPA restriction option on your Connect2 privacy settings, the College shares information from your educational records even more rarely in the circumstances described in the following paragraphs. If you believe that your FERPA rights have been violated, you should immediately contact the provost/dean of the College. If you have questions about Illinois College's FERPA policies, contact the Office of the Registrar.

How Does Illinois College Follow FERPA?

Illinois College accords its students all rights under FERPA and will annually notify students and their parents of their rights according to FERPA through notifications in the Illinois College Catalog, Blue Book, Connect2 and Employee Handbook. The College will not disclose personally identifiable information from students' education records without the written consent of students (delivered in paper form or through the FERPA waiver in his or her Connect2 privacy settings during a registration period) except in the following situations. The College shares your educational information with College staff with a legitimate educational interest. We will share information, for example, with your academic advisor, because we believe this can help you succeed in college. We share information with officials of other institutions in which students seek to enroll; for example, we send a transcript to a graduate program when you request it. We share information with persons or organizations providing students financial aid. We share information with other groups when required by law, for example, accrediting agencies carrying out their accreditation function, persons in compliance with a judicial order, and persons in an emergency in order to protect the health or safety of students or other persons. We will also release student recruiting information to the military in compliance with the Solomon Amendment.

At Illinois College only those persons acting in the student's educational interest are allowed access to student education records. These include personnel in the academic affairs offices, registrar, admission, academic advising, student financial services and faculty members within the limitations of their need to know. Need to know, or legitimate educational interest, is defined as "needing access to an educational record to fulfill his or her professional responsibility."

Can Parents Learn about Students' Educational Information?

Illinois College can disclose student information to parents, legal guardians or spouses if one or more of the following circumstances exist:

1. Parent(s) declare student as a federal tax dependent.
2. Student is under 21 years of age and involved in a violation of the Alcohol or Drug Policy.
3. Student is involved in a health or safety emergency.
4. Student has granted permission using the Parent Access section on Connect2 or by notifying the College in writing, that the College may share information with the student's parents or persons of the student's choice.

What Is Directory Information?

The College may provide directory information in accordance with the provisions of the Act. For example, the College provides directory information to hometown newspapers about student awards and the names of students playing on varsity teams. Directory information may include: student name, name pronunciation, address, telephone number, major field of study, dates of attendance, degrees and awards received, the most recent previous educational institution attended, participation in officially recognized activities and sports, weight and height of members of athletic teams, and photographs.

Students may withhold directory information by clicking the FERPA restriction boxes in the Connect2 privacy settings or providing written notification to the registrar within two weeks after the first day of classes for the fall semester. Request for nondisclosure will be honored by



the institution for one semester at a time; each semester that a student wants the College to withhold directory information, the student should tell the College, using Connect2 or by written notification.

Where Are Educational Records?

Student education records at Illinois College are maintained in the offices of the provost, dean of the College, registrar and student financial services.

Students may inspect their education records, challenge any contents, have a hearing if the outcome of the challenge is unsatisfactory and submit explanatory statements for inclusion in their files if they feel the decisions of the hearing panel are unsatisfactory.

Students may examine their education records by making written requests to the appropriate office listing the item or items of interest. Only records covered by the Act will be made available, within 30 days of the requests. Students may have copies made of their records, except for an academic record for which a financial "hold" exists or a transcript of an original or source document. Copies will be made at the student's expense at prevailing rates.

Education records do not include the security unit's records or records of instructional, administrative and educational personnel which are the sole possession of the maker and are not accessible or revealed to any individual, except a temporary substitute.

Students may not inspect the following as outlined by the Act: financial information submitted by their parents; confidential letters and recommendations associated

with admission, employment, job placement or honors to which they have waived their rights of inspection; or education records containing information about more than one student, in which case the College will permit access only to that part of the record which pertains to the inquiring student.

The College is not required to permit students to inspect and review confidential letters and recommendations placed in their files prior to January 1, 1975.

What To Do If You Believe Your Educational Record Is Incorrect?

Students who believe that their education records contain information that is inaccurate or misleading may discuss the matter with the chief administrator of the office involved. If that person is in agreement with the students' requests, the appropriate record will be amended. If not, the students will be notified within a reasonable period of time that the records will not be amended and be informed of their rights to a formal hearing.

Requests for a formal hearing must be made in writing to the provost/dean of the College who, within a reasonable period, will inform students of the date, place and the time of the hearing. Students may present evidence relevant to the issues raised and may have present one or more persons of their choice, including attorneys, at the student's expense. The hearing panel will be comprised of the student's faculty advisor, a representative of the dean of students and the provost/dean of the College.

Decisions of the hearing panel will be based solely on the evidence presented at the hearing, will consist of written statements summarizing the evidence and stating the reasons for the decisions and will be delivered to all parties concerned. The education records will be corrected or amended in accordance with the decisions of the hearing panel, if the decisions are in favor of the students. If the decisions are unsatisfactory to the students, the students may place with the education records statements commenting on the information in the records or statements setting forth any reasons for disagreeing with decisions of the hearing panels. The statements will be released whenever the records in question are disclosed.

Students who believe that the adjudications of their challenges were not in keeping with the provisions of the Act may request, in writing, assistance from the president of the College. Further, students who believe that their rights have been abridged, may file complaints with The Family Educational Rights Privacy Act Office (FERPA), Department of Health, Education and Welfare, Washington, D.C. 20201, concerning the alleged failures of Illinois College to comply with the Act.

Fundraising/Solicitation of Funds

As a private, nonprofit institution, Illinois College depends upon voluntary contributions to underwrite a portion of its annually budgeted operations, support special projects for purposes over and above current operations, make possible the development of the College's physical facilities and to provide a financial foundation of endowment resources.

The fundraising policies of the College have been endorsed by the Long Range Planning and Development Committee of the College's Board of Trustees and shall be managed and coordinated through the Office of Development and Alumni Relations.

Faculty and staff members often play key roles in the Illinois College development efforts by defining and clarifying academic needs, identifying prospective donors and participating in the solicitation of gifts. It is expected that most expenditures required by College departments (faculty, administrative, student and athletic) for educational and general purposes will be requested through normal budgeting channels. Gifts sought and received by Illinois College will be supportive of budgeted expenditures.

When special needs and/or opportunities for gifts arise in support of expenses not included in the budget, authorization of the project or program may be obtained after review by the appropriate cabinet level officer and approval of the president. All prospects for gift support must be approved by the vice president for development and alumni relations prior to solicitation in an effort to coordinate the fund-raising activities of the College.

Alumni and friends of Illinois College, Illinois College Trustees, members of the Jacksonville community, parents of current and former students, local and national business organizations and foundations are regularly solicited through the Office of the President and the Office of Development and Alumni Relations to make contributions for approved capital projects and annual gifts. Consequently, to avoid embarrassment and/or confusion, solicitation of gifts from these groups by other College departments, College employees or members of College sponsored organizations, clubs, athletic teams and literary societies are required to have prior approval from the vice president for development and alumni relations.

Fundraising/Solicitation on Campus

Student sponsored fund raising activities, including soliciting Illinois College students, producing income through sales and advertising and merchandising goods and services on campus must receive prior approval from the Center for Student Involvement.

Student organization members or students involved in class projects are not allowed to solicit donations or sell merchandise to Illinois College employees in their office or workplace or to students in their residence hall room or apartment. Students can (for the purpose of student organization or class business) solicit donations or sell merchandise through emails, flyers or sitting at a table in Caine Student Center or other campus buildings.

Hazing

Illinois College prohibits conduct by individuals, organizations or groups affiliated with the College that is in violation of the Illinois law on hazing, or any hazing activity which threatens a person's rights or self-respect, which disrupts community life or which encourages the violation of civil, state or federal law.

It is the College's belief that all students have the right to join any organization, group or athletic team without threat, harassment, humiliation or ridicule. Hazing is not permitted by Illinois College. We define hazing as any action taken or situation created, intentionally, whether on or off campus, to produce mental or physical discomfort, embarrassment, harassment or ridicule.

The following are all clear examples of hazing, and will not be tolerated by Illinois College:

- :: Forced consumption of drugs and/or alcohol, either by command or implied pressure
- :: Sleep deprivation or creation of excessive fatigue
- :: Endurance activities such as forced exercise
- :: Paddling in any form



- :: Forced vandalism and/or shoplifting
- :: Physical and psychological shocks
- :: Road trips or any other such activities
- :: Wearing publicly, any apparel which is conspicuous and not in normally good taste
- :: Engaging in public stunts or pranks
- :: Morally degrading or humiliating games or activities
- :: Late work sessions which interfere with scholastic activities
- :: Any other activities which are not consistent with the regulations and policies of Illinois College

Known offenders will run the risk of losing the right to attend Illinois College. Those in violation of the Illinois Hazing Act, are also subject to the sanctions of the State of Illinois. Current state statutes define hazing as a Class A misdemeanor. If the hazing results in death or bodily harm, the charge becomes a Class 4 felony.

Any questions and/or reports of hazing should be directed to College officials. You can also call the Anonymous Hazing Hotline at 217.245.3366.

Identification Policy

All Illinois College students are issued picture identification cards. These cards are necessary for entry to residence halls, the dining hall for students on the meal plans, checking out library materials, receiving convocation credit, entrance to Bruner Fitness and Recreation Center, checking in at campus and hall events, picking up student payroll checks and cashing checks. Students are expected to have their ID cards with them at all times and to present them to College officials when requested.

Given a particular situation, the Department of Public Safety or another official (including residence hall staff) from Illinois College may ask students and others on campus to identify themselves by an identification card. We ask for your assistance and compliance with this request. If the reason for this request is connected to a possible disciplinary incident, failure to produce the identification could result in a \$50 fine.



Information Technologies

Primary Purpose

The primary purpose of the computing facilities at Illinois College is to further the educational and research missions of the Illinois College community. By providing computing resources and services, Illinois College has made a serious and substantial investment in its students, faculty and staff. We all have an obligation to respect that investment.

Computing Policies

1. Illinois College reserves the right to limit access to its networks.
2. Where feasible, Illinois College will remove or limit access to material on Illinois College owned computers that violates other applicable Illinois College policies or code, contractual obligations or state and federal laws.
3. Where time is of the essence, temporary restrictive actions may be taken by systems or network administrator(s) pending decisions of Illinois College administrators or other appropriate authorities or until the matter is finally adjudicated.



Inappropriate Use of College Computers and Network Systems

The computing facilities are not to be used for the following activities:

- :: Illegal or fraudulent purposes
- :: Large Mailings
- :: Tying up work stations
- :: Large print jobs
- :: Forged mail or postings
- :: Personal or commercial gain
- :: Printers used as copiers
- :: Giving out passwords
- :: Software piracy
- :: Unlicensed copying of copyrighted material

Email

Every student enrolled at Illinois College is assigned an official Illinois College email address. Important campus-wide announcements and emails from faculty and staff are sent to students via this official email address. Each student is responsible for regularly checking this email account. To protect students' privacy, the college only uses the @ic.edu email address to communicate official business with Illinois College students.

Respecting Privacy

Only authorized users have access to administrative data. Examining and/or making unauthorized changes to this data are direct violations of Illinois College's standards of ethical conduct. Unauthorized access to another person's account to view their files, forging email messages and posting inappropriate material to social media sites are also violations of these standards.

Obeying Copyright Laws

It is against the law to copy commercial software that has not been placed in public domain or distributed as freeware. Software piracy injures all of us. It reduces the incentives for the software industry to invest in new software projects; it substantially reduces the willingness of vendors to support computing at Illinois College through attractive discount programs and it makes us vulnerable to criminal prosecution. But worse than any of these, software piracy is morally wrong. Indeed, it is ethically indistinguishable from shoplifting or theft.

Sharing of Limited Resources

While Illinois College enjoys a high-quality computing environment, during peak periods demand for computing resources may exceed supply.



Be sensitive to the needs of all those who seek to use Illinois College's resources, and limit your use of these resources to performing only the most essential academic tasks during periods of peak demand.

Civil Standards of Communication

Within the broad context of free academic discussion and debate, communications between members of the College community are expected to reflect high ethical standards and mutual respect and civility. It makes no difference whether the communication medium is a face-to-face exchange or a local or national computer network. The use of obscene, racist or sexist language clearly violates the ethical standards of the Illinois College community and is as inappropriate for computer-mediated communication as for other forms of College discourse.

Violations of Intellectual Integrity Related to Use of Computers or Network Systems

1. Accessing, or attempting to access, another individual's or entity's data or information without proper authorization regardless of the means by which this is accomplished; and to give another individual the means with which to access such data or information.
2. Supplying, or attempting to supply, false or misleading information or identification in order to access computers or network systems, or to access data or information stored in or transmitted across computers or network systems.
3. Improperly obtaining another's password or improperly obtaining or using another's password to access computers or network systems or to access data or information stored in or transmitted across computers or network systems.
4. Inspecting, modifying, distributing or copying proprietary data or software without proper authorization. It is also a violation to give another individual the means by which to inspect, modify, distribute or copy proprietary data or software.
5. Subverting or obstructing, or attempting to subvert or obstruct, the operation of any computer or network system such as by introducing a virus, worm or other rogue program in the system; or modifying, altering or otherwise tampering with the system's hardware or software; or hoarding computer or network resources.
6. Initiating or encouraging the promulgation of chain letters or other types of electronic broadcast messages.

Policy on Responsible Use of Electronic Communications Services

The College may restrict the use of its computers and network systems for electronic communications, that is, the communicating or posting of information or material by way of electronic mail, social media or other such electronic tools, when faced with evidence of violations of other College policies or codes or state or federal laws. The College reserves the right to limit access to its networks through College owned or other computers and to remove or limit access to material posted on College owned computers.

The College encourages all members of its community to use electronic communications in a manner that is respectful to others. The College also wishes to enforce its policies regarding harassment and the safety of individuals, to protect the College against seriously damaging or legal consequences, to prevent the posting of proprietary software or the postings of electronic copies of literary works in disregard of copyright restrictions or contractual obligations and to safeguard the integrity of computer, networks and data, either at the College or elsewhere.

Computers and network systems offer powerful tools for communication among members of the College community and of communities outside of the College. When used appropriately, these tools can enhance dialogue and communications. When used unlawfully or inappropriately, however, these tools can infringe on the beliefs or rights of others.

The College cannot protect individuals against the existence or receipt of material that may be offensive to them. As such, those who make use of electronic communications are warned that they may willingly or unwillingly come across or be recipients of material they find offensive.

The College cannot control the posting of material on computers it does not own, even if such computers are attached directly to College networks. The College may, however, limit access to such networks.

Furthermore, the College, cannot, in general, prevent the transmission of electronic communications across its networks based on the content of material transmitted, whether or not such material originates inside or outside of the College.

Illinois College Web Page Policies

Illinois College allows any student or student organization that has an Illinois College account to create their own World Wide Web Home Page. The views and ideas expressed in these pages are not necessarily those of Illinois College. The students or the creators of organizations' pages accept full responsibility for their content.

Any student or organization found not following the guidelines of the Illinois College computing policies, the Web Page Policies or the Community Standards and Policies as listed in the Blue Book under Illinois College Policies and Procedures can have their Web page taken away from them by the Web administrators.

Following is a list of those policies and guidelines.

Policies:

1. The account is to be used as stated in the Illinois College Computing Policies.
2. Each student is responsible for maintaining his/her own Web page.
3. As stated in the Illinois College Computing Facilities Use Policy, where time is of the essence, temporary restrictive actions may be taken by systems or network administrator(s) pending decisions of Illinois College administrators or other appropriate authorities or until the matter is finally adjudicated.

Guidelines:

1. The copying of someone else's work for the use on your page is plagiarism. Any page found with plagiarized material can be shut down. This is also a violation of the Intellectual Integrity Policy of Illinois College.
2. Copyrighted material is not to be displayed on any Web page, unless the student or organization has written consent of the owner of the copyright.

Missing Student Policy

Purpose

Illinois College is required by the Higher Education Act to establish protocol for students living in campus housing and who are missing more than 24 hours.

Policy

The Jacksonville Police Department is responsible for the investigating reports of missing persons. The Illinois College Department of Public Safety may assist the police department by providing the police with information on the student.

Scope

This policy pertains to all current students of Illinois College living on campus. All students are asked to voluntarily provide the College with contact information to be used in the event they become missing.



Procedures

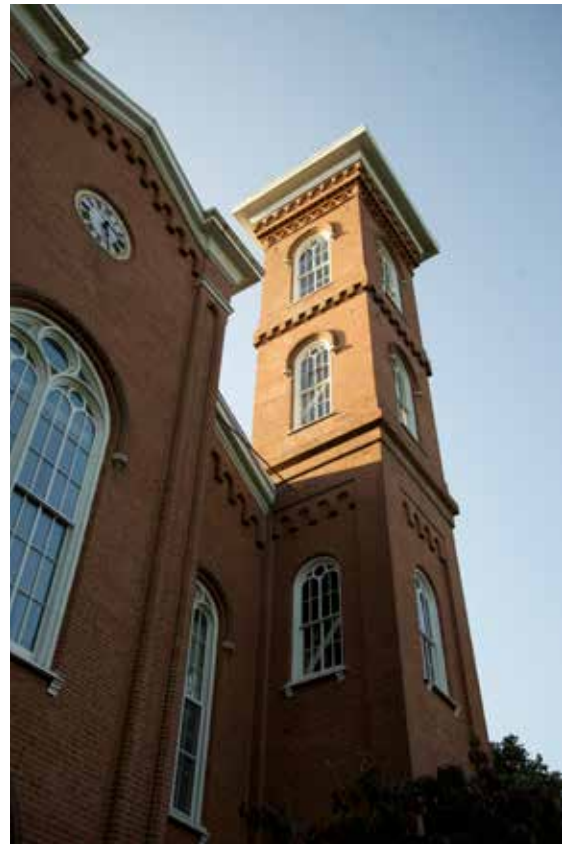
A. Definitions

1. Missing Person – An individual whose whereabouts are unknown to the reporting party. A reporting party may be:
 - a. A parent
 - b. A guardian
 - c. A roommate
 - d. An employer
 - e. Any person who should reasonably know the missing person's whereabouts
2. Missing Persons “at risk” – Those who fall into any one of the following categories:
 - a. Victims of foul play
 - b. Persons who need medical attention
 - c. Persons physically or mentally impaired and unable to care for themselves
 - d. Victims of abduction

B. Notification

1. Upon receiving notification of a missing student, the Department of Public Safety officer receiving the call must first try and determine the risk status. Persons found to be “at risk” will require an immediate response and investigation by the local police.
2. If the missing student is found to not be “at risk”, a public safety officer will take all information from the caller to include a description of the student, the last time he/she was seen and the type and color of clothing worn and then complete an Incident Report.
3. Students living in on-campus housing – Upon receiving notification of a student who is missing that resides in on- campus housing, the Department of Public Safety will do the following:
 - a. Respond to the missing student's residence, knock on the door and attempt to make contact with them. If there is no answer, using a master key, unlock the door while announcing, “Public Safety Officer, is there anyone here?” Try to have at least two officers or another student present when entering the missing person's residence. If the residence is empty, note the date and time of entry and who was present at that time for entry later in the Incident Report.
 - b. Talk to the neighbors next to and across from the missing student's residence, and ask them when the last time they saw the missing student or heard them in their residence.
4. Notification to key campus personnel – Upon receiving notification of a missing student, the Department of Public Safety will make notification by either phone, email or in person to the following key personnel on campus:
 - a. Director of Public Safety
 - b. Director of Residential Life
 - c. Vice President of Business Affairs
 - d. President of the College
5. Notification if a student is determined to be missing 24 hours or more.
 - a. Parents or guardian of missing student or provided voluntary contacts
 - b. Parents or guardian of any student under 18 and not emancipated
 - c. Jacksonville Police Department

C. Voluntary Contact Information – Students who are living in on-campus housing will be allowed to provide confidential emergency contact information.



Nondiscrimination

The commitment of Illinois College to the most fundamental principles of academic freedom, equality of opportunity and human dignity requires that decisions involving the Illinois College community be based on individual merit and be free from unlawful discrimination in all of its forms, as specifically prohibited by law. It is therefore the policy of Illinois College to fully comply with all applicable federal and state laws of nondiscrimination and equal opportunity laws, orders and regulations. Illinois College will not engage in discrimination or harassment against any person because of race, sex, color, religion, national origin, ancestry, age, marital status, disability, sexual orientation including gender identity, unfavorable discharge from the military or status as a protected veteran and will comply with all federal and state nondiscrimination and equal opportunity laws, orders and regulations. This nondiscrimination policy applies to admission, employment, access to and treatment in the College programs and activities.

Possession of Weapons

Possession of weapons on the College campus, on property controlled by the College, at events sponsored by the College or at events attended while on College business is prohibited. This policy strictly prohibits all weapons on the Illinois College campus including in parking lots owned by the College. Weapons, including handguns or firearms, may not at any time be stored or carried in any College owned or leased vehicle. While the College recognizes that persons other than law enforcement personnel may be permitted to conceal and carry a firearm (also referred to as a handgun) defined in the Illinois Firearm Concealed Carry Act (430 ILCS 66/) if the person possesses a license issued by the Illinois Department of State Police to carry a concealed firearm, the College also has a right to strictly prohibit all weapons, including firearms or handguns, on campus, including parking lots owned and operated by the College.

A weapon is defined as any instrument or device designed or likely to produce bodily harm or property damage including but not limited to a handgun or firearm, dangerous chemical, an explosive device of any description, compressed air guns, pellet guns, BB guns, knives, stun guns, electric shock devices, metal or brass knuckles, bow and arrows, swords, slingshots or any other item modified from its original purpose to be used as a weapon. The College reserves the right to further determine the definition of a “weapon” and may prohibit other devices on an individual basis.

The following persons, groups or situations are exceptions to this blanket prohibition:

1. Any federal, state or local police officer who is authorized to carry a firearm in the normal scope of their duties shall be permitted to carry one while on campus performing his or her official duties. The College may request current/valid identification for authorized law enforcement personnel to possess a weapon and the College reserves the right to confirm the authorization with proper authorities.
2. Faculty, staff or students with prior authorization from the vice president for academic affairs, or the vice-president of business affairs and notification to the director of public safety director of security shall be permitted to transport and/or display certain prohibited weapons for educational or artistic usage provided they abide by the following conditions:
 - Functional firearms and live ammunition are strictly prohibited.
 - Any simulated/non-functional firearm used for artistic or theatrical purposes must be inspected by the
 - Director of Public Safety or appropriate College personnel prior to its intended use. The usage of the weapons must be confined to rehearsal spaces, the theatre, and the immediate vicinity of the theatre and always under the oversight of said faculty, staff or student.
 - When appropriate, the faculty, staff and students seeking authorization must include a list of additional faculty, staff and students who also require authorization for transporting and/or displaying the weapon.
 - The weapon must be contained in a case while being transported.
 - Archery equipment is permitted in the practice range on campus by campus members allowed to possess them.
3. Faculty, staff and students are permitted to possess and use cutting instruments for purposes of educational/artistic endeavors in the confines of the assigned area of instruction.
4. Any employee whose normal duties require the use of knives, utility knives, or other cutting instruments shall be permitted to possess, carry and use those instruments while in his or her normal course of duties.
5. A person with a license to carry a concealed firearm (a licensee) is permitted to carry a concealed firearm on or about his or her person within their own vehicle into the designated Campus Services parking lot of the College (located on the East side of Park Street across from the football field) and must store the firearm and ammunition in a case within a locked vehicle or locked container out of plain view within



the vehicle in the that parking area. “Case” can be a glove compartment, trunk of the vehicle or a firearm carrying box. A licensee may carry a concealed firearm in the immediate area surrounding his or her vehicle within the Campus Services parking lot area only for the limited purpose of storing or retrieving a firearm within the vehicle’s trunk provided the licensee ensures the concealed firearm is unloaded prior to exiting the vehicle.

Individuals who are found to be in violation of this policy are subject to disciplinary actions up to and including termination of employment, expulsion from the College, and/or being barred from College property.

The director of public safety will be responsible for all appropriate signage needed on campus regarding the Illinois Firearm Concealed Carry Act.

Posting

The following guidelines have been established to help the Illinois College community promote events and activities that support the mission of the College and the Affirmation of Community Responsibility. It is not the intent of this policy to censor or otherwise control the content of notices or other materials to be posted on campus. Any posted materials should not be in violation of College policy or civil law. For the purposes of this policy, publicity is defined as materials including, but not limited to: flyers, posters, table tents, sidewalk chalk and banners.

On-campus Organizations

1. Publicity may be posted on general use bulletin boards and metal sign strips in all campus buildings. Some bulletin boards that have been designated for particular campus organizations or departments are not for general postings.
2. Publicity may be posted in any campus building on glass.
3. Publicity must include the name of the sponsoring organization.
4. Persons who post are asked to be considerate of others who have posted. No publicity may cover previously posted material and only one item per event should be posted on each bulletin board.
5. Publicity may only be posted for three weeks and must be removed within 48 hours after the conclusion of the event. All campus community members are encouraged to remove any notices that are clearly expired. Publicity that is promoting a series or semester list of activities or events may post items for longer than three weeks.
6. The sponsoring organization assumes the responsibility that all its notices will be posted and removed according to these regulations.
7. Publicity can NOT be posted on doors, walls, brick interior walls, any painted surface or floors, mirrors, light fixtures, stairways, stair railings, exterior walls, outdoor furniture, trash receptacles, utility poles, trees, shrubs or grassy areas on campus. Doors not in community walkways are an exception, such as faculty and staff offices, restroom stalls and personal decorations in student residences.
8. Flyers or notices may not be placed in or attached to automobiles on campus.
9. Red paper may not be used for publicity. The Department of Public Safety reserves the right to use red paper to post timely notices important for the campus community.
10. Using duct tape is prohibited and may result in damage billing. The use of scotch tape, staples, nails, etc. in non- standard posting locations is also prohibited and may result in damage billing.
11. Promotion of the consumption of large amounts of alcohol, events where drinking is the primary focus and alcohol pricing information are all prohibited. Further, alcohol imagery and words cannot be the primary focus of promotional materials.



12. Materials to be posted in the residence halls should be submitted to the Office of Residential Life. If meeting policy guidelines, the materials will be distributed to the residential life staff for posting. For one announcement per residence hall floor, 35 flyers should be submitted.

Off-campus Organizations

The College prohibits the use of campus grounds or buildings by non-College personnel for the purpose of commercial solicitation of students or sales of any type.

1. On an individual basis, the CSI staff may approve advertising for off-campus businesses and events that are consistent with the programmatic values of the College.
2. If approved, vendors and other non-College personnel may post notices in the Caine Student Center for up to two weeks.
3. Publicity for off-campus businesses and events must be signed and dated by the CSI staff.
4. Generally, venues serving alcohol are not allowed to advertise on campus.
5. Beyond posting in the Caine Student Center, off-campus vendors can be directed to place ads in the Rambler, and IC sports programs and to take part in the community showcase in the fall.

Privacy

Every effort will be made by Illinois College to protect the privacy of all individuals in the College community. With the exception of personal information that must be or can be shared as a matter of law, the College has established processes that strive to ensure the privacy of Illinois College students, employees, alumni and donors. The College community should be aware of provisions of the United States of America Patriot Act that requires the College to make such information as business records, stored voicemail and Internet use available to federal agents at their request. Providing assistance to any groups designated by the federal government as terrorist organizations is strictly prohibited by the Patriot Act. Furthermore, the College is usually barred from telling anyone that information requested under provisions of the Patriot Act has been made available to federal agents.

Retaliation

Illinois College expressly prohibits retaliation against any individuals who make complaints (e.g. discrimination) against the College, their witnesses, supporters and any advisors regardless of the outcome of the complaint. If a member of the campus community believes that he or she is experiencing retaliation, the individual may pursue a grievance through the dean of students, dean of the College or other senior supervisor, as appropriate.

Safety and Security

Students, families and employees share a common concern for safety on a college campus. Illinois College understands that concern and accepts its responsibility to employ security measures to ensure that students and employees enjoy their years at Illinois College as free as possible from any threats to their safety or well-being.

Education and Prevention

Students and employees are encouraged and required to report all criminal incidents or emergencies to the Department of Public Safety, a member of the residence life staff, dean of students office and/or to the local police department (by dialing 911). Victims of a crime are encouraged to file a police report along with reporting to the above persons or departments. The Department of Public Safety will assist with this.

Criminal incidents reported to the above persons or departments will be used for preparing the annual disclosure of crime statistics. The College has no procedure in place that allows victims or witnesses to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. Safety and security information, including timely notices of violent crimes reported to the Department of Public Safety or local police to help aid in the prevention of similar occurrences will be provided to students and employees through bulletins, crime alerts, posters, brochures, campus newspapers, electronic media and various campus programs.

Public Safety Officers carry a cellular telephone; whereby, students and staff may immediately contact the Department of Public Safety. This also allows our public safety personnel to be in contact with the police department, fire department and/ or emergency services when needed. In addition, public safety officers carry two-way radios while on duty.

The Office of Facilities Management maintains the College buildings and grounds with concern for safety and security. It inspects campus facilities to provide prompt repair service and responds immediately to reports of potential hazards. The campus lighting is normal for the size and nature of the College and the facilities management staff monitors campus safety, as well as lighting improvements when needed or recommended.

In addition to a telephone jack in each student's room, each residence hall lobby, entryway and Hall Director apartment has a landline phone. Phones for emergency purposes are located in the entries of most buildings. These phones are there primarily for emergency services (911) and the Department of Public Safety (217.245.3111), but will make local and on-campus calls also.

To enhance safety at Illinois College, ten blue light emergency phones have been installed. These phones are located at the south end of the football field, the College Avenue Apartments, north of Mundinger Hall, the Historic Upper Quadrangle area, north of Rammelkamp Chapel, the Abraham Lincoln Hall parking lot, the parking area west of Crampton Hall, the gravel parking lot south of Greene Hall, the parking lot behind the octagon house and the parking area located by the physical plant. These phones are easily recognized by the blue light above the phones. They are equipped with a red emergency button which, when pushed, automatically connects you to the 911 emergency operator and activates the blue light to flash, drawing attention to the area. These phones also have a conventional keypad which can be used to contact the Department of Public Safety and make local and on-campus calls. (Abuses of these phones and the 911 system will be strictly dealt with through the College administration/disciplinary system or through the local law enforcement.)

An escort to any location on campus may be obtained by calling the Department of Public Safety and a public safety officer will provide this service.

The Office of Residential Life conducts educational programs throughout the year on topics of safety and security. All residents receive information on safety and security issues during residence hall and floor meetings.

A copy of the annual report is available on the College website.



Service and Assistance Animal Policy

Illinois College respects the needs of all members of the campus community and recognizes that service animals and assistance animals can play an important role in facilitating the independence of individuals with certain types of disabilities. These animals work, provide assistance or perform tasks for the benefit of a person with a disability, or provide emotional support that alleviates symptoms or effects of a person's disability. In order to maintain a safe, healthful and hazard-free environment, this policy outlines the responsibilities of students and the Illinois College administration in evaluating and approving requests by students for services animals and assistance animals. All local, state and federal ordinances, laws and regulations shall be applicable to the administration of this policy, including but not limited to those that pertain to the treatment and care of animals.

Under the Americans with Disabilities Act (ADA) a "service animal" is defined as "any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability ... The work or task performed by a service animal must be directly related to the individual's disability ..." (28 C.F.R. Part 35.104). Under limited circumstances, a miniature horse can be used in place of a trained dog. Service animals are working animals and are not considered "pets." The ADA states that "dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under ADA." Only registered service animals are allowed to accompany students into academic buildings or other non-residential facilities.

Under the Fair Housing Act (FHA), individuals with a disability may be entitled to keep an "assistance animal" as a reasonable accommodation in housing facilities provided the assistance animal is necessary to afford the person with a disability an equal opportunity to use the housing unit or participate in the housing service if there is an identifiable relationship or nexus between the individual's disability and the assistance the animal provides (75 Fed. Reg. 63834.63835). For animals to be designed as "assistance animals" students are required to demonstrate that their animal is a reasonable accommodation for an emotional or mental health disability (defined as an impairment that substantially limits one or more major life activities). Demonstrating this need requires documentation from a treating medical or mental health provider (not related to the student) certifying that the assistance animal is part of a prescribed treatment plan for the disabling condition. This documentation must be submitted with a request to Disability Services in the Center for Academic Excellence, prior to bringing the animal to campus.

For the full and most current version of this policy please visit <http://www.ic.edu/disabilityservices>.

Sexual Misconduct (Title IX) Policy and Procedures

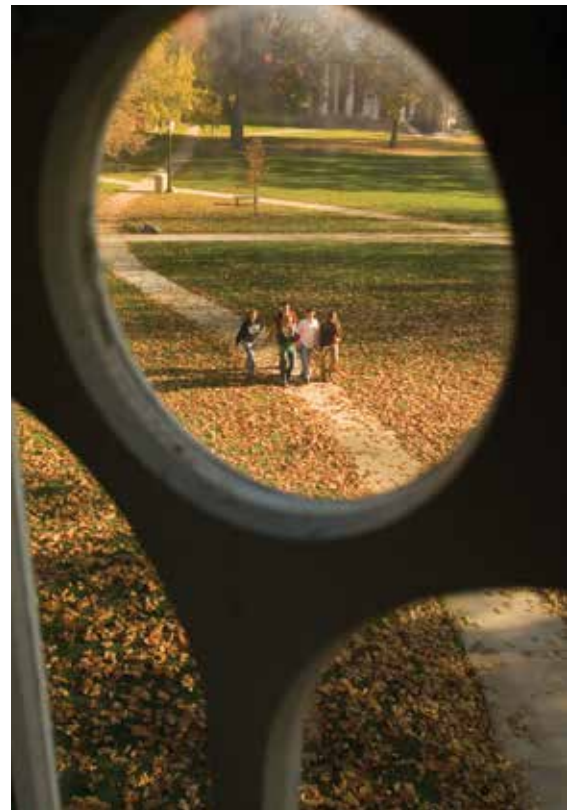
Statement of Purpose

Illinois College is committed to creating, fostering and maintaining an educational, employment, business and campus environment that is free of discrimination on the basis of sex, including sexual misconduct, as required by Title IX and other laws. Illinois College does not tolerate discrimination on the basis of sex, sexual orientation, and gender identity or expression and is dedicated to prohibiting such conduct in all aspects of college life consistent with the College's Mission Statement, Vision Statement, Values Statement and Strategic Plan as well as the provisions of Title IX of the Education Amendments of 1972 and all other applicable state and federal laws.

Definitions

- :: **Advisor:** An advisor is an individual selected by the complainant or respondent to accompany and assist him or her throughout the College's process. The advisor will not be permitted to advocate for the complainant or respondent in the process, or to have any role in the process other than to advise and assist the complainant or respondent.
- :: **Complainant:** The complainant is the victim or survivor of the alleged incident.
- :: **Consent:** According to Illinois Law, consent is a freely given agreement to the act of sexual penetration or sexual conduct in question.
 - The lack of verbal or physical resistance, or submission by the victim resulting from the use of drugs, force or threat by the accused shall not constitute consent.
 - The manner of dress of the victim at the time of the offense shall not constitute consent.
 - 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 he or she withdraws consent during the course of that sexual penetration or sexual conduct.
 - A person's consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another person.
 - A person can withdraw consent at any time.
 - A person cannot consent to sexual activity if that person is unable to understand the nature of the activity or give knowing consent due to circumstances, including without limitation:
 - :: The person is incapacitated due to the use or influence of alcohol or drugs.
 - :: The person is asleep or unconscious.
 - :: The person is incapacitated due to a mental disability.
- :: **Incapacitation:** A state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (i.e. to understand the "who, what, when, where, why, or how" or their sexual interaction).
- :: **Reporting Party:** The reporting party is any individual other than the complainant who reports an incident of sexual misconduct.
- :: **Respondent:** The respondent is the person alleged to have perpetrated sexual harassment or sexual misconduct of the alleged incident.
- :: **Sexual Misconduct:** Sexual misconduct can occur both on and off campus and take many forms. The misconduct may be subtle and indirect or blatant and overt. Such misconduct can also occur in person or via electronic, print or other media. It may consist of repeated actions or may arise from a single incident if sufficiently severe. The complainant as well as the respondent may be male or female and the complainant does not have to be of the opposite sex of the respondent.

Sexual Misconduct includes each of the specific types of conduct specifically noted in the Sexual Misconduct Violations section below.
- :: **Title IX:** Title IX of the Education Amendments of 1972 (29 USC 1681-1688) provides, "No person in the United States, shall on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance."



Essentially, Title IX provides that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research, occupational training or other education program or activity operated by the College. Title IX also provides that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in employment, or recruitment, consideration, or selection therefore, whether full-time or part-time, under any education program or activity operated by the College. The College acknowledges its obligations under Title IX and is committed to complying with all Title IX requirements.

Sexual Misconduct Violations

:: **Dating Violence:** Dating violence is violence committed by a person

- who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - :: the length of the relationship;
 - :: the type of relationship;
 - :: the frequency of interaction between the persons involved in the relationship.

Use of the term “sexual misconduct” throughout this policy includes dating violence.

:: **Domestic Violence:** Domestic violence includes felony or misdemeanor crimes of violence committed by

- a current or former spouse of the victim,
- a person with whom the victim shares a child in common,
- a person who is cohabitating with or has cohabitated with the victim as a spouse,
- a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction, or
- any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of jurisdiction.

Use of the term “sexual misconduct” throughout this policy includes domestic violence.

:: **Non-consensual Sexual Contact:** Non-consensual sexual contact is defined as:

- any intentional sexual touching;
- however slight;
- with any object
- by a person upon another person
- that is without consent and/or by force

Sexual touching includes, but is not limited to, any bodily contact with breasts, groin, genitals, mouth or other bodily orifice of another individual, or any other bodily contact in a sexual manner

Use of the term “sexual misconduct” throughout this policy includes non-consensual sexual contact.





:: **Non-consensual Sexual Intercourse:** Non-consensual sexual intercourse is defined as:

- any sexual penetration or intercourse (anal, oral, or vaginal);
- however slight;
- with any object;
- by a person upon another person;
- that is without consent and/or by force

Sexual intercourse includes, but is not limited to, vaginal or anal penetration by a penis, tongue, finger, or object, or oral copulation by mouth to genital contact or genital to mouth contact.

Use of the term “sexual misconduct” throughout this policy includes non-consensual sexual intercourse.

:: **Sexual Exploitation:** Sexual exploitation occurs when an individual takes non-consensual or abusive sexual advantage of another for his/her own benefit or advantage, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses. Examples of sexual exploitation include:

- Invasion of sexual privacy;
- Prostitution;
- Non-consensual video or audio-taping of sexual activity;
- Going beyond the boundaries of conscience, such as letting your friends hide in a closet to watch consensual intercourse;
- Knowingly transmitting an STI or HIV to another individual

Use of the term “sexual misconduct” throughout this policy includes sexual exploitation.

:: **Sexual Harassment:** Sexual Harassment is a form of discrimination on the basis of sex. Sexual harassment is:

- unwelcome, gender-based verbal or physical conduct of a sexual nature that is,
- sufficiently severe and persistent or pervasive that it,
- unreasonably interferes with, denies or limits someone’s ability to participate in or benefit from his or her employment with the College or the College’s educational program and/or activities, and is
- based on power differentials (quid pro quo/this for that), the creation of a hostile environment, or retaliation.

Sexual harassment includes any unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or academic status;
- Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting such individual;
- Such conduct has the purpose or effect of substantially interfering with an individual’s work or academic performance or creating an intimidating or hostile work or educational environment.

In light of the power differential inherent in the relationship between employees and students and between a supervisor and subordinate and the potential for either intentional or unintentional misuse of that professional power differential, the College strongly advises against dating, romantic or sexual relationships between employees and students or between supervisors and subordinates. It should be noted that in such cases “consent” may not constitute a defense.

Use of the term “sexual misconduct” throughout this policy includes sexual harassment.

:: **Stalking:** Stalking refers to a course of conduct directed at a specific person that would cause a reasonable person to (a) fear for his/her/ their safety or the safety of others, or (b) suffer substantial emotional distress.

Use of the term “sexual misconduct” throughout this policy includes stalking.

Procedures

:: **Handling of Complaints Covered by this Policy**

The Title IX Coordinator is responsible for coordinating the College's compliance with Title IX as well as other complaints brought concerning violations of this policy. The Title IX Coordinator's responsibilities include overseeing, recording and cataloguing all Title IX reports of sexual misconduct and identifying and addressing any patterns or systemic problems that arise during the review of such reports. To assist the Title IX Coordinator the College has designated Title IX Investigators, all of whom are authorized to conduct investigations. The Coordinator and all Investigators receive at least eight (8) hours of annual training. The Title IX Coordinator may perform the investigations also, but will provide supportive services to the Investigators in such aspects of the investigation process as deemed necessary and appropriate including gathering documentation, disseminating information and assuring compliance with the procedures outlined in this policy.

:: **The College has designated the following individual as its Title IX Coordinator:**

Angela M. Valuck
Director of Human Resources
Illinois College
1101 West College Avenue, Jacksonville, Illinois 62650
Phone: 217.245.3002
Fax: 217.245.3148
Email: angela.valuck@ic.edu

:: **The College has designated the following individuals as Title IX Investigators:**

Malinda Carlson
Dean of Students

Leslie DeFrates
Director of Presidential Projects and Priorities

Andrew Jones
Dean of Student Success

Jeff Regan
Director of Public Safety

Denny Schumacher
Director of Residential Life

All students, faculty, staff and external individuals, who have concerns about discrimination on the basis of sex, Title IX violations or requirements, including any concerns pertaining to sexual misconduct covered by this policy, are encouraged to seek the assistance of either the Title IX Coordinator or an investigator. The coordinator and investigators are knowledgeable about, and will provide information on, all options for addressing and resolving such reports or concerns. Those options may vary depending on the nature of the incident; whether the complainant is a student or employee; the wishes of the complainant regarding confidentiality; and whether the complainant prefers to proceed formally or informally. Together, the coordinators play an integral role in carrying out the College's commitment to creating, fostering and maintaining an educational, employment, business and campus environment that is free of discrimination on the basis of sex.



Reporting of Complaints Covered by this Policy

:: Title IX Coordinator

All students, faculty, staff, applicants, volunteers, vendors and agents are strongly encouraged to report any incidents of violations of this policy. Reports may be oral, written, or online at www.ic.edu/sexualmisconduct/report and such reports should be made to the Title IX Coordinator. Reports received electronically will receive a response within twelve (12) hours.

:: Responsible Employees (Mandated Reporters)

Reports may also be made to any employee, including Residential Advisors and Hall Directors, of the College. Such personnel who receive reports of violations of this policy (excluding confidential employees and confidential advisors) are considered responsible employees and are required to forward those reports to the Title IX Coordinator. The Title IX Coordinator is to be made aware of all complaints made pursuant to this policy so that she may monitor compliance and direct investigation, if deemed necessary.

:: Confidential Employees

If you wish to report a violation of this policy but would like your information to remain confidential you may choose to report to any of the following individuals. These employees have a confidentiality privilege to protect the personal identification of you and can fulfill their reporting requirements by making general reports for statistical purposes and pattern tracking, but do not divulge personally identifiable information. Please note that if you report to a confidential employee and request confidentiality, your information will not be shared with the Title IX Coordinator and an investigation will not be initiated.

- Alicia Gatti, Counselor, Templeton Counseling Center
217.245.3338
- Renee Overton, Healthcare Associate, Chesley Health and Wellness Center 217.245.3038
- Tami Wright, College Health Nurse, Chesley Health and Wellness Center
217.245.3038



:: Confidential Advisors

If you wish to seek confidential support but would not like to report to health services or counseling center staff, you may choose to report to a confidential advisor. Illinois College maintains a list of individuals who are specifically trained professionals who are available to survivors, or those who know a survivor, to answer questions, provide information, and help navigate the options available at the College as well as in the Jacksonville community. Confidential advisors can fulfill their reporting requirements by making general reports for statistical purposes and pattern tracking, but do not divulge personally identifiable information. Please note that if you report to a confidential advisor and request confidentiality, your information will not be shared with the Title IX Coordinator and an investigation will not be initiated. For a complete listing of confidential advisors please visit www.ic.edu/sexualmisconduct.

:: Amnesty Provision

Illinois College provides immunity to any student who reports, in good faith, an alleged violations of this policy. The reporting student will not receive a disciplinary sanction by the College for a student conduct violation, such as underage drinking, that is revealed in the course of a report, unless the College determines that the violation was an action that places the health or safety of any other person at risk.

In addition to the foregoing, all faculty and staff who become aware of or suspect sexual abuse of a minor (under the age of 17) must report that information to the Title IX Coordinator who shall then inform local, state and/or federal law enforcement officials of such incident as required by law.

Support Services

In addition to reporting the matter to the Title IX Coordinator or an employee, persons may also need to address immediate physical and/or emotional trauma associated with the harassment or assault. Importantly, a victim should contact any of the following immediate care support providers:

- :: Emergency Call 911
- :: Jacksonville Police Department – 217.479.4630
- :: Passavant Hospital (Sexual Assault Nurse Examiners on staff 24/7) – 217.245.9541
 - No-cost examinations are available at this location under the Sexual Assault Survivors Emergency Treatment Act
- :: Prairie Center Against Sexual Assault – 217.243.7330
- :: Templeton Counseling Center – 217.245.3338 (after hours via Campus Public Safety)
- :: Chesley Health and Wellness Center – 217.245.3038 (after hours via Campus Public Safety)
- :: Illinois College Department of Public Safety, Gardner Hall, Room 7 – 217.245.3111
- :: The College's Department of Public Safety can also reach any Title IX Coordinator after hours at this number – 217.245.3111

There are also support resources outside the College community. The Templeton Counseling Center maintains a list of local therapists, including psychologists, social workers and psychiatrists in private practice. While the cost of counseling outside the College is not covered for students by the College, many students have insurance benefits that will cover all or part of the cost of such counseling.

Preservation of Evidence

Seeking medical care is important, regardless of whether you choose to report to the police. Medical attention will provide for physical exam, treatment and collection of any evidence of the assault. It is important to remember:

- :: Sexual assault can result in injury or illness that you may not immediately see or feel. It is important that you seek appropriate medical care promptly.
- :: Resist the urge to change clothes, bathe, douche, eat, drink or brush your teeth.
- :: Bring a change of clothes with you when you go to the emergency room. Your clothing will be kept as evidence.
- :: Do not go to the bathroom, if possible. This is so that physical evidence can be collected and preserved.

You do not need to decide immediately following an assault whether you want to pursue legal action, but if you save the evidence, it offers you more options in the future when you are better able to decide. The staff at Passavant Hospital and on campus at the Chesley Health and Wellness Center are trained to collect and save this type of evidence for you, should you decide to use it in pursuing legal action in the future.

Investigation

- :: **Preliminary Inquiry:** Upon receipt of a report of a complaint covered by this policy, the Title IX Coordinator or her designee shall inform the complainant about:
 - Available counseling, medical and other support services;
 - The option to avoid contact with the respondent during the pendency of the investigation;
 - Their Title IX rights;
 - Their grievance rights; and
 - Their right to file a criminal complaint, if applicable.

The Title IX Coordinator shall provide the complainant with access to this policy and the applicable grievance procedures identified herein.

Additionally, the Title IX Coordinator or her designee may make a preliminary, non-binding assessment of the information contained in the report, and any supplement to the report, to determine whether that information, if true, would pose an imminent threat of immediate harm to the complainant or others. If there is an imminent threat of immediate harm then, consistent with the grievance procedures identified below, temporary measures may be imposed against the respondent to mitigate the threat during the pendency of the investigation. These measures may include, without limitation, changes to academic, living, dining, transportation and working situations. The need for such temporary measures will be reevaluated on a regular basis during the pendency of the investigation to ensure that need for such temporary measures remain present.



- :: **Investigation:** Upon receipt of a report of a complaint covered by this policy, the Title IX Coordinator will assign the appropriate Investigator to conduct a prompt, thorough and impartial investigation of the incident consistent with the applicable grievance procedures identified below. Such investigations shall, barring exigent circumstances, be completed within thirty (30) calendar days.

The complainant and respondent both have the right to request a substitution of the assigned investigator if the participation of this individual to make a finding or impose a sanction poses a conflict of interest. Any request to substitute the assigned investigator must be made to the Title IX Coordinator within one (1) business day to allow for prompt investigation.

The complainant and respondent are both entitled to one advisor of his/her choosing to accompany and assist him/her throughout Illinois College's investigation process. The advisor can be a friend, parent, faculty mentor, attorney, or any person the complainant or respondent wish.

In all investigations the Title IX Coordinator shall monitor compliance to ensure the parties are provided with a parity of protections. Additionally, all investigations shall utilize a preponderance of the evidence (more likely than not) standard in determining whether or not sexual harassment occurred.

- :: **Decision-Making and Sanctioning:** Upon completion of the investigation the Investigator, in consultation with the Title IX Coordinator, will make a determination as to whether sexual misconduct occurred and recommend any sanctions to be imposed, if any are deemed necessary.

The final decision on sanctioning will be the responsibility of the vice president responsible for the individual receiving the discipline (i.e. decisions on academic sanctions will be enforced by the provost of the College, decisions on residential sanctions will be enforced by the dean of students, employment-related sanctions will be enforced by the vice president of that office or department). Additionally, the vice president will be responsible for enforcing any sanctions.

- :: **Outcome of Investigation:** The Title IX Coordinator, or the designee, shall provide the complainant and respondent with written notice of the outcome of the investigation (i.e. whether misconduct was found to have occurred) within five (5) calendar days of such a finding being made. If the Coordinator, or the designee, has determined that misconduct has occurred, the Coordinator, or the designee, shall immediately take reasonably effective action to eliminate the misconduct, prevent its recurrence and address its effects. When allowed for by applicable state and federal law, the Coordinator shall also notify the complainant of any sanction(s) imposed upon the respondent.

If resolution of the complaint is reached following the investigation, the Investigator will file a summary report to be kept on file.

- :: **Appeal of the Decision:** If a resolution is not reached and either party wishes to appeal the decision, the complainant or the respondent may appeal the decision to the Title IX Coordinator. The appeal must be made in writing within five (5) calendar days of receipt of notification of the outcome.

If either party chooses to appeal the decision pursuant to this policy procedure, the appeal shall be conducted as follows:

- Appeals can have three grounds:
 1. That a procedural error or omission occurred that significantly impacted the outcome of the hearing.
 - :: Examples: The investigation and related actions did not correctly follow Illinois College's policies and procedures, or there was substantial bias.
 2. To consider new evidence, unknown or unavailable during the original investigation, that could substantially impact the original finding and sanction(s).
 - a. A summary of this new evidence and its potential impact must be included in the appeal letter.
 - b. Failure to participate at the time of the investigation cannot constitute an appeal on new evidence.
 3. That the sanctions imposed are substantially disproportionate to the severity of the violation, or the sanctions fall outside the range of sanctions the College has designated for this offense.

If there is an appeal, the Title IX Coordinator will call together the appeal committee consisting of:



- Three members selected from the faculty and/or staff with preference given to those who have been trained in Title IX investigation. Those trained investigators who participated in the initial investigation cannot be selected to serve on the appeal committee.
- The appeal committee members must be current staff or faculty of Illinois College and cannot have been persons providing any information for the investigation or involved in the incident under investigation.
- None of the appeal committee members may be attorneys.
- The appeal committee will have available the record of the investigation, any materials used on the investigation and the decision taken by the Coordinator.
- After the appeal committee has met, reviewed and discussed the information, the appeal committee will make a decision by vote if necessary. The majority rules.
- The appeal committee must come to a decision within seven (7) calendar days of the appeal to the Title IX Coordinator.
- The appeal committee may choose from the following decisions for the Title IX Coordinator to implement:
 - :: To affirm the decision and actions taken by the Investigator and to direct implementation of the committee's decision.
 - :: To return the case to the Investigator with instructions for further investigation or reconsideration of particular issues.
 - :: To assign the case for further investigation by a different Investigator if there is a conflict of interest with the original Investigator.
- After the appeal process is exhausted and the Title IX Coordinator directs implementation of the decision, the decision is final.

Sanctioning Statement

Not all forms of sexual misconduct are equally serious offenses and the College reserves the right to impose different sanctions, ranging from verbal warning to expulsion, depending on the severity of the offense. The College will consider the concerns and rights of both the complainant and the respondent of sexual misconduct.

:: Students

- :: Any student found responsible for violating the policy on Non-consensual Sexual Contact (where no intercourse has occurred) will likely receive a sanction ranging from probation to expulsion, depending on the severity of the incident and taking into account any previous campus conduct code violations.
- :: Any student found responsible for violating the policy on Non-consensual Sexual Intercourse will likely receive a sanction of suspension or expulsion.
- :: Any student found responsible for violating the policy on Sexual Exploitation or Sexual Harassment (and related violations) will likely receive a sanction ranging from warning to expulsion, depending on the severity of the incident, and taking into account any previous campus conduct code violations.
- :: Any student found responsible for violating policies on Dating Violence, Domestic Violence or Stalking will likely receive a sanction of suspension or expulsion, depending on the severity of the incident, and taking into account any previous campus conduct code violations.

:: Employees

- :: Any employee found responsible for violating the policy on Non-consensual Sexual Contact (where no intercourse has occurred) will likely receive a sanction ranging from unpaid suspension to termination, depending on the severity of the incident, and taking into account any previous campus conduct code violations.
- :: Any employee found responsible for violating the policy on Non-consensual Sexual Intercourse will likely receive a sanction of unpaid suspension or termination.
- :: Any employee found responsible for violating the policy on Sexual Exploitation or Sexual Harassment (and related violations) will likely receive a sanction ranging from written warning to termination, depending on the severity of the incident, and taking into account any previous campus conduct code violations.
- :: Any employee found responsible for violating policies on Dating Violence, Domestic Violence or Stalking will likely receive a sanction of unpaid suspension or termination, depending on the severity of the incident, and taking into account any previous campus conduct code violations.



:: Additional Procedures or Considerations for Sexual Misconduct

A person who believes he or she may have been the victim of sexual misconduct should understand that under some circumstances designated officers of the College to whom such incidents are reported may be required by state or federal law or College policy to pursue a complaint by the process described above, even if the person making the allegation does not wish to do so.

At any time during the mediation or investigation of complaints brought pursuant to this policy, a complainant may request that the College provide relief from intimidating work, classroom or living situations which relate specifically to the alleged policy violation.

While any member of the College community who believes he or she has been the victim of sexual misconduct is strongly encouraged to use the procedures established by the College to make a complaint about such misconduct, such a person may also elect to make a complaint outside the College by initiating civil and/or criminal charges against the accused party or parties.

A complainant has the right to contact the U.S. Department of Education's Office for Civil Rights (OCR), Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) about filing a formal complaint regarding harassment or retaliation. An OCR and IDHR complaint must be filed within one hundred eighty (180) days of the alleged incident. A complaint with the EEOC must be filed within three hundred (300) days of the alleged incident. In addition, an appeal process is available through the Illinois Human Rights Commission (IHRC) after the IDHR has completed its investigation of the complaint.

Administrative Contacts

Office for Civil Rights (OCR)

Sex Discrimination under Title IX

Phone: 800.872.5327

Email: ocr@ed.gov

Website: <http://www.ed.gov/about/offices/list/ocr/complaintintro.html>

Illinois Department of Human Rights (IDHR)

Sexual Harassment in Education

Chicago: 312.814.6200

Chicago TTY: 866.740.3953

Springfield: 217.785.5100

Springfield TTY: 866.740.3953

Website: <http://www2.illinois.gov/dhr/FilingCharge>



Confidentiality

A complainant may report or make a complaint pursuant to this policy, yet request confidentiality. If the complainant requests confidentiality or asks that the report not be pursued, the College will take all reasonable steps to investigate and respond to the report consistent with the request for confidentiality or request not to pursue the investigation – as long as doing so does not prevent the College from responding effectively to the complaint and preventing harassment of other third parties.

Upon a request for confidentiality, the College shall inform the complainant:

- :: If the College cannot ensure confidentiality;
- :: That a confidentiality request may limit the College's ability to respond to the report;
- :: That the College prohibits retaliation and that such retaliation is subject to disciplinary action under this policy.

Notwithstanding the foregoing, should the report concern an instance of sexual violence involving a minor (under the age of 17), then in that event, the College shall investigate the report without regard to the request for confidentiality and shall inform local, state and/or federal law enforcement officials of such incident as required by law.

Retaliation

It is a serious violation of this policy for any person to retaliate against, interfere with, coerce or take any other adverse action against a student, faculty, staff or other third party that:

- :: Seeks advice concerning a violation of this policy;
- :: Makes a report of a violation of this policy;
- :: Assists or supports another individual that makes a report of a violation of this policy;
- :: Participates as a witness or in the investigation of a report made pursuant to this policy.

Such conduct is in violation of this policy and will be treated as another possible instance of harassment or discrimination. Acts of alleged retaliation should be reported immediately to the Title IX Coordinator and will be promptly investigated and adjudicated accordingly.

Malicious, False Accusations

It is a violation of this policy to make a report of a violation of this policy that is known to be false. Such conduct is a serious violation of this policy and will be investigated and adjudicated accordingly.

Smoking

Illinois College is committed to promoting a healthy environment for its students, faculty, staff and visitors. Smoking is prohibited in all indoor areas or within 15 feet of the perimeter of any building on the College campus. Smoking includes, but is not limited to cigarettes, tobacco and devices such as e-cigarettes, pipes and vaporizers. Smoking remnants should be disposed of in containers provided for that purpose.

Student Bill of Rights

The academic community of students, faculty, staff and administration, in the spirit of mutual respect and cooperation, shall reflect the interdependency of rights and responsibilities on the part of every person within the community. The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the academic community.

Illinois College, as a liberal arts college, seeks to develop in its students a reflective understanding of the most significant areas of human knowledge; the ability to make value judgments; a capacity for effective communication; and commitment to life-long learning. In pursuit of this educational mission, students have both rights and responsibilities when they become part of this historical community of inquiry. The following is a listing of the rights of Illinois College students.



ARTICLE I

Students have the following rights concerning participation in decision making:

- A. The right to formal participation in an advisory manner through student representation, in the making of policy decisions directly affecting them; and
- B. The right, through a duly representative student government, to make final decisions concerning Student Senate and Senate-related student affairs.

ARTICLE II

Students have the right to accurately and plainly stated information which enables them to understand clearly:

- A. The general qualifications for establishing and maintaining acceptable academic standing;
- B. The graduation requirements for their particular curriculum and major; and
- C. The basic procedural course requirements and the course grading system set by the individual faculty member for each course, to be spelled out in writing within the first full week of class.

ARTICLE III

Students have the following rights concerning person and residence:

- A. The right to remain free from campus detention as a form of disciplinary action;
- B. The right to remain free from duress and coercion;
- C. The right to remain free from unwarranted entrance of his/her/their residence. The privacy of a resident's room shall always be respected (except in the conduct of routine housekeeping, maintenance functions and emergencies);
- D. The right to remain free from search and seizure of person, place and property without reasonable cause. In the case of a warranted search, the student shall be informed of who conducted the search and why;
- E. The right to remain free from unauthorized use of his/her residence hall room; and
- F. The right to safe habitation on the College campus.

ARTICLE IV

Students shall be extended the following protection when appearing before a disciplinary body:

- A. The right to a speedy and fair hearing;
- B. The right to refuse to answer self-incriminating questions;
- C. The right to present statements in their own defense if they choose;
- D. The right to be presumed innocent until proved guilty; and
- E. The right to an appeal, upon request.



ARTICLE V

Students have the following rights in the classroom:

- A. The right to take reasoned exception to the views offered in any course of study;
- B. The right to protection through orderly procedures against prejudiced or capricious academic evaluation;
- C. The right to confidential retention by instructors of information about student views, beliefs and political associations; and
- D. The right to refuse to answer questions concerning their personal views, political associations and other questions of a personal nature not germane to the course.

ARTICLE VI

Student rights regarding the confidentiality of academic, disciplinary, medical and financial records shall be determined within the professional guidelines of the American Association of Collegiate Registrars and Admissions Officers.

ARTICLE VII

Students have the right to associate or organize. Each group has the following privileges:

- A. The privilege to choose an advisor;
- B. The privilege to use the College facilities within conditions prescribed by the College;
- C. The privilege to invite and hear any person of its choosing providing that it does not interfere with the essential College program;
- D. The privilege to examine and discuss, pass resolutions, distribute leaflets, circulate petitions and take other lawful action to express opinion, providing any of these do not disrupt any regular and essential College programs; and
- E. The privilege to support causes by orderly means outside of classroom situations.



ARTICLE VIII

Student communications have the following rights:

- A. The right to publish all editorials or news commentaries that are not libelous, degrading or slanderous to individuals, groups or Illinois College; and
- B. The right to written notification by the Student Senate and the board of trustees of regulations governing student communications.

ARTICLE IX

Students shall be free from discrimination based on sex, age, race, religion, creed, national origin and sexual orientation.

ARTICLE X

The enumeration of certain student rights in this bill shall not be construed to deny or disparage others held by each student. No right specified by this bill is meant to be construed as enabling students to infringe upon the individual rights of another member of the academic community.

ARTICLE XI

The Bill of Rights shall become operational upon receiving a two-thirds vote of the members of the Student Senate and with the approval of the dean of students and the president of the College.

Stabilization Assistance & Follow-Up Enhancement Intervention Committee (SAFE IC)

SAFE IC stands for "Stabilization Assistance & Follow-Up Enhancement Intervention Committee." It is a multidisciplinary team that meets to identify, assess, and respond to behavior that may pose a threat of harm to Illinois College students, employees, and invitees, thereby encouraging an environment of increased safety. SAFE IC is designed to provide a coordinated referral system, a detailed behavioral assessment process, an internal communications structure, an intentional intervention strategy, and a comprehensive monitoring system to allow for follow-up and support.

PART I- Introduction

While interacting with College community members, a person may be confronted with situations in which a faculty member, staff member, or student displays concerning behaviors or comments, is disruptive to the campus environment, or creates an environment that may be intimidating or threatening to others. By providing information and assistance, SAFE IC is designed to assist in responding to these behaviors.

The SAFE IC Plan was developed in accordance with the State of Illinois Campus Security Task Force Report to the Governor and the Illinois Campus Security Enhancement Act. Overall, the SAFE IC Plan seeks to formalize the College's processes for greater communication, collaboration, and coordination in responding to concerns regarding campus community member behavior.

SAFE IC Team

Functions - The SAFE IC Team is a multidisciplinary team that meets regularly to serve six major functions for the College:

1. Provide staff training to recognize concerning, disruptive and/or threatening behavior
2. Provide consultation and support to the campus community in assisting faculty, staff or students who display concerning or disruptive behaviors
3. Gather information to assess situations involving faculty, staff or students who display concerning or disruptive behaviors including implementation a formal SAFE IC process
4. Recommend appropriate intervention strategies or disciplinary sanctions
5. Connect faculty, staff or students with needed campus and community resources
6. Monitor ongoing behavior of faculty, staff or students who have displayed disruptive or concerning behavior

Team Membership

The membership of SAFE IC will include a representative from the following campus departments:

- :: Templeton Counseling Center (for faculty, staff, or student issues)
- :: Dean of Students (for faculty, staff, or student issues)
- :: Dean of Student Success (for faculty, staff, or student issues)
- :: Director of Presidential Projects and Priorities (for faculty, staff, or student issues)
- :: Dean of Faculty (for faculty issues)
- :: Human Resources (for staff issues)
- :: Residential Life (for student issues)

A referral agency is available for further mental health consultation if warranted. Additional members from the campus community are included in meetings of SAFE IC as necessary.

Reporting Process

The overall goal of the SAFE IC Plan is to promote a safe college environment. By encouraging all members of the campus community to report behaviors that are concerning, SAFE IC will be able to reach out to the faculty member, staff member, or student to intervene, provide support, and connect them with resources that can assist. As such, SAFE IC asks that the campus community report concerning "red flag" behaviors.

Identifying "Red Flag" Behaviors - Recognizing that it is not uncommon for people to display some questionable or inappropriate behaviors, "red flag" behaviors are those questionable, suspicious or inappropriate behaviors that go beyond what seems normal or reasonable for the situation. "Red flag" behaviors may be presented through a person's appearance, spoken or written words, or specific actions.

Examples of "red flag" behaviors include:

- :: Behaviors which regularly interfere with classroom environment or management
- :: Notable change in behavior or appearance
- :: Impairment of thoughts – verbal or written
- :: Overly aggressive behaviors toward others



- :: Inappropriate or strange behavior
- :: Overreaction to circumstances
- :: Writings and comments endorsing violence; unusual interest in violence
- :: Indirect or direct threats in writings or verbalizations
- :: Anger management problems
- :: Threats to others
- :: Expression of suicidal thoughts or feelings of hopelessness

SAFE IC Referral

The SAFE IC Referral is designed to enable anyone to voluntarily report “red flag” behaviors that may raise concerns. An incident, in this context, is an event that does not warrant immediate intervention. In the event of an emergency that requires immediate intervention, call 911 or the Department of Public Safety at 217.245.3111.

The SAFE IC Referral will provide a mechanism for responding to individual incidents and will reveal patterns of disruptive behavior of a faculty member, staff member or student. It will provide aggregate data on the nature and frequency of disruptions at Illinois College. This referral provides a standardized method for recording observations of troublesome behaviors and for altering appropriate personnel of potential concerns.



PART II – SAFE IC Team

Team Assessment

While there is no single set of warning signs that will reliably predict a person’s behavior or campus violence, the assessment process looks for behavioral evidence that a faculty member, staff member, or student is planning or preparing to act out inappropriately or carry out some type of threat. An assessment is designed to distinguish between threatening and non-threatening cases in order to ensure the safety of the person of concern and any others potentially involved as well as to resolve concerns that initiated the inappropriate behavior.

Assessments assist in early identification of situations that may pose a threat to others, creates a baseline of information against which to assess future behavior, and provides a means for implementing interventions to increase the likelihood of a positive and safe resolution.

Assessment Process

Information Gathering and Assessment - Once a SAFE IC Referral has been received, a SAFE IC Team Member will meet with the identified person of concern to start the assessment process.

In general, SAFE IC members will gather preliminary information regarding the concern and then a representative of the team will interview the identified person of concern as part of the initial assessment process. The interview will provide the opportunity for the faculty member, staff member or student to share his/her/their concerns about the situation and ask for needed assistance in solving it. Information gleaned in this initial interview will be helpful in determining appropriate intervention strategies.

That process may include, but is not limited to, the following data gathering processes:

- :: Interviews with all available parties with information about the situation
- :: Interviews with the person alleged to have displayed inappropriate/concerning behavior
- :: Assessment by counselor/mental health professional
- :: Interview with any identified potential targets of inappropriate/concerning behavior
- :: Contacting family members (if applicable)
- :: Legal/criminal background check

Intervention Strategies

In most cases, an individual displaying concerning behavior is willing to work with the College and to obtain the assistance necessary. When a person is in distress, feeling that he/she has support for resolving the concern may serve as prevention.

Based on the behavior displayed by the person of concern and the assessment by SAFE IC, the SAFE IC Team may make any of the following recommendations for intervention. Recommendations are made in consultation with the appropriate college department or administrator who takes any final action.

- :: Referral to College and/or Community Resources
- :: Mandatory Direct Threat/Safety Assessment
- :: Referral to Disciplinary Process
- :: Voluntary/Involuntary Withdrawal from the College
- :: Voluntary/Involuntary Psychiatric Hospitalization
- :: Suspension or Mandatory Leave of Absence
- :: Criminal Charges
- :: Issues of a “No Contact Order” to parties or request of an Order of Protection from the Jacksonville Police Department
- :: Require counseling sessions
- :: Require successful completion of behavioral contract
- :: Recommend issuance of a no trespass
- :: Recommend a fitness for duty evaluation
- :: Require adherence to health or medical directions

Follow-Up and Monitoring

In addition to any of the specific intervention strategies described previously, the SAFE IC Team will determine a plan for follow-up monitoring of each person of concern and may include checking in with other members of the campus community regarding the individual’s behavior, checking the progress of any counseling the person of concern participates in, and periodic 1-on-1 meetings with an assigned SAFE IC member. Failure of the person of concern to cooperate with this follow-up monitoring could result in disciplinary action.

Feedback to Referring Individual

As permitted by law and following assessment and intervention with the identified person of concern, the SAFE IC Team will provide feedback to the referring individual to inform them of resolution of the case and any ongoing follow-up in which they may need to be involved.

Record Keeping

This information, meetings, and/or records generated by the SAFE IC Team will be stored on a secure site on the College’s Moodle site. Records will be maintained for seven years post enrollment at the college for students and seven year past the last point of contact with SAFE IC for faculty and staff.



Judicial Policies and Procedures

Classification of Consequences

The director of residential life (or designee) acts as a hearing officer for campus. Depending on the situation, the dean of students may also be involved in the incident. Sanctioning for policy violations and other judicial incidents may be taken against organizations, as well as individual students. Possible sanctions include warnings and the following and may be altered as necessary based on the situation:

Dismissal of Charges: After reviewing incident, no further action warranted.

Restitution: Wherever appropriate, the student shall pay damages for necessary repairs.

Reprimand: An admonition given by the hearing officer to the student according to circumstances in the particular case. The reprimand may be either verbal, written or both.

Referral: The hearing officer may refer the student to another person or department at the College for counseling, assistance or a work penalty. In certain cases, the student may be referred to a local or student-selected physician or a mental health professional as part of the disciplinary sanction.

Community Service: The student is required to report to the Office of Facilities Management to perform satisfactory work under supervision for the number of hours assigned.

Fines: Where appropriate, a monetary fine will be imposed in addition to any other disciplinary sanctions.

Required Compliance: The student must carry out a College rule as a condition for being admitted or continued as a member of the College community. This can also include restriction of privileges (access to buildings or membership in organizations, etc.), restitution, required room change, cancellation of housing contract, withholding of diploma or cancellation of registration for a specified period of time.

Confiscation: Where appropriate, goods used or possessed in violation of regulations will be confiscated and/or destroyed.

Community Program: This action requires that the student demonstrate for a specific period of time that he/she is willing and able to contribute to his/her/their community living environment. This may include assignments such as increased participation in floor or hall activities, creating a positive program/project for the hall, attendance at special seminars, training sessions or work projects.

Disciplinary Probation: Official notice to be placed in a student's permanent file that the student has been found to have violated College rules and regulations and a warning that further violation of rules and regulations will result in possible suspension or expulsion. Probation may include restriction from participation in College activities for a specified period of time.

Deferred Suspension: The dean of students may offer a student the option of deferring a suspension sanction. Deferred suspension allows the student to remain on campus and continue attending classes. Any additional policy violations may result in immediate suspension from the College.

Suspension: Exclusion from the College for a specified period. It may be imposed for the balance of the term or for time units of term length. A student who is suspended shall be denied all academic and social privileges and is expected to be absent from College grounds and buildings during the period of the suspension.

Dismissal: A student who is dismissed is no longer part of the Illinois College community.





Disciplinary Correspondence

In all cases of disciplinary action, beyond the verbal warning, students receive written statements of complaints, charges and resulting sanctions or penalties. In the event that the disciplinary action is taken against a student organization, the president of the organization receives the letter of charges and sanctions.

Only letters of dismissal or extended suspension are made a part of the student's permanent file. Letters and information concerning other disciplinary action are kept in a confidential file and are destroyed within a reasonable period of time after the student's graduation or withdrawal.

Confidential correspondence dealing with disciplinary and/or personal problems is maintained by the dean of the College and dean of students. The deans will discuss the contents of this file with students to whom the correspondence is addressed. Students

who have received any correspondence related to disciplinary censure and subsequent penalties may discuss the correspondence with the appropriate dean at anytime.

Disciplinary and Grievance Procedure for Students

Disciplinary Procedure for Students

Disciplinary action is construed as an educational function of the College for the protection and safety of the people and property at the College and to instill those minimal forms of social behavior which are essential to the educational process and which are identified in the Illinois College Blue Book.

1. The dean of students, the dean of the College and their designees are authorized by the president, acting in authority of the Illinois College Board of Trustees, to invoke for cause, the judgments listed previously as classification of consequences.
2. The designated hearing official will investigate and resolve disciplinary issues.
 - a. Incidents shall be investigated and resolved by the director of residential life or designee. The director of residential life or designee will provide the student with written notification of the disciplinary action taken against him/her.
 - i. The director of residential life may inform the dean of students of offenses and disciplinary actions taken.
 - b. In situations where the director of residential life determines that a student's conduct may warrant his or her suspension or dismissal, the director of residential life shall report the offense to the dean of students for disciplinary action.
 - i. The dean of students shall investigate the alleged incident and make a preliminary determination as to whether a punishable offense has been committed.
 - ii. If the dean of students determines there is a sufficient factual basis to conclude that a punishable offense has been committed, the dean of students shall schedule a meeting with the alleged offender.
 - c. Written notice of the date, time and location of meetings will be given to the student.
 - i. The notice will apprise the student of the charges against him/her.
 - ii. During the meeting, the official may present written and/or oral evidence related to the charges.
 - iii. Within a reasonable time after the meeting, the hearing official will render a written decision and provide a copy to the student. In determining the level of discipline to impose, if any, the official may consult with the victim, members of the faculty and administration.
3. Appeals
 - a. Students wanting to contest disciplinary action by the director of residential life or designee may appeal to the dean of students.
 - i. The appeal shall be in writing and delivered to the dean of students within 48 hours of the decision.
 - ii. The dean of students will review the matter and meet with the student to discuss the matter if necessary.
 - iii. The student may provide written and/or oral statements of witnesses to the dean of students during the meeting.
 - iv. After the meeting, the dean of students will notify the student in writing of his/her/their decision. The decision of the dean of students shall be final.

- b. A student who has been suspended or dismissed from the College by the dean of students may appeal the decision to the provost and dean of the College.
 - i. The appeal must be in writing and delivered to the provost and dean of the College within 48 hours of the student's receipt of the dean of students' written decision. The appeal must set forth the basis for the student's appeal and why the dean of students' decision should be reversed or modified. A copy of the dean of students' decision must be attached to the appeal.
 - ii. The provost and dean of the College may resolve the appeal based on solely the dean of students' decision and the student's written appeal.
 - iii. The provost and dean of the College may meet with the student and/or any other individual who, in his/her/their sole discretion, might provide information and guidance useful in resolving the appeal.
 - iv. The provost and dean of the College may, at his/her/their sole discretion, convene a panel of faculty and administrators to discuss the appeal and make recommendations.
 - v. The ultimate resolution of the appeal shall be made by the provost and dean of the College and his/her decision shall be final.

